
PeopleSoft FSCM 9.2: Application Fundamentals

March 2013

Trademark Notice

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

License Restrictions Warranty/Consequential Damages Disclaimer

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

Warranty Disclaimer

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

Restricted Rights Notice

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

Hazardous Applications Notice

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Third Party Content, Products, and Services Disclaimer

This software or hardware and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Alpha and Beta Draft Documentation Notice

If this document is in preproduction status:

This documentation is in preproduction status and is intended for demonstration and preliminary use only. It may not be specific to the hardware on which you are using the software. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to this documentation and will not be responsible for any loss, costs, or damages incurred due to the use of this documentation.

Contents

Preface.....	xxiii
Understanding the PeopleSoft Online Help and PeopleBooks.....	xxiii
PeopleSoft Hosted Documentation.....	xxiii
Locally Installed Help.....	xxiii
Downloadable PeopleBook PDF Files.....	xxiii
Common Help Documentation.....	xxiii
Field and Control Definitions.....	xxiv
Typographical Conventions.....	xxiv
ISO Country and Currency Codes.....	xxv
Region and Industry Identifiers.....	xxv
Access to Oracle Support.....	xxvi
Documentation Accessibility.....	xxvi
Using and Managing the PeopleSoft Online Help.....	xxvi
Common Elements Used for Financials and Supply Chain Management.....	xxvi
PeopleSoft FSCM Related Links.....	xxix
Contact Us.....	xxx
Follow Us.....	xxx
Chapter 1: Getting Started With PeopleSoft Application Fundamentals.....	31
Getting Started With PeopleSoft Application Fundamentals.....	31
PeopleSoft Application Fundamentals Overview.....	31
Implementation Considerations.....	32
Using OLAP Tools to Analyze PeopleSoft Financials/Supply Chain Management Data.....	32
Common Elements Used in Application Fundamentals.....	33
Chapter 2: Using the PeopleSoft Data Migration Workbench for Application Data.....	35
Understanding the PeopleSoft Data Migration Workbench.....	35
Data Migration Using Application Data Sets.....	36
Using the Data Migration Workbench for PeopleSoft Allocations.....	37
Using the Data Migration Workbench for PeopleSoft WorkCenters.....	38
Using the Data Migration Workbench for PeopleSoft Accounting Rules.....	38
Using Application Data Sets.....	39
Pages Used in Data Set Migration.....	40
Data Migration Workbench – Project Definition Page.....	40
Data Migration Workbench - Data Set Content Page.....	41
Sample Steps for Using the Data Migration Workbench.....	41
Chapter 3: Defining Financials and Supply Chain Management Common Definitions.....	43
Defining Financials and Supply Chain Management Common Definitions.....	43
Defining Agency Location Codes.....	43
Pages Used to Define Agency Location Codes.....	44
Understanding Agency Location Codes.....	44
Agency Location Code Page.....	45
Agency Location Code - GWA Reporting Options Page.....	47
IPAC Fields Page.....	51
Setting Up Financials Audit Framework (Audit Logging).....	52
Pages Used to Manage the Financials Audit Framework.....	52
Understanding the PeopleSoft Financials Audit Framework.....	52
Enable Audit Logging Page.....	54
Search Audit Logs Page.....	56

Purge Audit Logs Page.....	57
Setting Up Document Management Options.....	58
Pages Used to Set Up Document Management Options.....	58
Documentum Product Options Page.....	59
Documentum Component Options Page.....	60
Documentum Page Options - Page Options Page.....	61
Documentum Page Options - Copy Properties Page.....	62
Setting Up Resources.....	63
Page Used to Set Up Resource Information.....	63
Resource Setup Page.....	63
Setting Up Locations.....	67
Pages Used to Set Up Locations.....	68
Country Description Page.....	68
Address Format Page.....	69
Location - State Page.....	69
Location - Definition Page.....	70
Location - Detail Page.....	71
Country Stat Rpt Codes Page.....	73
Establishing Regions and Region Codes.....	74
Pages Used to Establish Regions and Region Codes.....	74
Establishing Distribution Rules and Sets.....	75
Pages Used to Establish Distribution Rules and Sets.....	75
Sales Order Distribution Set and Rule Example.....	76
Distribution Sets Page.....	76
Distribution Rules Page.....	77
Establishing Carriers.....	77
Pages Used to Define Carriers.....	78
Understanding Carrier Information.....	78
Carrier Page.....	79
Carrier URL Page.....	81
Carrier Calendar Exceptions Page.....	82
Defining Sales and Use Tax Authorities and Codes.....	83
Pages Used to Define Sales and Use Tax Authorities and Codes.....	83
Understanding PeopleSoft Tax Tables.....	83
Tax Authorities Page.....	84
Tax Codes Page.....	84
Defining Additional Common Information.....	85
Pages Used to Define Additional Common Information.....	86
Attachment Type Page.....	89
Accounting Entry Template Page.....	89
Auto Numbering page.....	91
Automatic Numbering by BU Page.....	92
Distribution Network Page.....	92
Forecast Sets Page.....	93
Freight Terms Page.....	93
Tax Provider Geo Code Update Page.....	94
Personal Data Page.....	95
Reason Codes Page.....	96
Ship Via Codes Page.....	97
Standard Industry Codes Page.....	98
Ultimate Use Codes Page.....	98

Ship To Locations - Sales/Use Tax Info Page.....	99
Units of Measure Page.....	100
Defining Common Journal Definitions.....	100
Pages Used to Define Common Journal Definitions.....	101
Partition ChartField Entry Page.....	102
Journal Class Page.....	104
Journal Entry Template - ChartField Page.....	105
Journal Source - Definition Page.....	109
Journal Source - Journal Options Page.....	111
Journal Source - Balance Suspense ChartFields Page.....	113
Journal Source - Edit Suspense ChartFields Page.....	113
Journal Source - Amount Suspense ChartFields Page.....	113
Journal Source - Currency Options Page.....	114
Journal Source - Approval Options Page.....	116
Schedules Page.....	117
Setting Up Workflow Transactions.....	118
Pages Used to Set Up Workflow Transactions.....	119
Workflow Transaction Categories Page.....	119
Workflow Transactions Page.....	119
System Workflow Rules Page.....	119
Setting Up Credit Card Options and Groups.....	120
Pages Used to Set Up Credit Card Options and Groups.....	120
Understanding Credit Card Groups.....	121
Credit Card Options Page.....	121
Credit Card Groups Page.....	124
Defining a Default Credit Card Group at the Business Unit Level.....	125
Changing Credit Card Encryption.....	128
Page Used to Change the Encryption Key.....	129
Understanding Credit Card Encryption.....	129
Change Encryption Key Page.....	129
Setting Up Credit Card Processing for a Hosted Implementation.....	131
Understanding Conversion to the Hosted Credit Card Model.....	132
Pages Used to Convert to Hosted Credit Card Storage and Payment.....	135
Understanding the Remove Credit Card Data Process.....	135
Convert Credit Card Data Page.....	136
Remove Credit Card Data Page.....	138
Working with the Remove Credit Card Data Process in PeopleSoft Billing.....	139
Setting Up Profile Tokenization and Hosted Entry.....	141
Setting Up Electronic Payment Options.....	143
Understanding Electronic Payment Options in Self-Service Applications.....	143
Page Used to Set Up Electronic Payment Options in Self-Service Applications.....	144
Electronic Payment Options for Self Service Page.....	145
Chapter 4: Setting Installation Options for PeopleSoft Applications.....	147
Setting Installation Options for PeopleSoft Applications.....	147
Setting Up Cross-Application Installation Options.....	147
Pages Used to Set Up Cross-Application Installation Options.....	148
Installation Options - Products Page.....	150
Installation Options - Overall Page.....	151
Financial Sanctions Options Page.....	157
D&B Account Page.....	160
Alternate Character Page.....	160

Documentum Page.....	161
Federal Processing Options Page.....	162
Entry Event Page.....	162
Installation Options - Commitment Control Page.....	163
Installation Options - Customer Page.....	167
Defining Tax Provider Installation Options.....	168
Page Used to Define Tax Provider Installation Options.....	169
Setting Up Application-Specific Installation Options.....	169
Pages Used to Set Up Application-Specific Installation Options.....	170
Installation Options - Asset Management Page.....	174
Billing - General Options Page.....	180
Billing - Federal Options Page.....	185
Billing - Integration Options Page.....	186
Installation Options - Contracts Page.....	192
Installation Options - eSettlements Page.....	196
Installation Options - Expenses Page.....	198
Installation Options - Urgency (in Days) Page.....	204
Installation Options - General Ledger Page.....	206
Installation Options - Grants Page.....	209
Installation Options - Grants Portal Page.....	211
Installation Options - Inventory Page.....	214
Installation Options - Inventory Counters Page.....	217
Installation Options - Lease Administration Page.....	217
Installation Options - Manufacturing Page.....	218
Installation Options - Mobile Inventory Page.....	221
Installation Options - Payables Page.....	223
Installation Options - Planning Page.....	225
Installation Options - Program Management Page.....	225
Installation Options - Project Costing Page.....	228
Installation Options - Project Costing Integration Page.....	233
Installation Options - Purchasing Page.....	241
Installation Options - Receivables Page.....	244
AR Account Overview Balances Page.....	247
Installation Options - Order Management Page.....	247
Defining Resource Management Installation Options.....	248
Services Procurement Installation Options Page.....	263
Installation Options - Staffing Installation Page.....	265
PeopleTools Options Page.....	271
Sourcing Installation Options Page.....	271
Installation Options - Supplier Contract Management Page.....	274
Installation Options - Treasury Page.....	279
Chapter 5: Defining User Preferences.....	281
Defining User Preferences.....	281
Understanding User Preferences.....	281
Defining Cross-Application User Preferences.....	281
Pages Used to Define Cross-Application User Preferences.....	281
User Preferences - Overall Preferences Page.....	282
OLE Information Page.....	283
User Preferences - Process Group Page.....	283
Defining Application-Specific User Preferences.....	284
Pages Used to Define Application-Specific User Preferences.....	285

Asset Management - User Preferences Page.....	289
User Preferences - IT Asset Management Page.....	292
User Preferences - Billing Page.....	295
User Preferences - Contracts Page.....	297
User Preferences - General Ledger Page.....	299
User Preferences - Inventory Page.....	302
Lease Administration - User Preferences Page.....	303
User Preferences - Manufacturing Page.....	304
User Preferences - Orders - Sales Page.....	305
User Preferences - PayCycle Page.....	306
User Preferences - Supply Planning Page.....	307
User Preferences - Project Costing Page.....	307
User Preferences - Procurement Page.....	309
Process User Preferences - Contract Process Page.....	309
User Preferences - Vendor Rebate Agreement Authorizations Page.....	311
User Preferences - Payables Online Vouchering Page.....	312
User Preferences - Receiving and RTV Page.....	316
User Preferences - Requisition User Authorizations Page.....	319
User Preferences - Purchase Order User Authorizations Page.....	320
User Preferences - Document Tolerance Exceptions Override Page.....	322
User Preferences - Promotions Management Page.....	322
User Preferences - Receivables Data Entry 1 Page.....	323
User Preferences - Receivables Data Entry 2 Page.....	324
User Preferences - Strategic Sourcing Page.....	326
User Preferences - Staffing General Preferences Page.....	328
Defining Staffing Job Data Preferences.....	332
User Preferences - Supplier Contract Management Page.....	335
User Preferences - Maintenance Management Page.....	337
User Preferences - Mobile Inventory Management Page.....	347
Chapter 6: Securing Your System.....	349
Securing Your System.....	349
Understanding PeopleSoft Application Security.....	349
Security Terms.....	350
Row-Level Security in PeopleSoft Financials.....	350
Permission Lists.....	351
Specifying System Security Options.....	355
Pages Used to Specify System Security Options.....	355
Specifying Security Options.....	355
Applying Security Options.....	357
Defining Security Views.....	357
Page Used to Define Security Views.....	358
Understanding Security Views.....	358
Security Views Page.....	358
Defining Row-Level Security.....	359
Pages Used to Define Row-Level Security.....	360
Granting Access to Users.....	362
Granting Business Unit Access.....	362
Granting Tableset Access.....	363
Granting Ledger Access.....	363
Granting nVision Reporting Access.....	363
Granting Project Access.....	363

Granting Business Unit Book Access.....	364
Granting Pay Cycle Access.....	365
Granting Grants Access.....	365
Granting Proposal Management Access.....	365
Granting Planning Instance Access.....	366
Chapter 7: PeopleSoft Search for Financials and Supply Chain Management.....	367
Understanding Financials and Supply Chain Search.....	367
PeopleSoft Search Technology.....	367
Global Search and Search Pages within Components.....	368
Search Categories in PeopleSoft Financials and Supply Chain Management.....	370
Search Recommendations.....	370
Terminology.....	371
Applications where PeopleSoft Search Replaced Verity.....	372
Understanding Global Searches.....	373
Global Search Categories.....	373
Global Search Category Facets.....	375
Global Search - Advanced Search.....	378
Special Advanced Search Fields.....	378
Example: Advanced Search.....	381
Understanding Search Pages within Components.....	382
Understanding Search Results.....	384
Viewing PeopleSoft Search Results.....	384
Search Result Breadcrumbs.....	387
Search Result Facets.....	387
Search Result List Format.....	387
Last Search Results Window.....	390
Understanding Search Attachments.....	390
Understanding Performance Considerations within Financial and Supply Chain Management Search.....	391
Enabled Facets.....	392
Enabled Attachments.....	392
Enabled Attributes (Including Chart Field Security).....	392
Enabled Queries.....	393
Understanding the Build Index Process.....	393
Parts of an Index.....	394
Deploying Indexes.....	394
Building an Index.....	395
Chapter 8: Securing ChartFields.....	397
Securing ChartFields.....	397
Understanding ChartField Security.....	398
Common Elements Used in Securing ChartFields.....	400
Describing General ChartField Security Functionality.....	401
Securing Access to Transaction Pages.....	402
Securing Access to Accounting Data.....	405
Securing ChartField Prompt Edit Values.....	407
Securing Defaulted ChartField Values.....	409
Securing Distribution Code Prompt Values.....	409
Enabling ChartField Security.....	411
Pages Used to Enable ChartField Security.....	411
Understanding ChartField Security Setup.....	412
Prerequisites.....	412

Security Options - ChartField Security Page.....	413
Enable ChartField Security - Products Page.....	415
Component Registry - Secured Components Page.....	417
Working With Shared Components.....	421
Defining ChartField Security Rules, Exceptions, and Values.....	421
Pages Used to Define ChartField Security Rules, Exceptions, and Values.....	422
ChartField Security Rules Page.....	423
Assign Security Rule to UserID Page.....	426
Building ChartField Security Rules.....	429
Pages Used to Build ChartField Security Rules.....	429
Build Security Rules Page.....	430
Building Security Rules from the Security Build Request Run Control Page.....	430
Copying ChartField Security Rule Assignments.....	431
Pages Used to Copy ChartField Security Rule Assignments.....	432
Copy User Rule Assignment Page.....	432
Securing Customized ChartFields.....	433
Creating a New Work Field.....	433
Adding the New Work Field to the Work Record.....	434
Adding the New Work Field to ChartField Security Pages.....	435
Configuring Prompt Table Field Properties.....	437
ChartField Security Options Page.....	439
Adding the New ChartField Prompt Edit Views.....	440
Securing ChartFields for PeopleSoft Payables.....	442
Securing ChartFields for PeopleSoft Asset Management.....	443
Securing ChartFields for PeopleSoft Receivables.....	444
Understanding Securing ChartFields for PeopleSoft Receivables.....	444
Securing ChartFields for PeopleSoft Billing.....	447
Understanding Securing ChartFields for PeopleSoft Billing.....	447
Securing ChartFields for PeopleSoft Commitment Control.....	448
Securing ChartFields for PeopleSoft Contracts.....	449
Securing ChartFields for PeopleSoft Cost Management.....	450
Securing ChartFields for PeopleSoft eProcurement.....	451
Securing ChartFields for PeopleSoft Expenses.....	451
Understanding Securing ChartFields for PeopleSoft Expenses.....	451
Securing ChartFields for PeopleSoft General Ledger.....	453
Securing ChartFields for PeopleSoft Grants Management.....	454
Securing ChartFields for PeopleSoft Inventory.....	454
Securing ChartFields for PeopleSoft Order Management.....	455
Securing ChartFields for PeopleSoft Project Costing.....	455
Securing ChartFields for PeopleSoft Purchasing.....	457
Securing ChartFields for PeopleSoft Services Procurement.....	458
Securing ChartFields for PeopleSoft Treasury.....	459
Chapter 9: Defining and Using ChartFields.....	461
Defining and Using ChartFields.....	461
Understanding PeopleSoft ChartFields.....	461
Delivered ChartFields.....	462
Project ChartFields.....	466
Balancing ChartFields.....	467
Alternate Accounts and Statutory Accounting.....	467
ChartField Values.....	468
ChartField Combination Editing.....	469

Prerequisites.....	469
Common Elements Used in Defining and Using ChartFields.....	469
Defining and Using Account Types and Attributes.....	470
Pages Used to Define Account Types and Attributes.....	470
Account Types Page.....	471
Creating Generic ChartField Attributes.....	472
Attaching Generic ChartField Attributes.....	474
Using the Balance Sheet Indicator and Book Code.....	475
Selecting the Balance Sheet Indicator Attribute.....	475
Setting Installation Options for Account Balancing Groups.....	475
Creating Account Balancing Groups.....	476
Associating a Balance Suspense ChartField With an Account Balancing Group.....	477
Entering and Maintaining ChartField Values.....	479
Pages Used to Define ChartFields.....	482
Long Description Page.....	486
Adding Book Code Values.....	486
Adding Adjustment Type Values.....	488
Adding Account Values.....	489
Map to Alternate Account Page.....	492
Alternate Account Page.....	493
Map to Account Page.....	494
Operating Unit Page.....	496
Fund Code Page.....	497
Department Page.....	497
Product Page.....	499
Project Page.....	499
Statistics Code Page.....	502
Scenario Page.....	503
Program Code Page.....	503
Class Field Page.....	504
Budget Reference Page.....	505
ChartField 1 Page.....	505
Standard ChartField Configuration Page.....	506
Adding PeopleSoft Project Accounting Product ChartField Values.....	507
Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process	
Using Trees to Summarize ChartFields.....	508
Defining and Using SpeedTypes.....	508
Pages Used to Define and Manage SpeedTypes.....	508
SpeedType Page.....	509
SpeedType Delete Page.....	511
Defining and Using ChartField Value Sets.....	511
Page Used to Define ChartField Value Sets.....	512
ChartField Value Set Page.....	512
Producing ChartField Reports.....	513
Pages Used to Produce ChartField Reports.....	514
Chapter 10: Editing ChartField Combinations.....	521
Editing ChartField Combinations.....	521
Understanding ChartField Combination Editing.....	521
ChartFields, Rules, and Trees in Combination Editing.....	522
Advantages of Using Various Table Types in Combination Editing.....	523
Online and Batch Combination Editing Availability in PeopleSoft Applications.....	525

Combination Editing by Transaction Source.....	527
ChartField Combination Editing Online.....	527
ChartField Combination Editing in Batch or Background Processing.....	528
Retain Detail Values Generated for Master Selector Tables.....	531
Online Combination Editing for Applications Outside the Financials Database Using a Web Service.....	532
Combination Editing in PeopleSoft Commitment Control.....	532
Master Selector Tables.....	533
ChartField Combination Editing Templates.....	534
Combination Editing Groups.....	535
Various Examples.....	535
Common Elements Used in Editing ChartField Combinations.....	538
Prerequisites.....	539
Defining Combination Editing by Transaction Source.....	539
Setting Up Combination Editing.....	540
Pages Used to Set Up Combination Editing.....	541
Understanding Combination Editing Setup.....	542
ChartField Combination Editing Template Page.....	543
Ledger Template - Field Definitions Page.....	545
ChartField Combination Editing Definition Page.....	546
Rule Definition Page.....	547
ChartField Combinations Page.....	548
ChartField Combination Editing Group Page.....	550
Journal Edit Options Page.....	552
Running the Build Combination Data Process.....	555
Page Used to Run the Build Combination Process.....	555
Build Combination Data Request Page.....	555
Using User-Defined Combination Data.....	559
Working with Combination Objects.....	560
Page Used to Copy, Rename, or Delete Combination Objects.....	560
Combination Copy/Rename/Delete Page.....	560
Viewing Combination Editing Data.....	562
Pages Used to View Combination Editing Data.....	562
Selector Tables Page.....	563
Review Combination Data Page.....	564
Review Combination Selector Table Data Page.....	566
Running ChartField Combination Reports.....	567
Pages Used to Run ChartField Combination Reports.....	567
Chapter 11: Configuring ChartFields.....	569
Configuring ChartFields.....	569
Understanding PeopleSoft ChartField Configuration.....	569
Checklist for a Successful Configuration.....	570
ChartField Configuration and ChartField Types.....	572
Project ChartFields.....	574
ChartField Configuration Scope and Levels.....	577
ChartField Reporting Requirements Analysis.....	577
Using Standard ChartField Configuration.....	578
Pages Used for Standard ChartField Configuration.....	579
Standard ChartField Configuration Page.....	579
Using Advanced ChartField Configuration.....	582
Pages Used for Advanced ChartField Configuration.....	584

Advanced Configuration Page.....	584
Running and Verifying the ChartField Configuration Program.....	587
Pages Used to Run and Verify the ChartField Configuration Process.....	587
Standard ChartField Configuration Page.....	590
Action Status Page.....	592
Product Status Page.....	593
Configuration Status Action Status Page.....	593
Performing Manual Configuration Tasks.....	594
Understanding a Manual Configuration.....	594
Performing One-Time Manual Configuration Tasks.....	595
Performing Product-Specific Configuration Tasks.....	602
Running the Configuration Steps Report and Inquiry.....	606
Performing ChartField Configurations for New Products and Application Fixes.....	606
Page Used to Configure ChartFields for Projects Containing Application Fixes.....	606
Configuration by Project Page.....	606
Configuring ChartFields for Products Installed After an Initial Configuration.....	607
Reviewing ChartField Configuration Programs and Processes.....	607
The ChartField Configuration Driver.....	608
ChartField Manual Configuration Program.....	608
ChartField Auto Configuration Program.....	609
Chapter 12: Summarizing ChartFields Using Trees.....	613
Summarizing ChartFields Using Trees.....	613
Understanding ChartField Summarization with Trees.....	613
Prerequisites.....	614
Creating and Maintaining Trees.....	615
Chapter 13: Setting Up and Using Business Request and Approval.....	617
Understanding the Business Request and Approval Process.....	617
Setting Up and Using Business Request and Approval.....	617
Pages Used in Setting Up the Business Request.....	618
Understanding the Business Request and Approval Process.....	618
Business Request Setup Page.....	618
Core Table Fields Page.....	620
Business Request Template Page.....	622
Configuring the Approval Framework for Business Requests.....	624
Pages Used to Configure Approval Framework for Business Requests.....	624
Completing the Field Approval Transaction Registry and Configuration.....	625
Register Transactions Page.....	625
Defining Approval Roles & User Lists for Approval Framework.....	630
User List Definition Page.....	631
Setting Up Approval Process Definitions.....	632
Setup Process Definitions Page.....	633
Criteria Definition Page.....	633
Approval Path Definition Page.....	636
Approval Step Definition Page.....	638
Defining and Using ChartField Request and Approval.....	641
Pages Used to Define and Use ChartField Request and Approval.....	642
ChartField Request Page.....	643
Request Copy Page.....	649
Request Attachments Page.....	649
Approval Flow Page.....	650
Managing the Business Request and Approval Process.....	650

Pages Used to Manage the Business Request and Approval Process.....	651
Manage Business Request Approval Page.....	651
Request Approval Attachments Page.....	652
Approval Flow Page.....	653
Inquiring on Business Requests.....	653
Pages Used to Inquire on Business Requests.....	653
Business Request Inquiry Page.....	654
Request Attachments Page.....	655
Approval Flow Page.....	655
Chapter 14: Using Entry Events.....	657
Using Entry Events.....	657
Understanding Entry Events.....	657
Prerequisites.....	658
Basic Setup of Entry Events.....	659
Entry Event Source Transaction Definitions.....	659
Optimize Entry Event Process Performance.....	659
Entry Event Processes and Steps.....	660
Entry Event Codes.....	660
PeopleSoft Products That Use Entry Events.....	660
Entry Event Processing.....	666
Source Document Adjusting Entries and Entry Event Processing.....	669
Upward and Downward Adjustments.....	670
Entry Event User Preference Options.....	670
Setting Up Entry Events.....	670
Pages Used to Set Up Entry Events.....	671
Entry Event Source Definition Page.....	671
Entry Event Process Definition Page.....	672
Entry Event Code Definition Page.....	674
Processing Entry Events.....	675
Pages Used to Process Entry Events.....	676
Request Entry Event Processor Page.....	676
Setting up and Processing Entry Event for Various Applications and Transactions.....	677
Using a Single Entry Event Code in Multiple Documents or Products.....	677
Using Entry Events with Requisition and Purchase Order Reversals and Closures.....	679
Processing Vouchers, Payments, and Cash Clearing Transactions with Entry Events.....	681
Using Entry Event Codes for Upward and Downward Adjustments.....	684
Using Entry Events with Commitment Control Budgets.....	690
Prerequisites.....	690
Setting Up and Processing Commitment Control Budget Journals with Entry Events.....	691
Setting Up Automatic Generation of Parent Budgets, Adjustments, and Transfers that Involve Entry Events.....	692
Setting Up and Closing Commitment Control Budgets with Entry Events.....	693
Chapter 15: Using Alternate Account.....	697
Using Alternate Account.....	697
Understanding Alternate Accounts.....	697
Alternate Account Mapping and SetID Sharing.....	699
Prerequisites.....	701
Enabling Alternate Accounts.....	702
Pages Used to Enable Alternate Account.....	702
Enabling Alternate Account at the Installation Level.....	702
Enabling Alternate Account at the Ledger Group and Business Unit Level.....	702

Adding and Mapping Accounts and Alternate Accounts.....	703
Pages Used to Add or Map Alternate Accounts.....	703
Alternate Account - Map to Account Page.....	704
Map to Alternate Account Page.....	705
Chapter 16: Defining Accounting Calendars.....	707
Defining Accounting Calendars.....	707
Understanding Accounting Calendars Based on Open and Close Periods.....	707
Adjustments and Other Special Periods.....	709
Open Periods.....	710
Setting Up Calendar Builder.....	712
Page Used to Set Up Calendar Builder.....	712
Calendar Builder Page.....	713
Defining Detail Calendars.....	716
Pages Used to Define Detail Calendars.....	717
Calendar Periods Page.....	717
Calendar Periods - Depreciation Page.....	720
Defining Summary Calendars.....	722
Page Used to Define Summary Calendars.....	722
Summary Calendar Page.....	722
Defining Business Calendars.....	723
Page Used to Define Business Calendars.....	723
Business Calendar Page.....	724
Defining and Updating Open Periods and Adjustment Periods.....	725
Pages Used to Define and Update Open Periods and Adjustment Periods.....	725
Open Period Update Page.....	726
Open Period Mass Update Page.....	731
Adjustment Period Mass Update Page.....	733
Chapter 17: Setting Up Ledgers.....	737
Setting Up Ledgers.....	737
Understanding Ledgers.....	737
Prerequisites.....	738
Ledger Templates.....	738
Ledger Tables.....	739
Detail Ledgers.....	739
Ledger Groups.....	739
Ledgers for a Unit.....	740
Ledger Error Processing.....	741
Multibook Ledgers.....	741
Summary Ledgers.....	742
TimeSpans.....	742
Import and Export Ledgers.....	743
Defining a Ledger Template.....	743
Pages Used to Define a Ledger Template.....	744
Templates - Record Definitions Page.....	744
Templates - Field Definitions Page.....	748
Defining a Detail Ledger.....	749
Page Used to Define a Detail Ledger.....	750
Detail Ledger Page.....	750
Linking Ledgers to a Ledger Group.....	750
Pages Used to Set Up Ledger Groups.....	750
Ledger Group Page.....	751

Ledger Group - ChartField Page.....	753
Ledger Group - Balancing Page.....	754
Defining Ledgers for a Business Unit.....	756
Pages Used to Define Ledgers for a Business Unit.....	757
Ledgers For A Unit - Definition Page.....	758
Ledgers For A Unit - Journal Edit Options Page.....	761
Defining Currency Options for a Ledger.....	765
Ledgers For A Unit - Journal Post Options Page.....	768
Ledgers For A Unit - Approval Options Page.....	770
Ledgers For A Unit - Commitment Control Ledger Options Page.....	772
Setting Up and Using Multibook Ledgers.....	773
Pages Used to Set Up and Use Multibook Ledgers.....	774
Prerequisite.....	775
Setting Up for Multibook Processing.....	775
Processing Multibook Transactions - Header Page.....	775
Processing Multibook Transactions - Lines Page.....	776
Combining Accounts Using Summary Ledgers.....	777
Pages Used to Combine Accounts Using Summary Ledgers.....	778
Prerequisites.....	778
Creating a Summary Ledger Table.....	780
Summary Ledger Page.....	781
Ledger Set Page.....	783
Build Summary Ledger Request Page.....	784
Updating Summary Ledgers Incrementally Through Posting.....	787
Review Summary Ledger Status Page.....	788
Using TimeSpans.....	788
Page Used to Set Up TimeSpans.....	789
TimeSpans Page.....	789
Importing and Exporting Ledgers.....	790
Pages Used to Import and Export Flat File Ledgers.....	791
Flat File Ledger Import Request Page.....	791
Ledger Flat File Formats Page.....	796
Export Ledger Data Request Page.....	796
Chapter 18: Using Journal Generator.....	799
Using Journal Generator.....	799
Understanding Journal Generator.....	799
Convert Accounting Entries to PeopleSoft Journals.....	800
Journal Generator Required Field Names.....	801
Using Journal Generator with Commitment Control.....	803
Prerequisites.....	804
Setting Up for Journal Generator.....	806
Pages Used to Set Up for Journal Generator.....	806
Understanding Journal Generator Setup.....	807
Accounting Entry Definition Page.....	807
Journal Generator Template - Defaults Page.....	812
Journal Generator Template - Summarization Page.....	819
Generating Journal Entries.....	821
Page Used to Generate Journal Entries.....	822
Generate Journals Request Page.....	822
Changing Journals Created by Journal Generator.....	825
Deleting Journals Created by Journal Generator.....	826

Chapter 19: Using Interunit and Intraunit Accounting and ChartField Inheritance.....	827
Using Interunit and Intraunit Accounting and ChartField Inheritance.....	827
Understanding PeopleSoft Interunit and Intraunit Functionality.....	827
Balancing ChartFields.....	828
Affiliate ChartFields.....	828
Balancing Methods.....	829
Anchor Entity.....	830
Product Interface and System Transaction Categorization.....	830
Organizational and Legal Categorization of Transactions.....	831
Interunit and Intraunit Templates.....	833
Interunit Pairs.....	834
Summarization of Interunit and Intraunit Journal Lines.....	835
MultiBook Considerations.....	835
Products Using Interunit and Intraunit Processing.....	836
Setting Up Interunit and Intraunit Processing.....	836
Pages Used to Set Up Centralized Interunit and Intraunit Processing.....	837
Setting Overall Interunit Installation Options.....	839
Ledger Group - Balancing Page.....	840
Transaction Code Page.....	843
System Transaction Map Page.....	843
Transaction Options Page.....	844
InterUnit Template Page.....	846
InterUnit Template - Select Entries to Insert Page.....	848
Intraunit Template Page.....	850
Intraunit Template - Select Entries to Insert Page.....	851
Reviewing Setup Examples Using the Interunit and Intraunit Templates.....	853
Interunit Pair Page.....	855
Defining Interunit Pairs Options for Interunit Billing and Interunit Transfers - Example.....	857
Interunit Pair - Select Entries to Insert Page.....	859
General Ledger Definition - Inter/IntraUnit Page.....	860
Running the Centralized Interunit and Intraunit Processor.....	863
Pages Used to Process a Centralized Interunit and Intraunit Interface.....	863
Understanding the Running of the Centralized Processor.....	864
Viewing Delivered System Transactions.....	864
System Transaction Page 1 Page.....	865
System Transaction Page 2 Page.....	867
Reviewing Sample Parameters Provided at Run Time.....	873
Using Mass Maintenance for Interunit Pairs.....	878
Pages Used to Perform Interunit Pair Mass Maintenance.....	879
Understanding Mass Maintenance for Interunit Pairs.....	879
Prerequisites.....	879
Interunit Pair Mass Maintenance - Export Page.....	880
Making Changes Using Excel Worksheets.....	882
URL Maintenance Page.....	883
InterUnit Pair Mass Maintenance – Import Page.....	884
Using ChartField Inheritance.....	886
Pages Used to Set Up ChartField Inheritance.....	886
Understanding ChartField Inheritance.....	887
ChartField Inheritance Page.....	888
Dealing with ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields.....	891

Verifying Interunit, Intraunit, and ChartField Inheritance Setup.....	892
Page Used to Verify Interunit, Intraunit and ChartField Inheritance Setup.....	892
Understanding Verification of Interunit, Intraunit, and ChartField Inheritance Setup.....	892
Prerequisites.....	894
Inter/Intraunit - Setup Validation Page.....	894
Chapter 20: Processing Allocations.....	903
Processing Allocations.....	903
Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC).....	903
Defining Allocation Process Steps.....	905
Pages Used for Allocation Steps.....	906
Understanding Allocations Steps and Process Group.....	907
Define Allocation Step - Type Page.....	908
Define Allocation Step - Pool Page.....	910
Define Allocation Step - Basis Page.....	915
Define Allocation Step - Target Page.....	920
Define Allocation Step - Offset Page.....	923
Define Allocation Step - Output Options Page.....	925
Define Allocation Step - Round Options Page.....	930
Define Allocation Step - Batch Records Page.....	933
Define Allocation Step - Amount Fields Page.....	936
Defining the Allocation Group.....	943
Page Used to Define Allocation Group.....	943
Understanding the Allocation Group.....	943
Allocation Group Page.....	944
Copying, Renaming, or Deleting Allocation Steps.....	945
Page Used to Copy, Rename, or Delete Steps.....	945
Understanding Copying, Renaming, or Deleting Allocation Steps.....	945
Copy / Rename / Delete Allocation Step Page.....	945
Creating Adjusting Entry Journals.....	946
Page Used to Create Adjusting Entry Journals.....	947
Understanding Allocations and Adjusting Entry Journals.....	947
TimeSpans Page.....	947
Setting Up TimeSpan Definitions Specifying Relative Period.....	948
Allocating to Multiple Adjustment Periods - Example.....	949
Specifying the Adjusting Entry Option.....	949
Setting Up Interunit and Intraunit Allocations.....	950
Using Allocations with PeopleSoft Project Costing.....	952
Running an Allocation Request.....	953
Page Used to Run the Allocation Request.....	953
Allocation Request Page.....	953
Producing Allocations Reports.....	955
Pages Used to Produce Allocation Reports.....	955
Viewing Process Messages.....	955
Restarting and Recovering the Allocations Process.....	956
Chapter 21: Setting Up On-Demand Processing.....	957
Setting Up On-Demand Processing.....	957
Understanding Setting Up On-Demand Processing.....	957
Process Groups.....	958
Setting Up On-Demand Processing Options.....	968
Page Used to Set Up On-Demand Processing Options.....	968
On-Demand Processing Options Page.....	968

Defining Process Group User Preferences.....	970
Page Used to Define Process Group Preferences.....	970
Understanding Process Group User Preferences.....	970
User Preferences - Process Group Page.....	971
Chapter 22: Using Common Usability Features.....	977
Using Common Usability Features.....	977
Understanding Mouse Over Popup Pages.....	977
Understanding How To Identify Mouse Over Popup Pages.....	977
Understanding Customer Popup Pages.....	978
Understanding Customer Contact Popup Pages.....	980
Understanding Supplier Popup Pages.....	983
Understanding Supplier Extension Popup Pages.....	986
Understanding Supplier Contact Popup Pages.....	989
Activating the Mouse Over Popup Feature.....	989
Pages Used to Activate the Mouse Over Popup Feature.....	990
Define Personalizations Page.....	990
My Personalizations Page.....	992
Adding Popup Pages to Additional Pages.....	993
Chapter 23: Setting Up and Using PeopleSoft Mobile Applications.....	997
Understanding PeopleSoft Mobile Applications.....	997
PeopleSoft Mobile Approvals.....	997
PeopleSoft Mobile Expenses.....	997
PeopleSoft Mobile eProcurement.....	998
Configuring PeopleSoft Mobile Applications.....	998
Prerequisites.....	998
Pages Used to Configure PeopleSoft Mobile Applications.....	999
Granting Security Access to Users for PeopleSoft Mobile Approvals.....	999
(Optional) Customizing Login Configuration for PeopleSoft Mobile Applications.....	999
Mobile Approval Options Page.....	1001
Mapping Expense Types to Mobile Expenses Icons.....	1002
Notices/Announcements Page.....	1003
Accessing PeopleSoft Mobile Applications.....	1005
Mobile Applications Page.....	1005
Using PeopleSoft Mobile Approvals.....	1007
Understanding PeopleSoft Mobile Approval Framework.....	1007
Accessing PeopleSoft Mobile Approvals.....	1007
Approving Multiple Transactions Using Mobile Approvals.....	1013
Viewing Attachments Using Mobile Approvals.....	1015
Using PeopleSoft Mobile Expenses.....	1016
Understanding PeopleSoft Mobile Expenses.....	1016
Setting Up PeopleSoft Mobile Expenses.....	1017
Accessing PeopleSoft Mobile Expenses.....	1017
Using Mobile Expenses.....	1018
Adding My Wallet Expenses.....	1021
Reviewing My Wallet Transactions.....	1022
Creating Mobile Expense Reports.....	1023
Reviewing Expense History.....	1026
Using PeopleSoft Mobile eProcurement.....	1026
Understanding PeopleSoft Mobile eProcurement.....	1026
Accessing and Using PeopleSoft Mobile eProcurement.....	1027
Viewing Your Orders Using a Mobile Device.....	1029

My Orders Pagelet.....	1030
Create and Submit Preferences.....	1032
Managing Your Shopping Cart from a Mobile Tablet.....	1033
Chapter 24: Working with and Personalizing WorkCenters.....	1035
Understanding WorkCenters and Dashboards.....	1035
WorkCenters.....	1035
Example: WorkCenter.....	1036
Common Terms Used with the PeopleSoft WorkCenter.....	1037
Pagelets and Pagelet Setup, Maintenance, and Personalization.....	1038
Dashboards and Pivot Grids.....	1039
Understanding How to set up the WorkCenter as a System Administrator.....	1040
Migrating WorkCenter Data.....	1040
Working with and Personalizing the WorkCenter as an End User.....	1040
Pages Used to Work with and Personalize the WorkCenter as an End User.....	1041
<Application> WorkCenter Page.....	1041
User Personalization - Personalize <Application> WorkCenterPage.....	1042
Working with and Personalizing the My Work Pagelet as an End User.....	1043
Pages Used to Use and Personalize the My Work Pagelet as an End User.....	1043
My Work Pagelet.....	1044
Define User My Work Links – My Work Pagelet Personalization Page.....	1045
Edit Filters Page.....	1046
Working with and Personalizing the Links Pagelet as an End User.....	1047
Pages Used to Use and Personalize the Links Pagelet as an End User.....	1047
Links Pagelet.....	1047
Define User “Links” Links – Links Pagelet Personalization Page.....	1048
Define Link Page.....	1050
Working with and Personalizing the Queries Pagelet as an End User.....	1050
Pages Used to Use and Personalize the Queries Pagelet as an End User.....	1050
Queries Pagelet.....	1051
Define User Query Links – Queries Pagelet Personalization Page.....	1051
Working with and Personalizing the Reports and Processes Pagelet as an End User.....	1053
Pages Used to Use and Personalize the Reports and Processes Pagelet as an End User.....	1053
Reports and Processes Pagelet.....	1053
Define User “Reports” Links – Reports/Processes Pagelet Personalization Page.....	1055
Appendix A: Application Fundamentals Reports.....	1057
Application Fundamentals Reports.....	1057
Application Fundamentals Reports: General Description.....	1057
Managing ChartFields for Reports.....	1066
Using Oracle Business Intelligence (BI) Publisher Reports to Support Configured ChartFields.....	1066
Selecting ChartFields for SQR Reports.....	1069
Appendix B: Report Samples.....	1071

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

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

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

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

Common Help Documentation

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

- Application Fundamentals

- Using PeopleSoft Applications

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

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

Field and Control Definitions

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

Typographical Conventions

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

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

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

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

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

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

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

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

Common Elements Used for Financials and Supply Chain Management

Account

ChartField that identifies the nature of a transaction for corporate accounts. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.

Activity ID

Activity ID assigned to the individual tasks or events you want to update in a project.

Affiliate

ChartField used to map transactions between business units when using a single interunit account.

As of Date	The last date for which a report or process includes data.
Attachment	<p>Click this link to add or view attachments for My Wallet entries, travel authorizations, cash advances, and expense reports.</p> <p>For examples of how to view attachments and how to attach a document to a transaction, see "Understanding Attachments (<i>PeopleSoft FSCM 9.2: Expenses</i>)".</p>
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Class	<p>ChartField used to identify a unique appropriation budget key. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.</p>
Department	ChartField that indicates who is responsible for or affected by the transaction.
Description	Free form text up to 60 characters.
Deselect All	Click this button to remove all check marks on the page.
Effective Date	<p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Applications User's Guide</i>, "Working with Pages," Using Effective Dates</p>
 (Embedded Help)	<p>Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help. See <i>PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide</i> for more information on creating and modifying embedded help.</p>
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Fund	An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.
Fund Affiliate	ChartField used to correlate transactions between funds when using a single intraunit account.

Language or Language Code	<p>The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
Operating Unit	<p>ChartField used to identify a location, such as a distribution warehouse or sales center.</p>
PC Business Unit	<p>Business unit assigned to the project in PeopleSoft Project Costing.</p>
Process Frequency	<p>Select the appropriate frequency from the drop-down box:</p> <p><i>Process Once:</i> Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i>.</p> <p><i>Don't Run:</i> Ignores the request when the batch process runs.</p> <p><i>Always Process:</i> Executes the request every time the batch process runs.</p>
Process Monitor	<p>This link takes you to the Process List page, where you can view the status of submitted process requests.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>, "Understanding PeopleSoft Process Scheduler."</p>
Product	<p>ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.</p>
Program	<p>ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.</p>
Project	<p>ChartField that captures information for project/grants accounting.</p>
Report ID	<p>The report identifier.</p>
Report Manager	<p>This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>, "Understanding PeopleSoft Process Scheduler."</p>
Request ID	<p>A request identification that represents a set of selection criteria for a report or process.</p>

Resource Type	Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups in PeopleSoft Project Costing.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i> , "Understanding PeopleSoft Process Scheduler."
Run Control ID	An identification code that identifies the run parameters for a report or process.
Select All	Click this button to select all options on the page.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Free form text up to 15 characters.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> . You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User Defaults	User preferences and defaults used for PeopleSoft Expenses.
User ID	The system identifier for the individual who generates a transaction.

PeopleSoft FSCM Related Links

Financial and Supply Chain Management information for Secure Enterprise Search (SES) can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components (*PeopleSoft FSCM 9.2: Application Fundamentals*)" topic.

[My Oracle Support](#)

[PeopleSoft Information Portal on Oracle.com](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

Follow Us



Get the latest PeopleSoft updates on [Facebook](#).



Follow PeopleSoft on [Twitter@PeopleSoft_Info](#).

Chapter 1

Getting Started With PeopleSoft Application Fundamentals

Getting Started With PeopleSoft Application Fundamentals

This topic provides an overview of the common business processes described in Oracle's *PeopleSoft Application Fundamentals*.

Because the information in this documentation involves more than one PeopleSoft product, refer to the *Getting Started* topic in each product for specific implementation and integration information for the various applications, or products.

PeopleSoft Application Fundamentals Overview

PeopleSoft Application Fundamentals discusses the following functionality and processes:

- Using the Data Migration Workbench.
- Defining Financials, Supply Chain Management (FSCM), and Enterprise Service Automation (ESA) common definitions.
- Setting installation options for PeopleSoft applications.
- Defining user preferences.
- Securing your system.
- PeopleSoft Search for Financials and Supply Chain Management.
- Securing ChartFields.
- Defining and using ChartFields.
- Editing ChartField combinations.
- Configuring ChartFields.
- Summarizing ChartFields using trees.
- Setting up and using Business Request and Approval.
- Using entry events.
- Using alternate account.
- Defining accounting calendars.

- Setting up ledgers.
- Using journal generator.
- Using interunit and intraunit accounting and ChartField inheritance.
- Processing allocations.
- Setting up on-demand processing.
- Using common usability features.
- Setting up and using PeopleSoft Mobile Applications.
- Working with and personalizing WorkCenters.
- PeopleSoft Application Fundamentals reports.

Implementation Considerations

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

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

For more information, see *PeopleTools Documentation: PeopleSoft Setup Manager*.

Using OLAP Tools to Analyze PeopleSoft Financials/Supply Chain Management Data

PeopleTools Cube Builder, which is available with the latest PeopleTools release, is the recommended solution for creating and maintaining analytic data stores with PeopleSoft.

For information on using Cube Builder:

See "Understanding OLAP Cubes (*PeopleSoft FSCM 9.2: General Ledger*)".

See PeopleTools *PeopleTools: PeopleSoft Cube Builder*.

Note: EssBase is the only technology platform supported with PeopleTools Cube Builder.

Common Elements Used in Application Fundamentals

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

messages (which show you a description of the report and the distribution list).

Request ID

A request identification that represents a set of selection criteria for a report or process.

Run

Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

See *PeopleTools: PeopleSoft Process Scheduler*.

Run Control ID

An identification code that represents a set of selection criteria for a report or process.

SetID

An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.

Short Description

Freeflow text up to 15 characters.

Status (effective status)

Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.

User ID

The system identifier for the individual who generates a transaction.

Chapter 2

Using the PeopleSoft Data Migration Workbench for Application Data

Understanding the PeopleSoft Data Migration Workbench

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

The Data Migration Workbench is an effective alternative to Data Mover scripts, providing greater visibility and control of managed changes in your environments. Any authorized developer or administrator can easily define application data sets using the PeopleSoft Pure Internet Architecture (PIA) and compare and copy the data in much the same way as the copy and compare process of managed objects.

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

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

<i>Supported Functionality</i>	<i>Application Data Set Usage</i>	<i>Delivered Application Data Set Names</i>
General Ledger - Allocations	Allocations are used to apportion amounts such as costs and revenues to lines of business, departments, and so on. It is advantageous to create the Allocations setup in a development database and use ADS definitions to migrate configurations to test databases, and ultimately to a production database, for example. See Using the Data Migration Workbench for PeopleSoft Allocations See Using Application Data Sets	ALLOCATION_GROUP ALLOCATION_REQUEST ALLOCATION_STEP
WorkCenters	PeopleSoft WorkCenters provide critical My Work Link filters that are based in SQL application classes. You can use the ADS definitions to migrate the My Work Links, Filters, and Pagelet configurations to your production environments. See Using the Data Migration Workbench for PeopleSoft WorkCenters	WORKCENTER_CONFIGURATION WORKCENTER_FILTERS WORKCENTER_FILTER_VALUES

Supported Functionality	Application Data Set Usage	Delivered Application Data Set Names
Contracts - Accounting Rules	<p>Accounting Rules are used to generate billing and revenue accounting entries. You can create and test Accounting Rules in a test databases, and use ADS definitions to move them to other databases or to the production database when finalized.</p> <p>See Using the Data Migration Workbench for PeopleSoft Accounting Rules</p>	ACCOUNTING RULES

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

For more information regarding application data sets and the Data Migration Workbench, see *PeopleTools: Data Migration Workbench*.

Data Migration Using Application Data Sets

The Application Data Set functionality is comprised of the following components:

- Data Set Designer
- Data Migration Workbench

Data Set Designer

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

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

Data Migration Workbench

Authorized administrators can then use the Data Migration Workbench to insert data set instances (data content) into projects that represent a unit of work as a data migration project. Data migration projects are like managed object projects: a collection of data set instances with various data set definitions. The Data Migration Workbench enables administrators to copy and compare projects containing data sets as well as view compare reports and validation reports.

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

Using the Data Migration Workbench for PeopleSoft Allocations

Allocations are widely used to apportion costs and revenues to lines of business, departments, and so on. There can be quite a bit of setup and testing involved in configuring Allocations. For this reason, it would be advantageous to create the Allocations setup in a development database and use Application Data Set (ADS) definitions to migrate Allocations configuration data between development environments, test environments, and ultimately to a production environment.

The following table lists the delivered ADS definitions (delivered in [Data Set Designer](#)) to support the migration of PeopleSoft Allocations configuration data:

<i>Delivered ADS to Support PeopleSoft Allocations</i>	<i>Application Data Set (ADS) Usage</i>
ALLOCATION_STEP	This data set includes the records that store the allocation step definitions. Select this dataset on the Data Migration Workbench - Project Definition page to move allocation steps from one database to another.
ALLOCATION_GROUP	This data set includes the records that store the allocation group definitions. Select this data set on the Data Migration Workbench - Project Definition page to move allocation groups from one database to another.
ALLOCATION_REQUEST	This data set includes the records that store the allocation run control requests. Select this data set on the Data Migration Workbench - Project Definition page to move allocation requests from one database to another.

When you copy the allocation dataset definitions, make sure that the data referenced within in the copied datasets actually exist within the database to which you are copying the Data Set definitions. For example, the tree definitions and ChartField values that are referenced within the Allocation Steps should be current in your source and target databases.

Note: The ADS migration validates record field values during the copy process; however, the validation is limited to report fields that use a prompt table or a translation value. The Allocation Step Definition tables use dynamic or derived prompt edit tables. In other words, the prompt tables are assigned at run-time and are not stored in the record field. As a result, the ADS copy process does not validate these field values.

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

See *PeopleTools: Security Administration, Permission Lists*.

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

See also, *PeopleTools: Data Migration Workbench*.

Related Links

[Defining Allocation Process Steps](#)

Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)

Using the Data Migration Workbench for PeopleSoft WorkCenters

PeopleSoft WorkCenters provide critical My Work Link filters that are based in SQL application classes. You can use the ADS definitions to migrate the WorkCenter My Work Links, Filters, and Pagelet Configurations between databases, and ultimately to your production environments.

The following table lists the delivered ADS definitions (delivered in [Data Set Designer](#)) to support the migration of PeopleSoft WorkCenter configuration data:

<i>Delivered ADS to Support PeopleSoft WorkCenters</i>	<i>Application Data Set (ADS) Usage</i>
WORKCENTER_FILTER_VALUES	This data set includes the records that store the WorkCenter System Delivered My Work Links. Select this data set on the Data Migration Workbench - Project Definition page to move the My Work Links from one database to another.
WORKCENTER_FILTERS	This data set includes the records that store the WorkCenter Filters definitions. Select this data set on the Data Migration Workbench - Project Definition page to move WorkCenter Filter Definitions from one database to another.
WORKCENTER_CONFIGURATION	This data set includes the records that store the WorkCenter Pagelet Configurations. Select this data set on the Data Migration Workbench - Project Definition page to move the Pagelet Configurations from one database to another. (Enterprise Components, WorkCenter/Dashboards, Configure Pagelets).

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

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

See *PeopleTools: Security Administration, Permission Lists*.

See also, *Enterprise Components: Setting Up Pagelets for My Work as a System Administrator*.

Related Links

[Understanding WorkCenters and Dashboards](#)

Using the Data Migration Workbench for PeopleSoft Accounting Rules

PeopleSoft Contracts Accounting Rules are used to generate billing and revenue accounting entries. You can create and test Accounting Rules in test databases, and then use ADS definitions to move them to other databases or to the production database when finalized.

The following table lists the delivered ADS definitions (delivered in [Data Set Designer](#)) to support the migration of PeopleSoft Accounting Rules configuration data:

<i>Delivered ADS to Support PeopleSoft Accounting Rules</i>	<i>Application Data Set (ADS) Usage</i>
ACCOUNTING RULES	This data set includes the records that store the Accounting Rules for PeopleSoft Contracts. Select this data set on the Data Migration Workbench - Project Definition page to move the Accounting Rules from one database to another.

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

See *PeopleTools: Security Administration, Permission Lists*.

All relevant records are included in the Query Access Tree, QUERY_TREE_CA within the GENERAL_TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

See also, *PeopleTools: Data Migration Workbench*.

Related Links

"Defining Accounting Rules (*PeopleSoft FSCM 9.2: Project Costing*)"

Using Application Data Sets

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

1. Data Set Designer - Authorized administrators use the Data Set Designer to create data set definitions (ADS definition) as a hierarchical structure of records and their collective properties. A data set definition, with its group of records, constitutes a data set. Both record definitions and data set definitions are metadata that define the *shape* of the migration data. The same
2. Data Migration Workbench - Authorized administrators can then use the Data Migration Workbench to insert data set instances (data content) into projects that represent a unit of work as a data migration project. Data migration projects are like managed object projects: a collection of data set instances with various data set definitions. The Data Migration Workbench enables administrators to copy and compare projects containing data sets as well as view compare reports and validation reports.

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

For more information, see *PeopleTools: Understanding Data Set Security*.

Pages Used in Data Set Migration

Page Name	Definition Name	Navigation	Usage
Dataset Designer - Identity	PSADSDEFNPAGE	PeopleTools, Lifecycle Tools, Migrate Data, Dataset Designer, Identity	Identify the top-level properties of the data set.
Dataset Designer - Validation	PSADSVALIDATION	PeopleTools, Lifecycle Tools, Migrate Data, Dataset Designer, Validation	Define the extension application class that will be used to validate the data in the ADS definition.
Data Migration Workbench – Project Definition	PTADSDMWPRJDEFN	PeopleTools, Lifecycle Tools, Data Migration Workbench, Project Definition	Define the data migration project.
Data Migration Workbench - Data Set Content	PTADSDMWCONTENT	PeopleTools, Lifecycle Tools, Data Migration Workbench, Data Set Content	Define the data content for the project.

Data Migration Workbench – Project Definition Page

Use the Data Migration Workbench – Project Definition page (PTADSDMWPRJDEFN) to define the migration project.

Navigation

PeopleTools, Lifecycle Tools, Data Migration Workbench, Project Definition

Image: Data Migration Workbench - Project Definition page

This example illustrates a project definition for migrating Allocation Steps and Groups on the Data Migration Workbench - Project Definition page.

The screenshot displays the 'Project Definition' page in the Data Migration Workbench. The 'Project Name' is set to 'ALLOCATIONS'. The '*Description' field contains 'Migrate Allocations Config'. There is a 'Comments' text area. The 'Project State' is 'Created' with a status icon. A 'Progress' bar is visible. On the right, there are buttons for 'Copy To File', 'Compare', and 'Submit for Copy'. Below this is a 'Project Content' section with a table listing data sets to migrate:

*Data Set Name	Description	Search
1 ALLOCATION_GROUP	Allocation Group	[Tree icon] [+] [-]
2 ALLOCATION_STEP	Allocation Step Definitions	[Tree icon] [+] [-]

At the bottom of the page, there are buttons for 'Save', 'Save As...', 'Process Monitor', 'Return to Search', and 'Add a New Value'.

Add a project name for your migration project and select the data set name for the project content that you want to migrate. For Allocations, for example, you can select the following delivered data sets to migrate your allocation configurations from one database to another:

- ALLOCATION_STEP

- ALLOCATION_GROUP
- ALLOCATION_REQUEST

Data Migration Workbench - Data Set Content Page

Use the Data Migration Workbench – Data Set Content page (PTADSDMWCONTENT) to define the data content for the migration project.

Navigation

PeopleTools, Lifecycle Tools, Data Migration Workbench, Data Set Content

Image: Data Migration Workbench - Data Set Content page

This example illustrates the fields and controls on the Data Migration Workbench - Data Set Content page for migrating Allocation Steps.

Select	SetID	Process Step	Effective Date	Description	Action	Upgrade	Done
<input type="checkbox"/>	SHARE	ALLOC1	1900-01-01	ALLOC TO COMMIT. CTRL	Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SHARE	BENEFITS	1900-01-01	Benefits - 10% of Salary	Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SHARE	COPY_BUDG	1990-01-01	Copy from Budget to Budget	Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SHARE	EXPPROD	1900-01-01	Exp by Product Rev by Dept Rev	Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you have selected more than one data set for your project, make sure you select each data set name for which to insert the content that you want to migrate.

For more information, see *PeopleTools: Data Migration Workbench, Using Data Migration Workbench*.

Sample Steps for Using the Data Migration Workbench

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

1. Create the project definition for your migration using the Project Definition page. Select the dataset(s) that contain the record hierarchy of the data that you want to migrate.
2. Include the content (Allocation Steps, Allocation Groups, and so on) that you want to migrate to another database using the Data Set Content page.
3. Upon saving the component, the Project Status changes from *New Project* to *Created*. You cannot save the project if you have not included data set content for each data set in your project.
4. Click the Copy to File button. (You must have a valid file location defined on the Manage File Locations page before you can perform this step. See *PeopleTools: Data Migration Workbench, Managing Data Migration Project File Locations*.) Click the Run button from the Copy to File page.

5. Access the process monitor to check progress. If your process is successful, your Project Status in the Data Migration Workbench becomes *Copy to file succeeded*.
6. Verify that project files are copied to the file location as specified on the Manage File Locations page.
7. Log in to the target database to import the project file. From the Data Migration Workbench, click the Load Project from File link from the Search page. Select the copied location and the project to import from the Load Project From File page. Click the Load button.
8. From the Data Migration Workbench, find your migrated project. Click the Compare button to launch the Copy and Compare process (PTADSAEPRCS) and click Run.
9. Access the process monitor to check progress. If your process is successful, the Project Status in the Data Migration Workbench for the project becomes *Compare from file succeeded*.
10. Upon completion of the compare process, the Data Migration Workbench includes two additional pages: the Compare Report page and the Validation Reportpage.

If all looks as expected, return to the Project Definition page, click the Submit for Copy button and then click Run. Upon successful completion of the Copy and Compare process (PTADSAEPRCS), you can navigate within your target database and find the migrated Allocation Steps and Allocation Groups.

Defining Financials and Supply Chain Management Common Definitions

Defining Financials and Supply Chain Management Common Definitions

This topic discusses the defining of common definitions in Oracle's PeopleSoft Financials and Supply Chain Management (FSCM) applications. It specifically addresses how to:

- Set up financials audit framework (audit logging).
- Set up document management options.
- Set up resources.
- Set up locations.
- Establish regions and region codes.
- Establish distribution rules and sets.
- Establish carriers.
- Define sales and use tax authorities and codes.
- Define additional common information.
- Define common journal definitions.
- Set up workflow transactions.
- Change credit card encryption.

Defining Agency Location Codes

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

This section discusses how to:

- Define agency location codes.
- Define GWA reporting options.
- Define IPAC fields.

Pages Used to Define Agency Location Codes

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

Understanding Agency Location Codes

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

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

See "Processing Inbound IPAC Transactions (*PeopleSoft FSCM 9.2: Payables*)"

See "Processing Outbound IPAC Transactions (*PeopleSoft FSCM 9.2: Payables*)"

See "(USF) Submitting Transactions Between Agencies Using the IPAC System (*PeopleSoft FSCM 9.2: Receivables*)"

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

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

these amounts to an undeposited collections account until they are officially deposited with the U.S. Treasury.

Common Terms Used for U.S. Government Agency Reporting

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

Term	Description
CGAC (Common Government-wide Accounting Classification Structure)	The CGAC is the U. S. government structure that establishes a standard method for classifying the financial effects of government business activities.
FSIO (Financial Systems Integration Office)	The FSIO is a U.S. government office that establishes requirements for federal government business systems processing.
TAS (Treasury Account Symbol)	<p>Federal agencies are required to use Treasury Account Symbols (TAS) when reporting cash transactions to the U. S. government. They must also use valid combinations of TAS and Business Event Type Codes (BETC) that the Department of Treasury publishes when entering and reporting IPAC Transactions.</p> <p>See "Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements (<i>PeopleSoft FSCM 9.2: General Ledger</i>)"</p>
BETC (Business Event Type Code)	This code identifies the business event type of a transaction for U. S. government reporting.
IPAC Payment	Originates from PeopleSoft Payable and provides the IPAC system with payment-specific information using bulk file formats.
IPAC Collection	Originates from PeopleSoft Receivables and provides the IPAC system with collection-specific information via bulk file formats.

Agency Location Code Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code

Image: Agency Location Code page

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

Agency Location Code

Enter an 8-digit numeric value for the ALC unless the Non-Treasury Disbursed ALC option is to be selected.

If the ALC payments are made outside the U.S. Treasury system and the Non-Treasury Disbursed ALC option is selected, the system does not enforce the 8-digit edit.

Non-Treasury Disbursed ALC

Click if the ALC does not use the US Treasury to carry out payments or if the ALC is authorized to do its own payments outside the U.S. Treasury.

The SF224 process does not use ALCs for which this option is selected because the SF224 process only reports on cash activity that goes through the U.S. Treasury.

Note: If you set this option incorrectly for an ALC and save it, the incorrect ALC and option will remain because you cannot delete the rows online. You must define a new ALC with the appropriate option.

IPAC Document Reference Number

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

IPAC Bulk Prefix

Enter a 3-digit alphanumeric prefix to be used by PeopleSoft in creating unique document reference numbers (to differentiate from the Department of Treasury document reference numbers) for those Agency Location Codes that are used to send payments and collections.

IPAC Bulk Counter

Enter the beginning number from which to increment the sequential counter for the document reference number.

See "Processing Outbound IPAC Transactions (*PeopleSoft FSCM 9.2: Payables*)".

See "(USF) Submitting Transactions Between Agencies Using the IPAC System (*PeopleSoft FSCM 9.2: Receivables*)".

Sender DUNS

Sender DUNS and Sender DUNS Plus 4

Enter a Sender DUNS or Sender DUNS Plus 4 value for the Sender Agency Location Code (ALC). These fields may be required as defined on the IPAC Fields page. (The Receiver DUNS and DUNS Plus 4 values are stored on the Customers - Additional General Information page).

If the Sender DUNS and Sender DUNS Plus 4 are defined as required on the IPAC Fields page, the system uses these values as the Sender information defaults on the Receivable IPAC Transactions page.

Note: The Sender and Receiver DUNS and DUNS Plus 4 fields will only appear as defaults on the IPAC transactions if they are marked as required on the [IPAC Fields page](#). This applies to items created online and from an external interface (therefore derived from the AR Posting program).

Agency Location Code - GWA Reporting Options Page

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

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

Navigation

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

Image: <http://adc6170080:8096/ImageLib/img/help-PB/fscm/fglr/i2a517932n-7ea1.png>

This example illustrates the fields and controls on the <http://adc6170080:8096/ImageLib/img/help-PB/fscm/fglr/i2a517932n-7ea1.png>. You can find definitions for the fields and controls later on this page.

Image: GWA Reporting Options Page

This example illustrates the fields and controls on the GWA Reporting Options Page. You can find definitions for the fields and controls later on this page.

Business Activity

Select the business activity type for this agency location code. Values are:

- *CashLink Only*
- *IPAC Only* (Intra-Governmental Payment and Collection only)
- *IPAC and CashLink*
- *IPAC and TDO Payments* (IPAC and Treasury Disbursing Office payments)
- *IPAC, CashLink and TDO Pymts* (IPAC, CashLink, and TDO Payments)
- *No Business Activity Type*
- *TDO Payments Only*
- *TDO Payments and CashLink*

Reporter Category

Select a GWA reporter category code for this agency location code. The reporter category can be equivalent to the business activity type, a subset of the business activity type, or a non-reporter. For example, if you select the IPAC and CashLink

business activity type, the valid selections are IPAC Only, CashLink Only, IPAC and CashLink, or Non Reporter.

If either the Sender or Receiver ALC has one of the following four Reporter Category values, then that ALC agency is a GWA reporter for IPAC:

- *IPAC Only*
- *IPAC and CashLink*
- *IPAC and TDO Payments*
- *IPAC, CashLink and TDO Pymts*

Business Activity and Reporter Category Combinations

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

This table shows valid and invalid combinations:

<i>Business Activity Type</i>	<i>Valid Reporter Category Code</i>	<i>Invalid Reporter Category Code</i>
CashLink Only	<ul style="list-style-type: none"> • CashLink Only • Non Reporter 	<ul style="list-style-type: none"> • IPAC Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments Only • TDO Payments and CashLink
IPAC Only	<ul style="list-style-type: none"> • IPAC Only • Non Reporter 	<ul style="list-style-type: none"> • CashLink Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments Only • TDO Payments and CashLink
IPAC and CashLink	<ul style="list-style-type: none"> • CashLink Only • IPAC Only • IPAC and CashLink • Non Reporter 	<ul style="list-style-type: none"> • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments Only • TDO Payments and CashLink

<i>Business Activity Type</i>	<i>Valid Reporter Category Code</i>	<i>Invalid Reporter Category Code</i>
IPAC and TDO Payments	<ul style="list-style-type: none"> • IPAC Only • TDO Payments Only • IPAC and TDO Payments • Non Reporter 	<ul style="list-style-type: none"> • CashLink Only • IPAC and CashLink • IPAC, CashLink and TDO Payments • TDO Payments and CashLink
IPAC, CashLink and TDO Payments	<ul style="list-style-type: none"> • CashLink Only • IPAC Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments Only • TDO Payments and CashLink • Non Reporter 	No reporter category codes are invalid with this business activity.
TDO Payments Only	<ul style="list-style-type: none"> • TDO Payments Only • Non Reporter 	<ul style="list-style-type: none"> • CashLink Only • IPAC Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments and CashLink
TDO Payments and CashLink	<ul style="list-style-type: none"> • CashLink Only • TDO Payments Only • TDO Payments and CashLink • Non Reporter 	<ul style="list-style-type: none"> • IPAC Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments

Business Activity Type	Valid Reporter Category Code	Invalid Reporter Category Code
No Business Activity Type	Non Reporter	<ul style="list-style-type: none"> • CashLink Only • IPAC Only • IPAC and CashLink • IPAC and TDO Payments • IPAC, CashLink and TDO Payments • TDO Payments Only • TDO Payments and CashLink

IPAC Fields Page

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

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

Navigation

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

Image: IPAC Fields page

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

Required Field and Field Name

Select the Required Field check box to define the selected field as required for this ALC. The IPAC fields available here are delivered as optional; fields that are by default required in PeopleSoft Financials are excluded.

Start Date and End Date

For each Required Field that you select, you must also enter Start Date and End Date values. Effective dating enables an

agency to designate fields as optional or required in the future, based on the agency's business case needs. If you deselect a Required Field check box, the system clears the start and end dates.

Setting Up Financials Audit Framework (Audit Logging)

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

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

This topic provides an overview of the financials audit framework and discusses how to:

- Set up audit logging.
- Search audit logs.
- Purge audit logs.

Pages Used to Manage the Financials Audit Framework

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Enable Audit Logging	FS_AUDITLOG_ENABLE	Set Up Financials/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging, Enable Audit Logging	Enable audit logging by PeopleSoft application.
Search Audit Logs	FS_AUDITLOG_SEARCH	Set Up Financials/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs, Search Audit Logs	Search for audit logs.
Purge Audit Logs	FS_AUDITLOG_PURGE	Set Up Financials/Supply Chain, Common Definitions, Audit Logging, Purge Audit Logs, Purge Audit Logs	Use this page to delete selected audit logs.

Understanding the PeopleSoft Financials Audit Framework

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

Audit logging is available for the following transaction flows:

<i>PeopleSoft Application</i>	<i>Audit Log Record</i>	<i>Transaction Flows</i>
Asset Management	AM_ASST_AUD_TBL	Asset Adds and Copy Adjustments and Transfers Depreciation Interunit Transfers Recategorizations Retirements and Reinstatements Revaluation
Billing	BI_IVC_AUD_TBL	Create and Edit Billing Invoice Online Copy and Adjust Billing Invoice Correct Budget Stage Error Finalize Billing Invoice Create Installment Invoice Create Recurring Invoice Interface Create/Edit Invoice Billing Invoice Maintenance Approve/Delete Worksheet
General Ledger	GL_AUD_JRNL	Create, Edit and Post Journal Delete Journal Mark to Post and Unpost Journal Unpost Journal Update Journal Unmark to Post and Unpost Journal Journal Date Change
Payables	AP_VCHR_AUD_TBL AP_PYMT_AUD_TBL AP_CNTL_GRP_TBL	Voucher transactions Payment transactions Control Group transactions

<i>PeopleSoft Application</i>	<i>Audit Log Record</i>	<i>Transaction Flows</i>
Receivables	AR_AUD_DEPOSIT AR_AUD_DRAFT AR_AUD_ITEM AR_AUD_PND_ITEM AR_AUD_PYMNT	Items Drafts Payments Deposits

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

Enable Audit Logging Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging, Enable Audit Logging

Image: Enable Audit Logging page

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

The screenshot shows the 'Enable Audit Logging' page for 'Accounts Receivable'. It contains two sections, each with a table of events to be tracked.

Section 1: AR Deposit

Enable	Event Name
<input checked="" type="checkbox"/>	Create Deposit
<input checked="" type="checkbox"/>	Delete the Deposit
<input type="checkbox"/>	Post Deposit

Section 2: AR Customer Draft

Enable	Event Name
<input checked="" type="checkbox"/>	Accepted
<input checked="" type="checkbox"/>	Worksheet Approved
<input type="checkbox"/>	Complete
<input type="checkbox"/>	Draft Created
<input checked="" type="checkbox"/>	On Hold
<input type="checkbox"/>	Worksheet Rejected
<input type="checkbox"/>	Remitted to Bank
<input type="checkbox"/>	Worksheet Built

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

Application Name

Select to enable events for the following applications:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- General Ledger

Enable

Select the events for which you want to enable audit logging.

Include Archive

Select to include archived data.

Note: Data can be archived using PeopleSoft Data Archive Manager.

See *PeopleTools: Data Management*, “Using PeopleSoft Data Archive Manager”.

Search Audit Logs Page

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

Navigation

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

Image: Search Audit Logs page

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

The screenshot displays the 'Search Audit Logs' page. At the top, it shows 'Application Name: General Ledger' and 'Document Name: GL JOURNAL'. Below this is the 'Search Criteria' section, which includes several dropdown menus for 'Business Unit', 'GL Journal ID', 'Journal Date', 'Journal Process', 'Event Code', 'Event Date', 'User ID', and 'Process Instance'. Each dropdown is followed by a text input field. There are also checkboxes for 'Include Archive', 'Include Batch Changes', and 'Include Purge Logs'. At the bottom of the search criteria section are 'Search' and 'Clear' buttons. Below the search criteria is the 'Search Results' section, which contains a table with the following data:

UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
0	11	CREATE	Create Journal	04/10/2009 11:16:21.073337AM	SAMPLE	8645	Journal has been created by Generate Journals process.
0	11	EDIT	Edit Journal	04/10/2009 11:16:32.624217AM	SAMPLE	8645	Journal has been edited by Generate Journals process.
0	11	MARKPOST	Mark-to-Post Journal	04/10/2009 11:16:32.631340AM	SAMPLE	8645	Journal has been marked-to-post by Generate Journals process.

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

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

See "Enabling Journal Audit Logging (*PeopleSoft FSCM 9.2: General Ledger*)".

See *PeopleSoft Asset Management product documentation, Adding and Maintaining Assets, Viewing Asset Audit Logs*

See *PeopleSoft Billing product documentation, Entering Bills Online, Reviewing Bill Summary Information*

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

Purge Audit Logs Page

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

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

Navigation

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

Image: Purge Audit Logs page

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

Purge Audit Logs

Application Name: Asset Management Document Name: AM ASSETS

Search Criteria

- * Business Unit: is equal to US001
- * Asset Identification: is equal to
- Event Code: is equal to EXPRESS_ADD (Asset Express Addition)
- Event Date: is equal to
- User ID: is equal to
- Process Instance: is equal to

☐ Include Archive

☐ Include Batch Changes

Purge

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

Note: The purge log cannot be purged.

Setting Up Document Management Options

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

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

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

This section discusses how to:

- Select Documentum-enabled applications.
- Define document management options by application.
- Determine Documentum page actions.
- Define Documentum page copy options.

Pages Used to Set Up Document Management Options

Page Name	Definition Name	Navigation	Usage
Documentum Product Options	DC_PRODUCT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Product Options, Product Options	Define which PeopleSoft products are Documentum-enabled and define the document management options for a product.
Component Options	DC_PNLGRP	Set Up Financials/Supply Chain, Common Definitions, Documentum, Component Options, Component Options	Control, by product and component, the document management buttons the system displays in document components.

Page Name	Definition Name	Navigation	Usage
Page Options	DC_PNL_OPT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Page Options, Page Options	Define Documentum page options by component name and by product and thus control pages within a given component. Use this page to make a page document-enabled.
Copy Properties	DC_PNL3_OPT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Page Options, Copy Properties	Control the prompting behavior for key fields related to Documentum-enabled pages.

Documentum Product Options Page

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

Navigation

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

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

Document Enabled PS (PeopleSoft)/ Product

Values are: *Engineering/Manufacturing* and *Enterprise*. The PeopleSoft system delivers Engineering/Manufacturing and Contracts Documentum-enabled pages. Use the Enterprise product option for Documentum-enabled components, which are used within multiple products.

Note: These pages are preloaded with PeopleSoft Engineering information.

Documentum Docbase Name

Displays the name of the document database that contains the documents that you'll access with PeopleSoft pages for a specific product. When you access the document-enabled PeopleSoft system pages, the system connects you to this document database.

Maximum Documents in Query

Displays the maximum number of documents retrieved when you run document management system queries within the Documentum-enabled product. This setting prevents you from retrieving more documents than you deem reasonable at any one time.

This is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that results from the document management system query itself. For example, if you set this field to 10, then the system displays only 10 documents on the Query Results page,

although 20 documents were found. The documents displayed are the first 10, ordered by document name.

Note: This setting doesn't limit the maximum number of documents that can be associated on a page, just how many are returned by a single query.

Document Object Type

Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object type must contain all attributes (fields) that you'll reference from Engineering document query pages.

Use BU/Item/Rev Attributes

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

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

Related Links

[Documentum Page](#)

Documentum Component Options Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Documentum, Product Options, Product Options

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

Component Name

Select the PeopleSoft Engineering or PeopleSoft Manufacturing access capabilities that you want.

Document Enabled PS Product

Select *EG* (Engineering/Manufacturing) or *ER* (Enterprise).

If the component applies to more than one product, select *ER*.

Component Type

Select whether the component is an inquiry or maintenance component.

Valid Actions

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

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



View document detail.



Query the Documentum database.



View document contents.



Launch Documentum.



Fix or unfix versions.



Copy associations.

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

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

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

Related Links

"Understanding Document Management in PeopleSoft Engineering (*PeopleSoft 9.2: Engineering*)"

Documentum Page Options - Page Options Page

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

Use this page to make a page document-enabled.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Documentum, Page Options, Page Options

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

Documentum Enabled Page

The available options consist of a list of Documentum-enabled pages from the specified component. You can remove or add document-enabled pages.

Page Name

Enter a unique name for each Documentum-enabled page. Because the page name acts as a reference during copying, it is important to create unique names if a page is being added to more than one component.

Link Record Name

Displays the record that contains Documentum document information for that page, including object ID, document name, and title. This field is required but is not an editable field. It appears here for reference purposes only.

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

Documentum Page Options - Copy Properties Page

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

Navigation

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

Image: Documentum Page Options - Copy Properties page

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

Key Fields	Field Description	Display Field	Prompt TableName	Default Value
BUSINESS_UNIT	Unit	<input type="checkbox"/>		
COMPONENT_ID	Component ID	<input type="checkbox"/>		
OP_SEQUENCE	Op Seq	<input type="checkbox"/>		

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

Key Fields

Displays key fields for the link record.

Display Field

Determines if a key field appears at copy time for the Documentum-enabled page.

Prompt Table Name

Displays the prompt table or view that the system uses to display valid values for the key field when you copy from the Documentum-enabled page.

Default Value

The system uses this value for display purposes at copy time.

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

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

Setting Up Resources

This topic discusses how to set up common resource information.

Page Used to Set Up Resource Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Resource Setup	INSTALLATION_RESRC	Set Up Financials/Supply Chain, Common Definitions, Resources Data, Resource Setup, Resource Setup	Set up common resource information.

Resource Setup Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Resources Data, Resource Setup, Resource Setup

Image: Resource Setup page

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

Resource Setup	
Scheduling Options	
Default Work Days <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Standard Hours per Work Day	8.00
*Standard Start Time	8:00:00AM
Assignment Options	
Assignment ID Last Used	263
	<input checked="" type="checkbox"/> Skip Ineligible Days
Calendar Options	
Enter how the holiday hours are derived. This option is only used if the hours are not specified in the appropriate holiday calendar. If the calendar does specify these hours, this option is ignored.	
*Holiday Hours From	Job Table Std Hours 8.00
Appointment ID Last Used	202
Resource Options	
<input checked="" type="checkbox"/> Allow Non-Employees to be established as Resources	
Data Source	
Indicate the source for your employee and non-employee data	
<input type="radio"/> PeopleSoft HCM 8.0+ <input type="radio"/> PeopleSoft HCM8.0+ and Financials Database <input checked="" type="radio"/> PeopleSoft Financials Database	
Trigger e-mail notification to manager when competencies or accomplishments are updated. <input type="checkbox"/> Email Notification to Manager	
Use competencies from which type of evaluation?	Evaluation Type Self

Scheduling Options

Default Work Days

Select the default for days of the week for which the resource is willing to work. The selected days are used as the default work days on the Resource Profile - General Info page for new resource profiles.

Standard Hours per Work Day

Enter the number of hours that make up a work day.

The Resource Match engine uses this information to calculate availability fit scores for each resource-and-resource request combination.

This field is multiplied by the default number of work days per week to determine the default value for the organization's standard hours per week. If a resource's standard hours per week are less than the organization's standard hours per week, the resource is treated as part-time.

Standard Start Time

Enter the time of day at which the resource will begin work.

This information is used as the default start time on new appointments, assignments, and holidays.

Assignment Options

Assignment ID Last Used

Enter the ID that the system uses to determine the next system-generated assignment ID number.

This field serves as a counter to track the last system-generated ID for an assignment. This value should only be manipulated to reinitialize the database from test to production mode, or to reset the assignment IDs.

Examples of valid reasons to manually change the value in this field are:

- You converted assignments from a legacy application, and your organization decides to skip a series of numbers used prior to the Resource Management implementation.
- The assignment ID value incremented as you performed testing or training on your application, and you want to reset before putting the Resource Management application into production.

Existing assignment IDs are not reused even if you reset the value in the Assignment ID Last Used field.

Calendar Options

Holiday Hours From

Select the method of determining the duration in hours of each holiday if the holiday start and end times are not defined in PeopleSoft HRMS. This information is used to load holidays onto resources schedules. Select how the system will derive the holiday hours:

Custom Settings Defined Here: Select this option and enter a value in the adjacent field to specify the number of hours that will be used across all resource schedules when the system generates holiday entries.

Job Table Std Hours (job table standard hours): Select this option for the application to divide the resource's standard hours per work week by the number of days that the resource works each week to obtain an average work day length in hours.

Standard Hours per Work Day: Select to use the organization's standard hours per work day that is defined on this page, for all resources when the system determines the duration of each holiday.

Note: Use the *Standard Hours per Work Day* option only if the hours are not specified in the appropriate holiday calendar. If the calendar does specify these hours, the system ignores this option.

Appointment ID Last Used

Displays the last system-generated ID for a resource schedule appointment. Enter a value in this field only to reinitialize the database from test to production mode, or to reset the appointment IDs.

See "Defining Holidays on Resource Schedules (*PeopleSoft FSCM 9.2: Resource Management*)".

Resource Options

Allow Non-Employees to be established as Resources

Select this option to enable individuals who do not have a personnel status of *Employee* to be eligible to become resources.

By selecting this option you can control the eligibility of non-employee resources; maintain their competencies, accomplishments, and schedules; search for non-employee resources; and assign non-employee resources to projects and service orders. In addition, you can view the resources' personnel status throughout the system so that you can distinguish between employees and non-employees.

Email Notification to Manager

Select to generate automatic email to the resource manager when competencies and accomplishments are updated in the FSCM database. This field is activated if you use the FSCM database as the source database for employee competency information.

Evaluation Type

Select the type of evaluation to be used as the valid competency profile in Resource Management. This field is activated if you use the HRMS database as the source database for employee competency information.

PeopleSoft HRMS Profile Management enables evaluations to be performed by an employee (self), manager, customer, and so on. In Resource Management you can decide which type of evaluation appears on the resource profile and is used by the Resource Match engine to calculate Competency fit scores.

This option only applies if you use the HRMS database as your source database for competencies and accomplishments. If you

use the FSCM database as the only source for competencies and accomplishments, the evaluation type value is *Self*.

Resource Options - Data Source

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

PeopleSoft HCM 8.0+

Select PeopleSoft HCM 8.0+ to maintain employee and non-employee source data only in PeopleSoft Human Resources (HRMS). This allows the full synchronization process to update (overwrite) resource competencies and accomplishments in Resource Management with information from HRMS.

You can review any employee or non-employee records in Resource Management, regardless of the source database.

PeopleSoft HCM8.0+ and Financials Database

Select to maintain employee data records in HRMS, and non-employee data records—employee IDs (EMPLIDs) with a Personnel Status field (PER_STATUS) value of *N*—in HRMS and Resource Management. This option allows you to create non-employee data records in either database.

This option directs the full synchronization process to update the Financials database with HRMS data *only* for non-employee data records that originate in HRMS. Non-employee data records that originate in Resource Management are not affected by the full synchronization process.

In Resource Management you can review employee and non-employee records originating from HRMS, and update non-employee records that originate from Resource Management.

PeopleSoft Financials Database

Select to maintain employee and non-employee data records only in the Financials database.

See "Understanding PeopleSoft Resource Management and PeopleSoft HRMS (*PeopleSoft FSCM 9.2: Resource Management*)".

See "Understanding PeopleSoft Resource Management Without PeopleSoft HRMS (*PeopleSoft FSCM 9.2: Resource Management*)".

Setting Up Locations

Use the following components to set up locations:

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

- Country Statistics (COUNTRY_STAT)

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

This topic discusses how to:

- Review country descriptions.
- Select address formats by country.
- Review state and province descriptions.
- Define locations.
- Add location details.
- Define countries for reporting.

Pages Used to Set Up Locations

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

Country Description Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Location, Country, Country Description

2-Char Country Code (2-character country code) Enter a two-character country code to meet value added tax (VAT) requirements. The system appends the 2-character country code to the VAT registration ID, which is a 20-character number to meet VAT requirements.

EU Member State (European Union member state) Select if the country is a member of the European Union. You must select this option to include a country in prompts for Intrastat reporting.

Related Links

"Establishing Intrastat Characteristics (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Address Format Page

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

Navigation

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

Available Select to make the field available everywhere in the system.

Label Enter the name of the field as it is to appear on the page.

For example, change the value in the State field to *Province* or *Department*.

Address 1, Address 2, Address 3, and Address 4 Select the address fields normally used by the country that you selected.

Postal Search Select if you want the Postal Search link to appear on the Location Definition page. This link enables the user to find a postal delivery code.

Number 1, Number 2, House Type, Field 1 Label, Field 2 Label, and Field 3 Label If you select these fields, they replace the Address 4 field on pages.

Location - State Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Location, State, State

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

Location - Definition Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Location, Location, Location Definition

Image: Location Definition page

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

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

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

In City Limit

Select if you use a third-party tax provider product and if you need to access additional city tax information.

Note: The In City Limit is not used by the Vertex O Series tax solution.

Alternate Character Set

Click to access a page where you can enter or display (or both) field values in an alternate character set. This button appears

only if you selected the Alternate Character check box on the User Preferences - Overall Preferences page.

Address 2 and Address 3

If not used at this location, you can enter values in these fields to provide more information about the location, such as *Printing Division* or *Western Annex*.

Address 4

The space available to display addresses on a page is limited. The Address 4 field will not appear if you select some of the optional address fields on the Address Format page, such as Number 1 or House Type.

GeoCode

This value is used by third-party tax applications to link a location definition to their tax calculation algorithms. If no geocode has been selected, this field displays a Lookup link. Clicking the geocode value or Lookup link accesses the Tax GeoCode Selection page, where you select a geocode value for the location definition.

You *must* select a geocode for each location definition in order to integrate properly with your third-party tax application.

Error messages that appear for this field are issued by the third-party application, and more information is provided in the third-party application documentation.

Related Links

[Address Format Page](#)

Location - Detail Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Location, Location, Location Detail

Image: Location Detail page

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

Attention To

Enter the name that appears in the attention area of correspondence for this location.

Location Detail

Enter additional information that you want to maintain for this location.

Carton Label

Select the default format for printing carton labels for this location.

Shipping Container Label

Select the default format for printing shipping container labels for this location.

Usage Label

Select the default format for printing item usage labels for this location.

ID Numbers

Use this section to specify any additional types of identifiers for the location. The system supports a list of number types, such as GLN (a 13-digit numeric value) or DUNS number. Except for GLNs, other ID numbers entered here are not validated at save.

The SetID field is not available for edit for all ID types. For each location specified in the system, you can only enter one ID number for any given type.

Country Stat Rpt Codes Page

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

Navigation

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

Image: Country Stat Rpt Codes

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

Country Stat Rpt Codes

Country:

Country	Use for Statistics	2-Char VAT	2-Char Intrastat	2-Char ESL	3-Dig Cntry	7-Char Descr	SUT Flag
GRC	<input checked="" type="checkbox"/>	EL	GR	EL	009	GRIECH	None
GRD	<input checked="" type="checkbox"/>	GD	GD	GD	473	GRENAD	Sales
GRL	<input checked="" type="checkbox"/>	GL	GL	GL	406	GROENL	Use

Use for Statistics

If you select this check box, the country recognized by the International Standards Organization (ISO) is also recognized by the European statistical offices as a country. If Use for Statistics is not selected, the country is recognized by the ISO but not by the European statistical offices. If this is the case, the European statistical offices assume that the country is a part of another country for the purposes of producing statistical data such as the GNP. For example, for ISO, the Principality of Monaco has its own country code, while for statistical purposes, Monaco is assumed to be part of France, and therefore has the same statistical country code as France.

2-Char VAT (two character value added tax)

Enter a 2-character country code to meet special value added tax (VAT) requirements for certain countries. This is useful for some countries that are not using the ISO 3166 country code in conjunction with their VAT registration ID. When appending the 2-character country code to the VAT registration ID, Financials accesses this separate country code. The VAT registration ID is a 20-character number to meet VAT requirements.

2-Char Intrastat (two character intrastat)

Displays the country identifier for the European statistical offices. This code is printed on some of the Intrastat Layout forms.

2-Char ESL (two-character European Sales List)

Used for countries that are members of the European Union. This code is usually printed as part of the VAT Registration Information on the European Sales List (ESL).

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

Establishing Regions and Region Codes

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

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

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

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

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

Example of Region Code Use

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

Pages Used to Establish Regions and Region Codes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Region Type Codes	REGION_TYPE	Set Up Financials/Supply Chain, Common Definitions, Location, Region Type Codes, Region Type Codes	Identify the type of activity that takes place in a particular region.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Region Codes	REGION_CD	Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes, Region Codes	Establish territories for sales, to establish special pricing schemes for a geographic region, or to aid in determining the distribution of accounting entries.
Region Codes Address	REGION_CD_ADDR	Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes, Region Codes Address	Enter location information if the region code represents a physical entity.

Establishing Distribution Rules and Sets

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

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

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

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

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

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

Pages Used to Establish Distribution Rules and Sets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Distribution Sets	DST_SET_OM	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Sets	Define distribution sets. Establish the distribution codes on the Distribution Pcts (percentages) page.

Page Name	Definition Name	Navigation	Usage
Distribution Rules	DST_RULE_OM	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Rules	Define distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders, contracts, and RMAs are entered.

Sales Order Distribution Set and Rule Example

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

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

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

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

Distribution Sets Page

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

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Sets

Document Type

Your selection determines which account is debited. Valid options are: *Claimback Contract*, *Contracts*, *Sales Orders*, and *Returned Material Authorization*.

Product ID, Product Group, Customer, Customer Group, Region, Order Group, and Inventory Business Unit

You can elect to set up account distribution for an individual or a combination of these elements. Select the fields from the available options.

Note: Your combinations cannot include both an individual customer and a customer group or an individual product and a product group.
"Customer" refers to the ship-to customer.

Distribution Type

The distribution type is an attribute of the distribution set. It is not used in deriving distribution accounting.

Distribution Rules Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Rules

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

Default

Select to indicate that this distribution rule is the rule to be used when no other rule is specified on the business unit.

Sequence Number

Determines the search hierarchy for matches with distribution sets. Once a single match is found, the system uses the set to assign distribution codes to the order, contract, claimback contract, or RMA.

Select the most detailed set definition for the first sequence and continue entering combinations in decreasing granularity. In other words, if you define a distribution set that applies to a single customer, select only the Customer check box on the first line. If you define a distribution set that applies to a region and customer group, select those check boxes on the second line, and so on.

Note: "Customer" refers to the ship-to customer.

Establishing Carriers

This topic provides an overview and discusses how to:

- Set up freight carriers.
- Define carrier URLs.
- Establish carrier calendar exceptions.

Pages Used to Define Carriers

Page Name	Definition Name	Navigation	Usage
Carrier	CARRIER_TBL	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Carrier Table, Carrier	Define the carriers that your organization uses to move freight.
Carrier - Phone Information	CARRIER_PHONEPOP	Click the View Phone Information link on the Carrier page.	Enter phone information for the carrier.
Carrier URL	CARRIER_URL	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Carrier Table, Carrier URL	Set up shipment tracking for deliveries made by external carriers. Enable freight charge calculation by a third-party freight application.
Carrier Calendar Exceptions	CARRIER_SHIP_EXCPT	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Carrier Table, Carrier Calendar Exceptions	Establish the times that the carrier does not drive or make pickups in order to calculate transportation lead times as accurately as possible.

Understanding Carrier Information

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

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

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

Use the information in the table below and refer to the setup instruction in the PeopleSoft Supply Chain Management Integrations product documentation, "Setting Up Service Operations (*PeopleSoft FSCM 9.2: Supply Chain Management Integration*)".

Service Operation	Direction and Type	Handlers	Chunking Available	Integrates With
CARRIER_FULLSYNC	Outbound Asynchronous			CRM, Third-party
CARRIER_FULLSYNC_EFF	Outbound Asynchronous			CRM, Third-party
CARRIER_SYNC	Inbound Asynchronous	CarrierSync CarrierSyncEff		CRM, Third-party

Service Operation	Direction and Type	Handlers	Chunking Available	Integrates With
CARRIER_SYNC_EFF	Outbound Asynchronous			CRM, Third-party

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

Related Links

"Setting Up Service Operations (*PeopleSoft FSCM 9.2: Supply Chain Management Integration*)"

Carrier Page

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

Navigation

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

Image: Carrier page

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

The screenshot displays the 'Carrier' page in PeopleSoft. At the top, there are tabs for 'Carrier', 'Carrier_URL', and 'Carrier Calendar Exceptions'. Below the tabs, the page is titled 'Carrier Information' and includes a search bar with 'Find | View All' and a pagination indicator 'First 1 of 1 Last'. The main form contains the following fields and controls:

- *Effective Date:** 01/01/1900
- *Status:** Active (dropdown menu)
- *Description:** Federal Express
- *Language Code:** English (dropdown menu)
- Taxpayer ID:** (text field)
- Network ID:** (text field)
- Freight Supplier:** Internal Freight System (dropdown menu)
- Defer Depletions Default:** Use Business Unit Dflt Value (dropdown menu)
- ☐ Freight Forwarder
- ☐ Exclude From TMS Extract
- Country:** USA (with a magnifying glass icon) United States
- Address 1:** Federal Express - Memphis Terminal
- Address 2:** 3715 South Perkins,
- Address 3:** Bldg 7
- City:** Memphis
- County:** (text field)
- State:** TN (with a magnifying glass icon) Tennessee
- Postal:** 38194-4907
- Alternate Names:** (text area with two input fields)
- View Phone Information:** (link)

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

Language Code

The language used for printing carrier information on bills of lading and shipping manifests.

Freight Vendor

Select one of the following options:

Internal: The system calculates freight charges internally using PeopleSoft Order Management.

External: A third-party provider calculates freight charges. To have freight charges calculated externally, you must install a third-party freight and handling application.

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

Taxpayer ID

This value is used on export documents.

Freight Forwarder

Carriers that you identify as freight forwarders by selecting this check box may be designated as intermediate consignees on export documents used in PeopleSoft Order Management and PeopleSoft Inventory.

Network ID

Used to identify the carrier for electronic data interchange (EDI) transmittal of shipping documents such as bills of lading and shipping manifests. This field is informational only and is not used in any standard PeopleSoft reports or transactions.

Exclude From TMS Extract

Select to exclude demand lines that have this carrier from the download process to a transportation management system (TMS). If selected, any order line that has this carrier assigned to it will be bypassed during the TMS download selection process for the TMS Order Release TMS_ORDER_RELEASE enterprise integration point (EIP).

Defer Depletions Default

Using the Defer Depletions feature, you can delay the billing and costing of inventory shipments until you have completed any non-system procedures, such as obtaining signed deliver receipts from your customer or other needed paperwork. See the PeopleSoft Inventory product documentation, "Delaying the Billing and Costing of Inventory Shipments (*PeopleSoft FSCM 9.2: Inventory*)". The options are:

- *Default Defer Depletions to N:* Select to default the value of *N* (no) to the Defer Depletions field on each demand line that uses this carrier ID. This default is applied during the shipping processes and overrides the value set on the Setup Fulfillment-Shipping page (business unit level).

- *Default Defer Depletions to Y:* Select to default the value of Y (yes) to the Defer Depletions field on each demand line that uses this carrier ID. This default is applied during the shipping processes and overrides the value set on the Setup Fulfillment-Shipping page (business unit level).
- *Use Business Unit Dflt Value:* Select to use the default value defined in the Defer Depletions Default field of the Setup Fulfillment-Shipping page (business unit level).

Country

The address fields are dynamically controlled by your selection in this field.

View Phone Information

Click to access the Phone Information page, where you can enter phone information for this carrier.

Related Links

"Maintaining Additional Order Header Information (*PeopleSoft FSCM 9.2: Order Management*)"

"Maintaining Header and Line Information (*PeopleSoft FSCM 9.2: Order Management*)"

"Delaying the Billing and Costing of Inventory Shipments (*PeopleSoft FSCM 9.2: Inventory*)"

Carrier URL Page

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

Interlink DLL Name

If you select *External*, you can override the value in this field with the full path for another DLL. Your third-party freight and handling application provides your system with the default interlink .DLL name when you calculate freight charges at shipping. If you want to link directly to a specific carrier such as Federal Express, then enter the interlink .DLL name of that carrier here, overriding the default interlink .DLL name. You obtain a carrier's interlink .DLL name from the carrier.

You can add your own customized .DLL link to this fields to integrate to your carrier to obtain freight.

Note: The default interlink DDL name does not appear in this field, but the default is active unless you enter another interlink DLL name.

Track by PRO Number URL and Track by PRO Number URL Suffix

You can use one of two numbers to track orders externally PRO number or order number. The PRO number is the tracking number assigned to a shipment by an outside carrier. The third-party freight and handling application retrieves this number when you calculate a shipment charge. You can track by the PRO number on the Shipping page from the Order Tracking inquiry.

If you want to track shipments by PRO number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the PRO number, respectively. You get the outside carrier's order tracking page URL from that outside carrier. The system inserts the PRO number in the URL (between the prefix and the suffix) when you click Track by PRO Number on the Shipping History page.

Track by Order ID URL and Track by Order ID URL Suffix

The order number is the number that you assign to a sales order that you create in PeopleSoft Order Management. You can track by the order number from the Order Tracking - Track by Order page and the Stock Requests page.

If you want to track shipments by PeopleSoft Order Management sales order number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the sales order number, respectively. You get the outside carrier's order tracking page URL from the outside carrier. The system inserts the order number in the URL (between the prefix and the suffix) when you click Track By Order on the Order Tracking page.

Note: When you track shipments by order number, most outside carriers still assign PRO numbers to your shipments. They enable you to attach your internal sales order number to your shipments, giving those shipments two identifying numbers, the PRO number (assigned by the external carrier) and the order number (assigned by you). The PRO number acts as the primary key. Because most outside carriers allow multiple customers to use the same order numbers (ten shipments from ten different merchants may all carry the same order number), but do not repeat PRO numbers, you may find it more efficient to track orders by PRO number.

Carrier Calendar Exceptions Page

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

Navigation

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

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

No Pickup

Select to identify the times that the carrier will not make any pickups.

No Drive

Select to identify the times that the carrier does not drive.

Related Links

"Creating Transportation Lead Times and Freight Charges (*PeopleSoft FSCM 9.2: Order Management*)"

Defining Sales and Use Tax Authorities and Codes

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

This section provides an overview of PeopleSoft tax tables and discusses how to:

- Define tax authorities.
- Define tax codes.

Pages Used to Define Sales and Use Tax Authorities and Codes

Page Name	Definition Name	Navigation	Usage
Tax Authorities	TAX_AUTHORITY	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Authorities, Tax Authorities	Add to or update sales and use tax authorities.
Tax Codes	TAX_CODE	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Codes, Tax Codes	Add or update sales and use tax codes.

Understanding PeopleSoft Tax Tables

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

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

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

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

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

Tax Authorities Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Authorities, Tax Authorities

Tax Percent Enter the percent tax rate that the authority uses.

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

Tax Codes Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Codes, Tax Codes

Tax Rates

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

Tax Authority Select a valid predefined tax authority. You can add or update sales and use tax authorities on the Tax Authorities page.

Tax Percent Enter the rate that each authority uses. The total percentage for the tax code (shown at the top of the page) is updated automatically when you add or delete authorities, or when you update the tax authority tables.

Calculation Parameters

Complete the calculation parameters.

Include VAT (include value-added tax) Select when the VAT amount also needs to be taxed. If you select this check box, the system adds any VAT amount to the net-extended amount before it calculates sales and use taxes. This option is relevant when there are separate tax code fields for each bill line for sales and use and VAT. If you provide separate tax codes for sales and use and VAT, it is possible to have both on a particular line, resulting in a tax-on-tax situation.

In these instances, the system always calculates VAT first. The system then calculates sales and use taxes either on the net-extended amount for the line or on the sum of the net-extended amount and the VAT amount.

Include Freight

If selected, indicates that the freight amount must be taxed. The system adds the freight amount to the net-extended amount before calculating sales and use tax.

Include Discount

If selected, the system subtracts the discount amount from the net-extended amount before calculating sales and use tax.

Include Misc Charges (include miscellaneous charges)

If selected, indicates that the miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the net-extended amount before calculating sales and use tax.

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

Defining Additional Common Information

Use the following components to define additional common information:

- Accounting Entry Template (ACCOUNTINGENTRY)
- Activity Monitor Registry (PV_WL_REGISTRY)
- Attachments (ATTACHMENT_TBL)
- Automatic Numbering (AUTO_NUM_PNL)
- Commodity Code (COMMOD_CODE)
- Distribution Network (DS_NETWORK)
- Freight Terms (FREIGHT_TERMS)
- Tax Vendor Geo Code Update (RUN_TAXGEOUPD)
- Harmonized Tariff Code (HRMN_TARIFF_CD)
- Image Location (IMAGE_LOCATION)
- Personal Data (Edit) (EX_PERSONAL_DATA2)
- Planner Code (PLANNER_CODE)
- Reason Codes (REASON_CD)
- Ship Via Codes (SHIP_VIA_CD)
- Ship To Locations (SHIP_TO_CODES)

- Ultimate Use Code (SUT_USE_CD)
- Units of Measure (UNITS_OF_MEASURE)

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

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

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

Pages Used to Define Additional Common Information

Page Name	Definition Name	Navigation	Usage
Attachment Type	ATTACHMENT_TBL	Set Up Financials/Supply Chain, Common Definitions, Attachments, Attachment Types, Attachment Type	Define attachment types.
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates, Accounting Entry Template	Define or modify an accounting entry template.
Register Worklists for Activity Monitor	PV_WL_REGISTRY	Set Up Financials/Supply Chain, Common Definitions, Activity Monitor, Activity Monitor Registry, Register Worklists for Activity Monitor	Select which worklist entries can appear on the buyer's Activity Monitor pagelet.
Auto Numbering	AUTO_NUM_PNL	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering, Auto Numbering	Define automatic numbering specifications for PeopleSoft fields, such as a unique prefix for regular customers or for customers who are also vendors. The system automatically increments numbers by one.
Auto Num BU	AUTO_NUM_BU_PAGE	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering by BU, Auto Numbering by BU	Define automatic numbering specifications at the business-unit level for PeopleSoft fields.

Page Name	Definition Name	Navigation	Usage
Commodity Code	COMMOD_CODE	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Commodity Code, Commodity Code	Define commodity codes. Commodity codes, also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.
Distribution Network	DS_NETWORK	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Distribution Network, Distribution Network	Define distribution network codes.
Forecast Sets	FORECAST_SET	Inventory, Forecast Items, Forecast Sets	Define versions of forecasts for PeopleSoft Supply Planning.
Freight Terms	FREIGHT_TERMS	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Freight Terms, Freight Terms	Set up freight terms.
Tax Vendor Geo Code Update	RUN_TAXGEOUPD	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Tax Vendor Geo Code Update, Tax Vendor Geo Code Update	Update geocodes for tax-related transactions, locations and addresses using the GeoCodes Mass Update Process Application Engine process (TAXGEOUPD). Generate a report listing any errors that occurred during the GeoCodes Mass Update Process using the GeoCodes Mass Update reports, TAXGEOX0 (Crystal) or TXXXGEOX0 (BI Publisher).
Harmonized Tariff Code	HRMN_TARIFF_CD	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Harmonized Tariff Code, Harmonized Tariff Code	Set up harmonized tariff codes. These codes are required on various documents that accompany shipments across international and Canadian borders. The codes are pre-established for all commodities by the United States Commerce Department.
Image Location	IMAGE_LOCATION	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, Image Location	Set location for storing images.

Page Name	Definition Name	Navigation	Usage
File Locations	FILE_DIR_FS	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, File Locations, File Locations	Define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.
Personal Data	EX_PERSONAL_DATA	Set Up Financials/Supply Chain, Common Definitions, Employee Data, Review Personal Data, Personal Data	Review and edit employee address data.
Personal Data (Edit)	EX_PERSONAL_DATA2	Set Up Financials/Supply Chain, Common Definitions, Employee Data, Create/Update Personal Data, Personal Data (Edit)	Add and edit employee information, including address data.
Planner Codes	PLANNER_TBL	Set Up Financials/Supply Chain, Product Related, Planning, Planner Code, Planner Codes	Enter planner codes.
Reason Codes	REASON_CD	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Reason Codes, Reason Codes	<p>Define reason codes to provide explanations for various activities performed in the system.</p> <p>You can also define return and reject reason codes for items received in PeopleSoft Purchasing.</p>
Ship Via Codes	SHIP_VIA_CD	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Ship Via Codes, Ship Via Codes	Define ship via codes (also called shipping method codes) to use in multiple features in PeopleSoft Inventory, Purchasing, and Order Management. Ship via codes describe the dimensions and options of a shipping vehicle.
ShipTo Sales/Use Tax Default	SUT_DFLT_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations, Ship To Locations Click the Sales/Use Tax link.	Enter default sales and use tax information for each ship-to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship-to location).
Standard Industry Codes	SIC_CODE_PNL	Set Up Financials/Supply Chain, Common Definitions, Customers, Standard Industry Codes, Standard Industry Codes	View, modify, or add SIC codes for vendors. This page offers you various methods for finding particular codes. You can search by SIC code or by parent SIC code.

Page Name	Definition Name	Navigation	Usage
Ultimate Use Codes	SUT_ULTIMATE_USE	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Ultimate Use Code, Ultimate Use Codes	Define ultimate use codes for vendors. Ultimate use codes are used to determine tax applicability.
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure	Establish units of measure for your resources.

Related Links

[Setting Up On-Demand Processing Options](#)

Attachment Type Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Attachments, Attachment Types, Attachment Type

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

Accounting Entry Template Page

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

Navigation

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

Image: Accounting Entry Template page

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

Accounting Entry Type	*Account	Alt Acct	Fund	Oper Unit	Dept	Program	Class	Bud Ref	Product	Project
Accounts Payable	200000									
Payables Period End Accruals	212000									
AR Rebate Control	120006									
Discount Earned	673100				14000					

Although users enter individual expense line items on the voucher, the system generates additional accounting entry lines based on the accounting entry templates that you define and associate with individual vouchers. These additional accounting entry lines include the offset to accounts payable, or freight and tax expense entries.

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

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

Account

Specify the associated account value for each accounting entry type.

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

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

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

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

Related Links

[Adding Account Values](#)

[Application Fundamentals Reports: General Description](#)

Auto Numbering page

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

Navigation

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

Image: Auto Numbering Page

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

Field Name

Select a field for automatic numbering.

Start Seq (start sequence)

Enter a prefix using up to three characters. For example, for the CUST_ID field, you may want to use a unique prefix of *CST* for regular customers and *VND* for regular customers who are also vendors.

Max Length (maximum length)

Enter a maximum length of number.

Last Number Issued

If you enter the last number assigned, automatic numbering starts by incrementing the last number issued by one.

If you leave this field blank, the system uses automatic numbering by default.

Default

Select if you want the system to use automatic numbering by default.

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

Automatic Numbering by BU Page

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

Navigation

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

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

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

Distribution Network Page

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

Navigation

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

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

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

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

Inventory Unit

Enter the Inventory business units that you want to be included in the distribution network.

Forecast Sets Page

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

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

Navigation

Inventory, Forecast Items, Forecast Sets

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

You might want to create two unique forecast sets—for example, *OPTIMISTIC* and *LIKELY*. Each item or product forecast record that you define in the system ties to one of these sets. This enables multiple versions of a forecast to exist for the same item or product. This table gives an example of how this works:

<i>Optimistic Forecast</i>	<i>Likely Forecast</i>
Item: 1000	Item: 1000
Date: 12/1/00	Date: 12/1/00
Qty: 3500	Qty: 2500
Forecast Set: Optimistic	Forecast Set: Likely

Freight Terms Page

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

Navigation

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

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

Delivery Terms 1

Values are used in Intrastat reporting for European Union member states.

Intermediate Consignee

Select if you use a freight company that assumes responsibility for goods in transit.

Related Links

"Understanding Intrastat Reporting (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Tax Provider Geo Code Update Page

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

Generate a report listing any errors that occurred during the GeoCodes Mass Update Process using the GeoCodes Mass Update reports, TAXGEOX0 (Crystal) or TXXXGEOX0 (BI Publisher).

Navigation

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

Image: Tax Provider Geo Code Update Page

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

Tax Provider Geo Code Update

Run Control ID TaxGeoUpd Report Manager Process Monitor Run

Process Request Parameters

*Update Option Specific Address Record

Record Owner Accounts Payable

Address Record

Control Parameters

☐ This option defaults in Geo Code from Third Party Tax Software for undefined geo code records only.

☒ This option overrides Geo Code for all qualified records.

☐ Auto Fill Address

*Geocode Selection Option Write to Exception Table

Enter additional Selection Criteria to narrow down qualified records.
Leave the following fields blanks indicates to select all records.

Country

County

City

State

Postal

☐ In City Limit

Update Option	Choose <i>Specific Address Record</i> to update the geocodes in a single table. Choose <i>All Tax Address Records</i> to update the geocodes in all tables containing tax-related addresses. You can also limit the tables updated to those owned by a specific PeopleSoft application using the Record Owner control.
Record Owner	Select the PeopleSoft application that owns the address tables to be updated. Leave blank to process all tax address tables (when Update Option is set to <i>All Tax Address Records</i>).
Address Record	Specify the application table that contains the addresses to be updated. The Address Record field is enabled when Update Option is set to <i>Specific Address Record</i> .
Control Parameters	<p>Select the option labeled , "<i>This option defaults in Geo Code from Third Party Tax Software for undefined geo code records only</i>," when you want the system to update the geocodes for all rows that are matched with the selection criteria and for which the geocodes are currently unassigned.</p> <p>Select the option labeled, "<i>This option overrides Geo Code for all qualified records</i>," when you want the system to update the geocodes for all rows that are matched with the selection criteria.</p>
Auto Fill Address	Select to have the system populate the address data with information from the selected geocode.
Geocode Selection Option	Choose whether the GeoCodes Mass Update Process should use the first geocode record encountered or flag the address record as an error when more than one geocode entry is found for an address. Run the GeoCodes Mass Update report (TAXGEOX0 or TAXXGEOX0) to view a list of geocode update errors.
Additional Selection Criteria	Set the additional selection criteria fields to limit the addresses processed

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

Personal Data Page

Personal Data or Personal Data (Edit) page (Set Up Financials/Supply Chain, Common Definitions, Employee Data, Review Personal Data) and (Set Up Financials/Supply Chain, Common Definitions, Employee Data, Create/Update Personal Data, Personal Data).

It is recommended that you update employee tables in your human resources system and load the employee data into your PeopleSoft application. However, you may need to add or edit employee profiles in the Financials or Supply Chain Management database. Because employee information is sensitive, it is suggested that you authorize access to these pages carefully.

Note: If your system receives data from human resources, any changes you make using Personal Data pages may be overwritten in subsequent updates from human resources unless you configure your loading process.

Reason Codes Page

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

Note: This field only appears reason codes defined for quality metrics related to supplier performance in PeopleSoft eSupplier.

See "Understanding Supplier Performance Metrics (*PeopleSoft FSCM 9.2: eSupplier Connection*)".

Ship Via Codes Page

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

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

Navigation

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

Image: Ship Via Codes page

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

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

Customer Pick-Up

Select *Yes* to note that the customer will be picking up the order instead of the order being shipped from the warehouse. This field is used with the counter sales feature in PeopleSoft Order Management. You would most likely establish a separate ship via code for counter sales. The ship via code can default from the ship-to customer (or short-term customer template), the order group, or the buying agreement.

Transport Mode

Select the method that the order will be transported.

Minimum Weight, Maximum Weight, Minimum Volume, Maximum Volume, Weight UOM, and Volume UOM The system uses this information to monitor shipment capacity in PeopleSoft Inventory when it establishes delivery ID, load IDs, routes, and shipping IDs.

Standard Industry Codes Page

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

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

Navigation

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

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

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

Search Criteria

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

Standard Industrial Classification Codes

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

Ultimate Use Codes Page

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

Ultimate use codes are used to determine tax applicability.

Navigation

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

Ultimate Use Code

Enter the ultimate use code and its description. The PeopleSoft system uses ultimate use codes as qualifiers for sales and use tax (SUT) applicability. For each ship-to location, you can associate these codes with a tax rate and other criteria—such as item ID and vendor ID—to set up alternate tax rates that depend on the ultimate use of an item.

You can enter any ultimate use code defined for a voucher's ship-to location directly on a voucher in the Voucher component.

For example, if you buy a computer for personal or office use, you may be charged a 5% tax rate. If you buy the same computer and use it to manufacture something else, you may only be charged a 3% tax rate. If you set up your ship-to location sales and use tax defaults with an ultimate use code defined at the 3% tax rate, you can assign that ultimate use code to the voucher to retrieve the 3% rate instead of the 5% rate.

Ship To Locations - Sales/Use Tax Info Page

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

Navigation

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

Image: Ship To Locations - Sales/Use Tax Info Page

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

The screenshot displays the 'Ship To Locations - Sales/Use Tax Info Page'. At the top, there are navigation links: 'Return', 'SetID SHARE', 'Ship To Location ALBERTA', and 'Alberta - Canada'. Below this is the 'Ship To Details' section, which includes 'Effective Date 01/01/1900' and 'Status Active'. The 'Tax Exception' section contains fields for '*Status' (Active), '*Exception Type' (Exempt/Exonerated), 'Excpn End Date' (06/30/2005), and 'Sales/Use Tax Exception Certif' (4456789133). The 'Sales/Use Tax Info' section has a 'Personalize | Find | View All' bar and a table with columns: '*Sales/Use Tax Applicability', 'Sales Tax', 'Use Tax', 'Ultimate Use Code', 'Category', and 'Item ID'. The table shows a single row with 'Exempt' in the first column and search icons in the others.

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

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

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

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

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

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

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

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

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

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

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

Related Links

"Sales/Use Tax Page (*PeopleSoft 9.2: Source to Settle Common Information*)"

"Invoice Line Tax Information Page (*PeopleSoft FSCM 9.2: Payables*)"

Units of Measure Page

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

Navigation

Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure

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

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

Defining Common Journal Definitions

To define common journal definitions, use the following components:

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

- Schedules (SCHEDULES)

This topic discusses how to:

- Define process partitions.
- Define journal class.
- Use the journal entry template to show journal line columns and define copy down options.
- Define journal source.
- Specify journal source error processing.
- Specify balance suspense ChartFields for the journal source.
- Specify edit suspense ChartFields for the journal source.
- Specify amount suspense ChartFields for the journal source.
- Specify currency options for the journal source.
- Specify approval options for the journal source.
- Set up schedules.

Pages Used to Define Common Journal Definitions

Page Name	Definition Name	Navigation	Usage
Partition ChartField Entry	PROC_PART_CF_ENTRY	Set Up Financials/Supply Chain, Common Definitions, Process Partition ID, Partition ChartField Entry, Partition ChartField Entry	Create and modify your partition IDs. PeopleSoft General Ledger processes use partition IDs to group transaction data when you run Journal Post processes (GLPPPOST) concurrently.
Journal Class	JRNL_CLASS	Set Up Financials/Supply Chain, Common Definitions, Journals, Class, Journal Class	Journal classification values that can be selected on the Header page for all types of journal entries and some reports and are used for reporting purposes added to JRNL_CLASS_TBL using this page
Journal Entry Template	GL_JRNL_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template, Journal Entry Template	Use the Journal Entry Template page to control which grid columns you want to show on your Journal Entry page.
Journal Source - Definition	SOURCE1	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Definition	Use the Journal Source - Definition page to define a journal source.

Page Name	Definition Name	Navigation	Usage
Journal Source - Journal Options	SOURCE2	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options	Use the Journal Source - Options page to specify the journal error processing options for a specific source.
Balance Suspense ChartFields	SRC_JE_BS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Balance Suspense ChartFields Click the Balance Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Edit Suspense ChartFields	SRC_JE_ES_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Edit Suspense ChartFields Click the Edit Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Amount Suspense ChartFields	SRC_JE_AS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Amount Suspense ChartFields Click the Amount Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Currency Options	SOURCE3	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Currency Options	Specify currency options for a specific source.
Approval Options	SOURCE4	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Approval Options	Specify journal entry approval options for standard journals and budget journals for a specific source.
Schedules	SCHEDULE	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules	Create schedules that automate and control the generation of standard or recurring journal entries.

Partition ChartField Entry Page

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

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

Navigation

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

Image: Partition ChartField Entry page, specifying ChartField as a range

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

The screenshot shows the 'Partition ChartField Entry' page. At the top, 'Partition ID' is set to 'PART2' and 'Description' is 'Partition ID - US005'. Under 'Business Unit', '*Business Unit' is 'US005' and 'US005 FLORIDA OPERATIONS' is displayed. There are checkboxes for 'Additional ChartField' and 'Default Election', both of which are checked. In the 'Chartfields' section, '*ChartField' is 'DEPTID' and '*How to Specify ChartField' is set to 'Range'. Below this, the 'ChartField Ranges' section shows '*Range From' as '13000' and '*Range To' as '15000'. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible throughout the interface.

Image: Partition ChartField Entry page, specifying ChartField as a value

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

The screenshot shows the 'Partition ChartField Entry' page with 'Partition ID' as 'PART2' and 'Description' as 'Partition ID - US005'. The 'Business Unit' section shows '*Business Unit' as 'US005' and 'US005 FLORIDA OPERATIONS'. The 'Additional ChartField' and 'Default Election' checkboxes are checked. In the 'Chartfields' section, '*ChartField' is 'DEPTID' and '*How to Specify ChartField' is set to 'Value'. The 'ChartField Values' section has a field for '*ChartField Value' which is currently empty. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible.

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

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

Partition ID

Displays the partition ID that you entered that uniquely identifies a group of transactions that you want to process together as a single set of data.

Description

Enter a description for your partition ID.

Business Unit

First, you create a business-unit and ChartField scheme to classify transactions into mutually exclusive data sets. Then,

for each partition ID (unique data set) defined in your scheme, enter the appropriate business unit here. You can have multiple business units for a partition ID.

Additional ChartField

Select this option to group data by ChartField in addition to business unit. If, for this business unit, you want to process transactions by business unit only, and do not want to further subdivide your transactions for processing, leave this blank. You can put more than one ChartField under a business unit.

Default Election

Specifies this partition ID as the default for the business unit. Transactions not included in any other process partition will be placed into this default group. There can only be one default election for a business unit.

ChartField

Select the ChartField by which to group your data sets.

How to Specify ChartField

You can define your ChartField values as either a range or a single value.

Select *Range* to specify a range of ChartField values. When you select this option, edit boxes for the following two fields appear:

Range From

Specify the lowest value of the ChartField that you want to include in your process group.

Range To

Specify the highest value of the ChartField that you want to include in your process group.

Select *Value* to specify a single ChartField value to define your process group. When you select this option, an edit box for the following field appears:

ChartField Value

Specify the single value for the ChartField that you want in your process group.

Use SQL to delete an unwanted partition ID.

Journal Class Page

Use the Journal Class page (JRNL_CLASS) to .add and maintain journal classes.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Class, Journal Class

Image: Journal Class page

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

*Journal Class	Description	Budgetary Only
DISBURSE	CASH DISBURSEMENTS	<input type="checkbox"/> + -
RECEIPTS	CASH RECEIPTS	<input type="checkbox"/> + -

Journal Class

Enter a short name for a journal class category. A journal class is a category set up to break journal entries down into multiple categories for reporting purposes and also for categorizing entries coming from non-PeopleSoft Financial systems. You can set up and use a valid set of these values and run journal entry reports for one or more selected journal class values.

Each journal class value that you enter here updates the JRNL_CLASS_TBL record.

You can only select these values (journal class field values) on the General Ledger journal entry Header page.

Description

The description explains exactly what the journal class short name means and appears on the Journal Class report (GLC4008).

Budgetary Only

The Journal Class field also appears on the Enter Budget Journals - Budget Lines – Base Currency Details page. You must select this option for any journal class categories that you define here that are specifically related to Commitment Control budget journals.

Related Links

[Application Fundamentals Reports: General Description](#)

Journal Entry Template - ChartField Page

Use the Journal Entry Template page (GL_JRNL_TMPLT) to control which grid columns you want to show on your Journal Entry page.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template, Journal Entry Template

Image: Journal Entry Template - ChartField page

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

Journal Entry Template

Template Type: All User: Primary Permission List

Journal Entry Template - Show Journal Line Grid Columns Personalize Find View All First 1-5 of 5 Last

Template ID	Action	Default	Unit	Ledger	Speed Type	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program	C
CC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
COMMERCIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FEDRL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SHORTCOM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
STANDARD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PeopleSoft General Ledger is delivered with a number of fields shown on the Journal Entry page grid. When you are using fewer than the delivered number of fields, you can use this page to eliminate the unwanted columns from the grid. For example, if the journal you are entering does not use interunit transactions, you can eliminate InterUnit fields from that journal's entry page.

You can define journal entry templates to be used by all users, a specific user ID, or users of a specific primary permission list.

ChartField

Use the ChartField tab to control which columns of data you want included on your journal entry page for the template.

Template ID

The name of a journal entry template.

Default

Select if you want to use this template as the default when you use a journal entry page.

Action

Select action to check/uncheck all the check boxes except the default check box.

Unit

The application business unit that is the source of a transaction.

Ledger

Specific ledger to which an accounting entry should post.

Speed Type

A code that represents a combination of ChartField values. Speed types simplify the entry of ChartFields that are commonly used together.

The names of the remaining check boxes correspond to the ChartFields that appear on the journal entry page as it is delivered with your application. Select a check box for each field that you want to appear on the journal entry page.

Note: When you select the Project ChartField check box, all the associated project ChartFields become available on the Journal Entry Page. The ChartFields associated with the Project ChartField are, Activity, Source Type, Category, Subcategory, PC Business Unit, and Analysis Type. If the Project ChartField is not selected or it is deselected, the associated ChartFields are not available.

Amount

Select the Amount tab.

Image: Journal Entry Template page - Amount tab

This example illustrates the fields and controls on the Journal Entry Template page - Amount tab. You can find definitions for the fields and controls later on this page.

Journal Entry Template

Template Type: All User: Primary Permission List

Journal Entry Template - Show Journal Line Grid Columns Personalize | Find | View All | 1-5 of 5 | First 1-5 of 5 Last

Chartfield Amount Miscellaneous

*Template ID	Currency	Amount	Rate Type	Rate	Base Currency	Base Amt	Calculate	Stat Code	Stat Amt	UOM		
CC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMERCIAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEDRL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHORTCOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines Personalize | Find | View All | 1-4 of 4 | First 1-4 of 4 Last

Chartfield Amount Miscellaneous

Copy Down ID	Action	Default	Unit	Ledger	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
COMMERCIAL	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEDRL	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHORTCOM	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDARD	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The names of the check boxes correspond to the currency and amount-related fields that appear on the journal entry page. Select a check box for each field that you want to appear on the journal entry page. Select any of the other fields that you want to display.

Miscellaneous

Select the Miscellaneous tab.

Image: Journal Entry Template page: Miscellaneous tab

This example illustrates the fields and controls on the Journal Entry Template page: Miscellaneous tab. You can find definitions for the fields and controls later on this page.

Journal Entry Template

Template Type: All User: Primary Permission List

Journal Entry Template - Show Journal Line Grid Columns Personalize | Find | View All | First 1-5 of 5 Last

Chartfield	Amount	Miscellaneous					
*Template ID	Budget Date	VAT	Open Item Key	Reference	Description	T Account	
CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMMERCIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FEDRL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SHORTCOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Journal Line Copy Down - Copy Journal Line Columns to New Lines Personalize | Find | View All | First 1-4 of 4 Last

Chartfield	Amount	Miscellaneous											
Copy Down ID	Action	Default	Unit	Ledger	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
COMMERCIAL		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEDRL		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHORTCOM		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDARD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Budget Date

The date of the journal for the control budget.

Reference

A reference of the journal line.

Description

A description of the journal line.

VAT and Open Item Key are also available from the Miscellaneous tab.



Click the Show All Columns button to view all ChartField, Amount, and Miscellaneous columns without the tabs.



Click the Show Tabs button from the all columns view to return to the tab format.

Journal Line Copy Down

The Journal Line Copy Down settings for templates appear on the same page as the Show Journal Line Grid template. They also have the same tabs and the same toggle buttons to show all columns and to show tabs as described for the Show Journal Line Grid.

Image: Journal Entry Template page - Journal Line Copy Down grid

This example illustrates the fields and controls on the Journal Entry Template page - Journal Line Copy Down grid. You can find definitions for the fields and controls later on this page.

Journal Entry Template

Template Type: All User: Primary Permission List

Journal Entry Template - Show Journal Line Grid Columns Personalize | Find | View All | First 1-5 of 5 Last

Chartfield	Amount	Miscellaneous	Template ID	Action	Default	Unit	Ledger	Speed Type	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program	C
CC					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
COMMERCIAL					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FEDRL					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SHORTCOM					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
STANDARD					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Journal Line Copy Down - Copy Journal Line Columns to New Lines Personalize | Find | View All | First 1-4 of 4 Last

Chartfield	Amount	Miscellaneous	Copy Down ID	Action	Default	Unit	Ledger	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ret
COMMERCIAL					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEDRL					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHORTCOM					<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDARD					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When you add a journal line on the journal Lines page the fields you selected on the journal entry template are copied down from the preceding line.

The Journal Entry Template page enables you to define various copy down templates. For example, you can define one template to copy down all fields, another to copy down all fields except the amount fields.

Select Default to designate the template as the default.

Related Links

"Journal Entry - Lines Page (*PeopleSoft FSCM 9.2: General Ledger*)"

Journal Source - Definition Page

Use the Journal Source - Definition page (SOURCE1) to define a journal source.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Definition

Image: Journal Source - Definition page

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

The screenshot shows the 'Journal Source - Definition' page. At the top, there are four tabs: 'Definition' (selected), 'Journal Options', 'Currency Options', and 'Approval Options'. Below the tabs, there are labels for 'SetID', 'SHARE', 'Source', and 'EXT'. A search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last' is present. The main form area contains the following fields:

- *Effective Date:** A date picker showing '01/01/1900' with a calendar icon.
- *Status:** A dropdown menu showing 'Active'.
- *Description:** A text field containing 'External Application'.
- Physical Nature:** A dropdown menu.
- VAT Default:** A link at the bottom left.

Effective Date

Displays the current date by default. Enter an effective date that is early enough to accommodate any historical data that you might load.

Status

Select either *Active* or *Inactive*. Determines whether this source is valid for processing as of the effective date.

Description

Enter a description to use system-wide in reports, other pages, and online inquiries.

Physical Nature

You can enter a value for VAT if this source is typically associated with goods or services affected by VAT.

VAT Default

Click this link to access the central VAT defaults page to enter additional default options for journal source.

In addition to identifying the origin of each journal entry, PeopleSoft applications enable you to define special processing options for specific data entry sources, giving you control over when certain sources are active.

The *source* identifies the origin of a journal entry. It can also define any special journal entry error handling options. You can also use a source to associate journal entries with a type of transaction or a group of transactions. Sources could include individuals who enter journals, departments such as Finance or Accounting, and subsystems that generate transactions such as accounts payable or payroll entries to the general ledger.

You can use sources to facilitate inquiries and reporting. Typically, sources appear on screens and reports that reference journal entries; you can use them to identify and group journal entries from similar sources. For example, you might define sources that identify different revenue types (such as sales, services,

interest, late charges) or different expense origins (such as payroll processing, payroll accruals and reversals, refunds, supplies expense).

Settings generally *override* from the source to the ledger and then to the business unit level. Conversely, the *default* is from the business unit to the ledger and then to the source level. For example, a ledger setting will override a business unit setting, but a source setting will override both a setting at the ledger and at the business unit level for the same option.

Journal Source - Journal Options Page

Use the Journal Source - Journal Options page (SOURCE2) to specify the journal error processing options for a specific source.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options

Image: Journal Source - Journal Options page

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

You use the Journal Balance option, Journal Edit Errors option, Journal Amount Errors option, Control Total option, and Document Type option in entry error processing.

Default to Higher Level

Uses the error processing options defined on the Ledgers for a Business Unit and General Ledger Definition pages. (For document type, options can be defined only at the source or on the Ledgers for a Business Unit page.)

Recycle

Marks journal entries that contain errors as invalid and does not allow them to be posted. Once you've made the corrections and re-edited the journal, you can post the journal successfully.

N/A

Available only for control total errors. Doesn't check control totals against actual totals.

Suspend

Posts, to a suspense account, the amount required to bring each journal into balance (if it is out of balance). For Journal Edit errors, it posts the amounts from those lines that reference

invalid ChartFields. The amounts on the lines in error are zeroed out.

If you select Suspend, click the Balance Suspense ChartFields, Edit Suspense ChartFields, or Amount Suspense ChartFields links to access a page where you can specify the ChartField and ChartField value for the suspense account.

Specify

Available only for Document Type. If you are using document sequencing, you can specify the document type.

Change to Open From Date

Available only for Journal Date < Open From Date.

Change to Open To Date

Available only for Journal Date > Open To Date.

Note: When you define journal options at the source level, they override any error handling that you specified at the business-unit or ledger levels for journals using that source only.

You can determine how the system will process a journal entry entered with errors for that source. Remember that settings generally override from the source to the ledger and then to the business unit level. Conversely, the default is from the business unit to the ledger and then to the source level. For example, a ledger setting will override a business unit setting, but a source setting will override both a setting at the ledger and at the business unit level for the same option.

Settings for the following types of errors can be specified at the source level.

Journal Balance Errors

Use the options in the Journal Balance Error group box to define how the system should handle errors when an unbalanced journal is targeted to a balanced ledger. You can post unbalanced journals only to ledgers that have been set up as unbalanced ledgers, such as a budget ledger.

Journal Edit Errors Option

Use the options in the Journal Edit Errors group box to define how the system should handle errors when invalid ChartField values or combinations are entered on journal lines. As you enter journal lines, PeopleSoft General Ledger checks to see that all ChartField values are valid as of the journal entry date. An error occurs if the system finds an invalid ChartField value or ChartField combination. This error category also includes other line errors, such as a blank currency code or an invalid OpenItem reference value.

Journal Amount Errors Option

Use the options in the Journal Amount Errors Option group box to define how the system should handle errors when the foreign amounts and the monetary amounts are not the same sign. For example, it determines how to handle errors for a journal that has a foreign amount that is 10.00 USD and the monetary amount is -200.00 USD.

Control Total Errors

As you enter journal lines, PeopleSoft General Ledger displays a running total of the number of lines, debits, credits, and units that you've entered on the journal. Use the options in the Control Total Errors

group box to define how the system should handle errors when the journal line totals do not match the control totals you entered at the journal header level. This feature is optional.

Document Type Option

This only applies if you have enabled document sequencing within the Installation Options component. This document type will be the default for journals entered through the General Ledger Journal Entry component.

Related Links

"Document Type Template Page (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Journal Source - Balance Suspense ChartFields Page

Use the Journal Source - Balance Suspense ChartFields page (SRC_JE_BS_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Balance Suspense ChartFields

Click the Balance Suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

Journal Source - Edit Suspense ChartFields Page

Use the Journal Source - Edit Suspense ChartFields page (SRC_JE_ES_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Edit Suspense ChartFields

Click the Edit Suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

Journal Source - Amount Suspense ChartFields Page

Use the Amount Suspense ChartFields page (SRC_JE_AS_CFS_SEC) to specify the ChartField and the ChartField value for the suspense account.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options, Amount Suspense ChartFields

Click the Amount Suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

Journal Source - Currency Options Page

Use the Journal Source - Currency Options page (SOURCE3) to specify currency options for a specific source.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Currency Options

Image: Journal Source - Currency Options page

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

The screenshot displays the 'Currency Options' tab of the 'Journal Source' page. At the top, there are four tabs: 'Definition', 'Journal Options', 'Currency Options' (which is active), and 'Approval Options'. Below the tabs, there are two rows of labels: 'SetID SHARE' and 'Source EXT'. A table with a dropdown arrow on the left and 'Effective Date' as the header is shown. The first row of the table has 'Effective Date' as '01/01/1900' and 'Status' as 'Active'. To the right of the table, there are 'Find | View All' links and 'First 1 of 1 Last' navigation controls. Below the table, there are four dropdown menus, each with a label starting with an asterisk: '*Currency Balancing Option', '*Base Currency Adjust Option', '*Foreign Currencies per Journal', and '*Translate Ledger Exchange Rate'. All four dropdown menus are currently set to 'Default to Higher Level Value'.

Currency Balancing Option

Select a currency balancing option, which specifies how journal lines are balanced for this source:

Default to Higher Level Value

Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.

Balance by All Currencies

Balances foreign amounts on foreign currency journal lines by individual currency type. For example, all lines in Canadian dollars are balanced together, and all lines in Mexican pesos are balanced together.

Balance by Base Currency Only

Balances all journal lines by the base currency only.

Base Currency Adjust Option

Select a base currency adjust option, which controls manual adjustments to the base currency in foreign currency journals:

Default to Higher Level Value

Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.

Allow Base Currency Adjustment	Enables you to change the base currency amount directly on foreign currency journal lines.
Disallow Base Currency Adjustment	Does not allow you to change the base currency amount directly on foreign currency journal lines.

Foreign Currencies per Journal

Select a foreign currencies per journal option, which controls the number of foreign currencies for each journal:

Default to Higher Level Value	Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.
Multiple Foreign Currencies	Enables journals to contain lines in multiple foreign currencies.
Only One Foreign Currency	Enables journals to contain lines only in the base currency or a single foreign currency. You must specify the foreign currency in the journal header.
No Foreign Currencies	Enables journals to contain lines only in the base currency.

Note: When you define currency options at the source level, they override any currency handling you specified at the business unit or ledger levels for journals using that source only.

Translate Ledger Exchange Rate

Select the source of the currency exchange rate to be used for the translate ledger for a given journal source:

Default to Higher Level Value	Uses the Translate Ledger Exchange Rate option that is defined on the Ledgers For A Unit or General Ledger Definition levels.
Inherit From Primary Ledger	This option applies only to Journal Edit. During Edit, if the foreign currency of a primary ledger line is the same as that of the base currency of the translate ledger line, then the exchange rate of the primary ledger line is copied to the translate ledger line and the foreign amount of the primary line will be the same as that of the base amount of the translate line.
Retain Exchange Rate	This option applies only to Journal Edit. When this option is selected, there is no change in the base amount exchange rate of the translate ledger line.

Note: If the translate ledger line already has the exchange rate of the primary line, then the values are retained. Therefore, if the journal is edited once with *Inherit From Primary Ledger* selected, and it is then re-edited with the *Retain Exchange Rate* (do not inherit) option, then the exchange rate that was inherited during first edit is retained. The second option is to retain the exchange rate values.

Journal Source - Approval Options Page

Use the Approval Options page (SOURCE4) to specify journal entry approval options for standard journals and budget journals for a specific source.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Approval Options

Image: Journal Source - Approval Options

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

The screenshot shows the 'Approval Options' tab for a specific source. The table lists the approval options, and the first row is expanded to show details. The 'Journal Approval Option' section shows a dropdown menu set to 'Pre-Approved', with fields for 'Business Process Name' and 'Approval Rule Set'. The 'Budget Journal Approval Optn' section shows a dropdown menu set to 'Default to Higher Level', also with fields for 'Business Process Name' and 'Approval Rule Set'.

You have the option to use either the Virtual Approver method or Approval Framework method for the journal approval process. You select the approval methodology for journal approval on the Installation Options - General Ledger page. The selection choices on the Approval Options page depend upon which methodology that you select to use in Installation Options. When using the Virtual Approver method, the Business Process Name and Approval Rule Set fields appear on the page. When using the Approval Framework method, these fields are not visible, since the Approval Framework provides its own Business Process and Approval Rule Set to communicate with PeopleTools.

See "Understanding Configurable Workflow (*PeopleSoft FSCM 9.2: General Ledger*)".

See ".Approving Journals Using the GL Journal Approval Components (*PeopleSoft FSCM 9.2: General Ledger*)"

Select a journal approval option and a budget journal approval option:

Pre-Approved

Enables journal entry without approval through workflow.

Default to Higher Level

Uses the approval options defined on the Ledgers For A Unit and General Ledger Definition pages.

Require Approval

Requires approval through workflow. If you select this option and the approval methodology on the Installation Options - GL page is Virtual Approver, you must select a Business Process Name and associated Approval Rule Set. The Business Process Name and Approval Rule Set fields are not visible when the approval methodology is Approval Framework in Installation

Options. You must also select Submit Journal from the Process drop-down list box on the Journal Entry - Lines page when processing journals.

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

Schedules Page

Use the Schedules page (SCHEDULE) to create schedules that automate and control the generation of standard or recurring journal entries.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules

Image: Schedules page

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

Schedules are used to automate and control the generation of recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules or schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of a Standard Journal Entry (SJE) or a group of SJE. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify specific dates and times.

Note: When you define schedules for use with standard journal entries, don't define multiple occurrences for a single day.

Frequency

This specifies how often the event will recur. Values are:

Annually: Specifies an annual schedule. This option activates the Month and Day of the Month for you to enter the values.

Daily: Specifies a daily schedule. The *Daily* option activates the Days of the Week check boxes for you to select or deselect specific days.

Monthly: Specifies a monthly schedule. This option activates the Day of the Month and Last Day of the Month and the Months check boxes for you to select or exclude individual months.

User Defn (user defined): Sets up user-defined events schedules for specific dates when an event will take place. When you use this option, you can enter an occurrence number (for multiple occurrences), the date, and a description. Do not specify hours or minutes for schedules used for SJE's.

Weekly: Specifies a weekly schedule. The *Weekly* option activates the days of the week for you to enter a value.

Note: When you specify a day of the month for monthly schedules, use the Day of the Month edit box to enter any day up to and including day 28. Use the Last Day of Month edit box to enter the absolute last day of the month, whether it's day 28, 29, 30, or 31.

Related Links

"Creating Journal Entries (*PeopleSoft FSCM 9.2: General Ledger*)"

"Document Type Template Page (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Setting Up Workflow Transactions

To set up workflow transactions, use the following components:

- Workflow Transaction Categories (EO_TRAN_CATS)
- Workflow Transactions (EO_TRANSACTIONS)
- Workflow System Rule (EO_SYS_WF_RULES)

If you use PeopleSoft Workflow, the functionality of workflow approval processing is based on specific rules that are defined by three setup transactions. You can create transactions that notify appropriate parties about business events such as approvals, requests, or transfers. By setting up categories of workflow transactions, you can associate groups of transactions with a workflow function that triggers the notification process.

This topic discusses how to:

- Establish workflow transaction categories.
- Define workflow transactions.
- Specify workflow system rules.

Pages Used to Set Up Workflow Transactions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Workflow Transaction Categories	EO_TRAN_CATS	Set Up Financials/Supply Chain, Common Definitions, Workflow, Categories, Workflow Transaction Categories	Create workflow transaction categories.
Workflow Transactions	EO_TRANSACTIONS	Set Up Financials/Supply Chain, Common Definitions, Workflow, Transactions, Workflow Transactions	Create workflow transactions.
Workflow System Rules	EO_SYS_WF_RULES	Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules, Workflow System Rules	Create workflow system rules.

Workflow Transaction Categories Page

Use the Workflow Transaction Categories page (EO_TRAN_CATS) to create workflow transaction categories.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Workflow, Categories, Workflow Transaction Categories

Transaction Category

Name of the group that classifies a workflow transaction. Each workflow transaction is placed in a workflow category. Because workflow rules are defined for categories, the rules apply to each transaction in the category.

Workflow Transactions Page

Use the Workflow Transactions page (EO_TRANSACTIONS) to create workflow transactions.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Workflow, Transactions, Workflow Transactions

Category

Name of the group that classifies a workflow transaction.

Description

Explanation or comments about the workflow transaction.

System Workflow Rules Page

Use the Workflow System Rules page (EO_SYS_WF_RULES) to create workflow system rules.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules, Workflow System Rules

Transaction Category

Name of the group that classifies a workflow transaction.

Workflow Rule

Specify how users are notified when they are required to perform a function. Select from the following values:

Both: Notify by email and worklist.

Email: Notify the user with an electronic message.

None: No notification takes place.

User: Notification method is specified in the User Preferences page during system setup. This varies, depending on which application is implementing PeopleSoft Workflow.

Worklist: Notify the user by placing an entry on the user's worklist.

Notify User – Entry

User receives a confirmation when initiating a transaction.

Notify – All

User receives a notification when anyone processes a transaction that the user originated. If more than one person is required to process the user's transaction, the user receives notification each time it is processed.

Notify – Final Disposition

User is notified only when the transaction has completed processing.

Setting Up Credit Card Options and Groups

This topic includes how to do the following:

- Set up credit card options.
- Set up credit card groups.

Pages Used to Set Up Credit Card Options and Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Credit Card Options	CR_CARD_OPT	Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Credit Card Options, Credit Card Options	Set up system-level credit card options.

Page Name	Definition Name	Navigation	Usage
Credit Card Groups	CR_CARD_GROUPS	Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Credit Card Groups	Set up credit card groups to link credit card types with payment processors.
Billing Definition - Business Unit 4	BUS_UNIT_TBL_BI4	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 4	Specify a default credit card group for an individual Billing business unit.
Order Management Definition - Order Entry Features	BUS_UNIT_TBL_OM9	Set Up Financials/Supply Chain, Business Unit Related, Order Management, Order Management Definition, Order Management Setup Click the Order Entry Features link.	Specify a default credit card group for an individual Order Management business unit.
Receivables Definition - Bank/Payment Options	BUS_UNIT_TBL_AR4	Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definition, Bank/Payment Options	Specify a default credit card group for an individual Receivables business unit.

Understanding Credit Card Groups

Use credit card groups to associate credit card types with a specific payment processor, which controls which credit card types a user can select when paying by credit card. At a minimum, you must set up credit card groups and specify defaults at the system level. You can also associate a credit card group with a business unit. PeopleSoft recommends that source systems that feed into Receivables use the same credit card group.

Note: Before setting up credit card groups, you must set up the payment processors. See *Enterprise Components: PeopleSoft Integration Interfaces*.

In the traditional implementation, the credit card type lookup is always editable and values are filtered based on the credit card group.

For hosted implementations, the user will only be able to access the credit card type lookup if there are multiple processors assigned to a group. If there is only one processor in a group, then the card type can be selected on the hosted site. If there are multiple processors in the group, the system first needs to know which one will be used so it can transfer the payment to the correct hosted site.

Related Links

"Understanding Credit Card Processing (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Credit Card Options Page

Use the Credit Card Options page (CR_CARD_OPT) to set up system-level credit card options.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Credit Card Options

Image: Credit Card Options page

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

Credit Card Options

Payment Tokenization

☐ Enable Profile Tokenization and Hosted Entry for Order to Cash

☐ Create Temporary Profiles Before Online Credit Card Transactions
☐ Create Temporary Profiles After Online Credit Card Transactions

Purge Active Temporary Profiles after Settlement Plus Days

Security Codes

☐ Enable Security Code [What is a Security Code?](#)

Allow Security Codes to be Purged After Hours

Authorization Reversals

☐ Enable Authorization Reversals

Process Authorization Reversals for Amounts Greater Than Currency Code

Currency Exchange Rate Type

☐ Enable Authorization Reversals for Decrements

Process Authorization Reversals for Decrements Greater Than

Other Options

☐ Enable Online Validation

Default Credit Card Group

Payment Tokenization

Enable Profile Tokenization and Hosted Entry for Order to Cash

Automatically selected by the system when you run the the Convert Credit Card Data Application Engine process (FS_CCHOST_CV). This field indicates that the system uses the hosted credit card model. If you want to use traditional credit card implementation, never run this process, and this option will remain deselected.

See [Setting Up Credit Card Processing for a Hosted Implementation](#).

If this option is selected, define when the system should create temporary credit card profiles:

- Create Temporary Profiles Before Online Credit Card Transactions

This option requires the existence of a tokenized profile prior to online transmission.

- Create Temporary Profiles After Online Credit Card Transactions

A tokenized profile is not required prior to online transmission, if you select this option. The tokenized profile is saved after a successful transaction.

The option you select here also appears on the [Convert Credit Card Data](#) page (FS_CCHOST_CNV).

Purge Active Temporary Profiles after Settlement Plus *n* Days

Enter a numerical value for the number of days. The purge process removes the temporary profiles after the *n*th day after settlement. This option enables you to keep the temporary profiles available for other transactions. The maximum value is 9999.

Security Codes

Enable Security Code

Select to enable the display of or prompting for the security code value.

Allow Security Codes to be Purged After *n* Hours

Defines out-of-date security codes and allows them to be automatically purged when a process is run. A value of zero indicates that the security codes will not be purged.

Authorization Reversals

Enable Authorization Reversals

Select to enable the use of authorization reversals in Order Management and Billing. Authorization reversals are used when an order amount or an invoice amount is increased and a prior authorization was performed.

Process Auth Reversals for Amounts Greater Than

Enter a tolerance amount to be used when determining if an authorization reversal should be performed or not. This value prevents the system from processing reversals for minor amounts.

Currency Code

Enter the currency code to be used for the Authorization Reversal tolerance amounts.

Currency Exchange Rate Type

Enter the exchange rate type to be used when converting authorization reversal tolerance amounts in comparison to transaction amounts when determining if an Authorization Reversal should be performed.

Enable Authorization Reversals for Decrements

Select to enable the use of authorization reversals for changes to a credit card amount. Authorization Reversals for decrements are used in PeopleSoft Order Management when an order amount is decreased after a credit card authorization is performed.

Process Authorization Reversals for Decrements Greater Than Enter a minimum value below which Authorization Reversals are not performed. This value prevents the system from processing minor decrements.

Other Options

Enable Online Validation

Default Credit Card Group

Enter a default credit card group. If there is no default credit card group specified for the business unit, then this default credit card group will be used.

Credit Card Groups Page

Use the Credit Card Groups page (CR_CARD_GROUPS) to set up credit card groups to link credit card types with payment processors.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Credit Card Groups

Image: Credit Card Groups page

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

Credit Card Type	Credit Card Name	Processor Name
01	VISA	CYBER-FSCM
02	MASTERCARD	CYBER-FSCM
03	DINERS CLUB/CARTE BLANCHE	CYBER-FSCM
04	AMERICAN EXPRESS	CYBER-FSCM
05	DISCOVER	CYBER-FSCM

Credit Card Type

Enter the code for the credit card type.

Processor Name

Specify the defined name of the credit card processor.

To set up integration with credit card processors, see the following Enterprise Components documentation: "Setting Up Credit Card Integration for Integration Broker (*PeopleSoft 9.2: Integration Interfaces*)".

Defining a Default Credit Card Group at the Business Unit Level

Define a default credit card group for individual Billing, Receivables, and Order Management business units using the following field:

Default Credit Card Group

Enter a default credit card group to manage the display of credit card types for a specific business unit. If the value is not defined in the business unit definition, the system uses this value.

The grouping can be utilized by the Order to Cash applications to limit or control what credit card types and third-party processors are available within their transactions.

Billing Definition - Business Unit 4 Page

Use the Billing Definition - Business Unit 4 page (BUS_UNIT_TBL_BI4) to specify a default credit card group for an individual Billing business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 4

Image: Billing Definition - Business Unit 4 page

This example illustrates the fields and controls on the Billing Definition - Business Unit 4 page.

Business Unit 1 | Business Unit 2 | Business Unit 3 | **Business Unit 4**

Unit US001

VAT Information

VAT Reporting Entity

Invoice Approval Options

☒ Enable Invoice Approvals

☒ Only Submit Credits

Process ID: Credit Invoice

Details

☐ Attach Invoice Image Option

Credit Cards

Default Credit Card Group: DEFAULT

Express Bill Entry Template

[Return to Billing](#)

Order Management Definition - Order Entry Features Page

Use the Order Management Definition - Order Entry Features page (BUS_UNIT_TBL_OM9) to specify a default credit card group for an individual Order Management business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Order Management, Order Management Definition, Order Management Setup

Image: Order Management Definition - Order Entry Features page (1 of 2)

This example illustrates the fields and controls on the Order Management Definition - Order Entry Features page (1 of 2).

Order Entry Features	
Unit US001 US001 NEW YORK OPERATIONS	
Order Entry Features	
<input type="checkbox"/> Mark for Billing at Save <input type="checkbox"/> Reserve at Save <input type="checkbox"/> Lot Allocate at Save <input type="checkbox"/> Show Buying Agreement Message	
Deposit Percent	0.00
Refund Fee Percent	10.00
*Allow Margin Adjustment	Not Enabled
Processing Options	
Online	Background
*Process Freight Charges	None
*Process Deliveries	None
*Process Transport Lead Times	None
*Process Exception Calendars	None
*Ship Date Calculation Method	None
*Weight and Volume Pricing	None
*Availability Option	Manual
Display	
*Customer Address	None
*Header Information Area	Default
*Purchase History Area	Default
*Price Summary Area	Default
*Sold To Area	Default
*Bill To Area	Default
*Ship To Area	Default

Image: Order Management Definition - Order Entry Features page (2 of 2)

This example illustrates the fields and controls on the Order Management Definition - Order Entry Features page (2 of 2).

Counter Sale Display		
Counter Sale Pick Plan Sort <input type="text" value=""/>		
<input checked="" type="checkbox"/> Display Pick Report on Screen		
<input checked="" type="checkbox"/> Display Receipt on Screen		
Credit Checking		
<input type="checkbox"/> Include deposits in credit check		
<input type="checkbox"/> Include pending payments in credit check		
<input type="checkbox"/> Force online credit check when lines are added		
*Corporate Credit Check <input type="text" value="Enabled Online"/>		
Credit Cards		
*Online Authorizations <input type="text" value="Enabled"/>		
Default Credit Card Group <input type="text" value="DEFAULT"/>		
Default Templates		
Sales Order <input type="text" value="STCUST_ORD"/>	Quote <input type="text" value="STCUST_QUO"/>	RMA <input type="text" value="STCUST_RMA"/>
Picking Plan <input type="text" value="OM_PCK_PLAN"/>	Goods Receipt <input type="text" value="OM_GDSRCPT_M"/>	
Order Management Setup	Accounting and Billing	Taxes and Currency
Hold Processing	Shipping and Returns	Order Entry Features
Claimback Settings	Related Content Settings	
Return to Business Unit Related		

Receivables Definition - Bank/Payment Options Page

Use the Receivables Definition - Bank/Payment Options page (BUS_UNIT_TBL_AR4) to define a default credit card group for an individual Receivables business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, Receivables, Receivables Definition, Bank/Payment Options

Image: Receivables Definition - Bank/Payment Options page

This example illustrates the fields and controls on the Receivables Definition - Bank/Payment Options page.

The screenshot displays the 'Bank/Payment Options' tab within the 'Receivables Definition' page. The page is organized into several sections:

- Bank Holiday Options:** Includes a 'Holiday Options' dropdown menu set to 'Not Applicable' and a checkbox for 'Allow due date in next month' which is checked.
- Bank Fees Entry Type:** Features an 'Entry Type' dropdown menu set to 'FEES' and a label 'Bank Fees'.
- Payment Interface Options:** Contains three fields: 'Entry Type' set to 'DED' (Deduction), 'Entry Reason' (empty), and 'System Function ID' set to 'WS-08' (Create A Deduction).
- Miscellaneous Payment Options:** Includes a '*AcceptGiro Type' dropdown menu set to 'None'.
- Payment Profiles:** Contains four fields: 'Credit Card Profile' set to 'BUSTANDARD' (Standard Processing Options), 'ePayment Profile' set to 'EPUS001' (standard bu us001), 'Bank Code' set to 'USBK' (USA BANK), and 'Bank Account' set to 'CHCK' (USBK CHECKING ACCT).
- Credit Cards:** Includes a 'Default Credit Card Group' dropdown menu set to 'DEFAULT'.

For more information, see "Defining Business Unit Defaults for Individual Business Units (*PeopleSoft FSCM 9.2: Receivables*)".

Changing Credit Card Encryption

To change the credit card encryption key, use the FS_CC_CNVRT component.

This section provides an overview of credit card encryption and discusses how to change the encryption key.

Note: Credit card encryption is needed only for systems using a traditional credit card implementation. It is *not* needed for systems using a third-party credit card payment processor in a hosted implementation.

Page Used to Change the Encryption Key

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Credit Card Number Re-Encrypt	FS_CC_CNVRT	Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Change Encryption Key, Change Encryption Key	Use this utility to change the key used to encrypt credit card numbers. Run the utility to re-encrypt credit card numbers using a new encryption key.

Understanding Credit Card Encryption

PeopleTools Pluggable Cryptography is an advanced security framework that provides a security model for applications to encrypt credit card data. The system encrypts data using 3DES algorithms and 168-bit encryption keys. The system also modifies the display of credit card numbers to show only the last four digits. The system displays an *X* in place of each credit card number other than the last four digits. This includes credit card numbers that are display-only as well as those that are editable.

Use of PeopleTools Pluggable Cryptography supports compliance with the cardholder data protection requirements of the Payment Card Intry (PCI) Data Security Standard and with Visa's Cardholder Information Security Program (CISP). With this feature, credit card numbers for external third-party payers, such as customers or students, are encrypted.

Steps for Changing the Encryption Key

To change the credit card encryption key:

1. Navigate to the Credit Card Number Re-Encrypt page.
2. Click the Generate Random Key button to generate a new random hexadecimal encryption key.

Clicking this button generates a new, random hexadecimal encryption key. You can modify this key, however, you must format it as a 24-byte string in hexadecimal notation. The first two characters must be *0x*, and the remainder must be exactly 48 characters consisting of a combination of numeric digits and the lowercase letters *a* through *f*.

3. If the values in the Re-encrypt Action column do not say *Decrypt, then Encrypt*, click the Crypt Action button until *Decrypt, then Encrypt* appears in the column.
4. Click the Run button to start the conversion process.

The Credit Card Conversion process converts each field in the grid. If the process fails for any reason, the process can be restarted in the standard way and the process picks up where it left off. If the process cannot be restarted, the process can be run from the beginning and it automatically bypasses fields that have already been processed.

See the product documentation for *PeopleTools: Security Administration*, “Securing Data with Pluggable Cryptography”.

Change Encryption Key Page

Use the Change Encryption Key page (FS_CC_CNVRT) to change the key used to encrypt credit card numbers.

Run the utility to re-encrypt credit card numbers using a new encryption key.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Change Encryption Key, Change Encryption Key

Image: Change Encryption Key page



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

Change Encryption Key

Run Control ID L1 Report Manager Process Monitor Run

Process Status Not Yet Processed Crypt Action

Generate Random Key

Personalize Find   First 1-103 of 103 Last		
*Record (Table) Name	*Field Name	*Re-Encrypt Action
BI_EXTRCT	CR_CARD_NBR	Decrypt, then Encrypt
BI_HDR_CC_TE01	CR_CARD_CVNUM	Decrypt, then Encrypt
BI_HDR_CC_TE01	CR_CARD_NBR	Decrypt, then Encrypt
BI_HDR_CC_TE02	CR_CARD_CVNUM	Decrypt, then Encrypt
BI_HDR_CC_TE02	CR_CARD_NBR	Decrypt, then Encrypt
BI_HDR_CC_TE03	CR_CARD_CVNUM	Decrypt, then Encrypt
BI_HDR_CC_TE03	CR_CARD_NBR	Decrypt, then Encrypt
BI_HDR_CRCARD	CR_CARD_CVNUM	Decrypt, then Encrypt
BI_HDR_CRCARD	CR_CARD_NBR	Decrypt, then Encrypt
BI_HDR_CRCD_TMP	CR_CARD_NBR	Decrypt, then Encrypt
CCAUTH_TE01	CR_CARD_NBR	Decrypt, then Encrypt
CCAUTH_TE02	CR_CARD_NBR	Decrypt, then Encrypt
CCAUTH_TE03	CR_CARD_NBR	Decrypt, then Encrypt
CC_ACCTG_LINE	CRDMEM_ACCT_NBR	Decrypt, then Encrypt
CC_CARD_AUTH	CRDMEM_ACCT_NBR	Decrypt, then Encrypt

Important! The Change Encryption Key page will not be enabled if the Upgrade Credit Card Numbers (FS_CC_CNVRT) process has not been run or is currently running. Once the upgrade process has completed, the Change Encryption Key page will be enabled.

Crypt Action	Click the button to toggle the values in the Re-Encrypt Action column in the grid.
Generate Random Key	<p>Click to have the system generate a random key in the format needed by the encryption algorithms used for credit card encryption and decryption profiles.</p> <p>If you want to modify the generated key or enter your own, you must format it as a 24-byte hex string. The first two characters must be <i>0x</i> and the remainder must be exactly 48 characters consisting of a combination of numeric digits and the lowercase letters <i>a</i> through <i>f</i>.</p>
Record (Table) Name	Displays the record name.
Field Name	Displays the field name.
Re-Encrypt Action	<p>Values include:</p> <ul style="list-style-type: none"> • <i>Decrypt, then Encrypt</i>: for data currently encrypted with the Pluggable Cryptography credit card encryption profile. • <i>No Action</i>: the conversion process will apply this value after each row is processed. This field value enables the process to be rerun if an error occurs without reprocessing the converted fields.

Setting Up Credit Card Processing for a Hosted Implementation

This topic covers the steps used to convert from the traditional credit card model to the hosted credit card model:

1. Define tokenization.

For FSCM applications that provide online transmission, the system supports a tokenized credit card profile created by a third-party host.

2. Convert credit card data.

In this phase, you convert locally stored credit card data into profiles and transfer the profiles to a third-party credit card processor.

For information about integrating with a third-party credit card processor, see the setup information in Enterprise Components: "Setting Up Credit Card Integration for Integration Broker (*PeopleSoft 9.2: Integration Interfaces*)".

3. Erase locally stored credit card data.

A secure wipe program permanently erases all credit card information once a PeopleSoft Order to Cash system switches to the hosted credit card implementation.

Systems can convert to a hosted credit card implementation at any time. If you are converting during an upgrade, see the product documentation for *PeopleSoft Financials/Supply Chain Management 8.9 to 9.2 Upgrade*, *PeopleSoft Financials/Supply Chain Management 9.0 to 9.2 Upgrade*, or *PeopleSoft Financials/Supply Chain Management 9.1 to 9.2 Upgrade*.

Related Links

"Understanding Credit Card Processing (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Understanding Conversion to the Hosted Credit Card Model

PeopleSoft FSCM provides a framework in the Order to Cash modules (Order Management, Billing, eBill Payment, and Accounts Receivable) to facilitate the collection and processing of payment information by third-party credit card hosts. Businesses with an Order to Cash system can convert from a traditional credit card model (local storage of credit card data) to a hosted model, where a third party hosts or stores credit card data.

Note: If you choose to convert to a hosted model, data cannot be rolled back. Please ensure that this is the credit card payment model you really want.

In a *traditional* implementation, the following data are stored locally:

- First and last name
- Credit card number (encrypted)
- Last four digits of the credit card number
- Credit card type
- Expiration month and year
- Credit card address fields
- Email address
- Phone number

The PeopleSoft Order to Cash system maintains only these fields after conversion to the *hosted* implementation:

- Credit card type
- Last four digits of the credit card number
- Payment processor
- Profile ID

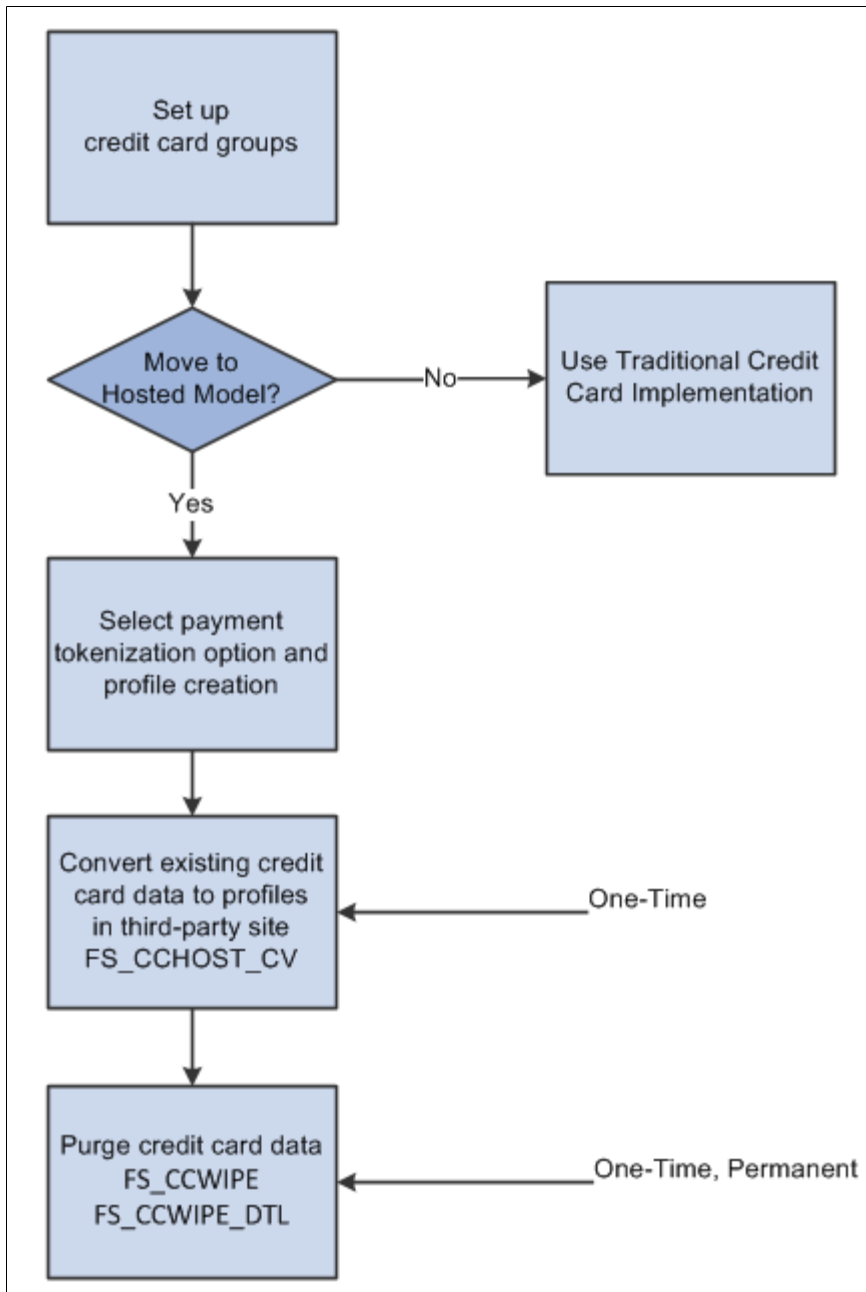
The profile ID provides a means for identifying the customer and payment in both the PeopleSoft system and the third-party processor.

Note: There may be a fee associated with converting the data of each credit card to a profile. The actual cost is determined by your chosen payment processor.

This diagram illustrates the steps for moving from a traditional to a hosted implementation:

Image: Flow of the conversion to the hosted credit card model

Flow of the conversion to the hosted credit card model



Prerequisites

You must setup a third-party payment processor. Multiple processors can now be set up and assigned to a specific credit card type. See the information about setting up credit card interfaces in *Enterprise Components: PeopleSoft Integration Interfaces*.

You must create a default credit card group for a specific credit card type at the system level, and optionally at the business unit level. Refer to [Setting Up Credit Card Options and Groups](#).

You must also map processor credit card types to PeopleSoft credit card types using processor-specific code in the following functions: Function GetPSCardType and Function GetVendorCardType. Sample code is provided in each function. You must reference your own processors in the code before running the conversion process.

On FUNCLIB_CREDCRD.CR_CARD_TYPE.FieldFormula, add processor specific-code to the following functions:

- Function GetPSCardType - Maps processor credit card types to PeopleSoft-defined credit card types.

```
Function GetPSCardType(&Vendor As string, &CardType As string, &PSCardType As =>
string);
  rem =====;
  rem Vendor Credit Card Types to PS Credit Card Types          ;
  rem =====;
  /* Declare Function GetPSCardType PeopleCode FUNCLIB_CREDCRD.CR_CARD_TYPE F=>
FieldFormula; */
  /* Dev Note: Modify codeline to support your processors */
```

- Function GetVendorCardType - Maps PeopleSoft-defined credit card types to processor credit card types.

```
Function GetVendorCardType(&PSCardType As string, &Vendor As string, &CardType=>
As string);
  rem =====;
  rem PS Credit Card Types to Vendor Credit Card Types          ;
  rem =====;
  /* Declare Function GetVendorCardType PeopleCode FUNCLIB_CREDCRD.CR_CARD_TY=>
PE FieldFormula; */
  /* Dev Note: Modify codeline to support your processors */
```

Or, see the product documentation for *PeopleSoft Financials/Supply Chain Management 8.9 to 9.2 Upgrade*, *PeopleSoft Financials/Supply Chain Management 9.0 to 9.2 Upgrade*, or *PeopleSoft Financials/Supply Chain Management 9.1 to 9.2 Upgrade*.

Credit Card Conversion

In this phase, you convert your existing credit card data into profiles and transfer locally stored credit card data to the third-party credit card processor. This option is only available for Order to Cash systems in PeopleSoft FSCM. The only credit card data that are stored in PeopleSoft tables after conversion are the following: last four digits of the credit card number, profile ID, credit card type, and payment processor.

Before you run the conversion process:

1. Evaluate all credit card transactions to determine the cut-off date for transactions.
2. Evaluate your customer base. Do you have any inactive customers? If yes, you can choose to exclude their data in the conversion process.

Credit Card Wipe

After converting credit card data to profiles and transferring the data to your choice of third-party payment processor, you must purge all credit card data from records in your PeopleSoft system.

Note: The Remove Credit Card Data process permanently removes all credit card data from records in your PeopleSoft system. You cannot undo this process.

This component displays all records that contain fields CR_CARD_NBR and CR_CARD_CVNUM. The user can select the records that should be securely wiped and then run the process to erase them.

The Remove Credit Card Data process generates a random sequence of characters, writes it to the credit card fields, and saves it in the database by performing a database commit. The process overwrites the data between 8 and 30 times, depending on the value you enter in the Number of Overwrites field. The default value is 8.

PeopleSoft Billing invokes the Remove Credit Card Data process directly from PeopleCode to process a specific interface record, as discussed in the documentation for the Remove Credit Card Data page.

Pages Used to Convert to Hosted Credit Card Storage and Payment

Page Name	Definition Name	Navigation	Usage
Convert Credit Card Data	FS_CCHOST_CNV	Set Up Financials/Supply Chain, Upgrade, Credit Card Hosting, Convert Credit Card Data, Convert Credit Card Data	Run the Credit Card Hosting Conversion process (FS_CCHOST_CV) to convert credit card data to hosted tokens (profiles).
Remove Credit Card Data	FS_CCWIPE	Set Up Financials/Supply Chain, Upgrade, Credit Card Hosting, Remove Credit Card Data, Remove Credit Card Data	Run a permanent purge of credit card data using the Remove Credit Card Data Application Engine process (FS_CCWIPE).
Credit Card Options	CR_CARD_OPT	Set Up Financials/Supply Chain, Common Definitions, Credit Cards, Credit Card Options, Credit Card Options	Specify a default credit card group at the system level.

Understanding the Remove Credit Card Data Process

Depending on the number of lines of data contained in the records to be wiped, the process can take a long time to complete. Oracle's PeopleSoft recommends running several secure wipe processes in parallel. To run several processes in parallel, create multiple run control IDs and select a distinct set of records for each run control ID. If there is overlap of records in the run control IDs, one of the processes may skip this record, because the system avoids wiping the same record at the same time in multiple instances.

If for any reason the Remove Credit Card Data process abnormally terminates, you can return to the page to restart the process with the same run control ID. The system returns an error for the record that was being processed when the process terminated. You can select the record with the error along with other records and rerun the process.

Wipe Status and Process Status

A master credit card wipe record (FS_CCWIPE_MST) contains all the records that should be wiped. All run control IDs read data from this master record, and each execution of the process updates line (by record) statuses in the master record. The system updates the status directly in the master credit card wipe record. You may need to refresh the Remove Credit Card Data page to view the current status.

Wipe Status by Record

View the processing status for each record or line:

Available for Processing – The record in that line has not yet been wiped.

Processing – When the process begins to wipe a specific record, the status changes to Processing, and parallel processes skip this record. As soon as the wipe process of this record finishes the status is updated to Complete.

Complete – As soon as the wipe process finishes the wiping of a record, its status changes to Complete. Records with a Complete status can still be selected and reprocessed.

Error – Indicates the specific record where the process abnormally terminated. The record can be reselected, and processing treats this record the same as records with an Available for Processing status.

Process Status by Run Control ID

View the processing status in the header for the run control ID:

Available for Processing – When the header Wipe Status field shows Available for Processing, you can select lines and run the secure wipe process.

You also see the Available for Processing status when the process finishes, but unprocessed records still exist in the master credit card wipe record.

Processing – The status changes to Processing upon clicking the Run button. Create a different run control ID to select other lines or records and run processing.

All Records Wiped – When all the records in the master credit card wipe record are marked as Complete at the line level, all new and existing Remove Credit Card Data pages display All Records Wiped in the header.

After converting to a hosted credit card implementation, the Credit Card Data page (*PeopleSoft FSCM 9.2: Order to Cash Common Information*) shows only the credit card data needed to create a token ID that matches up information between the PeopleSoft Order to Cash system and the profile now administered by the third-party processor. For more information, see *Understanding Credit Card Processing (PeopleSoft FSCM 9.2: Order to Cash Common Information)*.

Related Links

"Using the Hosted Model for Credit Card Processing (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Convert Credit Card Data Page

Use the Convert Credit Card Data page (FS_CCHOST_CNV) to run the Credit Card Hosting Conversion process (FS_CCHOST_CV), which converts credit card data to profiles and transfers the data to a third-party payment processor.

Navigation

Set Up Financials/Supply Chain, Upgrade, Credit Card Hosting, Convert Credit Card Data, Convert Credit Card Data

Image: Convert Credit Card Data page

This example illustrates the fields and controls on the Convert Credit Card Data page. You can find definitions for the fields and controls later on this page.

Convert Credit Card Data

Run Control ID: EXAMPLE Report Manager Process Monitor [Run](#)

Process Status: Not Yet Processed Language Code:

☒ Enable Profile Tokenization and Hosted Entry for Order to Cash

☒ Create Temporary Profiles Before Online Credit Card Transactions

☐ Create Temporary Profiles After Online Credit Card Transactions

☐ Convert Inactive Customers

Convert only customers having transactions after: 11/17/2009

Key Separator: /

Records to Convert					Personalize Find View All <input type="text"/> <input type="text"/> First 1-8 of 10 Last
	Select	Record (Table) Name	Record Description	Process Instance	Conversion Status
1	<input checked="" type="checkbox"/>	BI_HDR_CRCARD	Bill Header Credit Card	0	Not Converted
2	<input checked="" type="checkbox"/>	CONTACT_CARD	Contact Card Information	0	Not Converted
3	<input checked="" type="checkbox"/>	CRCARD_AR_HST	AR Credit Card History	0	Not Converted
4	<input checked="" type="checkbox"/>	CRCARD_HST	Billing Credit Card History	0	Not Converted
5	<input checked="" type="checkbox"/>	INTFC_BI_HDR	Bi Intfc Sub-Hdr Tbl	0	Not Converted
6	<input checked="" type="checkbox"/>	INTFC_BI_HDRCMP	Bi Intfc SubHdr Tbl- Completed	0	Not Converted
7	<input checked="" type="checkbox"/>	INTFC_CRCARD	Cr. Card transaction Record	0	Not Converted
8	<input checked="" type="checkbox"/>	ORD_HEADER	Order Header - OM	0	Not Converted

Language Code

Select a language code.

Enable Profile Tokenization and Hosted Entry for Order to Cash

Automatically selected by the system when you run the Remove Credit Card Data Application Engine process (FS_CCWIPE).

The FS_CCWIPE process also selects the setup field of the same name on the [Credit Card Options](#) page to indicate that the system now uses the hosted credit card model.

Note: If you want to use *traditional* credit card implementation, never run this process, and this option will remain deselected.

Define when the system should create temporary credit card profiles:

- Create Temporary Profiles Before Online Credit Card Transactions
- Create Temporary Profiles After Online Credit Card Transactions

The option you select here also appears on the Credit Card Options page.

Convert Inactive Customers

Select this check box to include credit card data for inactive customers in the conversion.

Convert only customers having transactions after

Enter a calendar date cutoff to convert only credit card data for customers having transactions after the specified date.

Key Separator

Enter a key separator.

Remove Credit Card Data Page

Use the Remove Credit Card Data page (FS_CCWIPE) to run the FS_CCWIPE Application Engine process, which clears existing database fields containing credit card data.

Navigation

Set Up Financials/Supply Chain, Upgrade, Credit Card Hosting, Remove Credit Card Data, Remove Credit Card Data

Image: Remove Credit Card Data page

This example illustrates the fields and controls on the Remove Credit Card Data page. You can find definitions for the fields and controls later on this page.

Select	Record Name	Field Name 1	Field Name 2	Wipe Status	Conversion Status	Process Instance
<input checked="" type="checkbox"/>	AR_CMCROD_TAO	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	AR_CRC_HST_SCR	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	AR_INTFC_TAO	CR_CARD_NBR	CR_CARD_CVNUM	Available for Processing		
<input checked="" type="checkbox"/>	BI_CR_CARD_AET	CR_CARD_NBR	CR_CARD_CVNUM	Available for Processing		
<input checked="" type="checkbox"/>	BI_EHDR_TAO	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	BI_EXTRACT_AET	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	BI_EXTRCT	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	BI_EXT_1034	CR_CARD_NBR		Available for Processing		
<input checked="" type="checkbox"/>	BI_HDR_CC_TE01	CR_CARD_NBR	CR_CARD_CVNUM	Available for Processing		
<input checked="" type="checkbox"/>	BI_HDR_CC_TE02	CR_CARD_NBR	CR_CARD_CVNUM	Available for Processing		

Process Status

Displays the processing status of the master record for the run control ID:

Available for Processing – When the header Wipe Status field shows Available for Processing, you can select lines and run the secure wipe process. You also see the Available for Processing status when the process finishes, but unprocessed records still exist in the master credit card wipe record.

Processing – The status changes to Processing upon clicking the Run button. Create a different run control ID to select other lines or records and run processing.

	<p>All Records Wiped – When all the records in the master credit card wipe record are marked as Complete at the line level, all new and existing Remove Credit Card Data pages display All Records Wiped in the header.</p>
Number of Overwrites	<p>Enter a value between 9 and 30, or accept the default of 8. The process overwrites the data between 8 and 30 times, depending on the value you enter in the Number of Overwrites field.</p>
Action	<p>Choose from these options:</p> <ul style="list-style-type: none"> • <i>Select All</i> • <i>De-Select All</i> <p>The action you choose selects or deselects the records with the Wipe Status you specify, when you click the Go button. You can also manually select individual records or lines by clicking the Select check box for a record or line.</p>
Wipe Status	<p>Use this field to filter records with a specific Wipe Status, choose an action, and click the Go button to select or deselect sets of records with a specific Wipe Status.</p> <p>Choose from these options:</p> <ul style="list-style-type: none"> • <i>Available for Processing</i> – Filters for records that are available for first-time processing. • <i>Complete</i> – Filters for records that have already been wiped. However, you can select records with a Complete status and run the process again, if desired. • <i>Error</i> – Filters for records at which the secure wipe processing terminated abnormally. You can select this record and run the process again. • <i>Processing</i> – Filters for records that are currently being processed.
Go	<p>Click this button to apply the Wipe Status filter and then select or deselect the records depending on your choice in the Action field. Use the Go button along with the Wipe Status filter and Action field to make a batch selection of records.</p>
Conversion Status	<p>Displays which records have been converted or not (only when this information is available). When you select a record not yet converted, the system issues a warning.</p>

Working with the Remove Credit Card Data Process in PeopleSoft Billing

PeopleSoft Billing may receive credit card transactions from legacy third-party systems on a daily basis. After a PeopleSoft Billing system converts credit card data received from the interface into a

hosted profile, the Remove Credit Card Process must clean a specific set of lines in INTFC_BI_HDR records. To use the secure wipe process in an ongoing scenario, PeopleSoft Billing system administrators working with the hosted model should call FS_CCWIPE Application Engine processes following certain requirements.

This table contains the directions for populating fields in the FS_CCWIPE record before invoking the FS_CCWIPE Application Engine process for PeopleSoft Billing.

Field	Required value for this field	Comments
OPRID	%operatorid	
RUN_CNTL_ID	BI Publisher should create a new run control ID.	
PROCESS_FREQUENCY	'A'	
CCWIPE_STATUS	'N'	
PROCESS_INSTANCE	0	
CCWIPE_QTY	Enter a number between 8 and 30.	It is the number the CC fields will be overwritten
CCWIPE_INTERF	'Y'	It identifies the groups coming from Billing

This table contains the directions needed to populate fields in the FS_CCWIPE_DTL record before invoking FS_CCWIPE Application Engine process for PeopleSoft Billing.

Field	Required value for this field	Comments
RUN_CNTL_ID	BI Publisher should create a new run control ID.	Populate with the same run control ID entered in FS_CCWIPE.
RECNAME	'INTFC_BI_HDRCMP'	If you need to clean another record, one more line can be added under the same RUN_CNTL_ID; update this field with the new RECNAME.
FIELDNAME1	'CR_CARD_NBR'	Typically 'CR_CARD_NBR', but in case you need to wipe another field (Char 44 only), simply add the name here.
FIELDNAME2	' '	Typically ' ' for this use, but if you need to clean a second field in the same record (Char 44 only), you can use this field.
FIELDNAME3	' '	Typically ' ' for this use, but if you need to clean a second field in the same record (Char 44 only), you can use this field.
CCWIPE_SEL	'Y'	

Field	Required value for this field	Comments
SQL_STMT_254	<statement to determine which lines should be wiped>	<p>Must start with 'WHERE', otherwise the AE will ignore it and will not process anything.</p> <p>For example,</p> <p>'WHERE INTFC_ID = 41'</p>

After the Remove Credit Card Data Application Engine process successfully cleans a record, the value for FS_CCWIPE_CCWIPE_STATUS is C (Complete). If processing terminates abnormally, the value for CCWIPE_STATUS is P (Processing), because the process will not have a way to update the field to something else. If the process sends a Where clause not started by WHERE, then the value for FS_CCWIPE_CCWIPE_STATUS changes to E (Error),

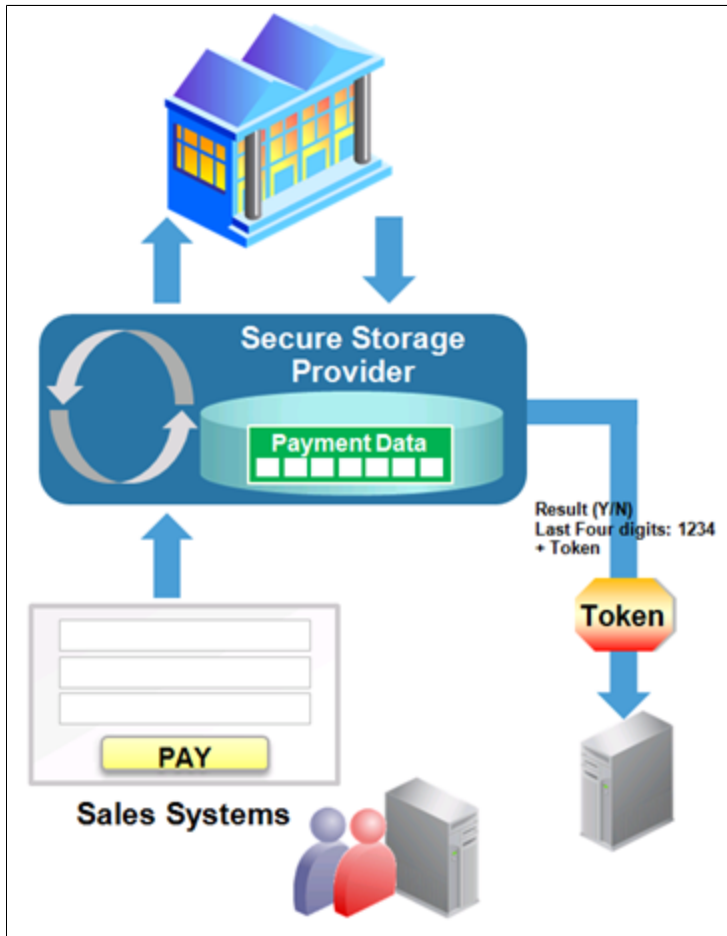
Setting Up Profile Tokenization and Hosted Entry

Tokenization is a data security model that replaces sensitive credit card data profiles in the applications and databases. The credit card data profile—which normally consists of the credit card type, credit card number, first name, last name, billing address, phone, and email address—is sent to a third-party host site,

which stores and encrypts it. The third-party host creates a token from the profile, and sends the token back to the source PeopleSoft system, where it is saved.

Image: Payment tokenization in the hosted credit card model

In the process of payment tokenization, the credit card data profile—which normally consists of the credit card type, credit card number, first name, last name, billing address, phone, and email address—is sent to a third-party host site (secure storage provider), which stores and encrypts it. The third-party host creates a token from the profile, and sends the token back to the source PeopleSoft system, where it is saved.



Note: The system does not support a combination of hosted and traditional implementations. Once the transition to the hosted model has been made, it is not possible to move back to the traditional model.

Use the [Credit Card Options page \(CR_CARD_OPT\)](#) to set up tokenization and hosted entry. Not all fields will be available for editing. See [Setting Up Credit Card Options and Groups](#) for more information.

Profile tokenization and hosted entry are enabled automatically by the credit card data conversion process to indicate that the system supports only hosted entry and storage of credit cards in PeopleSoft Order to Cash applications. If this option is deselected, the system uses only the traditional credit card model; that is, it collects and stores credit card data in the PeopleSoft system.

Setting Up Electronic Payment Options

This topic provides information about setting up system-level electronic payment options for self-service applications. In particular, you can set up your Receivables system to support electronic payments through eBill Payment.

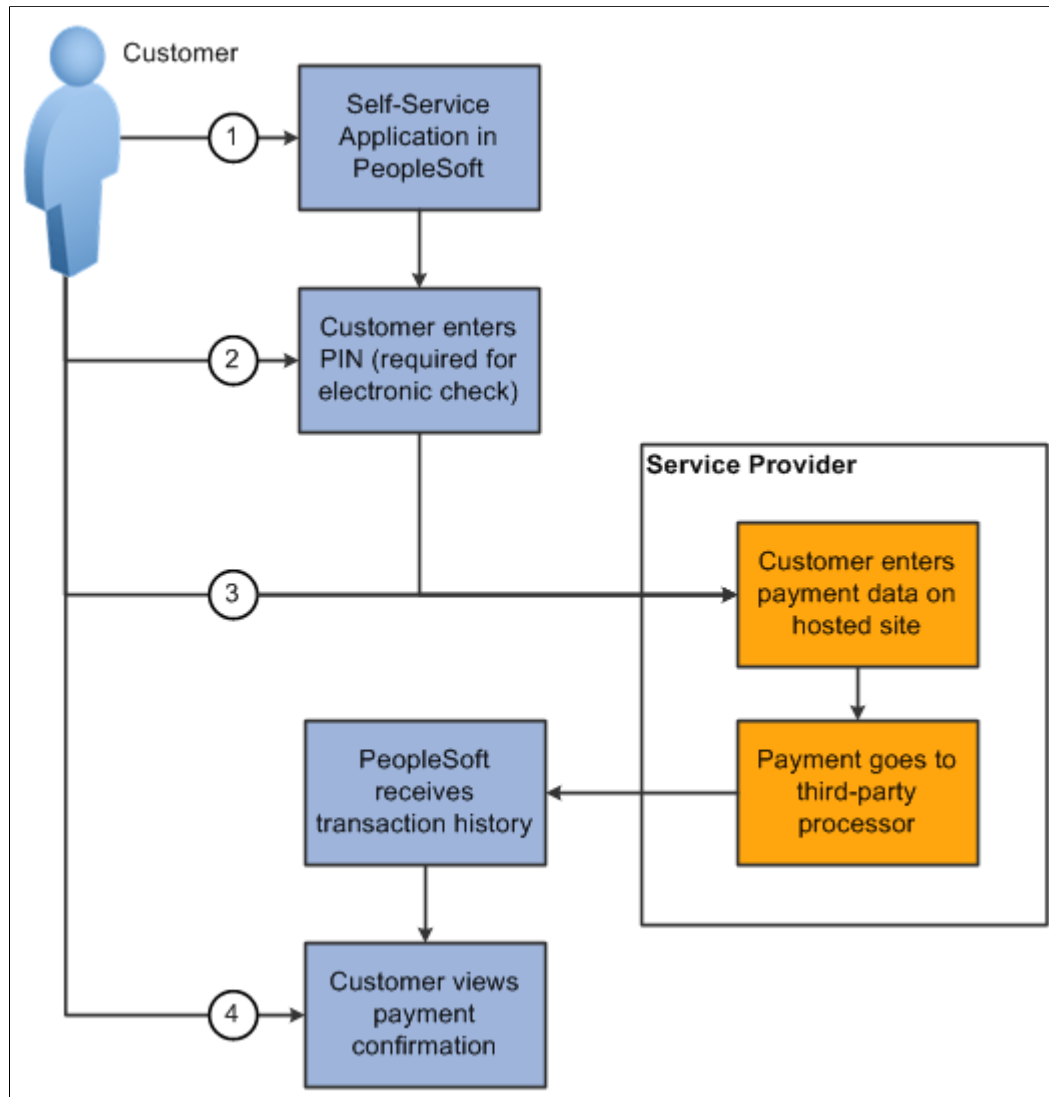
Understanding Electronic Payment Options in Self-Service Applications

PeopleSoft Receivables supports electronic payment (also known as ePayment) options for self-service payments through eBill Payment as part of a fully hosted implementation, where payment is collected, encrypted, stored, and transmitted using a payment service provider. In this case, a customer may choose PayPal or an electronic check service provider as the payment method in eBill Payment to make real-time payments in USD.

The following diagram illustrates the electronic payment process flow, from the self-service application to the service provider. Finally, the service provider transmits the transaction history back to PeopleSoft.

Image: Electronic payment process flow in a self-service application

Electronic payment process flow, from the self-service application to the service provider



Related Links

"Understanding Payments in PeopleSoft eBill Payment (*PeopleSoft FSCM 9.2: eBill Payment*)"

Page Used to Set Up Electronic Payment Options in Self-Service Applications

Page Name	Definition Name	Navigation	Usage
Electronic Payment Options for Self Service	EPAY_OPTIONS	Set Up Financials/Supply Chain, Common Definitions, Electronic Payments, Electronic Payment Options for Self Service	Enable PayPal and/or electronic check payment methods in eBill Payment.

Electronic Payment Options for Self Service Page

Use the Electronic Payment Options for Self Service page (EPAY_OPTIONS) to enable PayPal and/or electronic check payment methods in eBill Payment.

Image: Electronic Payment Options for Self Service page

This example illustrates the fields and controls on the Electronic Payment Options for Self Service page. You can find definitions for the fields and controls later on this page.

Electronic Payment Options for Self Service

PayPal

☒ PayPal

Processor Name 🔍

Electronic Check

☒ Electronic Check

Processor Name 🔍

Settlement Method

ACH Class

Authentication Method

Terms and Conditions

When you pay your bill by electronic check, you authorize us to make a one-time electronic fund transfer debit from your checking account. Payments must be in US Dollars and drawn on a bank located in the US. If your check is returned due to insufficients funds, you understand that you will be assessed a fee up to the maximum allowed by your state law. (6200, 127)

PayPal

PayPal

Select this check box to enable PayPal as a self-service payment option.

Processor Name

Specify the defined name of the PayPal processor. This field is required when you select the PayPal payment option.

Electronic Check

Electronic Check

Select this check box to enable electronic check as a self-service payment option.

Processor Name

Specify the defined name of the electronic check processor. This field is required when you select the electronic check payment option.

Terms and Conditions

Enter the payment terms and conditions for electronic check payments. You can modify the message catalog entry (6200, 127) to display your own terms and conditions for payments by electronic check.

Settlement Method

Displays Automated Clearing House to indicate that U.S. transactions are deposited using the Automated Clearing House (ACH) Network.

ACH Class

Displays WEB (web-initiated entry) to indicate that electronic authorization occurs through National ACH. See <http://www.nationalach.com>.

Authentication Method

Displays PIN. Processing for electronic checks requires a 6-digit value set up in the Contact profile to identify the user who initiates an electronic check transaction.

See the fields and control definitions on the Contact page (*PeopleSoft FSCM 9.2: Order to Cash Common Information*).

Setting Installation Options for PeopleSoft Applications

Setting Installation Options for PeopleSoft Applications

This topic discusses how to:

- Set up cross-application installation options.
- Define tax provider installation options.
- Set up application-specific installation options.

Setting Up Cross-Application Installation Options

Use the Installation Options component (INSTALLATION) to set up cross-application installation options.

This section discusses how to:

- Define options for installed PeopleSoft applications.
- Set overall installation options.
- Set Financial Sanctions options.
- Set up login information for the Dun and Bradstreet interface.
- Define alternate characters for language codes.
- Set Documentum installation options.
- Enable entry events at the installation level.
- Define Commitment Control installation options.
- Define customer hierarchy display options.

Pages Used to Set Up Cross-Application Installation Options

Page Name	Definition Name	Navigation	Usage
Installation Options	INST_LINKS	Set Up Financials/Supply Chain, Install, Installation Options	Use to access the general options and the product options.
Products	INSTALLATION_FS	Set Up Financials/Supply Chain, Install, Installation Options, Products	<p>All PeopleSoft products are delivered with the purchased and licensed products.</p> <p>Deselect the check boxes for all products that you have not licensed. Select the check boxes for the products that you have licensed and enabled in your database.</p> <p>Unless you deselect the unlicensed products, you are likely to encounter performance issues or other processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products.</p> <p>For example, unlicensed products for which the check boxes remain selected can cause unnecessary processing due to ChartFields that are specifically related to the unlicensed products. If you have not licensed any of these products—Project Costing, Expenses, Resource Management—you will see these ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages.</p> <p>Deselect the check boxes for these three products on the Installation Options - Products page, and then run ChartField configuration to inactivate the ChartFields (as they are specific to these three products).</p>
Overall	INSTALLATION_FS1	Set Up Financials/Supply Chain, Install, Installation Options, Overall	Configure installation information and indicate how you want to use cross-application features.

Page Name	Definition Name	Navigation	Usage
Financial Sanctions Options	SDN_SRCH_OPT_SEC	Click the Financial Sanctions Options link on the Installation Options - Overall page.	Define financial validation options for these PeopleSoft applications: Treasury, Payables, eSettlements, and Order Management. Select the search options and specify the SES (Oracle Secure Enterprise Search) search definitions.
DB Account (Dun and Bradstreet account)	DB_ACCOUNT_SEC	Click the DB Account Information link on the Installation Options - Overall page.	Enter logon IDs and passwords by setID for each Dun and Bradstreet account.
Alternate Character	ALT_CHAR_PNL	Set Up Financials/Supply Chain, Install, Installation Options Click the Alternate Character link.	Select the alternate characters that the system uses for a specific language code.
Documentum	OPER_DEF_TABLE_DC	Set Up Financials/Supply Chain, Install, Installation Options Click the Documentum link.	Set your Documentum installation options. You can set several specific document management control options that both enable the document management system and specify system-level configurations.
Federal Processing Options	INSTALLATION_FD	Set Up Financials/Supply Chain, Install, Installation Options, Federal Processing	Enable federal registry processing for vendors or customers.
Entry Event	INSTALLATION_EE	Set Up Financials/Supply Chain, Install, Installation Options and click the Entry Event link.	Enable the use of entry events in General Ledger, Payables, Purchase Orders, Receivables, and Billing, as well as upward and downward adjustments to commitment control budgets.
Commitment Control	INSTALLATION_KK	Set Up Financials/Supply Chain, Install, Installation Options and click the Commitment Control link.	Enter various commitment control installation options for default budget date, reversal date, budget period liquidation, funding source, and online budget checking. Also, set the option to initiate pop-up for errors and warnings for online transaction budget checking.
Customer Installation Options - Customer page	INSTALLATION_CU	Set Up Financials/Supply Chain, Install, Installation Options, Customer	Define overall customer hierarchy default options.

Installation Options - Products Page

Use the Installation Options - Products page (INSTALLATION_FS) to enable PeopleSoft products that you have licensed.

Deselect the check boxes for all products that you have not licensed. Select the check boxes for the products that you have licensed and need to enable in your database.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Products

PeopleSoft Products

All PeopleSoft products are delivered to your database and are automatically selected by the system. Deselect all those you have not licensed.

Note: Applications that you might not have licensed are delivered to your database with the purchase of your PeopleSoft applications and as delivered, all these applications are selected on this page and considered active by the system.

Unless you deselect the unlicensed products, you are likely to encounter performance issues or processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products. For example, unlicensed products will cause unnecessary ChartField configuration activities related to the unlicensed products.

Enable Commitment Control

Click the check box for each PeopleSoft product, or application, for which you want to enable Commitment Control.

You can enable or disable Commitment Control for each of these products at any time, but disabling Commitment Control for an application during a budget period may corrupt the consistency and integrity of your data.

Many applications have dependencies with other applications that require you to maintain integration points between those applications for valid budget checking and notification. Do not enable or disable Commitment Control for an application unless you know precisely what effect your action will have on other applications.

Note: Also, if you have not licensed Project Costing but have licensed Expenses or Resource Management and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and use ChartField configuration to inactivate these ChartFields because they are specific to Project Costing.

Other areas where you can encounter problems if unlicensed product check boxes are not deselected include on demand processing, and defining Ledgers for A Unit and ledger templates.

Enable or disable Commitment Control processing for listed applications.

Related Links

"Understanding Basic Commitment Control Setup (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Understanding Commitment Control Security (*PeopleSoft FSCM 9.2: Commitment Control*)"

Installation Options - Overall Page

Use the Installation Options - Overall page (INSTALLATION_FS1) to configure installation information and indicate how you want to use cross-application features.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Overall

Image: Installation Options - Overall page

This example illustrates the fields and controls on the Installation Options - Overall page. You can find definitions for the fields and controls later on this page.

Attribute Name	Active	Default Value
Balance Sheet Indicator	<input type="checkbox"/>	
Book Code	<input type="checkbox"/>	

Last Journal Number Assigned

Displays a number that represents where to begin numbering journals. You can change the numbering for your journals so that the next journal number assigned is one number greater than the journal number that appears in this field. All journals increment sequentially from the first journal created.

Default Country

Select a country to appear by default on your pages. You can override the default on the actual pages.

Last VAT Authority Number (last value-added tax authority number)

Enter the last value-added tax (VAT) authority number used for the system to automatically start assigning when you create new VAT authority numbers. You can edit this field only if the VAT authority number changes. When you use the Express VAT Code function, the system automatically creates a VAT authority number at the time that you create a VAT code. You then assign one or more tax authorities to a VAT code, to define the VAT rate applicable for that VAT code.

SubCustomer Usage

History, aging, events, and some profiles are available for subdivisions within customers if you enable subcustomer levels in your system. Select whether you want to use the first SubCustomer field, both SubCustomer fields, or no

SubCustomer fields. These fields appear on any pages where a customer that has subcustomers appears.

Tax Provider

Select *None*, *Taxware*, or *Vertex* as the type of tax provider software that you use. This option determines what fields appear on PeopleSoft application pages that have implications for sales and use tax. Before selecting a third-party tax application, the application should be installed and configured to communicate with the PeopleSoft system.

Note: When you change tax providers, a process will run to update the geocodes and business unit tax settings. You can view the status of this process on the Tax Provider Installation page. Geocodes will be deselected when changing the tax provider to *None*. No taxes can be computed through a third-party solution until the process has finished. Transactions for business units set to use the PeopleSoft tax tables will not be affected by the change.

Tax Provider Setup

The Tax Provider Setup link appears when you choose a third-party from the Tax Vendor list. Click the link to complete setup for the chosen tax vendor solution.

Reconciliation Level

Identify the type of business unit-level security to use for the bank reconciliation process. Select *All BUs* if you want the reconciliation process to include all business units set up in the system. Select *Single BU* if you want reconciliation to adhere to the business unit security that you have already defined.

When you select *Single BU*, the run parameters for the Auto Reconciliation process requires you to select the business unit that you want to perform reconciliation. The list displays the business units that the user is allowed to access.

InterUnit Method

Select one of the due-to and due-from balancing methods for InterUnit transactions from the following values.

Direct: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the Inter/IntraUnit template definition of the entity.

Indirect: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the Inter/IntraUnit template definition of the affiliate entity.

Pairs: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from a definition for the pair of entities, or business units, involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

See [Setting Overall Interunit Installation Options](#).

InterUnit Summarization Option

Select one of the following options.

Note: The InterUnit Summarization Option is not available to users of Sybase because of technical limitation of that database.

- *Summarize:* The Summarize option affects processing only if you are not using affiliate ChartFields. Select this option for the system-generated Inter/IntraUnit offset lines to be summarized together whenever all the fields (except for the amount and line sequence fields) are equal. For example, if business unit A pays expenses for business units B and C, without InterUnit summarization, two InterUnit balancing lines are created for business unit A (one for B and one for C). However, with InterUnit summarization, InterUnit processing creates only one InterUnit receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the InterUnit processor summarizes the activity to create a minimal number of InterUnit journal lines while maintaining the overall balance among the business units.
- *No Summarization:* Select if you do not want to summarize system-generated Inter/IntraUnit offset lines or if you are using affiliate ChartFields.

See [Setting Overall Interunit Installation Options](#).

Financial Sanctions Options

Click to access the Financial Sanctions Options page, where you can set up financial sanctions validation.

Enable Document Sequencing

Select to use document sequencing for the overall installation.

Enable Alternate Account

Select to enable alternate account processing. Alternate account produces journal-line and transaction-level balances for statutory reporting requirements. The primary account field contains the corporate accounts, and an alternate account contains the statutory accounts. You define mapping options for each alternate account or the system accesses by default the suspense account defined on the Ledger For a Unit page. It is not necessary to install General Ledger to use alternate accounts in other applications.

Create MultiBook Accounting Entries in Subsystems

Select to enable the system to create multibook accounting entries on an auxiliary page in the subsystems. General Ledger must be installed for this option to be available.

Process Partition for GL

Select to improve processing performance. You must have performed the procedures necessary to enable multiple General Ledger Post processes to run concurrently with unique data partitions. This option is available only if you have installed General Ledger.

Item Approval Required: Method

Select *Manual* or *Workflow* as your approval method. If you select *Manual*, an authorized user can set the status of individual items on the Item Approval page to *Approved* or *Denied*. If you

select workflow approval, you must establish item approval as a business process in PeopleSoft Workflow.

Enable Document Tolerance

Select to perform document tolerance checking, which is an edit that checks the percentage or monetary amount discrepancy between a requisition and purchase order document or a purchase order and voucher. This tolerance checking is performed at the distribution line level. You define these tolerance thresholds by ChartField value. In the ChartField field, enter the ChartField whose values you use to define document tolerance checking.

Document Approval Required

Select to have the Document Tolerance Checking Application Engine process (FS_DOC_TOL) check that the voucher has been approved. If the voucher is not approved, the process issues an exception. If you do not select this option, the process proceeds with the regular validation—whether or not the voucher has been approved—passing vouchers that are within tolerance and generating exceptions for those that are over tolerance.

ChartField

Enter the ChartField whose values you use to define document tolerance checking.

Use Legal Entity for InterUnit

Select if you want to segregate InterUnit transactions for business units by legal entities, such as corporations, partnerships, and sole proprietors, and if you want to use different InterUnit payables and receivables, depending on whether the transaction is InterEntity or IntraEntity. Deselect this field if the InterUnit method is pairs.

GIS Integration Enabled (Geographic Information System integration enabled)

Select to enable the integration of a Geographic Information System (GIS) with PeopleSoft Maintenance Management and PeopleSoft Asset Management. Set up the appropriate user name, password, and API Key on the GIS Setup page. You must set up necessary information for the GIS integration before you select this flag. (Set Up Financials/Supply Chain, Common Definitions, GIS, GIS Setup), as well as perform other prerequisites to enable a user to locate a work order task or an asset on a GIS map.

See also "Location/Comments/Attributes Page (*PeopleSoft FSCM 9.2: Asset Management*)".

Enforce Budgetary Only Edit

Select to enforce the budgetary only edit when you save a transaction. This enables edit of Budgetary Only ChartField values if there are multiple effective-dated values with different Budgetary Only values. Deselect this option if you do not require this edit.

Enable Realtime D&B Access (enable realtime Dun and Bradstreet access)

Select to enable users to use the Dun and Bradstreet interface to order and purchase Dun and Bradstreet reports.

Maximum Response Number

Enter the maximum number of rows that you want to receive from the Dun and Bradstreet system when you are searching for a Data Universal Numbering System (DUNS) number.

DB Account Information (Dun and Bradstreet account information)

Click to access the D & B Account page, where you enter login information for each Dun and Bradstreet account.

Account Balancing Attributes

Select the appropriate check box to activate the following account balancing attributes:

Balance Sheet Indicator: If you define an account value as balance sheet or off-balance sheet, you must also assign various General Ledger processes, such as Journal Edit, Revaluation, Closing, Position Accounting, and so on, with the appropriate balance sheet or off-balance sheet account to perform the necessary balancing.

Book Code: If you use the Book Code feature to further segregate transactions into balancing subsets within the same ledger, it is particularly important that the Book Code ChartField values and the Balance Sheet Indicator values be properly grouped and matched with your account ChartField to ensure proper balancing. You define a combination of a book code and a balance sheet indicator value as an account balancing group. You associate the two with an account as an attribute.

You can activate any one of the account balancing attributes. You do not need to activate both if you want to activate only one. The system populates the Default Value field with the default account balancing group value that you set up when you configure your ChartFields.

Note: Book Code is only supported by the General Ledger and Asset Management products. You might require a blank Book Code if Asset Management has a mix of asset business units with some using and some not using Book Codes, which need new Account Balancing Groups and interunit templates to use the blank Book Code value.

Related Links

[Understanding PeopleSoft Interunit and Intraunit Functionality](#)

[Setting Up Interunit and Intraunit Processing](#)

[Using ChartField Inheritance](#)

[Defining Tax Provider Installation Options](#)

[Application Fundamentals Reports: General Description](#)

[Understanding PeopleSoft ChartFields](#)

[Understanding PeopleSoft ChartFields](#)

[Balancing ChartFields](#)

[Defining and Using Account Types and Attributes](#)

[Using the Balance Sheet Indicator and Book Code](#)

"Setting Up VAT Authorities, and Tax Codes (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Understanding Document Tolerances (*PeopleSoft FSCM 9.2: Payables*)"

"Setting Up Document Tolerances (*PeopleSoft FSCM 9.2: Payables*)"

Financial Sanctions Options Page

Use the Financial Sanctions Options page (SDN_SRCH_OPT_SEC) to define financial validation options for these PeopleSoft applications: Treasury, Payables, eSettlements, and Order Management.

Select the search options and specify the SES (Oracle Secure Enterprise Search) search definitions.

Navigation

Click the Financial Sanctions Options link on the Installation Options - Overall page.

Image: Financial Sanctions Options page

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

Financial Sanctions Options

Validation Options

☐ Enable in Treasury Settlements

*Payables/eSettlements

*Order To Cash

Search Options

☒ Use Enterprise Search Service

SES Score Threshold

☐ Use Third Party Web Service

Message Node Name

List of SES Search Definitions Personalize | Find | View All | | First 1-2 of 2 Last

	*Index Type	*Search Definition		
1	Address	AP_SDN_ADDRESS		
2	Name	AP_SDN_AKA_NAME		

OK Cancel Refresh

You can validate payees, banks, vendors, and customers against any search index you specify on the Financial Sanctions Options page. Depending upon how you set up the validation options, these applications provide a process for administrators to ensure the match is correct and to prevent any financial transactions from occurring with that individual or entity.

See "Understanding the Financial Sanctions Service (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

See "Understanding Financial Sanctions Validation (*PeopleSoft 9.2: Source to Settle Common Information*)".

See "Validating Financial Sanctions (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)".

Validation Options

Enable in Treasury Settlements

Select to enable financial-sanctions validation in PeopleSoft Cash Management. Selecting this option initiates an SDN payee validation search during a settlement process involving transactions from banks for which the Financial Sanctions Validation check box is selected on the Bank Information page.

See "Bank Information Page (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

See "Understanding the Settlements Payment Process (*PeopleSoft FSCM 9.2: Cash Management*)".

Payables/eSettlements

Select one of the following options to enable Financial Sanctions validation of PeopleSoft Payables and eSettlements vendors.

Enabled at Bank: Enables financial sanctions validation of vendors whose banks are specified as requiring financial sanctions validation on the Bank Information component (COUNTERPARTY_DEFN).

Enabled at Installation: Enables financial sanctions validation for all vendors.

No Validation: The system does not perform any financial sanctions validation.

Order to Cash

Select an option to enable financial sanctions validation of PeopleSoft Billing, Order Management, and Inventory customers. Options include:

Enable at Business Unit: Enables financial sanctions validation of customers whose business units are specified as requiring financial sanctions screening in the Inventory Definition, Order Management Definition, and Billing Definition components (INV_BUSIN_UNIT, BUS_UNIT_TBL_OM and BUS_UNIT_TBL_BI, respectively).

Enable at Install: Enables financial sanctions validation for the entire system and all business units.

No Validation: The system does not perform any financial sanctions validation.

Search Options

You perform a search in one of two ways: invoke a search on the financial sanctions data stored in the FSCM database or invoke a search using a third-party web service. A common application package (FS_SDN_SEARCH) provides a search interface for accessing the financial sanctions data stored in the FSCM database or by using a third-party web service.

Use Enterprise Search Service

Select to access the financial sanctions data stored in the FSCM database.

SES Score Threshold (Secure Enterprise Search Score Threshold)

Enter a score that the system uses to determine if there is a potential match. The system performs a search on the Oracle SES search definitions created on the financial sanctions data. The score returned by SES is compared to the score that you enter. If the score returned is greater than, or equal to, the score that you enter, it is considered a potential match.

Note: The higher the number you enter, the more accurate the match has to be to the financial sanctions data. The lower the number you enter, the system returns more potential matches. You need to determine what is acceptable for your organization.

Warning! To modify the delivered SESscore threshold amount, you must have a thorough understanding of how the SES search engine functions within the PeopleSoft Search Framework.

See *PeopleTools: PeopleSoft Search Technology*

Use Third Party Web Service

Select to use a third-party web service to access financial sanctions data.

Message Node Name

Enter the node name for the exchange of XML-formatted, IP messages between PeopleSoft and the third-party web service. You must configure this node to invoke the third-party web service. Also, you must transform the outbound IP request message received by the third-party web service, as well as the inbound IP response message sent from it.

See "Understanding the Financial Sanctions Service (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)".

See "Defining Integration Broker Settings for Payments (*PeopleSoft FSCM 9.2: Financial Gateway*)".

Note: This PeopleSoft application provides a web service (SDN Search) that accesses the financial sanctions data stored in the FSCM database. The web service is delivered using either Integration Broker or by using a Business Process Execution Language (BPEL) map. Enabling web services is discussed in *PeopleTools: Integration Broker* in the "Creating Third-Party Integrations Using WSDL" topic.

List of SES Search Definitions

The SES search engine performs the search on the financial sanctions data.

Search Definition

Enter a name search definition and an address search definition to use for financial sanctions validation. For the system to identify the most accurate match results, the system searches

only the name fields against the name search definition and the address fields against the address search definition. Both the name and address search definitions are required. You must first build the search definitions using the Search Index Admin page (PeopleTools, Search Engine, Administration, Search Index Admin).

Note: Oracle's PeopleSoft provides both a name and address search index (SDN_SEARCH_NAME and SDN_SEARCH_ADDR) for the Specially Designated Nationals (SDN) list.

Index Type

Select the index type associated with the search index. Options include:

Address: The system passes the address fields and weighting factors to the address search index. It then compares the results of the SES search engine and reports it as a possible match if the score is greater than the SES Score Threshold field.

Name: The system passes the name fields and weighting factors to the name search index. It then compares the results of the SES search engine and reports it as a possible match if the score is greater than the value in the SES Score Threshold field.

D&B Account Page

For each business unit that has a separate billing account to purchase reports through the Dun and Bradstreet interface, enter the setID. Enter the user ID and password that is used to log on for each setID.

Alternate Character Page

Use the Alternate Character page (ALT_CHAR_PNL) to select the alternate characters that the system uses for a specific language code.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options

Click the Alternate Character link.

PeopleSoft Alternate Character architecture accommodates language phonetic requirements, primarily supporting Japanese Furigana requirements for EFT processing. You can expand its implementation to include other language needs.

Language Code

Select a code to which you can assign an alternate character value from the available options. When you select a code for a user (during security setup) and enable for that user the use of alternate characters, the system allows the user to use only the character set assigned to the user's language code for all fields with an associated Alternate Character field.



When you enable alternate characters for a specific user, this button is activated to the right of all the fields in the system with an associated Alternate Character field. Click the Alternate Character button to enter and display the field value in the Alternate Character set. Alternate character sets are linked with language codes and then selected for use by user ID. Only the character set specified on this page for the specific language code of the user ID is allowed in the Alternate Character field.

Related Links

[User Preferences - Overall Preferences Page](#)

Documentum Page

Use the Documentum page (OPER_DEF_TABLE_DC) to set your Documentum installation options.

You can set several specific document management control options that both enable the document management system and specify system-level configurations.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options

Click the Documentum link.

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

Document Management	Select if you want to enable the embedded enterprise document management system. Selecting this option activates the Documentum installation options.
Documentum Docbase Name	Displays the name of the document database that contains the documents that you access with pages for a specific PeopleSoft product.
Maximum Documents in Query	Displays the maximum number of documents that the system retrieves when you run document management system queries within the Documentum-enabled product. This value is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that result from the document management system query itself.
	<hr/> <p>Note: This setting does not limit the maximum number of documents that can be associated on a page, just the number that are returned by a single query.</p> <hr/>
Document Object Type	Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object

type must contain all attributes (fields) that you reference from PeopleSoft Engineering document query pages.

Federal Processing Options Page

Use the Federal Processing Options page (INSTALLATION_FD) to enable federal registry processing for vendors or customers.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Federal Processing

Image: Federal Processing Options

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

The screenshot shows the 'Federal Processing Options' page. It features two tabs at the top: 'Installation Options' and 'Federal Processing Options'. The 'Federal Processing Options' tab is active. Below the tabs, there are two main sections. The first section is titled 'Central Contractor Registry' and contains three checkboxes: 'Enable CCR', 'Use SIC Code Functionality', and 'Use NAICS Code Functionality'. The second section is titled 'Federal Entity Registry' and contains three checkboxes: 'Enable Federal Registry', 'Suppliers', and 'Customers'.

The Central Contractor Registry group box settings are defined on the Payables Installation Options page. The fields on this page are display only and unavailable for editing.

Enable Federal Registry

Select this check box to enable the loading of interface files from the federal registry.

Suppliers

Select this check box to allow users to create vendors from federal registry data.

Customers

Select this check box to allow users to create customers from federal registry data.

Entry Event Page

Use the Entry Event page (INSTALLATION_EE) to enable the use of entry events in General Ledger, Payables, Purchase Orders, Receivables, and Billing, as well as upward and downward adjustments to commitment control budgets.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options and click the Entry Event link.

**Billing, General Ledger, Payables,
Purchasing, Receivables,**

Select one of these options to identify how to use entry events for each product:

- *No EE*

Entry events cannot be used with the selected product.

- *Optional*

Entry events may or may not be used with the selected product.

- *Required*

Entry events must be used with the selected product.

Note: Select *Required* or *Optional* for General Ledger on the Installation Options - Entry Event page to enable the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) to generate supplemental accounting entries from Project Costing budget transactions.

Upward/Downward Adjustment

Select to perform upward and downward adjustments using entry events for commitment control budgets that are identified as having expired year funding in Commitment Control.

Note: Entry event is not supported by funding source functionality.

Installation Options - Commitment Control Page

Use the Installation Options - Commitment Control page (INSTALLATION_KK) to enter various commitment control installation options for default budget date, reversal date, budget period liquidation, funding source, and online budget checking.

Also, set the option to initiate pop-up for errors and warnings for online transaction budget checking.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options and click the Commitment Control link.

Image: Installation Options - Commitment Control page

This example illustrates the fields and controls on the Installation Options - Commitment Control page. You can find definitions for the fields and controls later on this page.

Commitment Control Options	Funding Source Options
Default Budget Date: Accounting Date Default *Reversal Date Option: Current Date *BP Liquidation Option: Current Document Budget Period	<input type="checkbox"/> Activate Date Date Label: <input type="text"/> <input type="checkbox"/> Activate Char1 Char1 Label: <input type="text"/> <input type="checkbox"/> Activate Char2 Char2 Label: <input type="text"/>
On-Line Budget Checking Option Execute on Server: <input type="text"/> Run Control Prefix: BP Last Process Instance: 4308 Maximum Wait Time (Minutes): 6 <input checked="" type="checkbox"/> Pop Up Error/Warning Message	Enable Budget Pre-check <input checked="" type="checkbox"/> Budget Journals <input checked="" type="checkbox"/> General Ledger <input type="checkbox"/> Payables <input checked="" type="checkbox"/> Purchasing

Commitment Control Options

Default Budget Date

Select a budget date default scheme for your requisitions, purchase orders, and vouchers.

Values include:

Accounting Date Default: Select to provide the document accounting date as the budget date default.

Predecessor Doc Date Default: Select to copy the budget date from the predecessor document.

Reversal Date Option

Select the date to control reversal (re-budget checking) of documents.

Values are:

Prior Date: Select this option for the system to back out old entries, using the fiscal year and accounting period as they were originally recorded. For example, a purchase order originally created in period 1 is recorded as an encumbrance entry in period 1. However, if you then change the purchase order in period 2, giving it a new accounting date, the system reverses the purchase out of period 1 and rebooks it to period 2.

Current Date: Using the current date option, entries are backed out and rebooked in period 2, leaving period 1 unchanged. Period 2 then has the net change to the document.

BP Liquidation Option (budget period liquidation option)

Values are:

Current Document Budget Period: Select for liquidation to be the default budget period of the document being processed.

For example, a purchase order originally recorded as an encumbrance for budget period 1 results in the liquidation of the encumbrance in the budget period of the expenditure that might have actually occurred in and been assigned to budget period 2.

This option has one special scenario: if the ruleset ChartField was changed between the current document and its predecessor and the two ruleset ChartFields belong to different rulesets that have different budget period calendar, the budget period of the liquidation entry does not use that of the current document. Instead, the system uses the ruleset ChartField of the predecessor to get the corresponding budget period calendar, and it determines the liquidation budget period based on the calendar and the budget date of the current document.

Prior Document Budget Period: Select to provide the budget period of the prior document as the default. For example, if a purchase order has a budget period of 1, then, when the expenditure occurs that liquidates the encumbrance, the liquidation occurs in the budget period assigned to the purchase order that created the original encumbrance, which is budget period 1.

Funding Source Options

Activate Date and Date Label

Select the check box to make available a user-defined information only date field to which you can give a user-defined label of up to 15 characters. The field name appears on the funding source (KK_FUND_SOURCE) page, but the field is for information only; it has no logical operations associated with it nor is it delivered as a part of fund source inquiry.

Activate Char 1 and Char 1 Label

Select the check box to make available a user-defined 30 characters information field and give the field a user-defined label of up to 15 characters. Once defined, the field name appears on the funding source (KK_FUND_SOURCE) page, but the field is informational only; it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.

Activate Char 2 and Char 2 Label

Select the check box to make available a second user-defined 30-character information field and give the field a user-defined label of up to 15 characters. The field name appears on the funding source (KK_FUND_SOURCE) page. The field is for information only; it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.

On-Line Budget Checking Option

Execute on Server

Select the Process Scheduler server on which to perform online budget checking. If no server is specified, the system selects any available server during runtime.

Run Control Prefix

Enter a prefix to distinguish an online budget process run control. When you run budget checking for an online transaction, the system creates a run control budget checking request for the online transaction and runs the budget processor. The system increments the Last Process Instance by 1 and concatenates it with the Run Control Prefix to create a unique run control ID.

Last Process Instance

This is the last process instance used by the system to create a run control ID for the online budget checking request. The Last Process Instance value is maintained by the system, and you do not need to change it.

Maximum Wait Time (Minutes)

This is the maximum time in minutes that a user waits for an online budget checking request to complete. While waiting for the process to complete, the online transaction page is frozen. After the process is complete, the page is refreshed to show the budget checking status (whether the transaction passed or failed budget checking). However, if the maximum wait time has elapsed but the budget processor has not yet completed, the budget processor continues processing but the page is no longer frozen. The user does not need to wait any longer, but the page is not refreshed to show the budget checking status. Use the Process Monitor to check the budget processor status. You need to exit the component and re-enter to see the updated Budget Status once the budget processor is finished in the Process Monitor.

Pop Up Error/Warning Message

Select this option to have the system provide a pop-up message box after the online budget checking process is complete. This message only appears if the transaction encountered any budget checking errors or warnings.

Enable Budget Pre-Check

Select the PeopleSoft applications in the Enable Budget Pre-check group box for which you want to enable check-only budget checking. The check-only feature allows you to budget-check transactions and budget journals online or in batch without posting transactions or budgets to the commitment control budget ledgers. The applications that appear in this group box vary, depending upon the products that are enabled for commitment control as specified in the Enable Commitment Control group box on the Installation Options - Products page.

"Checking Budget Journals and Transactions Without Posting (*PeopleSoft FSCM 9.2: Commitment Control*)"

Installation Options - Customer Page

Use the Installation Options - Customer page (INSTALLATION_CU) to define overall customer hierarchy default options.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Customer

Image: Installation Options - Customer page

This example illustrates the fields and controls on the Installation Options - Customer page. You can find definitions for the fields and controls later on this page.

The values selected on this page affect the way the Customer Hierarchy page is presented in these components.

- Customer Information, General Information, Customer Hierarchy page (Customers, Customer Information, General Information, click the Correspondence Selection link, the Remit From Selection link, or the Corporate Selection link).
- Customer Hierarchy component (Accounts Receivable, Customer Accounts, Customer Information, Customer Hierarchy).
- Collections Workbench component (Accounts Receivable, Customer Accounts, Collections Workbench, click the Hierarchy tab).

Maximum Customers in Display

Displays a default value of 100. You can override this value.

This value controls the number of customers that will be displayed AS WELL AS the number of customers that the user will be able to add to a hierarchy.

There is no limit to the number of customers that you can add to a hierarchical relationship (corporate, correspondence, or remit from). However, if the number of customers that you add exceeds either the default value of 100 or the number that you enter in this field, then the entire tree will not be displayed on the page and a message will appear in the graphical hierarchy

Default Hierarchy View

explaining that the hierarchy contains more customers than the Maximum Customers in Display entered on this page allows.

Accept the default value of *Corporate* or select one of these values to appear in the level field on the Customer Hierarchy page.

- *Corporate*
- *Correspondence*
- *Remit From*

Show Customer Setid

Select this check box to display the customer's setID on the customer detail nodes and the summary nodes of customer hierarchy tree in the Customer Hierarchy page or the Collections Workbench Hierarchy tab.

Show Customer Counts

Select this check box to display the number of customers associated with each node on the customer hierarch tree in Customer Hierarchy page or the Collections Workbench Hierarchy tab.

Related Links

"Understanding the Collections Workbench (*PeopleSoft FSCM 9.2: Receivables*)"

"Customer Information - General Info Page (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)"

Defining Tax Provider Installation Options

This topic lists the page used to define tax provider installation options.

Specifying a tax vendor and tax certificate information is a two-step process. First, specify a tax vendor at the installation level on the Installation Options - Overall page. Then, establish tax vendor installation options on the Tax Provider Installation page.

Use the Tax Provider Installation component (TAX_PROV_INFO) to define tax provider installation options.

Page Used to Define Tax Provider Installation Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Provider Inst (tax provider installation)	TAX_PROV_INFO	<ul style="list-style-type: none"> Set Up Financials/Supply Chain, Install, Tax Provider Installation, Tax Provider Inst Click the Tax Provider Setup link on the Installation Options - Overall page. Note: This link is available if you select a tax vendor. 	Specify a tax vendor and tax certificate information.

Setting Up Application-Specific Installation Options

Use the Installation Options component (INSTALLATION) to set up application-specific installation options for PeopleSoft applications.

This section discusses how to:

- Define Asset Management installation options.
- Define Billing installation options.
- Define additional Billing installation options.
- Define Contracts installation options.
- Define eSettlements installation options.
- Define Expenses installation options.
- Define urgency criteria for expense transactions.
- Define General Ledger installation options.
- Define Grants installation options.
- Define Grants Portal options.
- Set up Inventory installation options.
- Define starting values for automatically generated numbers in Inventory.
- Set Real Estate Management installation options.
- Set Manufacturing installation options.
- Set Mobile Inventory Management installation options.

- Set up Payables installation options.
- Define planning installation options.
- Define Program Management installation options.
- Define Project Costing installation options.
- Define Project Costing integration installation options.
- Define Purchasing installation options.
- Define Receivables installation options.
- Select Receivables balance display options.
- Define Order Management installation options.
- Define Resource Management installation options.
- Define Services Procurement installation options.
- Define Staffing installation options.
- Enable multiple jobs for staffing front office.
- Define Strategic Sourcing installation options.
- Set up Supplier Contract Management installation options.
- Define Treasury installation options.

Pages Used to Set Up Application-Specific Installation Options

Page Name	Definition Name	Navigation	Usage
Asset Management	INSTALLATION_AM	Set Up Financials/Supply Chain, Install, Installation Options, Asset Management	Review delivered transaction types, enable asset processing features, enable depreciation attributes, set system-wide options, and enable Asset Lifecycle Management solution integration options.
Billing - General Options	INSTALLATION_BI	Set Up Financials/Supply Chain, Install, Installation Options, Billing - General Options	Define installation options specific to Billing.
Billing-Federal Options	INSTALLATION_BI3	Set Up Financials/Supply Chain, Install, Installation Options, Billing - Federal Options	Define installation options specific to Billing.

Page Name	Definition Name	Navigation	Usage
Billing-Integration Options	INSTALLATION_BI2	Set Up Financials/Supply Chain, Install, Installation Options, Billing Integration Options	Define installation options specific to Billing.
GL Options (general ledger options)	BI_CHG_GL_OPT_SEC	Select System, Business Unit or Type in the GL Options group box on the Billing Integration Options page.	Define GL Level and Deferred Revenue options at the business-unit or bill-type level. This page enables you to set your GL Level and Deferred Revenue default levels without accessing different pages. GL Level is required on this page.
Contracts	INSTALLATION_CA	Set Up Financials/Supply Chain, Install, Installation Options, Contracts	Define installation options that are specific to Contracts.
eSettlements	INSTALLATION_EM	Set Up Financials/Supply Chain, Install, Installation Options, eSettlements	Define installation options for eSettlements.
Expenses	INSTALLATION_EX	Set Up Financials/Supply Chain, Install, Installation Options, Expenses	Define installation options for Expenses.
Urgency (in Days)	EX_URGENCY_SETUP	Click the Urgency Options link on the Installation Options - Expenses page.	Configure urgency levels for expense reports, time reports, travel authorizations, and cash advances by entering the number of days that the system uses to calculate and trigger a high, medium, or low urgency level for a transaction.
General Ledger	INSTALLATION_GL	Set Up Financials/Supply Chain, Install, Installation Options, General Ledger	Define installation options and mobile approval options for General Ledger.
Grants	INSTALLATION_CSR	Set Up Financials/Supply Chain, Install, Installation Options, Grants	Define Grants installation options. Use this page to indicate that you can include optional attachments, to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing features, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.
Grants Portal	INSTALLATION_GMPT	Set Up Financials/Supply Chain, Install, Installation Options, Grants Portal	Define Grants Portal options.

Page Name	Definition Name	Navigation	Usage
Inventory	INSTALLATION_INV	Set Up Financials/Supply Chain, Install, Installation Options, Inventory	Define several settings used by PeopleSoft Inventory; including staged date options, interunit transaction options, unit of measure conversion methods for bar code transactions, methods to number accounting entry lines, search limitations for the Storage Location Search page, and default values for lot IDs, serial numbers, and receiver information. In addition, use this page to define the default hold code applied to material stock requests when they fail to pass the Screen For Denied Parties process (SCM_FSS).
Inventory Counters	INSTALL_IN_COUNTERS	Set Up Financials/Supply Chain, Install, Installation Options, Inventory Counters	Define the starting values for your automatically generated numbers.
Lease Administration	INSTALLATION_RE	Set Up Financials/Supply Chain, Install, Installation Options, Real Estate Management	Select to enable lease activation for a lease. If selected, the roles defined can activate leases. Also, set mapping instructions for the Site Map page.
Manufacturing	INSTALLATION_MG	Set Up Financials/Supply Chain, Install, Installation Options, Manufacturing	Set the calculated quantity per assembly (QPA) rounding precision. This rounding precision is reflected in PeopleSoft Manufacturing, Engineering, Cost Management, and Supply Planning.
Installation Options – Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory	Define installation options for Mobile Inventory Management.
Payables	INSTALLATION_AP	Set Up Financials/Supply Chain, Install, Installation Options, Payables	Define the posting method and enable federal payment schedule processing, late interest charge calculation, evaluated discount, and document association processing options for your Payables application.
Planning	INSTALLATION_PL	Set Up Financials/Supply Chain, Install, Installation Options, Planning	Define the message numbers and default planning instance for Supply Planning.

Page Name	Definition Name	Navigation	Usage
Program Management	INSTALLATION_PGM	Set Up Financials/Supply Chain, Install, Installation Options, Program Management	Establish program management system defaults for workflow and email notification.
Project Costing	INSTALLATION_PC	Set Up Financials/Supply Chain, Install, Installation Options, Project Costing	Establish default settings for project fields and control fields used across Project Costing.
Project Costing Integration	INSTALLATION_PCINT	Set Up Financials/Supply Chain, Install, Installation Options, Project Costing Integration	Establish the parameters for integration processes between Project Costing and other applications.
Purchasing	INSTALLATION_PO	Set Up Financials/Supply Chain, Install, Installation Options, Purchasing	Define general purchasing controls, requisition loader parameters, procurement card controls, and vendor attributes. In addition, you can define the maximum number of rows to display on various PeopleSoft Purchasing pages and select Oracle BI Publisher as the purchase order reporting tool for both PeopleSoft Purchasing and PeopleSoft eProcurement.
Receivables	INSTALLATION_AR	Set Up Financials/Supply Chain, Install, Installation Options, Receivables	Define the installation options that are particular to your Receivables application.
AR Parallel Processing Options	PARALLEL_AR_SBP	Click the Parallel Processing Options link on the Receivables page.	Specify the number of partitions to run in parallel for the Payment Predictor (ARPREDC), Receivable Update (ARUPDATE), Aging (AR_AGING), and Statements (AR_STMTS) processes.
AR Account Overview Balances	ACCT_BAL_SBP	Click the Account Overview Balance Display Options link on the Receivables page.	Specify which balances to display on the Account Overview - Balances page.
Order Management	INSTALLATION_OM	Set Up Financials/Supply Chain, Install, Installation Options, Order Management	Set order, quote, and buying agreement chunking parameters and enable SES search, claimback, and feature function security.
Resource Management	INSTALLATION_RS	Set Up Financials/Supply Chain, Install, Installation Options, Resource Management	Define the installation options that are specific to your Resource Management application.

Page Name	Definition Name	Navigation	Usage
Services Procurement Installation Options	INSTALLATION_SP	Set Up Financials/Supply Chain, Install, Installation Options, Services Procurement	Define Services Procurement installation options.
Staffing Installation	INSTALLATION_FO	Set Up Financials/Supply Chain, Install, Installation Options, Staffing	Define Staffing Front Office and Pay/Bill Management installation options.
PeopleTools Options	PSOPTIONS	PeopleTools, Utilities, Administration, PeopleTools Options	Enable multiple jobs. Doing so will enable the employee record number to appear on the Employees search page and on the Job Data page.
Sourcing Installation Options	INSTALLATION_AUC	Set Up Financials/Supply Chain, Install, Installation Options, Strategic Sourcing	Use to set up award details bid display options and multichannel framework sourcing defaults.
Supplier Contract Management	INSTALLATION_CS	Set Up Financials/Supply Chain, Install, Installation Options, Supplier Contract Management	Set up Supplier Contract Management installation options.
Treasury	INSTALLATION_TR	Set Up Financials/Supply Chain, Install, Installation Options, Treasury	Define integration options for accounting, JD Edwards General Ledger, and PeopleSoft Financial Gateway functionality.

Installation Options - Asset Management Page

Use the Asset Management page (INSTALLATION_AM) to review delivered transaction types, enable asset processing features, enable depreciation attributes, set system-wide options, and enable Asset Lifecycle Management solution integration options.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Asset Management

Image: Installation Options - Asset Management page

This example illustrates the fields and controls on the Installation Options - Asset Management page. You can find definitions for the fields and controls later on this page.

Installation Options		Asset Management
Transaction Types		
*Add <input type="text" value="ADD"/>	*Lease Payment <input type="text" value="LPY"/>	*Reserve Adjustment <input type="text" value="RAD"/>
*Book Change <input type="text" value="BKS"/>	*Budgeted Depr <input type="text" value="BUD"/>	*Retirement <input type="text" value="RET"/>
*Adjustment <input type="text" value="ADJ"/>	*Lease Budget <input type="text" value="LPB"/>	*Reinstatement <input type="text" value="REI"/>
*Transfer <input type="text" value="TRF"/>	*Depreciation <input type="text" value="DPR"/>	*Suspend <input type="text" value="SUS"/>
*Recategorize <input type="text" value="RCT"/>	*Prior Depreciation <input type="text" value="PDP"/>	*Resume <input type="text" value="RES"/>
*Retro Rate Chng <input type="text" value="RRC"/>	Inflation Trans <input type="text" value="INF"/>	Accretion Expense <input type="text" value="ACR"/>
Prior Lease Payment <input type="text" value="PLP"/>		
Features		
<input checked="" type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Group Asset <input checked="" type="checkbox"/> Child Inherits Parent's Life <input checked="" type="checkbox"/> Inflation <input checked="" type="checkbox"/> Impairment <input checked="" type="checkbox"/> Revaluation <input checked="" type="checkbox"/> Copy Zero Impair/Revalue Rows <input type="checkbox"/> Effective Rate <input checked="" type="checkbox"/> Trans Currency Translation <input checked="" type="checkbox"/> Capitalization Threshold <input checked="" type="checkbox"/> Asset Retirement Obligations <input type="checkbox"/> Project Chartfield Detail		
System Wide Options		
Last Interface ID <input type="text" value="10000013"/> Last Pre-Interface ID <input type="text" value="6"/> Account Entry Template ID <input type="text" value="DEFAULT"/> File Size for chunking (MB) <input type="text" value="8"/> Precision for ARO Calculations <input type="text" value="4"/>		
Depreciation Attributes		
<input checked="" type="checkbox"/> Current FY PDP for Reglr Asset <input checked="" type="checkbox"/> Current FY PDP for Grp Asset <input checked="" type="checkbox"/> Stop Depr when NBV < Salvage		
Solutions		
<input type="checkbox"/> Space Management Installed <input checked="" type="checkbox"/> IT Asset Management Installed		
ITAM Options		
Discovery Request Timeout(Sec) <input type="text" value="300"/> Batch Limit <input type="text" value="100"/> <input checked="" type="checkbox"/> Source Device Groups from ARM <input checked="" type="checkbox"/> Financial Impact Default ITAM Currency <input type="text" value="USD"/> Rate Type <input type="text" value="CRRNT"/>		

Transaction Types

The transaction types shown are delivered with the system and represent the types of asset transactions commonly used. You can rename the transaction types using new abbreviations as needed but only until you begin entering actual asset transactions into the system. Once you have done so, you can no longer modify the transaction types table.

Accretion Expense

This transaction type is used in recording the period-to-period changes in the carrying amount of the asset retirement obligation recorded as expense for income statement purposes.

This field appears when you enable the Asset Retirement Obligations feature (Asset Retirement Obligations check box in

the Features group box). See "Accounting for Asset Retirement Obligations (*PeopleSoft FSCM 9.2: Asset Management*)".

Prior Lease Payment

This transaction type is used when a lease payment is made in the current period for a prior period. The Prior Lease Payment (PLP) transaction type functions similarly to the Lease Payment (LPY) transaction type for accounting entry purposes. See "Accounting Entry Template IDs Page (*PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals*)"

"Creating Accounting Entries (*PeopleSoft FSCM 9.2: Asset Management*)"

Features

Asset management supports various processing features to meet the requirements of your location or industry.

Joint Venture

Select to enable joint venture options in Asset Management. This enables two or more business units to share ownership of an asset. The default for this feature is disabled.

Group Asset

Select to enable group asset processing features. The default for this feature is disabled.

Child Inherits Parent's Life

Select to enable a feature that enables child component assets to inherit the remaining life of their parent asset. The default for this feature is disabled.

Inflation

Select to use the Inflation Processing feature, which provides for monthly inflation adjustment transactions (transaction type *INF*) that adjust the asset balances (cost, period depreciation, year-to-date depreciation, and accumulated depreciation) for inflation. This is primarily used in countries other than the U.S. The default for this feature is disabled.

Impairment

Select to use impairment processing, which provides for testing of assets that may meet impairment standards for your country.

Revaluation

Select to use revaluation processing, which provides for periodic asset cost adjustment to fair market value.

Copy Zero Impair/Revalue Rows

Select to create zero impairment or revaluation rows to the other books in order to maintain synchrony, even though those books do not process impairment or revaluation.

Effective Rate

Select this option to enable functionality that converts transaction currency to base currency using the effective date that PeopleSoft Project Costing provides rather than using the asset's transaction date. This option is valid only for transactions originating in Project Costing.

Trans Currency Translation (transaction currency translation)

Select this option to direct the accounting entries (AM_ AMAEDIST) and depreciation close (AM_DPCLOSE) processes to utilize the primary book's base currency as the transaction currency. Deselect this option if you want the

accounting entries and depreciation close processes to keep the original transaction currency balanced for each individual transaction. This option directly impacts PeopleSoft General Ledger journal entries.

Capitalization Threshold

Select this option to enable capitalization threshold processing at the system level. If this option is not enabled within installation options, any capitalization thresholds set at the business unit or profile levels are ignored. When implemented, the capitalization threshold feature enables PeopleSoft Asset Management to automatically assess the need to capitalize assets according to user-defined rules for different profiles of assets based on asset cost. The system uses the specified thresholds to determine whether to classify an asset as capital, noncapital or expense.

See *PeopleSoft Asset Lifecycle Management Fundamentals, Setting Up Accounting Entry and Financial Processing for PeopleSoft Asset Management, "Defining Financial Processing for PeopleSoft Asset Management."*

Asset Retirement Obligations

Select this option to enable asset retirement obligation processing. This functionality provides asset retirement obligation measurement and reporting in compliance with Financial Accounting Standards (FAS 143) for leased assets, group assets, and asset impairment.

See "Accounting for Asset Retirement Obligations (*PeopleSoft FSCM 9.2: Asset Management*)"

Project ChartField Detail

Select to enable the interface of Project Costing (PC) detail ChartField values from the source systems into PeopleSoft Asset Management. When this check box is selected, the ChartField values (Project, PC Business Unit, Activity, Source Type, Category, and Subcategory) are carried over to Asset Management pages and on through to General Ledger. The default value is a deselected check box, which means that PC ChartField values that are interfacing from system sources are not carried over to Asset Management by the interface programs. In this case, only the Project is carried over to Asset Management and, ultimately, to General Ledger.

System Wide Options

Last Interface ID

Primarily informational, assigned incrementally by the system. After you set this number, the next interface will be assigned a value one greater than the number you set.

Last Pre-Interface ID

Primarily informational, assigned incrementally by the system. After you set this number, the next pre-interface will be assigned a value one greater than the number you set.

Precision for ARO Calculations

This field appears when you enable the Asset Retirement Obligations feature (Asset Retirement Obligations check box

in the Features group box). Select to specify the number of decimals to use for rounding in the Liability calculations.

Example: The formula for Liability is: (Expected Cash Flows Adjusted for Market Risk) * (1/(1+credit adjusted risk free rate) ^ estimated life).

This formula can produce a large number of decimal places and reporting precision requirements vary; therefore, the system uses the number as specified in this field to round the result.

Suppose that Precision for the ARO Calculation is 4. The Liability is calculated as follows:

A = Expected Cash Flows Adjusted for Market Risk

B = round((1+credit adjusted risk free rate) ^ estimated life, 4)

Liability = A * round(1/B,4)

For more information, see "Accounting for Asset Retirement Obligations (*PeopleSoft FSCM 9.2: Asset Management*)".

Note: Pre-Interface ID is one of the keys to the Pre-Interface table used by the PeopleSoft Payables/Purchasing to Asset Management interface. When inserting data into the Pre-Interface table, Payables and Purchasing use the Last Pre-Interface ID field and then increment the ID counter by one. You can enter a different Last Pre-Interface ID before using the interface; otherwise, the system uses a value of 1. If the Pre-Interface table contains rows of data, the last pre-interface ID must be greater than or equal to the largest pre-interface ID number found in the table.

Account Entry Template ID

Select the default that you want to use. Account entry template IDs help speed up entry of the accounting templates by enabling you to associate more than one chart of accounts with an asset.

File Size for chunking (MB)(Megabytes)

Specify the chunk size for the message, Get PIDATA, which is generated by Asset Management's Physical Inventory feature for usage by third party vendors. If the File Size for chunking (MB) is 8, and the total size of the message is 18 MB, the message is split into three chunks based upon the value provided in this field: the first and second chunks of 8 megabytes each and the third chunk of 2 MB. If this field is assigned a value of zero, the Tools Installation level variable (%MaxMessageSize) is used to determine the size of chunk.

Precision for ARO Calculations (precision for asset retirement obligation calculations)

This field appears when you enable the Asset Retirement Obligations feature (Asset Retirement Obligations check box in the Features group box). Enter the number of characters for the calculation of asset retirement obligations.

See "Accounting for Asset Retirement Obligations (*PeopleSoft FSCM 9.2: Asset Management*)"

Depreciation Attributes

Current FY PDP for Reglr Asset (current fiscal year prior depreciation period for regular asset)

Select this option when adding assets with the Calculation Type of *Remaining Value* and the asset In Service date is earlier than the transaction date. If adding assets within the same fiscal year, the system calculates prior depreciation period (PDP) based on the In Service date as long as this option is selected. It is selected by default.

For example, if the fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value*, and convention is *Following Month*, the system calculates PDP from 04/01/05.

Current FY PDP for Grp Asset (current fiscal year prior depreciation period for group asset)

Select this option when adding assets with the Calculation Type of *Remaining Value* and the asset In Service date is earlier than the transaction date. If adding assets within the same fiscal year, the system will calculate PDP based on the In Service date as long as this option is selected. It is selected by default.

For example, if the fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value*, and convention is *Following Month*, the system calculates PDP from 04/01/05.

Stop Depr when NBV < Salvage (stop depreciation when net book value is less than salvage value)

Select to stop the depreciation calculation when the net book value becomes less than its salvage value. This selection prevents the generation of negative depreciation.

Solutions

Asset Management is the core product in the PeopleSoft Asset Lifecycle Management (ALM) Solution suite of integrated products. The other products are:

- Real Estate Management.
- IT Asset Management.
- Maintenance Management.

Space Management Installed

Select this check box to enable real estate management space allocation options. The Property ID field in asset records is enabled.

IT Asset Management Installed

Select this check box to enable IT Asset Management options.

Discovery Request Timeout (Sec):

Enter the time out threshold in seconds when interfacing with asset discovery tools.

Batch Limit

Enter the maximum limit for rows processed in a batch.

Source Device Groups from ARM

Select to set the default for group creation to source device groups from the Asset Repository field (ARM) when creating

new Software Device Groups within IT Asset Management.

This default can be overridden at the time of group creation or edit.

Financial Impact

Select this option to include Financial Impact Analysis during IT Asset Management processing for the Manage Exceptions and Assets not Reporting pagelets and detail. This option displays financial information (asset cost, net book value, and fair market value) that provides financial managers with immediate visibility of the financial impact of IT assets for proper disclosure in accordance with regulatory requirements.

Default ITAM Currency

Set the currency code to the base currency for Financial Impact values. This option is visible only when the Financial Impact check box is selected. The values for Financial Impact for Manage Exceptions and Assets not Reporting will be stored in the currency that is specified here. When the actual values display, they are converted to the currency that is specified within individual user preferences.

Rate Type

Set the rate type for Financial Impact values. This option is visible only when the Financial Impact check box is selected. The values for Financial Impact for Manage Exceptions and Assets not Reporting will be stored as specified here. When the actual values appear, they will be converted to the rate type that is specified within individual user preferences.

Related Links

"PeopleSoft Asset Lifecycle Management Application Fundamentals Overview (*PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals*)"

"IT Asset Management Overview (*PeopleSoft FSCM 9.2: IT Asset Management*)"

Billing - General Options Page

Use the Billing - General Options page (INSTALLATION_BI) to define installation options specific to Billing.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Billing - General Options

Image: Billing - General Options page

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

Note: You must first define valid invoice number IDs on the Invoice Number page and define valid page series IDs on the Bill Entry Page Series page.

The Auto-Numbering Parameters group box determines the system level that controls the assignment of invoice numbers. The Bill Entry Page Series group box determines which Billing pages you want to access and in what order during bill entry or inquiry. For example, you can place pages that you rarely use at the end of your page series. In each group box, select from the following options:

System

When selected in either the Auto-Numbering Parameters or Bill Entry Page Series group box, the field adjacent to the System field is available for entry. For auto-numbering parameters, select a valid predefined invoice ID. You define valid invoice IDs on the Invoice Number page. All billing activity uses this same invoice number-sequencing scheme. For Bill Entry Page Series, select a valid predefined page series ID to ensure that all billing activity uses the same page series definition. You define page series IDs on the Bill Entry Page Series page.

Business Unit, Bill Type, and Bill Source

To specify a default invoice number or page series ID at a level other than system-wide, you are required to define the default value for the level desired on a different page. For example, to define page series navigation at the business unit level, select Business Unit. Selecting this option activates the Page Series ID field on the Billing Definition - Business Unit 1 page, and

requires you to return to the Business Unit 1 page to specify the Bus Unit Level (business unit level) default page series ID.

Changing the Default Level of the Invoice Number and Page Series IDs

<i>To Define at the Level of:</i>	<i>Move to:</i>
Business Unit	Billing Definition - Business Unit 1 page
Bill Type	Bill Type 2 page
Bill Source	Bill Source 2 page
User Defined criteria (for invoice number IDs only)	Invoice Number page

Important! The invoice number ID is required at the level that you define in the Auto-Numbering Parameters group box. If you change the parameters in this group box, you must move to the appropriate page and define the default value for the level that you want. For example, if you change the autonumber parameters from Bill Type to Bill Source, you must go to the Bill Source page and assign an invoice numbering ID at the bill source level. You must also ensure that every bill source you set up in your system has an invoice number ID definition. Failing to follow these implementation requirements can cause unexpected results in future process runs.

Temp Bill Invoice Num ID (temporary bill invoice number identification)

Assigns each temporary bill to a temporary bill invoice number identification. Define your temporary bill invoice number identification on the Invoice Number page.

Default Page Series ID

If you define your Bill Entry Page Series options at a business-unit, bill-type, or bill-source level, the system uses this default ID if a page series ID is undefined for any business unit, bill type, or bill source.

General Parameters

Bill Entry Max Rows and Max Number of Rows in Scrolls

Define the default number of maximum rows to limit the number of rows that appear within the scroll area at one time in bill entry or express bill entry, and define the maximum number of rows that appear in scroll areas in bill search or bill line search.

If you define search parameters that normally fetch 200 rows of billing data, for example, but you set the maximum number of rows to 40, you see 40 rows per chunk of the scroll. You can view the rest of the fetched data, 40 rows at a time, using the chunking arrows. You can also change the maximum number of rows displayed directly in bill entry, express bill entry, bill search, and bill line search.

Warning! The larger the values that you enter in these fields, the greater the possibility that system response time will degrade.

Euro Currency

The currency control code used for euro currency amounts throughout the Billing tables. Displays *EUR* by default, which is the euro currency code that the PeopleSoft system delivers in the Currency Code table. If you are not using the International Standards Organization (ISO) currency codes, change this default value to the euro currency code that you are using.

Last BI Interface ID (last billing interface identifier)

Stores the last interface ID used by external sources that pass billing transactions into the Bill Interface structure. External sources that use this ID are responsible for updating and maintaining its value every time they use a number from this field.

Enable Manual Line Numbering

Enables manual invoice line numbering. The Billing invoice line numbering feature enables you to enter invoice line numbers during online bill entry. You can control invoice line numbers when you insert bill lines into a new or existing bill, delete existing bill lines, or update invoice line numbers for existing bill lines. Manual invoice line numbering only applies to bill lines entered online. It does not apply to bill lines imported through the Billing Interface.

Selecting this option activates a Manual Line Numbering flag on the Header - Info 2 page. Manual line numbering functions only if you enable the feature here and set the Manual Line Numbering flag on the bill header to *ON*.

Note: Manual invoice line numbering bypasses the Billing chunking feature. When you select this option, the system disables the chunking buttons and sets the value of Bill Entry Max Rows on the Bill Entry Bill Line pages to 99999. In this scenario, when you access a bill, the entire set of rows appears.

Enable Online Invoice Render

Select this check box to enable online invoice rendering for the print pro forma job where the invoice form is in BI Publisher format. The invoice document will be rendered online in PDF format if the check box is selected.

Allow Changes to Credit Invoice Header

Select this check box to change certain header fields on a Credit Invoice. If the check box is selected, the user can edit the fields and save them. However, a warning message that the changes are not recommended will be displayed to the user. If the check box is not selected, an error will be displayed when the user tries to change some of the fields on the Credit Invoice Header and the change will not be allowed.

The header fields that can be edited using this option are Currency, Customer, Type, Source, Cycle ID, Pay Terms, Billing Specialist and Sales person.

Process Feature Security

Select this check box to enable Process Feature Security.

Feature function security enables you to define user/role security down to the feature and field level to control access to entire features or individual fields within certain Order Management features.

In Billing, Feature Security will impact customers who use third-party taxes and use the option to Calculate Use Tax on Free Goods on the Billing Business Unit. It limits the entry and/or display of the Use tax basis and Use tax amount on Entry (Line Tax), Inquiry(Line Tax) and Interface pages.

See "Defining Feature Function Security (*PeopleSoft FSCM 9.2: Order Management*)".

Express Bill Entry Parameters**Bill Entry Hyperlink Option**

Determines whether links on the Bill Search pages navigate you to *Standard Bill Entry*, which is the default value, or *Express Bill Entry*.

Default # of Lines to Add

The system populates the Lines to Add field on the Bill Entry Express - Line List page with this value.

Express Bill Entry Template

Select a template from the list of templates available.

The express bill entry template allows you to configure the express bill entry page based on your requirement. Header sections and line tabs can be hidden. Within the line tabs, only the fields you select will be displayed. A single Accounting Distributions page is also configurable through the template.

Bill Finalization Process**Enable Performance Loop**

Select to instruct the Finalization process to sequentially loop through business units when processing bills.

This option improves processing performance by looping through business units instead of processing transactions in a random order.

This option applies to the Finalization process for non-consolidated bills only. Consolidated bills can comprise of bills from multiple business units, thus eliminating the ability for the Finalization process to perform this task on consolidated bills.

Identifier Look Up Options**Use Invoice Date as Identifier Look Up Date**

Select to set the invoice date as the default date for Identifier Look Up. If the option is not selected, current date will be used

for Identifier Look Up. This will allow the user to retain the functionality of using current date for all pricing.

Allow Override of Identifier Look Up Date Select to allow override of the Identifier Look Up Date. If this option is selected, the Identifier Look Up Date is displayed for each Bill Line in Bill Entry or Express Bill Entry. The field may be changed for each line.

Update Bill Line Description

Use Effective Dated Identifier Description for Generating Recurring Bills and Copied Bills Select this flag to update the latest identifier description on the newly created invoices. The description will be updated for the new invoices created through Copy Bill and Recurring Bill.

Related Links

"Understanding Foreign Currency Processing (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Understanding the Bill Data Structure (*PeopleSoft FSCM 9.2: Billing*)"

"Assigning Invoice Number IDs (*PeopleSoft FSCM 9.2: Billing*)"

"Defining Bill Sources (*PeopleSoft FSCM 9.2: Billing*)"

Billing - Federal Options Page

Use the Billing-Federal Options page (INSTALLATION_BI3) to define installation options specific to Billing.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Billing - Federal Options.

Image: Billing-Federal Options page

This example illustrates the fields and controls on the Billing-Federal Options page. You can find definitions for the fields and controls later on this page.

Region Code

Enter a 2 character Region Code. There is no prompt list for the Region Code field.

State Code

Select a value for state code from the prompt list.

Select one of the options in the Federal Appropriation Number group box to define which field will be used to store the value for Federal Appropriation. The available options are *Source Type*, *Category*, *SubCategory*, and *None*. The field selected is used by the Federal Highway Billing flat file extract process to group detail rows. If the Federal Appropriation Number is set to a value other than *None*, the Region Code and State Code fields cannot be left blank since they are going to create the extract flat file if the flag is not set to *None*.

Billing - Integration Options Page

Use the Billing-Integration Options page (INSTALLATION_BI2) to define installation options specific to Billing.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Billing Integration Options

Image: Installation Options - Billing - Integration Options page

This example illustrates the fields and controls on the Installation Options - Billing-Integration Options page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Billing - Integration Options' page. It features several sections: 'GL Options' with radio buttons for 'System', 'Business Unit', and 'Bill Type', and a 'GL Level' dropdown set to 'BI Creates GL Acct Entries'; 'Deferred Revenue Options' with checkboxes for 'Enable Deferred Revenue', 'Future Period Accounting Dates', 'Proration Method' (set to 1), and 'By Days Within Range'; 'Update Distribution' with checkboxes for 'Update AR with PC Chartfield', 'Update VT with PC Chartfield', 'Edit Chart of Acct Combination', 'Combo Edit Online', and 'Combo Edit Batch'; 'AR/AP Options' with radio buttons for 'System', 'Business Unit', and 'Bill Type', and dropdowns for 'AR Level' (set to 'Bill Line is AR Open Item') and 'AR Option' (set to 'Use Line for Distribution'); 'InterUnit AP Options' with an 'InterUnit AP Level' dropdown set to 'Bill Line is AP Voucher'; 'Projects/Contracts' with a checked checkbox for 'Bills Created Online'; and 'Accounting Display Template' with radio buttons for 'System', 'Business Unit', 'Bill Type', and 'Bill Source', and a '*Template' dropdown set to 'DEFAULT'.

GL Options

GL Options

Define the level of detail that you pass to the system that generates your general ledger accounting entries.

If you select Business Unit or Bill Type, the GL Options page appears, where you can define the GL level options that default to all existing business units or bill types, respectively.

Note: In deferred mode, when you select Business Unit or Bill Type, the GL Options page appears after you click the save or refresh button.

GL Level

(Required) Define how the system passes accounting entries to your general ledger system.

If you select System in the GL Options group box, the GL Level field on this page becomes available for entry. Select one of the following values:

AR Creates GL Acct (accounting) Entries: Receivables creates accounting entries and passes them to your general ledger system. Select this value to indicate that Billing will not track accounting information, and to disable any validation requirements for values defined for each revenue line of a bill when you change the status to *RDY*.

BI Creates GL Acct Entries: Billing creates accounting entries and passes them to your general ledger system.

No GL Accounting Entries: You pass no accounting entries to your general ledger system.

Deferred Revenue Options

If you select System in the GL Options group box, the following fields are available for entry. If you select Business Unit or Bill Type in the GL Options group box, the following fields are available for entry on the GL Options page, where you can define default values for the business unit or bill type definition.

Enable Deferred Revenues

Enables calculation and creation of accounting entries to be posted to your general ledger for future accounting periods.

Use this to process bills that contain revenues to be realized in a future accounting period. This option is available for entry only if you selected *BI Creates GL Acct Entries* in the GL Level field.

Before you can generate deferred accounting entries, you must select this check box and define the future period accounting dates parameter at the same level that you set the GL options.

For example, if you defined the GL options at the business unit level, select Enable Deferred Revenues and define the future period accounting dates parameter on the GL Options page to display by default all business units. On the Billing Definition - Business Unit 2 page, you can select values different from the defaults selected on the GL Options page. If you defined the GL options at the bill-type level, select Enable Deferred Revenues and define the future period accounting dates parameter on the GL Options page to display by default all bill types. On the Bill Type 2 page, you can select values different from the defaults selected on the GL options page.

Note: If you enable deferred revenues, be certain to set up deferred revenue accounts in your general ledger system.

Future Period Accounting Dates

Determines the accounting date that the system uses when you create future-dated accounting entries, and is available only when you select the Enable Deferred Revenues check box. Select *First Day in Accounting Period* to post deferred revenues to the proper realized income account on the first day of the realized accounting period; select *Last Day in Accounting Period* to post on the last day of the realized accounting period.

Proration Method

The calculation method used to divide and distribute deferred revenue across accounting periods. Click the Detail button to access the following valid proration method values:

(1) *By Days Within Range:* The system divides the number of revenue days in the period by the number of days in range.

(2) *Evenly Using All Pds* (periods): The system divides the total invoice line amount by the number of periods in the range. Revenue is recognized in equal portions for each accounting period, regardless of the number of days in each period.

(3) *Evenly Using Mid-Period Rule*: The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations.

(4) *Evenly/Partial by Days*: The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations.

(5) *User Defined Proration Method*: Available if you want to create your own proration method.

Mid-Period # of Days

Enter the day in an accounting period that determines whether the accounting period is either fully recognizable or not recognizable at all. You can specify the mid-period day here, or allow the system to assign the date. The system defines the mid-period day by dividing the number of days in the accounting period by two and rounding to the nearest whole number. This field is available only when you select the proration method *Evenly Using Mid-period Rule*.

Edit Chart of Acct Combination

Select to enable the Online ChartField Combination Editing process for bill entry, which prevents you from passing invalid ChartField combinations to your general ledger.

Combination Edit Batch

Select to enable combination editing process to be done in batch for transactions that do not have ChartField inheritance turned on.

Combination Edit Online

Select to enable combination editing process to be done for online transactions that do not have ChartField inheritance turned on.

AR/AP Options

AR / AP Options

Define the level of detail to pass to your accounts receivable and accounts payable system.

If you select in this group box Business Unit or Bill Type, the Default AR/AP Level page appears, where you can define the AR Level, AR distribution or AP Level option that displays by default all existing business units or bill types, respectively.

Note: In deferred mode, when you select Business Unit or Bill Type, the Default AR/AP Level page appears after you click the save or refresh button.

AR Level

Define the level at which Billing passes open items to your receivables system. This field is available for entry only when you select System in the AR Options group box. Select from the following values:

Bill Line is AR Open Item: Billing passes each bill line as an open item in the receivables system.

Header is AR Open Item: Billing passes each bill as an open item in the receivables system.

No AR Open Items: Billing passes no open items to the receivables system.

Note: For invoices subject to ChartField inheritance processing, the Load AR Pending Items process creates pending items in the receivables system based on a summarized set of balanced ChartFields of accounting entry type *AR* when the AR level is set to *Header is AR Open Item* and the AR option is set to *Use Header for Distribution*.

AR Option

Define the level of detail for passing AR account distribution to your accounts receivable system. This field is available for entry only when you select System in the AR Options group box. Select from the following values:

Use Header for Distribution: Send an AR account with each invoice/open item. Use this AR option only in conjunction with the AR level *Header is AR Open Item* or *No AR Open Items*.

Use Line for Distribution: Send an AR account for each line of the invoice. This is the only option available if you select the AR level *Bill Line is AR Open Item*.

Note: Select the AR option *Use Line for Distribution* if you want one invoice as an open item, but you want to use more than one receivables account. Project data is tracked in Receivables at the item distribution level. If you want project cost data to flow through Billing to Receivables, you may need to use this option.

InterUnit AP Level

Define the level at which PeopleSoft Billing populates the AP Voucher Staging records. Select from the following values:

Bill Line is AP Voucher: Billing generates an AP voucher for each bill line.

Header is AP Voucher: Billing generates an AP voucher for each bill header.

No AP Voucher: No voucher is created.

Projects/Contracts

Bills Created Online

If this check box is selected, the contract number and bill plan as well as project information are required to be populated for the manually entered bill to interface with project costing. If the check box is deselected, only the project information is required for a manually entered bill to interface with project costing.

Bills Created by Interface

This option is available only if Bills Created Online option does not require contract information. This option determines if bills loaded through billing interface for system source of BBI or blank will require contract information in order to interface to project costing. This option has no impact on interface from other system sources.

Accounting Display Template

Accounting Display Template

Bill entry accounting templates enable you to define a selection of ChartFields that you want to work with while in the bill entry pages. If there are ChartFields that remain a constant value when you enter accounting information for your invoices, you may configure a template to exclude this ChartField. Defining an accounting template minimizes keystrokes in data entry, and keeps your page free of redundant information. Define accounting templates on the Bill Entry - Acctg Template page.

You can define your bill entry accounting template at the system, business-unit, bill-type, or bill-source level. If you select System, the Template field option becomes available for entry, where you can select a valid predefined bill entry accounting template ID to ensure that all billing activity uses the same bill entry accounting template.

If you define a bill entry accounting template at the business unit, bill type, or bill source level, enter a default template ID.

Note: In deferred mode, the template ID fields appear when you click the save or refresh buttons.

Note: Bill entry accounting templates affect which ChartFields appear online. They do not determine whether a ChartField is populated with a value. A ChartField may be populated automatically with a value defined in the distribution code.

Related Links

"Definition of the Accounting Environment (*PeopleSoft FSCM 9.2: Payables*)"

"Generating Deferred Revenue Accounting Entries (*PeopleSoft FSCM 9.2: Billing*)"

Installation Options - Contracts Page

Use the Contracts page (INSTALLATION_CA) to define installation options that are specific to Contracts.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Contracts

Image: Installation Options - Contracts page

This example illustrates the fields and controls on the Installation Options - Contracts page. You can find definitions for the fields and controls later on this page.

Installation Options	Contracts
Processing Options	
Currency Conversion Date	Accounting Date
Processing Order Template	
Limit Options	
<input checked="" type="checkbox"/> Reduce by retainage first	<input type="checkbox"/> Summ. Limit for Govt Contracts
<input checked="" type="checkbox"/> Apply retainage upon release	<input checked="" type="checkbox"/> Split to Match Limit Exactly
Other Installed Options	
<input type="checkbox"/> Pay/Bill Management Installed	<input checked="" type="checkbox"/> Separate Billing and Revenue
<input type="checkbox"/> Defer Line Attributes to Batch	
<input type="checkbox"/> Federal Reimbursable Agreement	
Revenue Forecast	
Calendar SetID	SHARE
Detail Calendar	MN
Summary Calendar	Q2
Accounting Definition Name	
Acctg Definition SetID	SHARE
Acctg Definition Fix Fee	CADEFN
Acctg Definition Projects	CAPCDEFN
Acctg Definition TBP	CATXNDEFN
Return to Set Up Financials/Supply Chain	

Processing Options

Currency Conversion Date

Select the date for the system to use for currency conversion by the Contracts billing process. Values include: *Accounting Date* and *Transaction Date*. This field is also used for as-incurred revenue processing (PSA_ACCTGGL) for currency conversion.

Limit Options

The limit options enable you to apply retainages to limits that you have defined for a contract line. For example, you could have a contract line associated with a project that has a 10,000.00 USD limit and have that contract line associated with a retainage of 10%. If you select Reduce by retainage first, the system applies the 10% retainage to the transaction before the transaction is compared to the limit. Thus, if a 5,000.00 USD transaction comes through, the system applies only 4,500.00 USD (5,000.00 USD–500.00 USD retainage) against the limit. If you select Apply retainage upon release, the system applies accumulated retainages to the limit for the contract line once you have released the retainages on the billing plan with which you have associated the contract line. In this example, when you release the retainage on the Billing Plan, the system applies the 500.00 USD to the limit. If you do not select either option, the system applies the gross transaction to the limit up-front.

Reduce by retainage first and Apply retainage upon release

If you select Reduce by Retainage First and do not select Apply Retainage Upon Release, the system applies the reduced transaction to the limit and never applies the retainage to the limit.

If you select both Reduce by Retainage First and Apply Retainage Upon Release, the system backs the retainage out of the transaction; upon your releasing the retainage on the billing plan, the system applies the retainage to the limit.

Warning! Do not select Apply Retainage Upon Release without also selecting Reduce by Retainage First. Doing this would result in a double application of the retainage against the limit. (Using our example above, the system would apply 5,000.00 USD against the limit when the transaction is first processed, and then 500.00 USD more against the limit when the retainage is released, resulting in a double application of 500.00 USD on a 5,000.00 USD transaction.)

Summ. Limit for Govt Contracts

Select to enable summary limits to be calculated when the Limits process (CA_LIMITS) runs. This option is used only for government contracts.

This option determines if certain fields and pages appear that are used with summary limits for government contracts. For example, if this option is selected, the PVN Generation Level field is shown on the Contracts Business Unit - Defaults page and the Contract Header - Billing Options page.

If this option is selected, the Limits process summarizes the excess amounts for each contract line when adding rows to PROJ_RESOURCE. The summarized rows are passed to PeopleSoft Billing with a billable (BIL) and revenue (

REV) analysis type, and potentially to General Ledger and Receivables.

If this option is not selected, the Limits process does not summarize the incoming transactions when adding them to PROJ_RESOURCE. Instead, if the limit is exceeded, the process creates over the limit (OLT) and revenue over the limit (ROL) analysis type rows. In other words, if this option is not selected then the logic of the Limits process when it processes a government contract, is same as a standard contract. However, if this option is selected, for only government contracts, the Limits process summarizes incoming transactions.

Note: If you select this option, the Split to Match Limit Exactly option applies only to regular contracts, not government contracts. If you deselect this option, the Split to Match Limit Exactly option applies to regular contracts and government contracts.

For more information about the summary limits process:

See "Understanding Summary Limits (*PeopleSoft FSCM 9.2: Contracts for Government Contracting*)".

Split to Match Limit Exactly

Select to enable OLT splits for contract lines with limits. When you select this option, the system splits a OLT row into one BIL line and one OLT line. This allows you to reach the limit amount exactly with the BIL line and the system places the remaining amount onto an OLT line.

If the Enable Summary Limits option is selected, this option applies only to regular contracts, not government contracts.

Note: With retainages, the Contracts Billing interface optionally checks for limits when retainages are released. If the row is over the limit, it is returned to Project Costing as OLT rather than RRT. With OLT splits, the RRT is split into an RRT and an OLT.

For contracts with a classification of *Government*, when the Limits process evaluates revenue transactions against revenue limits, the resulting revenue (REV) rows are either passed to the general ledger or marked as revenue over the limit (ROL) and passed to Project Costing. Select the Split to Match Limits Exactly check box to enable the system to split a REV (revenue) row into one REV line and one ROL (revenue over-the-limit) line when a revenue transaction breaches the limit defined for the contract line. This selection enables you to reach the limit amount exactly with the REV line, while passing the remaining transaction amount on to a ROL line.

Note: Creating separate revenue transaction rows and applying them to a separate revenue limit is only applicable to government contracts containing rate-based contract lines associated with a fee type (cost-plus), where the Separate Billing and Revenue check box is selected.

Processing Order Template

Select a template that you want the system to use during the Limits Process to determine the sequence in which transactions are processed based on your business process. This list is based on the Processing Order Templates defined in the Process Order Template page.

See "Setting Up a Processing Order Template (*PeopleSoft FSCM 9.2: Contracts*)".

Note: Processing Order Templates are optional. If Processing Order Template is not used then by default transactions are processed based on RESOURCE_ID_FROM and RESOURCE_ID field values.

See "Understanding Accounting Distributions (*PeopleSoft FSCM 9.2: Contracts*)".

Other Installed Options

Pay/Bill Management Installed

Select if you have the Pay/Bill Management application installed on your system.

Defer Line Attributes to Batch

Select to defer processing from real time to batch. When you save contract lines to a contract, the system creates accounting distributions, and optionally, billing and revenue plans. In high volume cases, deferring processing of these attributes from real time to batch may speed up contract data entry. However, if you choose this selection, the contract attributes are not immediately available.

Federal Reimbursable Agreement

Select to enable reimbursable agreement functionality. By selecting this option, the *Federal Reimbursable Agreement* value appears in the drop-down list for the contract classification field when adding a new contract. While the value in the contract classification field defaults to *Standard*, you can select to specify the contract as a reimbursable agreement. Reimbursable agreements are subject to additional edits as described in the *PeopleSoft Contracts*. documentation.

Apportionment Amount Restricted

Controls whether the amount field on the Contract General page is open and editable upon adding a contract or unavailable for entry. If you select this check box, the amount field on the Contract General page is unavailable for entry and the system populates the amount field.

This field appears on the page only if you select the Federal Reimbursable Agreement check box.

Separate Billing and Revenue

Select to define and apply different rates for billing and revenue calculations for rate-based contract lines associated with a fee type (cost-plus). This option is only applicable to contracts with a contract classification of *Government*.

Revenue Forecast

The Detail and Summary calendars control the time period for which you forecast revenue. For forecasting based on predetermined dates (such as an In Progress apportionment revenue plan), the events are summarized into the corresponding period of each calendar. For forecasting that uses the estimated start and end date (such as an as-incurred revenue plan), the amount is spread evenly over the periods of the detail calendar, and then those periods are grouped into the periods of the summary calendar.

Calendar SetID

Select a setID for your calendars.

Detail Calendar

Select a calendar with the lowest level of time periods for which you want to sum and display forecasted revenue.

Summary Calendar

Select a calendar with a higher level of time periods than the detail calendar, for which you want to sum and display forecasted revenue.

Note: Use the budget period calendar to modify the choices that appear on the detail and summary calendars.

Accounting Definition Name**Acctg Definition SetID (accounting definition set ID)**

Select an accounting definition setID for the Journal Generator. The system uses the value in this field for streamlined revenue processing.

Acctg Definition Fix Fee (accounting definition fix fee)

Select an accounting definition for fixed fee contract lines. The system uses the value in this field for streamlined revenue processing.

Acctg Definition Projects (accounting definition projects)

Select an accounting definition for rate-based contract lines. The system uses the value in this field for streamlined revenue processing.

Acctg Definition TBP (accounting definition Transaction Billing Processor)

Select an accounting definition for contract lines coming from the Transaction Billing Processor. The system uses the value in this field for streamlined revenue processing.

Installation Options - eSettlements Page

Use the eSettlements page (INSTALLATION_EM) to define installation options for eSettlements.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, eSettlements

Image: Installation Options - eSettlements page

This example illustrates the fields and controls on the Installation Options - eSettlements page. You can find definitions for the fields and controls later on this page.

Installation Options	eSettlements
Banner Administration Last Banner ID used <input type="text" value="16"/>	Matching Process <input checked="" type="checkbox"/> eSettlements Matching Process
Market Rate Market Rate Index <input type="text" value="MODEL"/>	Implementation Model <input checked="" type="radio"/> Buyer Direct <input type="radio"/> Business Service Provider
eSettlements Notifications <input checked="" type="checkbox"/> Activate Notifications	ChartField Access Option <input checked="" type="checkbox"/> Expose ChartFields to Supplier
Withholding <input type="checkbox"/> Withholding	XML Upload XSL Location <input type="text"/> External Node <input type="text"/>
Description <input type="checkbox"/> Activate Transaction Limits	

Important! Because certain eSettlements processes depend on the check box selections on the Installed Products page documented in this topic, ensure that you have selected the Payables check box on that page. You must select this check box even if you have not purchased Payables.

Last Banner ID Used

The last sequence number for the advertising banner used in the system. Banner IDs are system-generated and stored here.

eSettlements Matching Process

Select to require additional, subsequent voucher approval to occur after the Payables Matching Application Engine process (AP_MATCH) completes. eSettlements uses the Matching process, established at the payables business unit level. However, you can specify additional voucher approval during buyer registration. If you do not select this check box, any voucher that passes the Matching process is set to approved.

Market Rate Index

The highest level of organization throughout your PeopleSoft system. Enter an index to be used throughout eSettlements when calculating exchange rates.

Buyer Direct

Select for a buyer direct implementation wherein a single buying organization (buyer) controls the application and provides an interface for many suppliers.

Business Service Provider

Select for a business service provider implementation wherein a consolidator controls the application and provides an interface between multiple suppliers and buyers, acting as an intermediary and collecting or aggregating invoices from multiple suppliers for multiple buyers

Activate Notifications

Select to enable email notifications to be sent to buyers and suppliers. Notifications are sent to recipients according to the notification setup that you define on the Define Buyer Notifications - Define Notification Types page in the Review Buyer Details component in eSettlements.

Expose ChartFields to Supplier

Select to enable suppliers to see the accounting information on invoices. Depending on buyer specifications, the supplier may be able to edit information as well as view it.

Selecting this check box enables the buyer to, at the buyer registration level, define ChartFields to display, be editable, or remain hidden. Selecting this check box means that all buyers have access to the ChartField Configuration page in the Review Buyer Details component.

Note: By selecting this option, you are enabling supplier access to update the ChartFields on non-purchase order invoices.

Withholding

Select to enable users to enter withholding information for suppliers.

XSL Location

Enter the location of the CXML_IN.XSL file on the application server for use with the cXML attachment upload feature.

External Node

Enter the external node for cXML routing. In the delivered data, the external node is PSFT_SUPPLIER_NETWORK. This value is used by the cXML attachment upload feature.

Transaction Age

Enter the age of the transaction to be selected in years, months and days.

Related Links

[Installation Options - Products Page](#)

"PeopleSoft eSettlements Overview (*PeopleSoft FSCM 9.2: eSettlements*)"

"Define Buyer Notifications - Define Notification Types Page (*PeopleSoft FSCM 9.2: eSettlements*)"

"Review Buyer Details - ChartField Configuration Page (*PeopleSoft FSCM 9.2: eSettlements*)"

"Payables Definition - Matching Page (*PeopleSoft FSCM 9.2: Payables*)"

Installation Options - Expenses Page

Use the Expenses page (INSTALLATION_EX) to define installation options for Expenses.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Expenses

Image: Installation Options - Expenses page

This example illustrates the fields and controls on the Installation Options - Expenses page. You can find definitions for the fields and controls later on this page.

Installation Options		Expenses	
Field Name Field Name <input type="text" value="DEPTID"/>		Travel Services <input type="checkbox"/> Use Travel Services	
Expenses Options <input checked="" type="checkbox"/> Combo Edit <input type="checkbox"/> WorkFlow Enabled <input type="checkbox"/> Allow Overage Accounting <input type="checkbox"/> DCAA Enabled <input type="checkbox"/> One Step Project Staging		Barcode Scanning Options <input checked="" type="radio"/> Scanning not enabled <input type="radio"/> Preprinted Envelopes used <input type="radio"/> Preprinted Envelopes not used Method <input type="text" value="None"/>	
Additional Information Last Advance ID 0000000017 Last Report ID 0000000083 Last Time Report ID 0000000121 Last Travel Auth ID 0000000018 Last My Wallet Doc Id		Receipts Configuration Option <input type="text" value="Attachments Only"/> Attachment Location <input type="text" value="Header and Line"/>	
		Projects Approver Information <input checked="" type="radio"/> Project Manager <input type="radio"/> HR Manager - Supervisor <input type="checkbox"/> Project Approval List Routing	
		Payment Destination <input checked="" type="radio"/> Accounts Payable <input type="radio"/> Payroll	
		Approver Information <input checked="" type="checkbox"/> HR Manager - Supervisor <input checked="" type="checkbox"/> Approval List Routing	
		Email Approvals <input type="checkbox"/> Enable Email Approvals	
Bank Information Bank ID Qualifier <input type="text" value="001"/> United States Bank Payment Method <input type="text" value="System Check"/>			
Inter/Intra Unit *Expense Transaction Code <input type="text" value="EXRPT"/> *Advance Transaction Code <input type="text" value="EXCSHADV"/>		External Data Load Options <input type="checkbox"/> Include Account Maintenance <input type="checkbox"/> Update Profile for New Account	
		Urgency Setup Urgency Options	

Field Name

Field Name

Displays *DEPTID* by default. If you have performed ChartField configuration or created another field that represents a department in your organizational structure, select the field name for your department ChartField.

Travel Services

Expenses delivers an integration solution that enables Expenses customers to connect quickly and easily to their online travel partners to manage employee travel profiles and their associated travel reservations. To use the travel services feature for Expenses, you must enable the travel services features at the Installation Options level.

Use Travel Services

Select to activate the travel services feature for the Expenses application. If the Use Travel Services check box is selected, then any time that an employee profile is added, modified, or deleted, the system sets a flag on the employee travel profile tables to indicate that a change was made.

When the Import or Export Travel Profile processes are run, the system passes employee travel profile data to the travel partner for travel profiles with the change flag (*CHANGE_FLAG*) on the Travel Profile table (*TV_TRVL_PROF*) set to *Y* (yes).

Expenses Options

Decide if you want to implement any or all of the following expense system options:

Combo Edit	Activates combination editing, which prevents adding rows containing invalid combinations of ChartFields.
Workflow Enabled	Links the expense system to PeopleSoft Workflow so that you can automate your expense-related business processes and send emails to employees regarding expense reports, approvals, cash advances, and so forth.
Allow Overage Accounting	<p>Select to enable Expenses to process amounts exceeding approved limits for expense types. When you set up an expense type, you can select a billing code parameter called Overage for that expense type.</p> <p>Selecting this option activates the Overage column on the Expense Types 2 page, which allows employees to charge a different account for the amount they spend over their approved limits for the expense types. This option must be selected if you are enabling DCAA.</p>
DCAA Enabled (Defense Contract Audit Agency enabled).	<p>Select to enforce DCAA audit requirements for time reporting. When selected, Expenses enforces DCAA compliance and functionality, unless you disable DCAA processing for specific business units or employees.</p> <p>See "Expenses Definition - Business Unit 1 Page (<i>PeopleSoft FSCM 9.2: Expenses</i>)".</p> <p>See "Maintaining Employee Organizational Data (<i>PeopleSoft FSCM 9.2: Expenses</i>)".</p>
One Step Project Staging	Select to enable users to stage time reports and adjustments in Expenses and automatically call the PC_EX_TO_PC Application Engine to stage the data into the PeopleSoft Project Costing tables. If this option is disabled, the Expenses process only stages the transactions. You must then manually execute the PC_EX_TO_PC process from the Project Costing menu.

Note: Expenses displays this check box only if Project Costing is installed.

If you are using the one-step staging process to automatically load expense data into Project Costing, you must set up identical run control IDs for both the EX_PC_TM_STG and PC_EX_TO_PC application engine processes for the functionality to successfully stage the Expenses data to Project Costing.

Barcode Scanning Options

Expenses supports the use of bar code scanning to facilitate document tracking. Select one of the following scanning options:

Scanning not enabled

Select to prevent your expense system from using bar code scanning.

Preprinted Envelopes used

When you select this option, scanning a preprinted envelope from the Receipt Barcode Verification page populates the Receipt ID field with a value different from the Report ID field. Track receipts by placing them in an envelope printed with a bar code; track expense reports by using a bar code printed on the report itself.

If this option is not selected, the Receipt ID field on the Receipt Barcode Verification page is inactive.

Preprinted Envelopes not used

When you select this option, selecting an expense report ID from the Receipt Barcode Verification page populates the Report ID field and the Receipt ID field. Therefore, you can track receipts using the same bar code as for the expense report.

Method

Select *Font* to use a font stored on the client machine; select *None* for no bar coding.

Note: To scan bar codes, you must acquire and install the Code 39 True Type Font, which is not delivered with PeopleSoft applications.

Receipts Configuration**Option**

Select an option that indicates how you want to store receipts.

Options include:

- Attachments Only – Select to indicate that you want to use the attachments feature with expense transactions.
- Both Imaging and Attachments – Select to indicate that you want to use the receipt imaging functionality and the attachment functionality with expense transactions.
- No Imaging/Attachments – Select to indicate that you are not using this feature.
- Receipt Imaging Only – Select to use the receipt imaging functionality without using the attachment functionality.

Attachment Location

Select an option to indicate where attachments are allowed for expense transactions. Options include Header Level, Header and Line, Line Level, or No Attachments Allowed.

This field appears only when the Attachments Only or the Both Imaging and Attachments option is selected in the Option field.

Additional Information

**Last Advance ID, Last Report ID,
Last Time Report ID, Last Travel
Auth ID and Last My Wallet Doc Id**

Expenses uses automatic numbering to identify expense documents. This region displays the most recently used number for cash advances, expense reports, time reports, and travel authorizations.

Projects Approver Information

If you use Project Costing, you can enable project managers to approve expense documents before they undergo final processing. This option is used by PeopleSoft Workflow and your email system to route expense documents for first-line approvals.

Project Manager

If selected, the system searches for the designated project manager in the Project Costing system and routes the expense documents to that person.

HR Manager - Supervisor

If selected, the system searches the employee table to find the employee's manager who is the designated approver.

Project Approval List Routing

Select to require special or supplemental approvals following the Project Manager approval.

Approver Information

Select HR Manager - Supervisor, Approval List Routing, or both; however, you must select at least one. Selecting both check boxes implies special or supplemental approvals after the HR Supervisor approval. Expenses approval system use these options to route expense documents for approvals.

HR Manager - Supervisor

The system searches the employee table to find the employee's manager or supervisor who is the designated approver.

Approval List Routing

The system searches the approval tables to find the correct approver for the employee's business unit.

Payment Destination

Accounts Payable or Payroll

Select from where the employee expense reimbursements will come. This selection applies only to expense payments for employees. You still use your payables system for expense payments to other recipients, such as credit card vendors.

Email Approvals

Enable Email Approvals

Select to enable email approvals for expense transactions when no risk template is defined in the system or no risk template is assigned to an approver. When a risk template is defined and assigned to an approver, the template overrides the email approval setting on the Installation Options - Expenses page.

Note: When this option is used, there is a hierarchy that determines email approvals.

See "Setting Up Risk Templates for PeopleSoft Expenses (PeopleSoft FSCM 9.2: Expenses)".

Bank Information

This section contains fields used to set up the movement of direct deposit data from your payroll system to Expenses.

Bank ID Qualifier

Displays part of the bank table used to differentiate banks within the same country.

Payment Method

Select how expense payments will be made. Values are:

- *Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts.
- *Electronic Funds Transfer:* Reimbursement will occur using an electronic funds transfer or a direct deposit to the employee's bank account.
- *Giro - EFT:* Reimbursement will occur using an electronic fund transfer. This type of EFT is a form of payment that is supported only in Singapore.
- *System Check:* Reimbursement is in the form of a paper check. This is the default payment method.

Inter/Intra Unit

Expense Transaction Code

Select the transaction code to use for interunit and intraunit processing of expense reports. The transaction code is associated with ChartField values for various accounting entry types.

Advance Transaction Code

Select the transaction code to use for interunit and intraunit processing of cash advances. The transaction code is associated with ChartField values for various accounting entry types.

External Data Load Options

Include Account Maintenance

Select to indicate that the account maintenance process should run during the Load External Data process. This applies to American Express, Visa, and MasterCard credit cards.

Deselect to indicate that only transaction data loads during the Load External Data process

Update Profile for New Account

Select to indicate that the Load External Data process automatically adds a new account to the employee profile if there are credit card numbers in the file that can be matched with an existing employee. This applies to American Express, Visa, and MasterCardV3 (xml file).

Note: MasterCardV2 (flat file), employee identification is not passed, therefore all the new accounts are sent to the error table where the error message must be corrected. In addition, you must manually add the new account to the employee profile if it is received from a MasterCardV2 flat file.

Note: You must select Include Account Maintenance before selecting this option.

Deselect to indicate that all new credit card information is sent to the error table where the error message must be reviewed and corrected.

Urgency Setup

Urgency Options

Click to access the Urgency (in Days) page.

Installation Options - Urgency (in Days) Page

Use the Installation Options - Urgency (in Days) page (EX_URGENCY_SETUP) to configure urgency levels for expense reports, time reports, travel authorizations, and cash advances by entering the number of days that the system uses to calculate and trigger a high, medium, or low urgency level for a transaction.

Navigation

Click the Urgency Options link on the Installation Options - Expenses page.

Image: Installation Options – Expenses Urgency (in Days) page

This example illustrates the fields and controls on the Installation Options – Expenses Urgency (in Days) page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Urgency (in Days)' page with five sections: Expense Report, Time Report, Time Adjustment, Travel Authorization, and Cash Advance. Each section contains three rows for Low, Medium, and High urgency levels. Each row has two input fields labeled 'From' and 'To', both containing the value '0'. The Travel Authorization section also includes an 'Advance Purchase' input field containing '0'.

Urgency settings enable approvers to determine which expense transactions need immediate attention. You use the Urgency (in Days) page to configure the number of days that trigger a low, medium, or high urgency icon for each expense transaction. When an urgency level is triggered for an expense transaction, the appropriate urgency icon appears next to the transaction on the Summary Approvals page, on the report, as well as in email approvals.

When viewing the expense transaction, the Urgency column displays these symbols for the different levels of urgency:

Urgency Level	Icon
High	Red square
Medium	Yellow triangle
Low	Green circle

From and To

Enter the number of days that represents the days outstanding that each report is considered to be a low, medium, or high level of urgency.

For Expense Reports, Cash Advances, Time Reports, and Time Report Adjustments, the difference in days is calculated from

the date the report is submitted to the current date. For example, if a report is considered a low level urgency when it is 0-10 days outstanding, then enter 0 in the From field and enter 10 in the To field. If the report is considered a medium level urgency when it is 11-20 days outstanding, then enter 11 in the From field and enter 20 in the To field. If the report is considered a high level urgency when it is 21-999 days outstanding, then enter 21 in the From field and enter 999 in the To field. As a result, any report that has been in the approvers' queue for more than 21 days is displayed as a high urgency.

For travel authorizations, the difference in days is calculated from the current date to the Date From field on the Travel Authorization Entry page. The setup is different from the other reports. An example of a travel authorization is: a low level urgency is from 999 to 15 days; a medium level urgency is from 14 to 4 days; and a high level urgency is from 3 to 0 days.

Adv Purchase

Enter the number of days to be added to the high, medium, or low value when calculating advance purchases.

In some industries, advanced purchases (for example 2 weeks) can result in lower prices. To accommodate this, travel authorizations include the Adv Purchase field. This field includes a number that is added to the low, medium, and high values when calculating urgency. For example if high urgency is set from 3-0 days, and the Adv Purchase field is set to 14 days, high urgency is triggered from 17-0 days before travel begins. This insures that the travel authorization report is displayed as a high urgency so that the report can be approved before the price goes up.

Installation Options - General Ledger Page

Use the Installation Options - General Ledger page (INSTALLATION_GL) to specify the journal workflow options for general ledger journal entries and standard budget journals.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, General Ledger

Image: Installation Options - General Ledger page

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

The screenshot shows the 'Installation Options - General Ledger' page. It features two tabs: 'Installation Options' and 'General Ledger'. The 'General Ledger' tab is selected. The page is divided into two main sections: 'Journal Entry Options' and 'Mobile Approval Options'.

Journal Entry Options:

- *Journal Approval Method: Approval Framework (dropdown)
- *Journal Delete Method: Physical Delete (dropdown)

Online Edit Options:

- Execute on Server: [Search icon]
- Sleep Time: 10
- ☐ Validate Journal Source in Journal Copy

Mobile Approval Options:

GL Journal ChartFields to Display

*ChartField Order	*ChartField	Long Name		
1	ACCOUNT	Account	+	-
2	DEPTID	Department	+	-

Navigation links: Personalize | Find | [Icons] | First 1-2 of 2 Last

Journal Entry Options

Journal Approval Method

Specify one of the following journal workflow approval methods for general ledger journal entries and standard budget journals:

- *Approval Framework:* Select this workflow methodology, which provides a configurable framework within the PeopleSoft Internet Architecture to simplify the approval process implementation. Also, select this option if you are enabling Mobile Approval Framework.

See "Understanding Configurable Workflow (*PeopleSoft FSCM 9.2: General Ledger*)"

See also "Understanding Mobile Approvals in General Ledger (*PeopleSoft FSCM 9.2: General Ledger*)"

- *Virtual Approver:* Select this journal approval workflow methodology, which requires the use of PeopleSoft Application Designer to define business processes,

activities, business events, worklists, routings, and approval rule sets. This is the default value for the field.

See "Setting Up Journal Entry Approval in PeopleSoft Workflow (*PeopleSoft FSCM 9.2: General Ledger*)"

Journal Delete Method

Select one of the following methods for handling journal deletion:

- *Physical Delete:* When using this option and you delete a journal from the Journal Entry - Lines page, the system deletes all the related journal data from all relevant journal tables. This is the default and historical method of deleting journals (same method in prior releases). With this method, the only remaining trace of the deleted journal is if audit logging was enabled for deleted journals.
- *Logical Delete:* When using this option and you delete a journal using the Journal Entry - Lines page, the system treats the following in the same way as the Physical Delete:
 - Removes Commitment Control data from the Commitment Control records.
 - Removes approval data, regardless of approval method (Virtual Approver or Approval Framework (AF, formerly AWE)).
 - Removes Suspense cross references.

Unlike the Physical Delete method, the system retains the deleted journal data in the following records:

- Journal Header (JRNL_HEADER)
- Journal Header Attachments (JRNL_HEADER_ATT)
- Journal Line (JRNL_LN)
- Journal Balance (JRNL_CF_BAL_TBL)
- Journal InterUnit Anchor (JRNL_IU_ANCHOR)
- Journal VAT (JRNL_VAT)
- Open Item (OPEN_ITEM_GL)
- Journal Header Error (TSE_JHDR_FLD)
- Journal Line Error (TSE_JLNE_FLD)

You can view the logical deleted journal via the journal entry components (and journal inquiry components) in the same way as you would view a posted journal (Display Only mode) and the only action that you can perform is to copy

the deleted journal. The system marks the logical deleted journal as follows:

- Journal Header Status = *D* (Deleted).
- Budget Header Status = *N* (Not Budget Checked).
- Approval Status = *N* (None).

"Journal Entry - Lines Page (*PeopleSoft FSCM 9.2: General Ledger*)"

Execute on Server

Enter a default process scheduler server name for the online journal edit process to use when journals are edited online. If this field is blank, the online journal edit process is scheduled without a process scheduler name. In this case, the process is typically picked up by the master scheduler and assigned to the next available process scheduler server.

Sleep Time

Enter the time interval (in seconds) that the online PeopleCode sleeps between checking the journal edit process status. Once the journal edit process is complete, and after the system checks the status, it refreshes the component to show the edited journal. Supplying the right interval to meet your organization's needs can be an important factor in preventing a bottleneck or deadlock when multiple journal edit processes are continually submitted. The Online Journal Edit does not release the journal entry page until the previous edit process finishes. In prior releases, the interval in seconds that the PeopleCode would check the process scheduler server status was 10 seconds. This may be too long, particularly when using Commitment Control. Select the ideal number of seconds for your organization depending on your environment and your process scheduler server settings.

Validate Journal Source in Journal Copy

Select this option to receive an error when copying a journal with an inactive journal source.

Mobile Approval Options – GL Journal ChartFields to Display

GL Journal Chartfields to Display

Select the ChartFields to display along with the display order for journal Mobile Approvals. You can only display nine active ChartFields. There is no validation of these field values; be careful not to select the same ChartField to display more than once.

See "Understanding Mobile Approvals in General Ledger (*PeopleSoft FSCM 9.2: General Ledger*)".

Installation Options - Grants Page

Use the Installation Options - Grants page (INSTALLATION_CSR) to define Grants installation options.

Use this page to indicate that you can include optional attachments, to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing features, and to determine the source for calculating unliquidated obligation balances for the Federal Financial Report.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Grants

Image: Installation Options - Grants page

This example illustrates the fields and controls on the Installation Options - Grants page. You can find definitions for the fields and controls later on this page.

Use the Cost Sharing Analysis Types group box to establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing feature. Depending on the feeder systems in which the transactions originated, the system automatically assigns a cost-sharing analysis type to a transaction that includes designated cost-sharing ChartFields.

Use the Unliquidated Obligation Source group box to indicate the source for calculating federal and recipient unliquidated obligation balances for the Federal Financial Report.

Projects

Select to indicate that PROJ_RESOURCE is the source for calculating balances using these analysis types:

- Sponsored: CCA, COM, and CRV.
- Cost Share: CCO, CSA, and CSC.

Commitment Control

Select to indicate that:

- Sponsored balances are calculated excluding the cost share ChartField values selected on the Facilities and Admin

Options page (Set Up Financials/Supply Chain, Business Unit Related, Grants, Facilities Admin Options).

- Receipt balances are calculated using only the cost share ChartField values selected on the Facilities and Admin Options page.

Related Links

"Establishing F&A and Direct-Cost Cost-Sharing Options (*PeopleSoft FSCM 9.2: Grants*)"

"Administrative Reports (*PeopleSoft FSCM 9.2: Grants*)"

Installation Options - Grants Portal Page

Use the Grants Portal page (INSTALLATION_GMPT) to define Grants Portal options.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Grants Portal

Image: Installation Options - Grants Portal page

This example illustrates the fields and controls on the Installation Options - Grants Portal page. You can find definitions for the fields and controls later on this page.

Use this page to set up installation options for the Grants Portal.

Transaction Source

The fields that appear on this page are different depending on the option selected in the Transaction Source group box.

Project

Select to indicate that projects are to be used as the source for calculating transaction balances on the summary, detail, and transaction pages. When *Project* is selected, the Reporting Analysis Group group box appears on this page. In addition, when *Project* is selected, you should run these processes to maintain transaction data in PROJ_RESOURCE:

- Purchasing to Project Costing process (PC_PO_TO_PC).
- Payables to Project Costing process (PC_AP_TO_PC).
- Requisitions to Project Costing process (PC_PO_TO_PC).

Commitment Control

Select to indicate that commitment control is to be used as the source for calculating transaction balances on the summary, detail, and transaction pages. When *Commitment Control* is selected:

- The Third Party Cost Account field appears on this page.
- The budget ledger should include the Project Costing business unit, Project ID and, or the Activity ID, and Account.
- Budget checking must be line-by-line.
- Expense transactions come from the KK_ACTIVITY_LOG table and are stamped with an end of the month date.

Group by**Budget Group by**

If the Transaction Source is *Project*, select the ChartField that is defined in the PROJ_RESOURCE table. Only values with a PC transaction source are shown.

If the Transaction Source is *Commitment Control*, select the ChartField that is defined in the KK_TRANS_LOG table. Only values with a KK transaction source are shown.

Warning! If you choose to use the Activity ChartField, you may receive an unrestricted list of all activities. This unrestricted list of activities can be very large and adversely impact the performance of your system. For example, if your organization is using PeopleSoft Project Costing for capital projects and IT projects, which can contain thousands of activities, the system will return all of the activities when a user clicks the prompt for the Budget Group By field.

Third Party Cost Account

Select the account to use to display transactions in the Third Party Cost section of the Expenditure Details Inquiry page.

This is an optional field. If you leave this field blank and the transaction source is *Commitment Control*, the system does not separate third party costs.

Reporting Tree Selection

Tree Set ID

Select a SetID to use for calculating actuals balances that appear on the Budget Status tab of the Award Detail and Project Detail pages.

Reporting Tree

Select the tree to use for calculating actuals balances that appear on the Budget Status tab of the Award Detail and Project Detail pages. Only account-based trees are available. If no reporting tree is selected, or if the account in the transaction data cannot be found in the reporting tree, then the transaction data is summed using *UNKNOWN* as the budget category.

Reporting Analysis Group

Sponsor Expenditures

Select the analysis group for reporting sponsor expenditure balances. The Grants Sponsor Actual Costs (SPACT) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis types that are included in the SPACT analysis group are ACT, GLE, PAY, and SFA.

Sponsor Encumbrances

Select the analysis group for reporting sponsor encumbrance balances. The Grants Sponsor Encumbrances (SPENC) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis type that is included in the SPENC analysis group is COM.

Sponsor Pre-encumbrances

Select the analysis group for reporting sponsor pre-encumbrance balances. The Grants Sponsor Requisitions (SPREQ) analysis group appears as the default. The analysis group that is selected controls the analysis types that are included in the transaction balance calculations, which appear on the award and project summary and detail pages. The analysis type that is included in the SPREQ analysis group is REQ.

Third Party Expenditures

Select the analysis group for reporting third-party expenditure balances. The analysis type and analysis group for third-party expenditures is user-defined. Therefore an analysis group does not appear by default.

Cost Share Expenditures

Select the analysis group for reporting cost share expenditure balances. The Cost Sharing Analysis Group (CSTSH) analysis group appears as the default.

Cost Share Encumbrance

Select the analysis group for reporting cost share encumbrance balances. The Cost Sharing Commitment Balance (CSCOM) analysis group appears as the default.

Cost Share Pre-encumbrance

Select the analysis group for reporting cost share pre-encumbrance balances. The Cost Sharing Requisition (CRQ) analysis group appears as the default.

Budget and Transaction Detail

Select the ChartFields to appear on the Transaction Inquiry pages.

Installation Options - Inventory Page

Use the Installation Options - Inventory page (INSTALLATION_INV) to define several settings used by PeopleSoft Inventory; including staged date options, interunit transaction options, unit of measure conversion methods for bar code transactions, methods to number accounting entry lines, search limitations for the Storage Location Search page, and default values for lot IDs, serial numbers, and receiver information.

In addition, use this page to define the default hold code applied to material stock requests when they fail to pass the Screen For Denied Parties process (SCM_FSS).

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Inventory

Image: Inventory page

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

The screenshot shows the 'Installation Options - Inventory' page. It features a top navigation bar with 'Installation Options' and 'Inventory' tabs. The main content area is organized into several sections:

- System Options**: Contains 'Default Column Values' with fields for *Lot ID (NONE), *Serial ID (NONE), *Recv No (ALL), and *Recv Line (999). It also has 'Accounting Line Options' with a checkbox for 'Set based Sequencing', 'Fulfillment Engine Options' with a checkbox for 'Set based Sequencing', and 'Financial Sanctions Default' with a 'Hold Code' field (FSSORD) and an 'Order Sanctions' button.
- Staged Date**: Includes a 'Staged Date Control' checkbox and a 'Default Staged Date' field (01/01/1900).
- Storage Location Search Option**: Features an 'Initial Search Row Limit' field.
- InterUnit Transfers**: Contains 'InterUnit Transaction Options' (Use IN BU Settings Only) and 'Transfer Price Lines Displayed' (100).
- Bar Code Transactions**: Includes a '*UOM Conversion Flag' dropdown (Use Entered UOM).
- Default RTV Customer ID**: Features a 'Default RTV Customer ID' field (RTVID).

Lot ID, Serial ID, Recv No (receiver number), Recv Line (receiver line), and Default Staged Date

Enter filler values for fields that would otherwise be blank. These values are recorded in your system tables only when an item is *not* serial-controlled, staged date-controlled, or lot-controlled, or when the receiver ID and line number do not apply or are not known for specific inventory.

Once you set lot, serial, and staged date default column values and begin to put stock away, you cannot modify these fields. This restriction preserves the integrity of the transaction tables.

Staged Date Control

Select to track any of your inventory materials by staged date. This is the date that the stock is received and put away into Inventory. The system uses this setting as the default when items are set up in the Define Item component. Staged date tracking is required for FIFO (first in, first out) and LIFO (last in, first out) picking.

Initial Search Row Limit

Specify the maximum number of material storage locations to retrieve on the initial display of the Storage Location Search page. If this field is blank or contains zero, then there is no limitation to the number of locations retrieved in the initial search.

Several PeopleSoft Inventory pages are linked to the Storage Location Search page by the Storage Location Search icon. This feature enables inventory pages for setup, putaway, fulfillment, and other activities to access a list of material storage locations and select the most appropriate location. However, if the search criteria information on the initial inventory page is incomplete, then a large number of material storage locations could be retrieved resulting in a delay to access the Storage Location Search page. Use the Initial Search Row Limit field to limit the initial display. Once users are on the Storage Location Search page, the search criteria are not limited by this field in order to allow broader searches for the correct material storage location. To prevent performance delays once you are on the Storage Location Search page, be sure to enter enough search criteria before performing another search.

Set based Sequencing

In the Accounting Line Options group box, select the this check box to generate sequential accounting line numbers for the Accounting Line Creation process in Cost Management. These line numbers are used to number accounting entry lines.

In the Fulfillment Engine Options group box, select this check box to generate the sequential transaction history line numbers for the Deplete On Hand Qty process in Inventory. These line numbers are used to number transaction history entries (demand lines) from order fulfillment.

Deselect these check boxes to use row-based processing. These fields are hidden unless you are on an Oracle platform or have run the DMS for other database platforms.

InterUnit Transaction Options

Indicate how the system should derive parameters for InterUnit stock transfers. Options are:

Use GL BU Setting Only: The system derives all InterUnit transfer parameters from the centralized accounting model as

defined for the InterUnit method on the Installation Options, Overall page.

Use IN BU Settings Only: The system derives all InterUnit transfer parameters from the Inventory business unit.

Use Both: The system derives InterUnit transfer parameters by first looking at the Inventory business unit. If no parameters are found, the system looks at the centralized accounting model as defined for the InterUnit method on the Installation Options, Overall page.

Transfer Price Lines Displayed

Enter the chunking size for the Transfer Pricing Definition component.

UOM Conversion Flag (unit of measure conversion flag)

If your system is bar code-enabled, you can process transactions in one of three ways:

Convert to Default Stock UOM (convert to the default stocking unit of measure [UOM]): The system converts the unit of measure on incoming transactions to the default stocking UOM.

Convert to Standard UOM (convert to the standard unit of measure): The system converts the UOM on incoming transactions to the item's standard UOM. This option enables you to stock all your inventory in the standard UOM and to perform material movement transactions using any valid UOM for the item.

Use Entered UOM (use the entered unit of measure): The system processes transactions using whatever UOM the user enters.

Hold Code

Enter the hold code to be automatically applied when a material stock request fails to pass screening by the Screen For Denied Parties process (SCM_FSS). This field must be populated in order to run this financial sanctions process for material stock requests.

Default RTV Customer ID

Enter a ship-to customer ID to be used when creating a material stock request to return stock to a vendor. This customer ID is placeholder that enables you to ship returned stock to your vendors without having to define each of them as customers on the customer table. When the stock request is created, the RTV customer ID defaults to the customer ID fields, the name of the vendor (from the RTV) is put in the customer name fields, and the vendor address is put in the IN_DEMAND_ADDR record as an override to the stock request. For a return to vendor stock request, the address override is required; the override address can be changed but not deleted.

Related Links

"PeopleSoft SCM Inventory Implementation (*PeopleSoft FSCM 9.2: Inventory*)"

"Using Item Quantity UOM (*PeopleSoft FSCM 9.2: Managing Items*)"

"Using Item Quantity UOM (*PeopleSoft FSCM 9.2: Managing Items*)"

"Defining Items at the SetID Level (*PeopleSoft FSCM 9.2: Managing Items*)"

PeopleSoft Inventory, Creating Orders for Fulfillment, Creating Return to Vendor (RTV) Stock Requests.
(*PeopleSoft FSCM 9.2: Inventory*)

Installation Options - Inventory Counters Page

Use the Inventory Counters page (INSTALL_IN_COUNTERS) to define the starting values for your automatically generated numbers.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Inventory Counters

Default InterUnit ID Prefix

Initializes automatically generated InterUnit transfer IDs. Automatic numbering for InterUnit IDs is established at the installation level to ensure that InterUnit IDs are unique throughout your enterprise.

Auto Reserve Counter

Defines the starting number for new run control IDs created when the Material Reservations process is initiated from the Material Stock Request component. The system only uses this counter if the Auto-Reserve option is selected for the Inventory business unit on the Fulfillment Setup page.

Auto Confirm Counter

Defines the starting number for new run control IDs created when the Picking Confirmations process is initiated from the Picking Feedback page. The system only uses this counter if the Auto-Confirm option is selected for the Inventory business unit on the Fulfillment Setup page.

Auto Deplete Counter

Defines the starting number for new run control IDs created when the Depletion process is initiated from the Shipping/Issues component. The system uses this counter only if the Auto-Deplete option is selected for the Inventory business unit on the Fulfillment Setup page.

InterUnit ID Counter

Defines the sequence number to be used for InterUnit transfers between Inventory business units.

Installation Options - Lease Administration Page

Use the Installation Options - Lease Administration page (INSTALLATION_RE) to select to enable lease activation for a lease.

If selected, the roles defined can activate leases. Also, set mapping instructions for the Site Map page.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Real Estate Management

System Defaults

Automatic Lease Approval

Select to enable lease activation for a lease. If selected, the roles defined as an *Internal Administrator* and *Internal Manager* can activate leases. If deselected, only the roles defined as *Internal Manager* can activate leases.

See "Defining Lease Administration Roles (*PeopleSoft FSCM 9.2: Real Estate Management*)".

Google Map API Key

An API key needs to be generated and entered in this field to display the Google map on the Site page. The API key is generated from the following URL. <http://code.google.com/apis/maps/signup.html>.

Once the API key is generated and entered, the site map location will be based on the latitude and longitude for the site.

Installation Options - Manufacturing Page

Use the Installation Options - Manufacturing page (INSTALLATION_MG) to set the calculated quantity per assembly (QPA) rounding precision.

This rounding precision is reflected in PeopleSoft Manufacturing, Engineering, Cost Management, and Supply Planning.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Manufacturing

Image: Installation Options - Manufacturing page

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

The screenshot shows the 'Manufacturing' tab of the 'Installation Options' page. The 'QPA Rounding Precision' is set to 4. The 'PDX Setup' section includes 'Default Values' (Business Unit: US008, Standard Unit of Measure: EA) and 'Item Status Mapping' (Active: Production, Discontinue: Obsolete, Hold: Hold). The 'User Defined Fields Mapping' section is at the bottom, showing a table for mapping PeopleSoft fields to Agile field names.

QPA Rounding Precision (quantity per assembly rounding precision)

Enter any value between 4 and 10 places to the right of the decimal.

Setting the quantity rounding precision is especially important when you use a large bill of materials (BOM) quantity and a relatively small quantity per assembly (QPA). When you maintain a BOM and define the QPA or per order, you are limited to a precision of 4 places to the right of the decimal.

However, the system will calculate the quantity *per* by dividing the entered quantity *per* by the BOM quantity, maintained to the precision defined on the Manufacturing page. So, for example, if a calculated QPA results in 6.54321, and the installation setting is set to 4 places, the system recognizes this as 6.5432.

PDX Setup

Business Unit

Select the value for the Manufacturing business unit that will receive changes from the PeopleSoft Product Lifecycle Management (PLM) system.

Note: The PeopleSoft system presumes a single site, so you are defining it here for the PeopleSoft system.

Standard Unit of Measure

Define a value for all inbound items being added. This is useful if all inbound items will share the same UOM from the PLM system (such as EA).

Note: Alternatively, you can maintain a user-defined field in the PLM system for the appropriate Item and map this field from the additional attributes value within the PDX XML to the PeopleSoft Field value, *Item Unit of Measure* in the User Defined Field Mappings group box on this page.

Important! The value in the PLM field *must* match the field that is defined in the XML.

Item Status Mappings

Define the item life cycle status mapping for items with a status of:

- *Active*
- *Discontinue*
- *Hold*

This value is used when change orders are released to the PeopleSoft system. The PeopleSoft item status (SetID and business unit) is based on the affected item life cycle value for each item on a change order within the PDX XML. Therefore, any valid life cycle status that can be included on a change order sent to the PeopleSoft system *must* be mapped in this group box.

The LifeCycle Phase field on this page can contain commas to define a one-to-many mapping between the PeopleSoft system and the PLM system. For example, the screen shot shows how the life cycle status of *Production* and *Preliminary* are to be considered an Active item status for the PeopleSoft system item status.

Note: When a *new* item with an Active status is added from the PLM system with an effective date greater than today's date, the PLM system effective date of the affected item is ignored in the PeopleSoft system and the current date (today) is used at the item level (SetID and business unit). This allows revisions and manufacturing BOMs to be created for the item in the PeopleSoft system.

However, *future* PLM system effective dates are used for the start date of the item or revision, and also for future effective dates associated with a Future item status. For example, if an item is currently active in the PeopleSoft system, you can send a PLM system change order to specify future obsolescence of the item by having a PLM system affected item with a future date and a future status intended to obsolete the item. In this case, the current PeopleSoft system status will remain Active and a future status will be specified as Discontinue.

Installation Options - Mobile Inventory Page

Use the Installation Options – Mobile Inventory page (INSTALLATION_MIN) to define installation options for Mobile Inventory Management.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory

Image: Installation Options - Mobile Inventory: Guided Count task flow page

This example illustrates the fields and controls on the Installation Options - Mobile Inventory: Guided Count task flow page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Installation Options - Mobile Inventory' page. The 'System Options' section contains a 'Key Concatenation Separator' field, a 'Role Name' field with the value 'MIN User', and a 'Delivery Signature Required' checkbox. The 'Task Options' section features a 'Task Flow' dropdown set to 'Guided Count', a 'Rows Displayed' field set to '10', and several other dropdowns: '*Initial Display Mode' (Single Item), '*Sort By' (Sort By Order Entered), '*Group by' (No Grouping), '*All Item Filter' (Display All), and 'Alternate Item Display' (Item Only). Below these are checkboxes for 'Display Lookups', 'Display Description', 'Display Filter Related Fields', 'Display Prior Entry Caption', 'Display Show/Hide in tables', 'Pre-Load Serial IDs', 'Count UOM Enabled', and 'Filter All Alternate Items'. At the bottom, a 'Count Status to Include' section has checkboxes for 'New', 'Counting', 'Quantity Entered - Hold', and 'Ready to Update Stock Quantity'.

Use Mobile Inventory Management installation options pages to tailor PeopleSoft Mobile Inventory Management task flows for mobile devices. Values for this page are the same values used for user preferences.

You can define installation options these task flows in Mobile Inventory Management:

- Adjustments
- Bin to Bin Transfer
- Delivery, Delivery Cart
- Express Issue
- Count by Location, Count by Item, Guided Count, and Manual Count
- Item Stock Inquiry
- Par Count
- Perform Putaway
- Receiving Ad Hoc and Receiving PO

Installation Options - Payables Page

Use the Payables page (INSTALLATION_AP) to define the posting method and enable federal payment schedule processing, late interest charge calculation, evaluated discount, and document association processing options for your Payables application.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Payables

Image: Installation Options - Payables page

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

The screenshot shows the 'Payables' tab of the 'Installation Options' page. It contains the following sections and controls:

- Posting Method:** A dropdown menu with 'Summary Control' selected.
- Federal Government Options:**
 - ☐ Enable Federal Payment
 - Transportation Start Number End Number Last ID Number
 - Other Start Number End Number Last ID Number
 - Manual Start Number End Number Last ID Number
 - ☐ Enable Date Calc Basis
 - ☐ Enable CCR
 - ☐ Use SIC Code Functionality
 - ☐ Use NAICS Code Functionality
- Payment Options:**
 - ☒ Enable Late Charge
 - ☒ Evaluate Discount Rate
- Document Association Group:** A dropdown menu with 'DEFAULT' selected and a search icon.

Posting Method

Posting Method

Select from the following values:

Detail Offset Method: Balances each individual distribution line. Offsets to the distribution lines inherit the non-account ChartField values based on the established inheritance rules.

Summary Control: Balances the voucher rather than the individual lines.

Warning! Select one posting method at implementation and *do not* change it. If you go back later and select another posting method, there could be ramifications to general ledger journals, such as out-of-balance entries.

Federal Government Options

Enable Federal Payment

Select to enable U.S. federal payment schedule generation for the installation. Schedule numbers must be unique, so these ranges cannot overlap. This option is for U.S. federal agencies only.

When you select this option, you must enter start and end schedule numbers for Transportation, Other, and Manual schedule types.

Transportation Start Number, Other Start Number, Manual Start Number, and End Number

Define a schedule number range for various schedule payment types. Enter a beginning transportation, other, and manual number, and an end number for each to define the range for each payment schedule type.

Last ID Number

For each payment schedule type, enter the last used payment schedule ID. The system automatically begins numbering subsequent payment schedules with the next higher number. The Pay Cycle Application Engine process (AP_APY2015) updates the last ID number.

Enable Date Calc Basis (enable date calculation basis)

Select to enable Prompt Payment Due Date calculation for the installation.

Enable CCR (enable Central Contractor Registration)

Select to enable CCR processing for the implementation.

Use SIC Code Functionality (use Standard Industrial Classification functionality)

Select to indicate that your Payables implementation already has updated SIC codes, and that the system should use these updated codes for CCR processing. When this check box is enabled, the system retrieves the updated SIC codes from existing vendor information. If you do not select this option, the system adds the correct, updated code information directly to the Central Contractor Registry ID Numbers page.

Use NAICS Code Functionality (use North American Industry Classification System code functionality)

Select to indicate that your Payables implementation already has updated NAICS codes, and that the system should use these updated codes for CCR processing. This functionality is similar to that of the Use SIC Code Functionality field.

Payment Options

Enable Late Charge

Select to enable late charge calculation at the installation level. If you do not select this option, all late charge information is hidden from users.

Evaluate Discount Rate

Select to have the system compare if it is more beneficial to take a discount by paying a discounted voucher early or by waiting for the due date, earning the interest income during that time.

You set up your discount evaluation parameters when you set up bank accounts and pay cycles.

Document Association Group

Document Association Group

Specify the document association group to use in the Matching process. The document association group defines the types of match associations and the sequence that the Matching process performs.

Related Links

"Defining Late Interest Charges (*PeopleSoft 9.2: Source to Settle Common Information*)"

"Understanding Federal Payment Processing (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding Pay Cycle Alerts (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding the Voucher Posting and Payment Posting Processes (*PeopleSoft FSCM 9.2: Payables*)"

"Document Association Group Page (*PeopleSoft 9.2: Source to Settle Common Information*)"

Installation Options - Planning Page

Use the Installation Options - Planning page (INSTALLATION_PL) to define the message numbers and default planning instance for Supply Planning.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Planning

Default Planning Instance

Displays a default set of data (business units, items, supplies and demands) constituting the inputs and outputs of a supply plan.

Message Numbers

Displays numbers used by the system as starting points to automatically number Supply Planning messages for purchase orders, transfer orders, and production orders.

Installation Options - Program Management Page

Use the Installation Options - Program Management page (INSTALLATION_PGM) to establish program management system defaults for workflow and email notification.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Program Management

Image: Installation Options - Program Management page

This example illustrates the fields and controls on the Installation Options - Program Management page. You can find definitions for the fields and controls later on this page.

System Defaults

Project Portfolio Mgt Installed (Project Portfolio Management installed)

Select to indicate that PeopleSoft Project Portfolio Management is installed. When Project Portfolio Management is installed, project requests can begin only in Project Portfolio Management and not in Program Management.

See *PeopleSoft Project Portfolio Management*

Project Request

Enable Project Request Workflow

Select to activate the project request workflow options on this page.

Require Funding Department Manager approval

Select to require that project requests be approved by a funding department manager before projects can be created and assigned resources.

Project Request - E-Mail Notifications

Notify when Project Request is created

Select to indicate that an electronic notification is sent to the appropriate parties when a project request is created.

Notify when Project Request is updated

Select to indicate that an electronic notification is sent to the appropriate parties when a project request is updated.

Notify when Detail Plan is created

Select to indicate that an electronic notification is sent to the appropriate parties when a detail plan is created for a project request.

Notify when Project Request is approved

Select to indicate that an electronic notification is sent to the appropriate parties when a project request is approved and the project can be created.

Notify when Project Request is denied

Select to indicate that an electronic notification is sent to the appropriate parties when a project request is rejected.

Program Budgeting**Enable Workflow**

Select to enable program budgeting workflow.

Issue Management**Enable Issue Management Workflow**

Select to activate the Issue Management workflow options on this page.

Issue Summary

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue summary on the Issue page.

Issue Priority

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue priority on the Issue page.

Resolution Description

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue resolution description on the Issue page.

Issue Notes

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue notes on the Issue - Notes and Attachments page.

Issue Description

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue description on the Issue page.

Issue Status

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue status on the Issue page.

Actual Resolution Date

Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue actual resolution date on the Issue page.

Issue Attachments

Select to trigger workflow to the appropriate program, project, or activity owner when a user adds issue attachments on the Issue - Notes and Attachments page.

Activity Resource**Enable Activity Resource Workflow**

Select to activate the Resource Name workflow option on this page.

Resource Name

Select to enable the ability for project managers to notify resources of new activity assignments from the Resources page.

Deliverables**Enable Deliverables Workflow**

Select to activate the Assigned To workflow option on this page.

Assigned To

Select to provide the project manager the option to trigger email notification to the resource for assigned deliverables.

Installation Options - Project Costing Page

Use the Installation Options - Project Costing page (INSTALLATION_PC) to establish default settings for project fields and control fields used across Project Costing.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Project Costing

Image: Installation Options - Project Costing Page

This example illustrates the fields and controls on the Installation Options - Project Costing page. You can find definitions for the fields and controls later on this page.

Installation Options		Project Costing
System Defaults SetID <input type="text" value="SHARE"/> Temporary File Path <input type="text" value="C:\TEMP\"/> Last Project ID <input type="text" value="195"/> Last Transaction ID <input type="text" value="10003403"/>		Options <input type="checkbox"/> Enable Separate Debit/Credit <input type="checkbox"/> Allow Multiple Report Summary
Projects Budgeting Options <input checked="" type="checkbox"/> Enable Projects Budgeting Default Calendar ID <input type="text" value="MN"/> Default Number of Periods <input type="text" value="12"/> <input checked="" type="checkbox"/> Allow Get Plan Distribution by Department Max Budget Items to Retrieve <input type="text"/>		Analysis Group Defaults Cost Budget <input type="text" value="BUD"/> Revenue Budget <input type="text" value="RBUD"/> Actual Cost <input type="text" value="PSCST"/> Actual Revenue <input type="text" value="PSREV"/> Billing <input type="text" value="PSWKS"/> Forecast Cost <input type="text" value="EAC"/> Forecast Revenue <input type="text" value="FREV"/>
Purchasing Adjustment Options Requisition Reversal <input type="text" value="REQ Rate"/> Purchase Order Reversal <input type="text" value="COM Rate"/> <input type="checkbox"/> From Feed <input type="checkbox"/> From Feed		Organizational Accounting <input type="checkbox"/> Enable Organization <input type="checkbox"/> Enable Sharing Reporting Roll Up Calendars Weekly Calendar <input type="text" value="WK"/> Monthly Calendar <input type="text" value="01"/> Quarterly Calendar <input type="text" value="QT"/> Yearly Calendar <input type="text" value="YR"/>
Open Period Control <input checked="" type="checkbox"/> Enable Open Period Control Open Period Source <input type="text" value="Projects"/>		File Attachment Option <input type="radio"/> File Server <input checked="" type="radio"/> Database Secured Analysis Types Analysis Group <input type="text"/>

The Installation Options - Project Costing page and Installation Options - Project Costing Integration page are built over core tables that are shared among many PeopleSoft applications. The values entered on these pages affect the table structures that are used to define operational defaults. Because certain tables work together in groups, the order in which they are set up requires that data on some of the tables must be established before others. If you already use other PeopleSoft applications, such as General Ledger to track financial transactions, much of the financial framework is already set up.

Many of the project and control field default values that you set up on the Installation Options - Project Costing page can be overridden at the individual project and activity level.

You must enter at least one record on this page.

Warning! If Project Costing is installed, do not create projects through the Design ChartFields menu, since it represents a subset of project information and is driven by setID instead of by business unit.

System Defaults

SetID	Enter a setID that identifies the default control tables tableset.
Temporary File Path	<p>Enter a file path and directory on the application server that are needed to import a third-party application and project tree into Project Costing. The Load Projects and Activities Application Engine process (PC_INTF_GEN), which is used to load projects and activities into Project Costing, stages the project tree as a flat file to this directory and invokes the Projects Tree Integration Application Engine process (PC_TREE_LOAD) to load it into Project Costing.</p> <p>The default value is <code>c:\temp\</code>.</p>
Last Project ID	Enter a numeric value that specifies the last project ID issued.
Last Transaction ID	Enter a numeric value that specifies the last transaction ID issued. The default value is <code>10000000</code> .
Enable Separate Debit/Credit	Select to enable separate debit and credit entries for account processing. The default value is deselected.
Allow Multiple Report Summary	<p>Select to refresh the rows in the Project Transactions Reporting table (PC_RPO) based on the user's operator ID and the security defined for that user. If deselected, the system overwrites the Project Transactions Reporting table each time that the Report Summarization Application Engine process (PC_RPO) runs and is not subject to project-level security.</p> <p>See "Creating and Modifying Reports Using the Report Summarization Process (<i>PeopleSoft FSCM 9.2: Project Costing</i>)".</p>

Organizational Accounting

Enable Organization	Select to enable transorganizational accounting, which is the ability to charge transactions to an organizational entity that differs from that of the resource creating them.
Enable Sharing	Select to enable cost and revenue sharing between a resource's organization and the organization that owns the project or activity.

Projects Budgeting Options

Enable Projects Budgeting

Select to activate Project Costing budgeting functionality including the creation of budgets through online pages or integration with Microsoft Project 2002.

When this option is selected and you create budget plans, the budgets are stored in the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. Upon finalization of these budgets, transactions are sent to the Project Transaction table (PROJ_RESOURCE) and updated in the Summary Budget Data table (PC_BUD_SUMMARY). The Summary Budget Data table is used for delivered reporting analytics.

Deselect this option for the system to send transactions to the Project Transaction table only. The default value is deselected.

Default Calendar ID

Select a default calendar to use for project budgeting. The default value is *MN* (monthly period calendar beginning January 1). This field is available only if you select the Enable Projects Budgeting option.

If you use Program Management, this field is used as the default budget period when you create budget detail lines by using the Program Budgeting feature. Each plan may use a different budget calendar.

Default Number of Periods

Enter a default number of time periods to use in Project Costing budgeting. The default value is *12*, and the field is a two-digit field. Therefore, you cannot exceed a value of *99*. This field is available only if you select the Enable Projects Budgeting option.

Allow Get Plan Distribution by Department

Select to enable users to enter one or more general ledger (GL) business units, departments, and distribution percentages during the budgeting process for the system to use to distribute resource costs to budget detail rows. Deselect this option to distribute costs to budget detail rows based on the GL business unit and department from the budget items that are entered on the Resources by Activity page in Program Management.

When you select this option, the Distribute Activity Resource Amounts page appears when you click the Get Plan button on the Budget Plan page.

This field appears only if you use Program Management. The default value is option selected.

Analysis Group Defaults

Cost Budget

Select a default analysis group to use for cost budgets in Project Costing budgeting. The analysis group that you enter in this field appears as a default value for the Cost Budget analysis

group on new projects. You can override the default value at the project level.

Revenue Budget

Select a default analysis group to use for revenue budgets in Project Costing budgeting. The analysis group that you enter in this field appears as a default value for the Revenue Budget analysis group on new projects. You can override the default value at the project level.

Actual Cost

Select a default analysis group to use for actual cost transactions throughout the Project Costing system. The analysis group that you enter in this field appears as a default value for the Actual Cost analysis group on new projects. You can override the default value at the project level.

Actual Revenue

Select a default analysis group to use for revenue transactions throughout the Project Costing system. The analysis group that you enter in this field appears as a default value for the Actual Revenue analysis group on new projects. You can override the default value at the project level.

Billing

Select a default analysis group to use for billing transactions throughout the Project Costing system.

Forecast Cost

Select a default analysis group to represent the estimate at completion costs for a project. The analysis group that you enter in this field appears as a default value for the Forecast analysis group on new projects. You can override the default value at the project level.

Forecast Revenue

Select a default analysis group that appears as the default forecast revenue analysis group on the Project Costing Definition page. The *FREV* analysis group is predefined and contains the same analysis types as the *PSREV* analysis group plus the ETB (billing estimate to complete) analysis type. Users can modify this value to any analysis group that is defined in the system.

See "Analysis Groups (*PeopleSoft FSCM 9.2: Project Costing*)".

Reporting Roll Up Calendars

Enter the calendar ID that determines how the system summarizes the Project Transaction table by week, month, quarter, and year. The calendars contain the start and end dates of each period.

Purchasing Adjustment Options

Requisition Reversal

Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding purchase orders are dispatched. Available values are:

COM Amount: Reduces purchase requisitions by the quantity and amount of corresponding purchase orders when they are dispatched.

REQ Rate: Reduces requisitions by using the committed quantity multiplied by the cost per unit on the purchase requisition. This is the default option.

REQ Total: Reverses the purchase requisition entirely when any corresponding purchase order is committed.

From Feed

Select to automatically run the Purchasing Adjustment process (PC_POADJUST) when the Purchasing to Project Costing Application Engine process (PC_PO_TO_PC) runs. The Purchasing Adjustment process creates a requisition reversal row in the Project Transaction table.

Purchase Order Reversal

Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding vouchers and material requests are processed.

Available values are:

COM Rate: Reduces the purchase order based on the actual quantity from purchase order vouchers or material requests multiplied by the line cost per unit on the purchase order. This is the default option.

ACT Rate: Reduces the purchase order in the amount of the actual quantity and cost.

From Feed

Select to automatically run the Purchasing Adjustment process when the Payables to Project Costing Application Engine process (PC_AP_TO_PC) runs. The Purchasing Adjustment process creates a purchase order reversal row in the Project Transaction table.

File Attachment Option

A file storage system uses a file transfer protocol (FTP) to store files to either a database or a file server. The system used is determined by the URL that is passed as the first parameter in the attachment built-in function and maintained on the URL Maintenance page.

See *PeopleSoft Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management Product-Specific Installation Instructions*.

File Attachment Option

Select a location to store file attachments. Available values are:

File Server Select to store files on a file server. This option is a more efficient way to store files; however, it requires that you set up an FTP to the file server. This is the default option. If you select this option, you must enter an attachment directory in FTP Root field.

Database Select to store files in a database.

Important! If you want to send file attachments in email messages, you must select the *File Server* option.

FTP Root

If you store attachments on a file server, enter the home directory where the attachment files are stored. This field appears only if you select the File Server option.

Open Period Control

Enable Open Period Control

Select to enable open-period validation of newly created project transactions. The system validates the accounting date on project transactions against the Project Costing open periods or the GL open periods. If the accounting date does not fall within the open period, the system overrides the date with the closest, open-period date. The default value is deselected. Budget transactions are not validated.

Open Period Source

Select the source against which the system validates the accounting date on project transactions. This field appears only if you select Enable Open Period Control. Available options are:

Projects Validates open periods based on a Project Costing business unit's calendar. This is the default option.

General Ledger Validates open periods based on a GL business unit calendar.

Secured Analysis Types

Analysis Group

Select an analysis group that contains the analysis types that will be secured. Transaction rows of these analysis types appear as read-only rows on the Transaction List page. You can add or delete transactions that belong to secured analysis types only if you open the page in the Correct History mode.

Installation Options - Project Costing Integration Page

Use the Installation Options - Project Costing Integration page (INSTALLATION_PCINT) to establish the parameters for integration processes between Project Costing and other applications.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Project Costing Integration

The Installation Options - Project Costing Integration page establishes controls that the system uses when Project Costing integrates with other PeopleSoft applications.

Image: Installation Options - Project Costing page

This example illustrates the fields and controls on the Installation Options - Project Costing page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Installation Options - Project Costing Integration' page. It features a top navigation bar with 'Installation Options' and 'Project Costing Integration' tabs. The main content area is organized into several sections:

- System Analysis Types:** A grid of input fields for various analysis types, including Payables (ACT), Project Cost Budget (BUD), Time / Labor Actuals (PAY), Expenses (ACT), Project Revenue Budget (RBD), Time / Labor No Pay Actual (NPY), Inventory (ACT), Purchase Orders (COM), Time / Labor Estimates (TLA), Order Management (ORD), Requisitions (REQ), Time / Labor Billing Estimate (TLB), Receivables Adjustment (REV), Purchasing Reversals (CRV), Contractor Time / Labor (TLC), Grants Budget (BUD), Requisition Reversals (RRV), Contracts Fixed Fee Billed (FBD), Proposal Mgmt Bill Estimate (ESB), Purchasing Closure (CCA), Contracts Fixed Fee Revenue (FRV), Proposal Mgmt Cost Estimate (ESC), Mobile Time / Expense (TLX), Cost Estimate to Complete (ETC), Maintenance Mgmt Tools Usage (TUG), SPro Assignment Incident (INC), and Bill Estimate to Complete (ETB). There is also an SPro Progress Log (SPL) field.
- General Integration Options:** Includes a checkbox for 'Enable Status Control'.
- Integration Analysis Groups:** Includes input fields for 'General Ledger Analysis Group' (GL), 'Receivables Analysis Group' (AR), and 'Billing Analysis Group' (BI).
- Time and Labor Integration:** Includes a checkbox for 'Load Time Automatically'.
- Pricing/Funds Distribution:** Includes a 'Date Option' dropdown (set to 'Acct Dt'), checkboxes for 'Reprice Deferrals', 'Review Required for Billing', and 'Review Required for Period of Performance'.
- Summarization Options:** Includes checkboxes for 'Expenses', 'General Ledger', 'Third Party Loader', 'Pricing Engine', 'Variance Pricing', 'Time and Labor', and 'Payables / Purchasing'.
- Time Report Date Option:** Includes a 'Time Report Date Option' dropdown (set to 'Date Under Report').
- Funds Distribution Options:** Includes checkboxes for 'Enable Funds Distribution', 'Run for Incoming Transactions', 'Update Threshold Amounts', 'Group Target Definits', and 'Allow Reversals', along with a 'Balancing Analysis Type' input field.
- Asset Management Integration:** Includes checkboxes for 'Cost Type From Transaction', 'Department ID From Transaction', 'Require Asset Approval', and 'Single Currency Summarization'.
- Third-Party Data Exchange:** Includes input fields for 'Analysis Group - Budget' (BUD), 'Work Analysis Type' (TLX), 'Analysis Group - Actuals' (ACT), and 'Unit of Measure' (MHR).

You must enter at least one record on this page.

System Analysis Types

Enter analysis types to associate with transactions that come into Project Costing from each of the installed feeder applications. During the integration process, Application Engines use the analysis types that you enter on this page.

Proposal Mgmt Bill Estimate (proposal management bill estimate)

Enter the default analysis type for revenue budget rows that are created when you run the Generate process in Proposal Management. The default value is *ESB* (Bill Estimate).

See "Configuring Labor Defaults, Bill Options, and Security (*PeopleSoft FSCM 9.2: Proposal Management*)".

Proposal Mgmt Cost Estimate (proposal management cost estimate)	Enter the default analysis type for cost budget rows that are created when you run the Generate process in Proposal Management. The default value is <i>ESC</i> (Cost Estimate).
Maintenance Mgmt Tools Usage (maintenance management tools usage)	Enter the default analysis type to identify actual tools usage rows from Maintenance Management. The default value is <i>TUG</i> (Tools Usage). See "Maintenance Management Tools Usage Process (<i>PeopleSoft FSCM 9.2: Project Costing</i>)".
SPro Progress Log	Enter the default analysis type for importing deliverables progress log rows from PeopleSoft Services Procurement. The delivered default value is <i>SPL</i> .
Cost Estimate to Complete	Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work – actual work) is multiplied by the activity cost rate. The default value is <i>ETC</i> . This field is available only if you use Program Management. See "Viewing and Loading Estimate to Complete Transactions (<i>PeopleSoft FSCM 9.2: Program Management</i>)".
Bill Estimate to Complete	Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work – actual work) is multiplied by the activity bill rate. The default value is <i>ETB</i> . This field is available only if you use Program Management.

The *PeopleSoft Project Costing* documentation contains separate topics on integration with other PeopleSoft applications that discuss analysis types that the system uses for each integration.

General Integration Options

Enable Status Control	Select to enable status control functionality, which enables you to control transactions based on analysis types and effective dates. By using status control options, you can stop transactions from a feeder application if a project or activity status changes on the project Status page or activity Status page. The default value is deselected. See "Controlling Incoming Transactions (<i>PeopleSoft FSCM 9.2: Project Costing</i>)".
------------------------------	---

Integration Analysis Groups

General Ledger Analysis Group	Specify an analysis group that contains analysis types to use for journal entry.
Receivables Analysis Group	Specify an analysis group that contains analysis types to use for integrating with receivables transactions.

See "Understanding Transaction-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)" and "Setting Up Transaction-Related Information (*PeopleSoft FSCM 9.2: Project Costing*)".

Billing Analysis Group

Specify an analysis group that contains analysis types to use for integrating with manual billing transactions.

See "Understanding Transaction-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)" and "Setting Up Transaction-Related Information (*PeopleSoft FSCM 9.2: Project Costing*)".

Time and Labor Integration

Load Time Automatically

Select for PeopleSoft Time and Labor to publish time and labor actual PAY rows to the Project Transaction table (PROJ_RESOURCE) as soon as payroll is complete. If deselected, you must run the Time and Labor to Project Costing Application Engine process (PC_TL_TO_PC) manually to load the data into the Project Transaction table from a staging table. The default value is deselected.

See "Reviewing and Loading Data to PeopleSoft Project Costing Tables (*PeopleSoft FSCM 9.2: Project Costing*)".

Pricing/Funds Distribution

Date Option

Specify the type of date (accounting or transaction) to use for resolving rates for both pricing and funds distribution. The rates for both of these processes are effective-dated. The default value is accounting date.

Reprice Deferrals

Select to reprice a row that has been priced but not billed. The default value is deselected.

Review Required for Billing

Select to require project transactions to be reviewed before they can be billed. You can override this option at the project type level and for individual projects. Conduct reviews by using the Project Manager Review component (PC_PM_REVIEW). The default value is deselected.

See "Reviewing and Adjusting Project Cost Transactions (*PeopleSoft FSCM 9.2: Project Costing*)".

Review Required for Period of Performance

Select to separate Period Of Performance exceptions on the Manager Transaction Review search page (*PeopleSoft FSCM 9.2: Project Costing*).

Note: This check box is enabled only if Review Required for Billing check box is selected.

Funds Distribution Options

The system uses these settings to determine how to handle fund distribution at the installation level.

Enable Funds Distribution

Select to enable the Funds Distribution feature. Use the Funds Distribution page to identify cost transactions that are eligible for distribution, and the Funds Distribution - Target Definition page to define target rows to distribute costs among funding sources.

Run for Incoming Transactions

Select to indicate that the Funds Distribution (PC_FND_DIST) process should automatically run when processing incoming transactions from the feeder systems that send transactions to Project Costing. This includes transactions created from the Add Transactions page and the Third Party Loader process. When this option is selected, the Funds Distribution process assumes that the Apply Burden Rates and the Run Pricing After Funds Distribution options are enabled on the Funds Distribution run control page.

This option is only enabled if the Enable Funds Distribution option is selected.

Update Threshold Amounts

Select to allow a threshold amount to be modified on the Distribution Rules page after costs have been processed against the threshold. The threshold may not be lowered below the distributed amount.

Deselect to indicate that threshold amounts can not be changed once costs have been processed against the threshold.

This option is only enabled if the Enable Funds Distribution option is selected.

Group Target Definition

Select to indicate that the funding source rules can be grouped manually. Each target definition can be associated to a set of rules.

Deselect to indicate that each funding source rule will be associated with separate target definition.

This option can be overridden at the project costing business unit level

This option is only enabled if the Enable Funds Distribution option is selected.

Allow Reversals

Select to display a Reversals check box on the Funds Distribution - Target page. Reversal transactions are generated to send through budget checking and balance general ledger entries.

Deselect to hide a Reversals check box on the Funds Distribution - Target page.

This option is only enabled if the Enable Funds Distribution option is selected.

Balancing Analysis Type

Select the analysis type that should have the Balancing check box automatically selected when defining Funds Distribution target rows.

See "Understanding Funds Distribution (*PeopleSoft FSCM 9.2: Project Costing*)".

Summarization Options

Use this group box to determine feeder and pricing summarization options. This group box enables you to select the integrating applications (such as Expenses, General Ledger, Third-Party Loader, and so on) and the Pricing engine processes in which you want to invoke transaction summarization.

Expenses

Select to invoke the summarization process during the Expenses to Project Costing Integration process (PC_EX_TO_PC).

General Ledger

Select to invoke the summarization process during the General Ledger to Project Costing Integration process (PC_GL_TO_PC).

Third Party Loader

Select to invoke the summarization process during the Third Party Loader to Project Costing Integration processes.

Pricing Engine

Select to invoke the summarization process during the Pricing Engine process (PC_PRICING).

Variance Pricing

Select to indicate that the Variance Pricing process should use the Summarization engine to net target and history rows.

Deselect to indicate that the Variance Pricing process should net rows using a fixed set of fields. These fields are: Business Unit, Project, Activity, Resource ID From, Analysis Type, Resource Type, Category, Subcategory, Contract Number, Contract Line Number, Unit of Measure, General Ledger Business Unit, Account, Department ID, Operating Unit, Product, Fund Code, Class, Program, Budget Reference, Affiliate, Affiliate Intra1, Affiliate Intra2, ChartField1, ChartField2, ChartField3, Foreign Currency, Currency Code, and Currency Effective Date.

A Summarization Template for the Variance Pricing product code must also be set up. Otherwise, the fixed set of fields are used.

Time and Labor

Select to invoke the summarization process during the Time and Labor to Project Costing Integration process (PC_TL_TO_PC).

Payables / Purchasing

Select to invoke the summarization process during the Accounts Payable to Project Costing Integration process (PC_AP_TO_PC), the Purchasing to Project Costing Integration process (PC_PO_TO_PC), and the Purchasing Adjustment Integration process (PC_POADJUST).

For additional information about Feeder and Pricing Summarization:

See "Understanding Feeder and Pricing Summarization (*PeopleSoft FSCM 9.2: Project Costing*)".

Time Report Date Option

Date Option

Select the date option that the system uses to process time reports that are created in Expenses and brought into Project Costing. Available options are:

Date Under Report: The dates entered on time reports when they are created in Expenses are the same dates that the system uses when the time reports are imported into Project Costing. This is the default value.

Period End Date: The time report end date determines the accounting period to which the system charges time in Project Costing. This setting is particularly important when the reporting period spans the end of one accounting period and the beginning another accounting period. For example, assume that you use monthly accounting periods and enter weekly time reports. If a month ends in the middle of a week, and therefore the reporting period spans the end and beginning of two accounting periods, the time is charged in Project Costing to the accounting period for which the reporting period ended—the latter of the two accounting periods.

See "Setting Up Time and Expense ChartFields for PeopleSoft Project Costing (*PeopleSoft FSCM 9.2: Project Costing*)".

Asset Management Integration

Cost Type From Transaction

Select to group and summarize the transactions to send to Asset Management by the cost types of the rows in the Project Transaction table instead of the cost type specified on the Define Assets page. The default value is deselected.

See "Define Assets Page (*PeopleSoft FSCM 9.2: Project Costing*)".

Department ID from Transaction

Select to group and summarize the transactions to send to Asset Management by the department ID of the rows in the Project Transaction table instead of the department specified on the Define Assets page. The default value is selected.

Require Asset Approval

Select to require approval of asset capitalization transactions before they are sent to the Asset Management Loader tables. This option applies to assets that you create or adjust in Project Costing. It does not apply to asset retirement transactions.

Deselect the option to enable optional approval of assets. If approval is optional, assets with statuses of *New* and *Approved* are eligible to be sent to Asset Management. The default value is deselected.

See "Reviewing and Approving Assets (*PeopleSoft FSCM 9.2: Project Costing*)".

Single Currency Summarization

Select this option in a single currency environment if you have no need to send transaction currency detail to Asset Management when you capitalize assets. The capitalization processes ignore the five currency fields—Transaction Currency Code, Currency Effective Date, Rate Multiplier, Rate Divisor, and Rate Type—to achieve a greater level of summarization.

Deselect this option if you want to send currency transaction detail to Asset Management when you capitalize assets.

See "Currency Summary Options (*PeopleSoft FSCM 9.2: Project Costing*)".

Third-Party Data Exchange

The system uses these settings to exchange data between Project Costing and the Microsoft Project 2002 scheduling application.

Analysis Group - Budget

Select the analysis group from which to assign an analysis type for budget rows that you import from Microsoft Project. The analysis type from this group is later selected during the Microsoft Project integration process.

See "Understanding Integration of PeopleSoft Project Costing with Microsoft Project (*PeopleSoft FSCM 9.2: Project Costing*)".

Analysis Group - Actuals

Select the analysis group by which all transaction rows with an analysis type belonging to the group will be sent from Project Costing to Microsoft Project. Only transactions with analysis types in the specified analysis group will be synchronized between Project Costing and Microsoft Project.

Work Analysis Type

Select an analysis type to assign to work transactions (time entries) that are sent from Microsoft Project to the Project Transaction table. The default value is *TLX*.

Unit of Measure

Select the unit of measure for budget rows brought into Project Costing from Microsoft Project. The default setting is hours (MHR).

Related Links

"Understanding Transaction-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)"

"Reviewing and Adjusting Project Cost Transactions (*PeopleSoft FSCM 9.2: Project Costing*)"

Installation Options - Purchasing Page

Use the Installation Options - Purchasing page (INSTALLATION_PO) to define general purchasing controls, requisition loader parameters, procurement card controls, and vendor attributes.

In addition, you can define the maximum number of rows to display on various PeopleSoft Purchasing pages and select Oracle BI Publisher as the purchase order reporting tool for both PeopleSoft Purchasing and PeopleSoft eProcurement.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Purchasing

Image: Installation Options — Purchasing

This example illustrates the fields and controls on the Installation Options — Purchasing. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Installation Options - Purchasing' page. It features several expandable sections with various input fields and controls:

- General Purchasing Controls:** Includes text boxes for 'Last Used Fax File Number', 'Last Used Email File Number', 'Last EDX File Number', and 'Value for Max Qty on Breaks' (set to 999999999.9999). There is a checkbox for 'Enter Custom Fields'.
- Max Rows to Retrieve For:** Contains numeric input fields for 'Purchase Orders' (5), 'Requisitions' (5), 'PO Approval Monitor' (5), 'Requisition Approval Monitor' (5), 'Requisition to PO Select' (20), 'Close Short' (20), and 'Contracts' (50).
- Initial Advanced Search Behavior When Max Rows Exceeded:** Features dropdown menus for '*Purchase Orders' (set to 'Display Advanced Search Page') and '*Requisitions' (set to 'Load First Set of Lines').
- Requisition Loader Parameters:** Includes numeric input fields for 'Last PO Req Loader ID' (8), 'Min Loader ID' (0), 'Max Loader ID' (999999999), and 'Max Load Lines' (999).
- Procurement Card Controls:** Contains numeric input fields for 'Number of Digits to Display' (4) and 'Default Voucher Lines' (50).
- Supplier Attributes:** Includes a checkbox for 'Create Bill To Customer'.
- Dispatch Process:** Includes a checked checkbox for 'Enable XML Publisher'.

General Purchasing Controls

Last Used Fax File Number, Last EDX File Number, and Last Used Email File Number

Displays the last used file number. The system automatically numbers the files with the next sequential number.

Value for Max Qty on Breaks (value for maximum quantity on breaks) Displays the maximum quantity to be used for quantity break price calculations.

Max Rows to Retrieve For

Use this group box to define the number of rows that the system retrieves when you perform a search function. For example, if you are using the PeopleSoft Purchasing application to search for purchase orders, and if there are 500 purchase order lines and the purchase order chunk size is set to 20, then the system only loads and displays 20 purchase order lines at a time when you click the Search button.

Purchase Orders	Enter the maximum number of rows that you want returned when you search for purchase order-related information.
Requisitions	Enter the maximum number of rows that you want returned when you search for requisition-related information.
PO Approval Monitor	Enter the maximum number of rows that you want returned when you search for purchase order approval information.
Requisition Approval Monitor	Enter the maximum number of rows that you want returned when you search for requisition approval information.
Requisition to PO Select	Enter the maximum number of rows that you want returned when you search for requisitions that have been selected for purchase orders.
Close Short	Enter the maximum number of rows that you want returned when you search for purchase orders that have been closed with a short amount.
Contracts	Enter the maximum number of rows that you want returned when you search for contract information.

Initial Advanced Search Behavior When Max Rows Exceeded

Use this region to specify the default method for the system to use to initialize searches for purchase order and requisition lines. Chunking controls the number of lines that the system initially loads when you open a purchase order or requisition. This is a process in which the system places a small subset of transaction lines in a buffer.

Note: A chunk is not the same as a page full of data. It represents all of the rows that are in the scroll at a given point in time.

The system uses the default method when the maximum number of rows defined for chunking has been exceeded. The default methods are specified in the Purchase Orders and Requisitions fields in the Max Rows to Retrieve for region. For example, if the chunk size is 10, and 20 lines are in the purchase order or requisition, the system uses the method that you define on this page to handle the initial search for lines when you open the transaction. Or, if the chunk size is 10, and only two lines are in the purchase order or requisition, then the system does not implement chunking and displays the two lines when the transaction is opened.

Purchase Orders Select the method for the system to use when purchase order lines exceed the chunk size. Values include:

- *Display Advanced Search Page:* Select to have the system display the Advanced Search page when you select to open a purchase order with more lines than the maximum row limit. The system will not load any lines until you define search criteria for the purchase order lines.
- *Load First Set of Lines:* Select to have the system display purchase orders based on the chunking rule. The system loads the first chunk of purchase order lines and displays the Maintain Purchase Order page. This value is the default value for this field.

Requisitions

Select the method for the system to use when requisition lines exceed the chunk size. The values for purchase orders also apply to requisitions.

Requisition Loader Parameters

Last PO Req Loader ID (last purchasing requisition loader ID)

Displays the number of the last requisition loader request processed by the system. At initial setup, this is probably zero. As the Purchasing Requisition Loader Application Engine process (PO_REQLOAD) handles requests, it automatically numbers them beginning with the number that you enter here.

Min Loader ID (minimum loader ID)

Enter the lowest number that you want to use to identify requisition loader requests.

Max Loader ID (maximum loader ID)

Enter the highest number that you want to use to identify requisition loader requests. When the requisition loader reaches this number, it resets request numbering to the number that you enter in Min Loader ID.

Max Load Lines (maximum load lines)

Enter the maximum number of lines that can be loaded in a requisition loader process instance. Lines that exceed this number are ignored.

Procurement Card Controls

Number of Digits to Display

Enter the number of digits that appear for the procurement card.

Note: By default, the system displays only the last four digits of the card.

Default Voucher Lines

Enter the maximum number of procurement card transactions that are created for a voucher.

Note: The value from this page appears by default on the Voucher Stage Run Control page.

Vendor Attributes

Create Bill To Customer

Select this check box if you want to provide the ability to automatically create the bill to customer when defining a vendor using the Vendor Information - Identifying Information page.

When you select this check box, the Create Bill-To Customer group box appears on the Vendor Information - Identifying Information page selected by default so that you can quickly create the bill to customer with default information.

Dispatch Process

Enable XML Publisher (or BI Publisher)

Select this check box to use Oracle's XML Publisher (BI Publisher) to format and print purchase orders during the dispatch process. Oracle BI Publisher is a Java-based product within the Oracle Fusion Middleware family used for reporting.

This check box impacts the dispatch processes within PeopleSoft Purchasing and PeopleSoft eProcurement. If this check box is not selected, then the system uses SQR to format and print purchase orders.

See the product documentation for *PeopleTools: BI Publisher for PeopleSoft*.

Installation Options - Receivables Page

Use the Receivables page (INSTALLATION_AR) to define the installation options that are particular to your Receivables application.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Receivables

Max Number of Rows in Scrolls (maximum number of rows in scrolls)

Some Receivables pages store and display hundreds of rows of information. Use this field to limit the number of rows that can appear in the scroll area and improve performance.

Track Direct Journal Customer

Select to enable users to enter a customer ID for a direct journal payment on the Regular Deposit - Payments page. This enables users to view the customer for direct journal payments on inquiry pages.

Enable Unpost Reason

Select this check box, which will require users to select a reason code every time they unpost a PeopleSoft Receivables transaction. If you do not select this check box, user selection of an unpost reason is optional.

No Mult Pending Item Selection (no multiple pending item selection)

Select to prevent the selection of an item on a transfer, maintenance, draft, or payment worksheet if an unposted pending item exists for that item or if it is already selected on another worksheet. This limitation also applies to Payment Predictor.

Parallel Processing Options

Click to access the AR Parallel Processing Options page, where you define how many data partitions are generated for the Payment Predictor (ARPREDCCT), Receivable Update (ARUPDATE), Aging (AR_AGING), and Statements (AR_STMTS) parallel processes. The parallel processing options are AR_AGE, AR_PGG, AR_POST, AR_PREDICT, and AR_STMT. Enter the maximum partitions for each process.

Account Overview Balance Display Options

Click to access the AR Account Overview Balances page, where you specify which balances you want to display on the Account Overview - Balances page.

Statement Number, Dunning Number, and Overdue Charge Number

Enter the last number used on statements, dunning letters, and overdue charge invoices. The system increments the number by one each time that you print the correspondence.

1099-C Forms

Select if your organization must generate the 1099-C, Cancellation of Debt form. This form is required by the Internal Revenue Service to summarize how much debt has been written off for a specific individual.

(USF) Receivables Due From Public

Select if your company is a U.S. federal entity and requires the Receivables Due From the Public report. This report is required by the U.S. Department of Treasury to periodically collect data on the status and condition of the federal government's nontax debt portfolio.

(USF) AR IPAC Interface (receivables Intra-Governmental Payment and Collection interface)

Select if your company is a U.S. federal entity and uses the U.S. Department of Treasury IPAC interface.

(USF) DMS Interface (Debt Management Services interface)

Select if your company is a U.S. federal entity and uses the U.S. Department of Treasury DMS interface.

(USF) Use Memo Status

Select if your company is a U.S. federal entity to enable users to enter memo status codes that track changes in status for delinquent items. Other organizations, should select this option only if they want to create user-defined memo status codes and track changes.

Collection Credit Exposure

The fields in the Collection Management Credit Exposure group box determine how the Condition Monitor process (AR_CNDMON) calculates a customer's outstanding balance. The process uses the adjusted balance to determine whether customers are approaching or have exceeded their credit limits.

Include Unapplied Payments

Select to have the process subtract all identified payments from the customer's outstanding balance.

Include In Process Payments

Select to have the process subtract any express deposit, worksheet, or applied payment associated with a customer item from the outstanding balance.

Exclude Disputed Items

Select to have the process subtract the balance due on items in dispute from the outstanding balance.

The following table shows what the available credit and outstanding receivables (AR) balance would be if you select none of the check boxes or if you select a single option when a customer's credit limit is 65,000,000.00:

Type of Amount	No Selection	Select Unapplied Payments	Select In-Process Payments	Select Disputed Items
Credit Limit	65,000,000.00	65,000,000.00	65,000,000.00	65,000,000.00
Open AR Balance	65,475,343.21	65,475,343.21	65,475,343.21	65,475,343.21
Unapplied Payments	not applicable (N/A)	35,876,525.91	N/A	N/A
In Process Payments	N/A	N/A	125,000.00	N/A
Disputed Items	N/A	N/A	N/A	91,276.10
Outstanding AR Balance	65,475,343.21	29,598,817.30	65,350,343.21	65,384,067.11
Available Credit	-475,343.21	35,401,182.70	-350,343.21	-387,067.11

Collection Options

The fields in the Collection Options group box define additional options for collection and exception monitoring.

Enable Auto Escalation (enable automatic escalation)

Select to establish a new action plan for a collection (COLL) condition when a customer that already has a collection action plan violates a collection rule with a higher priority.

Allow Business Unit Monitoring

Select if you want to monitor the collection (COLL), entry type/reason code (ETRC), key statistics exceeded (KSTE), and large amount coming due (LACD) conditions by business unit. The Condition Monitor treats each business unit and collection customer combination as a separate customer.

Business unit monitoring also affects the assignment of the action owner for these conditions. The Condition Monitor groups all open items for the business unit and collection customer combination together. If all these transactions have the same value in the action owner field, it uses that value for the assigned action owner. Otherwise, it assigns the owner based on the collection customer.

Here is an example:

Customer FRA01 has transactions in business unit FRA02 and FRA05. You assigned collector DKB to this customer. All of the transactions for this customer in the FRA02 business unit

are assigned to collector JKB. All of the transactions in the FRA05 business unit are assigned to collector MLM. If the customer violates the collection criteria in both business units, the Condition Monitor creates two action plans: one for FRA02/FRA01 that it assigns to collector JKB and one for FRA05/FRA01 that it assigns to collector MLM. However, if some of the transactions in the FRA02 business unit are assigned to collector JKB and some are assigned to collector CCC, then the action plan for FRA02/FRA01 will be assigned to the collector for the customer, which is DKB.

Default Assigned Owner

Select the user ID for the individual in your organization who you want to be the action owner for action list items when the assigned action owner does not have a user ID. You must designate a default owner before you can define conditions for the Condition Monitor process.

Related Links

"Setting Up Parallel Processing (*PeopleSoft FSCM 9.2: Receivables*)"

"Understanding Exception and Collection Processing Options (*PeopleSoft FSCM 9.2: Receivables*)"

AR Account Overview Balances Page

Use the AR Account Overview Balances page (ACCT_BAL_SBP) to specify which balances to display on the Account Overview - Balances page.

Navigation

Click the Account Overview Balance Display Options link on the Receivables page.

The Account Overview - Balances page displays a list of balances for a customer. By default, all balances appear in the list. Deselect the check boxes for the balances that you do not want to display for your organization.

Installation Options - Order Management Page

Use the Order Management page (INSTALLATION_OM) to set order, quote, and buying agreement chunking parameters and enable SES search, claimback, and feature function security.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Order Management

Order/Quote Defaults

Maximum Lines Displayed

Enter the maximum number of lines to be displayed on the sales order or quote before chunking is used.

Maximum Schedules Per Line

Enter the maximum number of schedules per order line displayed before chunking is used.

Maximum Online Pricing Rows	Enter the maximum number of schedules to be priced online. If the sales order number of schedules exceeds the maximum, you are directed to the Order Repricing process (OM_REPRICE).
Maximum Sources of Supply Rows	Enter the maximum number of rows that can be sources before chunking is used.
PTSF Search (PeopleSoft Search Framework)	Select to enable PeopleSoft Search Framework to enhance searching capabilities for customers and products during sales order entry. <i>See PeopleTools: PeopleTools Global Technology, Translating Application Definitions</i>
Process Claimback	Select to process claimbacks.
Prompt for save when chunking	Select to have the system prompt you to save a chunk. If deselected, the system automatically saves your order when you navigate from chunk to chunk.
Process Feature Security	Select to enable the system to use feature function security.

Buying Agreement Defaults

Maximum Lines Displayed	Enter the maximum number of lines to be displayed on the buying agreement before chunking is used.
--------------------------------	--

Hold Workbench Defaults

Maximum Hold Workbench Rows	Enter the maximum number of lines to be displayed on the Order Hold Workbench. The rows that display in the Order Hold Workbench depends on the search criteria for the type of rows (header, line, or schedule) that are selected and counted as the maximum.
------------------------------------	--

Related Links

- "Understanding Large Order Processing (*PeopleSoft FSCM 9.2: Order Management*)"
- "Understanding Alternate Sources of Supply (*PeopleSoft FSCM 9.2: Order Management*)"
- "Understanding PeopleSoft Claimbacks (*PeopleSoft FSCM 9.2: Order Management*)"
- "Managing Holds Using the Order Hold Workbench (*PeopleSoft FSCM 9.2: Order Management*)"

Defining Resource Management Installation Options

This section discusses how to set up Resource Management application-specific installation options. The field values that appear by default on this page when you first install Resource Management are required to support demonstration data that is delivered with your application. You must evaluate each option and enter values based on your organization's business structure, practices, rules, and procedures.

The Installation Options - Resource Management page is divided into these regions:

- Service Order Options
- Organization Structure
- Reporting Options - Billing Rates
- Reporting Options - Task Categories
- Calendar Options
- PeopleSoft Services Procurement Integration Options
- PeopleSoft Services Procurement Integration Options - Job Defaults for Person
- Profile Secure Data Options
- Profile Display Options
- Optimization
- Capacity Planning Setup - Default UOM Display
- Capacity Planning Setup - Default Capacity Planning Region
- Capacity Planning Setup - Unit of Measure Conversions

See "Understanding PeopleSoft Resource Management and PeopleSoft HRMS (*PeopleSoft FSCM 9.2: Resource Management*)".

See "Resource Matching (*PeopleSoft FSCM 9.2: Resource Management*)".

See "PeopleSoft Resource Management Implementation (*PeopleSoft FSCM 9.2: Resource Management*)".

Installation Options - Resource Management Page

Use the Installation Options - Resource Management page (INSTALLATION_RS) to define the installation options that are specific to your Resource Management application.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Resource Management

Image: Installation Options - Resource Management page (1 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (1 of 7). You can find definitions for the fields and controls later on this page.





Installation Options	Resource Management
Service Order Options	
Service Order Priority <input type="text" value="M"/> 	
Organization Structure	
Organization Field Name <input type="text" value="DEPTID"/>	
Organization Unit Record <input type="text" value="DEPT_TBL"/>	
Organizational Structure Tree Name <input type="text" value="CONSULTING"/>	
Employee - Organization Record <input type="text" value="RS_ORGEMPLBR_V"/>	
Reporting Options	
Billing Rates	
All reporting billing rates use these default values.	
Billing Rate <input type="text" value="195.000"/>	
Currency Code <input type="text" value="US Dollar"/> 	
Rate Type <input type="text" value="CRRNT"/>  Current Rate	
Unit of Measure <input type="text" value="Work Hour"/> 	

Image: Installation Options - Resource Management page (2 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (2 of 7). You can find definitions for the fields and controls later on this page.

Task Categories

Select tasks and a chart color for each that will be used in charting the schedule for a resource. This chart information will be used to display the schedule for an individual resource on reports where task colors cannot be otherwise specified.

Task Details

































Category		Task Chart Color		
CORPORATE		Blue-Violet		 
EDUCATION		Orange		 
HOLIDAY		Purple		 
MEETING		Green		 
PERSONAL TIME		Yellow		 
SCHEDULED_HOLIDAY		Black		 
TRAINING		Red-Orange		 
VACATION		Yellow		 

Image: Installation Options - Resource Management page (3 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (3 of 7). You can find definitions for the fields and controls later on this page.

Calendar Options

Schedule Task Category Rights

Specify which task categories can be updated by a resource and a manager. Also specify which categories will trigger e-mail notification if changed by a resource and a manager.

Task Category Notification Detail

Upd by Mgr	Upd by Res	Notify by Mgr	Notify by Res	Category	Task Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CORPORATE	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EDUCATION	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOLIDAY	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEAVE	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MEETING	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER2	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERSONAL TIME	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCHEDULED_HOLIDAY	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TRAINING	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VACATION	

☐ Calendar Email Notification

Synchronize To

*Default Task Category for Assignments

Billable External

Image: Installation Options - Resource Management page (4 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (4 of 7). You can find definitions for the fields and controls later on this page.

PeopleSoft Services Procurement Integration Options
☐ Enable PeopleSoft Services Procurement Integration
☐ Enable Requestor Defaults

Job Defaults for Person

Business Unit	US001	US001 NEW YORK OPERATIONS
Department	10000	Human Resources
Location	US003	USA - California
Supervisor ID	KU0056	Ng,Edward
Job Code	KC004	Computer Programmer
Standard Hours	8.00	
Standard Work Period	D	Daily
Holiday Schedule	USA	USA Holidays
Employee ID Prefix	EXT	Last Emplid Used 1010

Image: Installation Options — Resource Management page (5 of 7)

This example illustrates the fields and controls on the Installation Options — Resource Management page (5 of 7). You can find definitions for the fields and controls later on this page.

Profile Secure Data Options

☐ Enable Secure Data 1 Tab

☐ Enable Secure Data 2 Tab

Secure Data Options		
Secure Data Field	Secure Data 1 Tab	Secure Data 2 Tab
Job Code	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>
City/Town	<input type="checkbox"/>	<input type="checkbox"/>
Postal	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Passport and Visa Numbers	<input type="checkbox"/>	<input type="checkbox"/>
Areas of Specialty	<input type="checkbox"/>	<input type="checkbox"/>
Licenses and Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Test Results	<input type="checkbox"/>	<input type="checkbox"/>

Image: Installation Options - Resource Management page (6 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (6 of 7). You can find definitions for the fields and controls later on this page.

Profile Display Options

The check boxes below correspond to the sections of the review-only version of the resource profile. Please check the boxes corresponding to the sections you would like to have appear on the profile. If a box is unchecked, the corresponding section will be removed from display on the profile.

☒ Objective
 ☒ Competencies & Interests
 ☒ Other (Flexible Attributes)

☒ Areas of Specialty
 ☒ Accomplishments
 ☒ Resume Attachment

☒ Work Experience
 ☒ Preferences
 ☒ Passports and Visas

Optimization

☐ Enable Resource Optimization

Image: Installation Options - Resource Management page (7 of 7)

This example illustrates the fields and controls on the Installation Options - Resource Management page (7 of 7). You can find definitions for the fields and controls later on this page.

Capacity Planning Setup										
Default UOM Display Display Effort/Capacity Using <input type="radio"/> Hours <input checked="" type="radio"/> Days	Default Capacity Planning Region Region SetID <input type="text" value="SHARE"/> Region Code <input type="text" value="AMER"/>									
Unit of Measure Conversions <table> <tr> <td>Standard Hours per Work Day</td> <td><input type="text" value="8.00"/></td> <td>Hours equals one full work day</td> </tr> <tr> <td>Standard Work Days per Month</td> <td><input type="text" value="20"/></td> <td>Days equals one full month</td> </tr> <tr> <td>Work Days to Full Time Resource</td> <td><input type="text" value="20"/></td> <td>Days per month equals one full time resource</td> </tr> </table>		Standard Hours per Work Day	<input type="text" value="8.00"/>	Hours equals one full work day	Standard Work Days per Month	<input type="text" value="20"/>	Days equals one full month	Work Days to Full Time Resource	<input type="text" value="20"/>	Days per month equals one full time resource
Standard Hours per Work Day	<input type="text" value="8.00"/>	Hours equals one full work day								
Standard Work Days per Month	<input type="text" value="20"/>	Days equals one full month								
Work Days to Full Time Resource	<input type="text" value="20"/>	Days per month equals one full time resource								

Service Order Options

Service Order Priority

Select the default priority, or importance, to appear on new service orders. Available values are from the Resource Management Priority table (RS_PRIORITY_TBL). Priority is used for information and reporting. It does not control any service order processing.

See "Defining Service Order Priorities (*PeopleSoft FSCM 9.2: Resource Management*)".

Organization Structure

Organization Field Name

Enter the field name that represents the organizational unit, which categorizes all resources that are managed in Resource Management. The organizational unit field is used:

- When users select a service order owning organization.
- To define resource groups that are used to direct a search for resources to different parts of the organization.
- To define resource groups that appear on the Staffing Workbench - Manage Utilization page.
- To indicate which organizational unit to analyze on reports for scheduled utilization, unassigned resources, assignments ending, assignments listing, chart resource schedules, and average staffing time.
- To match resource organizational units with service order owning organizations for resources to be evaluated for

service orders by the Resource Match engine and Resource Optimization feature.

Most organizations use departments to organize resources into logical groupings by functional area, in which case the organization field name value is *DEPTID*.

Organizational Unit Record

Enter the application record name that defines the organizational unit field.

If you use department as the organizational unit field, the organizational unit record is *DEPT_TBL*, which defines the Department (DEPTID) field.

Organizational Structure Tree Name

Enter the name of the tree that contains the organizational unit arranged in a hierarchical business structure. The tree represents the organizational structure in the application. The organizational unit tree is available in Resource Management when users:

- Select an owning organization for individual service orders or service order templates, or as a service order default owning organization.
- Define resource groups.
- Indicate which organizational unit to analyze on reports.

The organizational unit tree must be one whose foundation is a tree structure built on the record specified in the Organizational Unit Record field.

Note: Every resource that is tracked in Resource Management must belong to an organizational unit that is included in the organizational unit tree.

Employee - Organization Record

Enter the name of the record that keeps track of the organizational unit to which each resource belongs.

If the organizational unit field is the Department field (DEPTID), you can use the Employee-Organization record *RS_ORGEMPLBR_VW* as delivered. The Employee-Organization record is a view of the Job record (JOB) that identifies the department for every employee. The Job record is the PeopleSoft HRMS record that identifies the department, location, job code, and a variety of other attributes for every employee in the organization.

See "Understanding the Organizational Unit Tree Structure (*PeopleSoft FSCM 9.2: Resource Management*)".

Reporting Options - Billing Rates

Billing Rate

This field is not used by Resource Management at this time. You can accept the default value, leave the field blank, or enter a value that can be used in the future if you create a configuration that uses a default billing rate.

Currency Code

Enter the currency code that is used by the Resource Optimization feature to convert all resource billing rates into one currency for comparison.

Rate Type

Select the rate type from the Market Rate Data Types table (RT_TYPE_TBL) that determines the default conversion rate for converting resource billing rates and currency codes.

Unit of Measure

This field is not used by Resource Management at this time. You can enter a value that can be used in the future if you create a configuration that uses a default billing rate unit of measure.

Reporting Options - Task Categories

Category and Task Chart Color

Select task categories and corresponding chart colors to appear on the Resource Schedule chart if you enter the chart from the:

- Assign Resource page.
- My Assignments Workbench - Assignments page.
- Staffing Workbench - Manage Utilization page, if you do not specify task categories and color options on the Utilization options page.

See "Specifying Staffing Workbench and Resource Utilization Options (*PeopleSoft FSCM 9.2: Resource Management*)".

- Resources page in Program Management.
- Assignments Ending detail report.

Calendar Options

Upd by Mgr (update by manager)

Select the nonassignment (appointment) task categories that can be modified by managers with access to resource schedules. This selection applies to managers with access to the Monthly Schedule page.

Upd by Res (update by resource)

Select the nonassignment task categories that can be modified by resources in their own resource schedules.

Notify by Mgr (notify by manager)

Select the nonassignment task categories that trigger a notification message to the resource and the resource manager if a manager with authority to modify resource schedules changes a task in the specified category in the resource schedule.

Notify by Res (notify by resource)

Note: After you select the task categories, you must select the Calendar Email Notification check box to activate workflow.

Select the nonassignment task categories that trigger a notification message to the resource manager if a resource changes a task in the specified category in the resource schedule.

Category and Task Description

Note: After you select the task categories, you must select the Calendar Email Notification check box to activate workflow.

Displays all nonassignment task category names and descriptions.

Calendar Email Notification

Select this check box to activate the Resource Management email notification workflow feature to notify the resource or resource manager of changes to selected task categories.

Note: You must select this option to activate workflow notification messages for the selected task categories.

Synchronize To

Select the *Outlook* desktop calendar application to synchronize with Resource Management resource schedules, or leave the field blank.

You must first separately implement Microsoft Exchange or Microsoft Outlook, and set up your PeopleSoft application to integrate with it, before any synchronization functions can occur.

Do not schedule assignments on Holidays

Select this option to skip resource holidays that are on the resource's holiday schedule when you create assignments. An assignment is created for a specified date range; however, if you select this option, and there are holidays from the resource's holiday schedule within the date range of the assignment, the system will not schedule the assignment on those dates on the resource's calendar.

Deselect this option to schedule assignments on every working day within the assignment date range, including resource holidays.

This option appears only if Program Management is not installed. If Program Management is installed, the system always skips holidays when creating Resource Management assignments.

Note: Resource calendars and availability will be affected if you change the Do not schedule assignments on Holidays installation option. After you change this option, you must run these two processes in this order: Holiday Load Application Engine process (RS_HOLIDAY) and Cache Administration - Refresh Resource Schedule Cache.

Default Task Category for Assignments

Select a task category that appears as the default category value on:

- Resource assignments that you create from the Express Search page in Resource Management.
- Service order resource requests that originate in Resource Management.
- The Resource Detail page in Program Management.

Users can change the default value on these pages.

Available values are based on task categories that have the Use for Assignment option selected on the Task Categories page in Resource Management.

See "Defining Holidays on Resource Schedules (*PeopleSoft FSCM 9.2: Resource Management*)".

PeopleSoft Services Procurement Integration Options

This group box appears only if you install Services Procurement and select the Allow Non-Employees to be established as Resources option on the Resource Setup - Common Installation Options page.

Enable PeopleSoft Services Procurement Integration

Select to enable the integration between Resource Management and Services Procurement that allows user to initiate Services Procurement service requisitions from Resource Management to fulfill resource requests, and navigate to requisitions to make updates.

If you do not select this option, the Find External Resource icon does not appear on the Staffing Workbench - Fulfill Orders page.

Enable Requestor Defaults

Select this option for the project manager to be used as the requestor name for Services Procurement service requisitions that initiate in Resource Management. If you do not select this option, users are prompted to enter the name of the requestor when initiating a service requisition.

Important! If you select this option, users must associate a project with the service order and assign a project manager to the project, and the project manager must be established as a valid requestor in Services Procurement. When a service requisition is initiated in Resource Management, the project manager name is passed from Resource Management to Services Procurement to use as the requestor name, and users cannot change the requestor name on the service requisition.

See "Understanding Integration with PeopleSoft Services Procurement (*PeopleSoft FSCM 9.2: Resource Management*)".

PeopleSoft Services Procurement Integration Options - Job Defaults for Person

If you allow non-employee data to be maintained in the FSCM database, you can create new non-employee data records—automatically or manually—for Services Procurement person IDs that are established as resources. The values that you enter in these fields appear by default on the Convert Person ID to Resource page when you establish a person ID as a resource. Users can modify the values as needed on the Convert Person ID to Resource page or in the Employee Personal Data component (RS_CM_PERSONAL).

Business Unit	Select a business unit to serve as the default HR business unit for new non-employee data records (EMPLIDs) that are created for Services Procurement person IDs. This is a required field on the person's data record.
Department	Select the default department. This is a required field on the person's data record.
Location, Supervisor ID, and Job Code	Select a default value for each field. These are not required fields on the person's data record.
Standard Hours	Enter a default value for standard hours per work day. Standard hours are used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.
Standard Work Period	Select the default standard work period. Standard work period is used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.
Holiday Schedule	Select a default holiday schedule to populate resource schedules that are created for new non-employee data records (EMPLIDs).
Employee ID Prefix	Enter up to three characters to serve as the prefix for new resource employee IDs that are created for Services Procurement person IDs. When a user establishes a person ID as a non-employee resource, the employee ID default value is a concatenation of this prefix and the Last Emplid Used field value.
Last Emplid Used	Enter a number, up to eight characters, to serve—along with the Employee ID Prefix field value—as the last system-generated

employee ID that is created for a Services Procurement person ID.

For example, if the employee ID prefix is *EXT* and the last employee ID used is *500*, the system assigns an employee ID of *EXT00000501* to the next person ID that is converted to a resource in Resource Management.

See "Creating Employee Data (*PeopleSoft FSCM 9.2: Resource Management*)".

See "Establishing PeopleSoft Services Procurement Service Providers as Resources (*PeopleSoft FSCM 9.2: Resource Management*)".

Profile Secure Data Options

The Profiles Secure Data Options group box enables you to secure or unsecure data tabs for Resource Profiles. When entering this page, the group box is expanded to display the Enable Secure Data 1 and Enable Secure Data 2 Tab check boxes along with the corresponding Data Field check boxes.

Until you select the Enable Secure Data 1 Tab check box, the corresponding Data Field check boxes are unavailable for selection. Selecting a data field under either column will enable the field to be displayed on the secured tabs in the Resource Profile component.

Note: You can choose one or more fields to appear on either or both tabs. When you select a field to appear on either Secure Data 1 tab or the Secure Data 2 tab or both, it is considered to be a secure field.

Job Code	Select this option to secure the resource's job code field
Address	Select this option to secure the Address lines 1 through 4 for the resource.
City/Town	Select this option to secure the city or town of the resource
Postal	Select this option to secure the post code/zip code of the resource
Home Phone Number	Select this option to secure the phone number when Phone Type = Home
Passport and Visa Numbers	Select this option to secure the passport numbers and Visa Numbers
Areas of Speciality	Select this option to secure the entire Areas of Specialty section
Licenses and Certificates	Select this option to secure the entire Licenses and Certificates section
Test Results	Select this option to secure the entire Test Results section

Note: Passport and visas, and the expiry date of those visas would still be visible to users who do not have access to the secure data. Just the passport and visa numbers will not be visible to users without security access to this data.

Profile Display Options

<Resource profile sections>

Select the check boxes that correspond to the resource profile sections that you want to appear on the Resource Profile review-only summary page. Sections that are not selected are hidden from the summary page, but remain visible in the profile to users with security permission to update profiles.

See "Maintaining Resource Profiles (*PeopleSoft FSCM 9.2: Resource Management*)".

Optimization

Select the Enable Resource Optimization option to enable the system to publish the messages that are necessary for Resource Optimization. If this check box is deselected, the optimization messages will not be published, even if the messages are active.

Note: Messages must be activated before they can be published.

Capacity Planning Setup - Default UOM Display

Hours or Days

Select the unit of measure that determines whether the effort is in hours or days. If you select Hours, all of the capacity planning data appears with the primary display and update fields in hours.

Capacity Planning Setup - Default Capacity Planning Region

Region SetID

Enter the default region setID that is used in Capacity Planning - Consolidated Scenario analysis.

Region Code

Enter the default region code that is used in Capacity Planning - Consolidated Scenario analysis. This region is used for:

- Adding or removing supply in a Combined Scenario analysis.

Note: You can add or remove capacity at a high level without specifying region. In that case, the default region code will be used.

- Calculating full-time resources in the demand forecast.
- Calculating full-time resources for demand in a Combined Scenario analysis.

Capacity Planning Setup - Unit of Measure Conversions

Standard Hours per Work Day

Displays the number of hours that equal one full work day. The standard hours per work day are specified on the Resource Setup - Common Installation Options page.

See [Setting Up Resources](#).

Standard Work Days per Month

Enter the number of work days that equal one full month for the purpose of planning capacity.

Work Days to Full Time Resource

Enter the number of days per month that equal one full-time resource for the purpose of planning capacity. Typically this value is the same as the standard work days per month.

Services Procurement Installation Options Page

Use the Services Procurement Installation Options page (INSTALLATION_SP) to define Services Procurement installation options.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Services Procurement

Image: Services Procurement Installation Options page

This example illustrates the fields and controls on the Services Procurement Installation Options page. You can find definitions for the fields and controls later on this page.

Installation Options Services Procurement

Services Procurement Installation Options

<input checked="" type="checkbox"/> SP Administration Enabled	<input type="checkbox"/> PO Work Order Integration	<input type="checkbox"/> MSP Installation
<input checked="" type="checkbox"/> SP Fulfillment Enabled	<input type="checkbox"/> PO Service Contracts Enabled	<input checked="" type="checkbox"/> Use Region Tree Structure
<input checked="" type="checkbox"/> SP Expense Enabled	<input type="checkbox"/> HCM Person Integration Enabled	<input type="checkbox"/> Schedule Sourcing Emails
<input checked="" type="checkbox"/> SP Settlement Enabled	<input type="checkbox"/> Task Integration Enabled	<input type="checkbox"/> Use HCM Terminology?
<input checked="" type="checkbox"/> SP Pay Types Enabled	<input type="checkbox"/> eRecruit Integration Enabled	

Summary

Service Provider	50	Manage Projects	5
Last Expense Report ID Used		165	
Resource ID Last Used		5	
Days Unit of Measure	MDY	Person Day	
Hours Unit of Measure	MHR	Work Hour	
Base Units Per Week	40.0000		
Reason Code Required	Mandatory	<input checked="" type="checkbox"/> Comments Required	

Managed Services Provider Installation

Click to enable the managed services provider (MSP) functionality in Services Procurement. This check box should not be selected unless your organization is an MSP.

If selected, the PO Work Order Integration and PO Service Contracts check boxes are disabled. The HCM Integration check box will also be disabled.

Conversely, if the PO Work Order Integration or HCM Integration check boxes are selected, the Managed Service Provider Installation check box is disabled.

SP Fulfillment Enabled (Services Procurement fulfillment enabled)

Select to enable Services Procurement fulfillment, where you can source requisitions to suppliers, receive candidate submittals, and perform bid negotiations.

SP Administration Enabled (Services-Procurement-administration-enabled)

Select to enable Services Procurement administration so that you can set up procurement base data such as projects and activities.

SP Expense Enabled (Services-Procurement-expense-enabled)

Select to enable suppliers to submit expenses, which is based on the setting for a particular work order.

Note: This option is only available when SP Administration is enabled.

SP Settlement Enabled (Services-Procurement-settlement-enabled)

Select to enable access to invoicing functionality, which includes the creation, modification, approval, and printing of invoices, as well as integration to Accounts Payables.

Note: This option is only available when SP Administration is enabled.

SP Pay Types Enabled (Services-Procurement-pay-types-enabled)

Select to enable the use of pay types. You use Pay types to break down the total supplier rate into the following rate components : pay rate, fixed cost, vendor markup, and third-party markup.

Note: When you select this option, the rate breakdown is available on rate sheets, requisitions, bids, and work orders.

PO WO Integration (work-order integration with purchase orders)

Select to produce purchase orders from work orders. This option is available only if Purchasing is installed.

PO Service Contracts Enabled

Select to enable the use of Purchasing service contracts in Services Procurement to validate supplier bid amounts against existing contracts for the specified service.

Note: This option is available only if Purchasing is installed and PO WO Integration is enabled.

Use Region Tree Structure

Select to use a graphical tree structure to associate locations and suppliers to regions.

Schedule Sourcing Emails

Select to schedule sourcing emails in a batch process.

Use HCM Terminology?

Select to use HCM terminology throughout Services Procurement. When you select this option, the terms of *Service* and *Service Type* are changed to *Job Code* and *Job Family* on all labels.

Recruiting Solutions Integration Enabled

Select to enable the integration with Recruiting Solutions. When you select this option, all requisitions created in the Recruiting Solutions product can be passed over to Services Procurement for fulfillment.

HCM Person Integration Enabled	Select to use the HCM database as the system of record for contingent labor associated to Services Procurement work orders.
Use Service Provider Acceptability Status Reason Code	Enter the reason code that identifies an unacceptable service provider. This code tracks service providers that have been identified as not eligible for new assignments. The system tracks and monitors unacceptable service providers and issues warnings that these service providers should not be selected to fill new work orders.
Last Expense Report ID Used	Displays a starting number for the expense sheet ID assignment. Click the Sync button to synchronize the displayed number with the current next number in the system.
Resource ID Last Used	Unique identifier for time sheet, progress log, or expense sheet amounts passed through the integration.
<hr/>	
Note: This option is only available when Project Costing is installed.	
<hr/>	
Max Search Result to Retrieve (maximum search results to retrieve)	Enter the maximum number of values that the system retrieves on roster page searches. This field applies to projects or activities search pages only.
Base Unit of Measure	Enter the standard UOM. Only UOMs that have conversions defined for this standard UOM appear in UOM prompt fields. For example, if you specify hours, the system includes units such as days in UOM prompts, rather than unrelated units such as pounds.
Base Units Per Week	Select the number of base units that are included in a typical workweek.

Warning! If your organization uses PeopleSoft Customer Relationship Management and Services Procurement, the source tables containing the PERSON_ID field are not integrated in this release of Services Procurement. Depending on how you implement the use of PERSON_ID in Services Procurement, the values in one table may override the values in the other table.

Installation Options - Staffing Installation Page

Use the Installation Options - Staffing Installation page (INSTALLATION_FO) to define Staffing Front Office and Pay/Bill Management installation options.

Navigation

Set Up Financials/Supply Chain, , Install, , Installation Options, , Staffing.

Note: This page is shared by Staffing Front Office and Pay/Bill Management. Some of the options are common to both applications and some apply only to either Staffing Front Office or Pay/Bill Management.

Image: Staffing Installation page (1 of 2)

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

Installation Options
Staffing

Staffing Installation

Country
USA
United States

Last Emplid Used
1010

Last History ID Assigned
9999

Last Order ID Used
36

Last Mass Change Run
10

Role Name
PBM User

PeopleSoft Domain
PSFT

Map Selection
http://maps.yahoo.com/maps_result?addr=%Addr%&csz=%City%+%State%

System Email Address
PEOPLESOFT.ADMIN@PEOPLESOFT.COM

Email Event for History Log
EMAIL

Default Task Category
STFASG

General Options

☒ Add Assignments to Calendar
☒ Change 'Ship-to' Customer/Address Labels to 'Work'
☒ Enable Resource Request Quantity Tracking
☒ Enable Assignment Date Tracking

Reopen Assignments Options

Once you save the selected options, you will no longer be able to change them back and/or to modify any field for the Reopening Assignments Options.

☐ Allow Reactivate Closed Assign
☒ Allow Additional Assignments

Additional Job Options

Always Create New Jobs:
☒ Hourly Employees
☒ Salaried Employees

Recruiting Funnel Options

Express Assignment Event
ASGN

Hire Event
HIRE

Image: Staffing Installation page (2 of 2)

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

Organization Structure	
Organization Unit Field	DEPTID
Organization Unit Record	DEPT_TBL
Organization Unit Tree	CONSULTING
Employee - Organization Record	FO_ORGEMPLBR

Apply Online	
Department SetID	SHARE
Employee Self Service Deptid	10000
Default Attachment Type	REFLT
Candidate Registration	Optional Registration
After Update Status	Applicant Pending

3rd Party Integrations	
<input type="checkbox"/> Resume Parsing Provider	
Supplier ID	
Language Code	
<input type="checkbox"/> Job Board Distributor Provider	
Default Job Board Distributor	
Apply Online URL	

Review the information in the Installation Options table before completing any transactions in the system. The installation options table is global, not driven by setID. It has only one row of data.

Note: The four organization structure fields are necessary when using Staffing Front Office and when using resource groups to narrow the criteria of PeopleMatch and PeopleSearch. The page shown provides an example of how to populate these fields using a department tree.

Country

Select the default country for Staffing Front Office and Pay/Bill Management. The system uses the entry in this field as a default for formatting addresses on multiple pages throughout these two applications.

Last Emplid Used(last employee identifier used)

Enter the last employee ID that was given to an employee when hired into Staffing Front Office. This field is only used when Staffing Front Office is installed but Pay/Bill Management is not. If Pay/Bill Management is installed, a similar field from HRMS is used for this purpose.

Last History ID Assigned

Enter the last history ID number used for creating history items in Staffing Front Office.

Last Order ID Used	Enter the last order ID used to create orders in Staffing Front Office, Pay/Bill Management, and Resource Management. These three applications share the same order tables and follow the same automatic numbering logic.
Last Mass Change Run	Enter the last number used for the Mass Assignment Rate Change Request process.
Role Name	Select the user role for those who will have manager access to the Review Agenda/History process.
PeopleSoft Domain	Enter the domain name if you are using 3rd party integrations. This field defines the PSFT domain for mapping processes with 3rd party suppliers.
Map Selection	<p>Enter the URL string used for mapping addresses. For example: http://maps.mapapplication.com/maps_result?addr=%Addr%&csz=%City%&%2C+%State%&%2C+%Postal%&country=%Country%&new=1&name=&qty=</p> <p>You must use these values in your string, regardless of what mapping software you use: %Addr%, %City%, %State%, %Postal%, and %Country%.</p> <p>The system uses these variables when launching the map within the Customer component.</p>
System Email Address	Enter a generic email address to be used when sending system emails.
Email Event for History Log	Select an event that the system uses when a user logs a history item for sent emails.
Default Task Category	Select a task category that the system uses when assignments are created in the resource calendar.
General Options	
Add Assignments to Calendar	Select this check box to populate the resource calendar whenever an assignment is created. This option is only used when Staffing Front Office is installed.
Change ‘Ship-to’ Customer/Address Labels to ‘Work’	Select this check box to enable the system to change the <i>ship to</i> labels to <i>worksite</i> for ship-to addresses and ship-to customers within the Customer Information component.
Enable Resource Request Quantity Tracking	Select this check box to enable the system to track resource request quantity changes.
Enable Assignment Date Tracking	Select this check box to enable the system to track assignment date changes.

Reopen Assignments Options

Allow Reactivate Closed Assign

Select to enable users with the appropriate permissions to reactivate previously closed assignments. If you select this option, you cannot select the Allow Additional Assignments option. Once you save the page, you cannot change this option.

Allow Additional Assignments

Select to allow the creation of additional assignments. If you select this option, you cannot select the Allow Reactivate Closed Assign option. Once you save the page, you cannot change this option.

Additional Job Options

These options apply only when Pay/Bill Management is installed. They enable you to choose to have your system reuse employee job records across different assignments or to always create a new employee job record for each assignment. Even if you decide to reuse job records across assignments, the system still provides the option to power users to force the creation of an additional job for one specific assignment when needed.

When Staffing Front Office is installed but Pay/Bill Management is not, the application will use employee job record number 0 (zero) for all assignments.

Hourly Employees

Select this check box to have the system automatically create an additional job for every new assignment for hourly employees. The system attempts to reuse job records unless you select this check box.

Salaried Employees

Select this check box to have the system automatically create an additional job for every new assignment for salaried employees. The system attempts to reuse job records unless you select this check box.

Recruiting Funnel Options

Setting up these options allows you to integrate the onboarding process with the assignment and hire process. From the Recruiting Funnel, Candidate Summary page, the system can automatically bring up the Assignment Header or the Applicant – Contact Information page by adding an event type.

Express Assignment Event

Enter an assignment event type. This event type provides additional functionality from the Candidate Summary page in the Recruiting Funnel. When you click the assignment event on this page, the system brings up the Assignment Header page.

See "Candidate Summary Page (*PeopleSoft 9.2: Staffing Front Office*)"

Hire Event

Enter a hire event type. This event type provides additional functionality from the Candidate Summary page in the Recruiting Funnel. When you click the hire event on this page, the system brings up the Applicant – Contact Information page. From here, you can hire the applicant as an employee or a non-employee.

See "Candidate Summary Page (*PeopleSoft 9.2: Staffing Front Office*)"

Organization Structure

These options apply only when Staffing Front Office is installed. They capture information about the tree used to define resource groups. Resource groups can be used to narrow the search criteria in PeopleMatch and PeopleSearch. You can use a tree by candidate department ID or location code to define resource groups.

Organization Unit Field	Enter the name of the field that will be used to join with the Organization Unit Tree.
Organization Unit Record	Enter the table that contains the valid values and descriptions for the organization unit field you entered in the Organization Unit Field field.
Organization Unit Tree	Enter the name of the tree to use to define your resource groups.
Employee - Organization Record	Enter the record that tracks the organizational unit to which the resource belongs through the specified Organization Unit Field.

Apply Online

These options appear only when Staffing Front Office is installed. The functionality is not available when only Pay/Bill Management is installed.

Department SetID	Enter the default department setID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this information is not captured in the component used by candidates who use the Apply Online functionality.
Employee Self Service Deptid(employee self service department identifier)	Enter the default department ID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this is not an available field for candidates using the Apply Online functionality.
Default Attachment Type	Select the default attachment type that the system automatically associates with the resumes attached through the Apply Online component.
Candidate Registration	<p>Select an option that determines whether candidates are required to register. Options include:</p> <p><i>Optional Registration:</i> Candidates are not required to register but are able to if they want to.</p> <p><i>Registration Not Required:</i> Candidates are not required to login to the system prior to applying.</p>

Registration Required: Candidates must register prior to accessing the Apply Online component.

After Update Status

Select an option that the system uses to determine the applicant status after the candidates update their records. Options include: *Applicant Active* and *Applicant Pending*.

3rd Party Integrations

Resume Parsing Provider

Select to indicate that your organization used a resume parsing provider.

Supplier ID

Select the resume parsing provider. Suppliers must be setup through the Open Integration Framework before they can be selected here.

See *PeopleSoft Staffing Front Office* product documentation. "Structuring PeopleSoft Staffing Front Office Processing Environment," Understanding Resume Parsing.

Language Code

Select the language of the resumes being loaded.

Job Board Distributor Provider

Select this check box to indicate that you are using a job board distribution provider.

Default Job Board Distributor

Select job board distributor. Distributors must be setup through the Open Integration Framework before they can be selected here.

Apply Online URL

Enter a valid URL for the Job Board Distributor.

PeopleTools Options Page

Use the PeopleTools Options page (PSOPTIONS) to enable multiple jobs.

Doing so will enable the employee record number to appear on the Employees search page and on the Job Data page.

Navigation

PeopleTools, Utilities, Administration, PeopleTools Options

In the General Options group box, select the Multiple Jobs Allowed check box and save the page.

Sourcing Installation Options Page

Use the Sourcing Installation Options page (INSTALLATION_AUC) to use to set up award details bid display options and multichannel framework sourcing defaults.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Strategic Sourcing

Image: Sourcing Installation Options Page

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

Sourcing Installation Options

Event Create and Award Options

- ☒ Show award details to bidders
 - ☒ Display all bids
 - ☒ Display bid scores
 - ☒ Display bid's total bid price
 - ☒ Display bid's bid factors
- ☐ Allow Integration of Events

RFx Document Options

- ☒ Sourcing Event
- ☐ Allow Bidder RFx Edits

[GoTo Supplier Contracts Management Installation Options](#)

MultiChannel Framework Sourcing Defaults

Logical Queue

Physical Queue

Skill level

☐ Automatically create Agent profiles for Event Creators with these defaults

Max Workload

Default Chat Templates [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Response ID	*Response Name	Description	*Response Text
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default Presence [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-3 of 3](#) | [Last](#)

*Presence State	Presence Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[Sourcing Administration](#)

Event Create and Award Options

Show award details to bidders

Select to enable displaying award details to bidders. You can choose to:

- Display all bids
- Display bid scores
- Display bid's total bid price
- Display bid's bid factors

You can override the values set here on the Award Details page for each sourcing event.

Allow Integration of Events

Select to allow posting of events to third-party sites. When selected, you will be able to configure third party integration of events for a Sourcing Business Unit.

RFx Document Options

Sourcing Event

Select to enable the use of Supplier Contracts to create an RFx document.

Allow Bidder RFx Edits

Select if the bidder is allowed to edit the RFx document.

MultiChannel Framework Sourcing Defaults

Automatically create Agent profiles for Event Creators with these defaults

Entering information here enables event creator to chat with bidders using the MultiChannel Framework chat capabilities.

If selected, the system automatically creates users as MCF agents upon posting their first sourcing event. Bidders can then request to chat with the event creator from the bid response pages.

Note: Any defaults set here can be overridden for a selected agent on the MCF Agent setup page (MCF_AGENT_PG) in PeopleTools.

Logical Queue

Complete the MultiChannel Framework default only if you have selected the Automatically create Agent profiles for Event Creators with these defaults check box.

A logical queue is an application-level queue that receives work requests (tasks) relating to an application area, such as chat requests regarding sales information, and routes them to agents capable of handling the work. For example, you might configure a logical queue called *SOURCING* for bidder issues.

Physical Queue

The system randomly selects this queue so that the tasks in a logical queue are distributed by the framework among all available physical queues for scalability. For example, the *SOURCING* queue could be serviced by two MCF clusters across two physical queues: *SOURCING1* and *SOURCING2*.

Skill Level

Specify the minimum agent skill required to handle this task.

The queue server assigns this task type to an available agent with the lowest skill level on that queue greater than or equal to the skill level required by the task.

The minimum value is 0, and there is no maximum value.

The value specified here can be overridden in the `EnQueue()` or `InitChat()` built-in function call.

Maximum Workload

Select the maximum load that this agent can be assigned before tasks are held or assigned to other agents. This is a required field.

The cost of each accepted task is added to the agent's current workload. A task is not assigned to an agent if its cost pushes the agent's current workload over the maximum.

Response ID

Use to create default chat templates for each agent's profile.

Chat templates are used to send responses to bidders. Values include: *Abandon*, *Accept*, *Deny*, *End*, *Forward*, and *Other*.

For each response ID, you can add a response name, response description, and response text.

Presence State

Use to define one or more default presence states for each agent's profile. Options include: *Available* and *Unavailable*. Add a presence description that appears when checking to see if an agent is available.

See the product documentation for *PeopleTools: PeopleSoft MultiChannel Framework*.

Related Links

"Setting Up Instant Messaging by Using MultiChannel Framework (*PeopleSoft FSCM 9.2: Strategic Sourcing*)"

Installation Options - Supplier Contract Management Page

Use the Installation Options - Supplier Contract Management page (INSTALLATION_CS) to set up Supplier Contract Management installation options.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Supplier Contract Management

Use this page to define servers, server paths, compare and render options, searching, syndication options, and required approvals.

Server Path

Use this group box to define default server locations for use in the file creation processes within Supplier Contract Management.

Application Server Path

Enter the default navigational path to the server on which you create temporary server-side files. Use this application server directory, for example, when generating authored documents. The system generates the temporary document on the application server before transferring it to the FTP server.

You might want to select a directory such as *c:\temp*, which exists on Windows application servers.

Document Compares & Rendering

Use this group box to define default settings when you want to enable server-side Microsoft Word processing. This includes comparisons of the current contract document with a temporarily created version of the same Microsoft Word document. You create the temporary version using the Regenerate or Refresh button on the Document Management page. Also, you can optionally create a Microsoft Word .doc template version of the Extended Markup Language (XML) generated documents to send to suppliers who might be using a version of Microsoft Word prior to Microsoft Word 2003. In each of these cases, system processing must render a Microsoft Word comparison file or a .doc template file for the server.

Enable Compare Functionality

Select to enable the document administrator to run a server-side comparison of the current contract against a regenerated version or refreshed version of the contract. The comparison displays the differences and is for information purposes only.

Enable Rendering .doc

Select to enable the generation of a document during the dispatch process. You select this check box in case a supplier does not use Microsoft Word 2003 and cannot read .xml version of the file.

Compare/Render Server/Path

Enter a path name for the default Windows server that will serve as a temporary location for document processing for server-side comparisons and document rendering of .XML. An example of a temporary location might be c:\temp.

Compare/Render Server URL (compare/render server uniform resource locator)

Enter a default Windows server URL and a port number that define the location of the port where documents are processed on the Windows server. You must also have Microsoft Word 2003 installed on the Windows server for this function to work properly.

Search Parameters

Use this group box to specify search options. Supplier Contract Management uses PeopleSoft Search Technology to perform content searches on elements in the library. For example, you can search clauses and sections, the latest versions contract document content, and transactional-related contract data for purchasing contracts.

Chunk Size

Enter the number of returned rows that you want to retrieve and display when you perform a search. If you do not enter a value, the system retrieves 20 rows at a time.

Processing Options

Use this group box to define processing options for syndication and contract documents. Syndication is the exchange of contract information between PeopleSoft contracts and third-party systems. Using syndication, the system publishes contract information from Purchasing contracts to third-party systems. This enables the third-party system to create the contract. Using syndication, the system can also receive and consolidate contract performance information from third-party systems.

The syndicate options control additional information that the system might publish with the contract. Depending on the capabilities of the remote system as well as the consistency of setup data between the two systems, you might not want to syndicate this optional information.

The default value for all check boxes in this group box is deselected.

Allow Contract Syndication

Select to indicate that you want to include syndication as part of the contract process. When you select this check box, the system includes the Syndication tab on the Contract Entry page.

If you use contract syndication and the Allow Contract Syndication check box is deselected later, the syndication features appear only for contracts that have already been syndicated. For contracts that have not been syndicated, the system hides the syndication features.

Subscriber Node

Select a default node to which contracts can be syndicated. The system cannot syndicate a contract until you define a subscriber node. This subscriber node is supplied as a default value on the supplier contract if Allow Contract Syndication has been selected.

If a node is not defined at the header level, the system generates a message during processing. If you run syndication as a batch process, only those contracts that have nodes defined can be selected for processing.

Syndicate Contract Defaults

Select to include purchase order defaults as part of the syndicated contracts. The defaults include header and shipping information, and you click the PO Defaults link on the Contract page to view them.

Syndicate Miscellaneous Charge

Select to include miscellaneous charges in the syndicated contract. You can add miscellaneous charges to purchase orders in addition to sales and use taxes and value-added taxes.

Syndicate Milestones

Select to include milestone information in syndicated contracts. Milestones are points in a contract cycle, such as a specified period of time or a percentage of contract fulfillment, at which an approval or reevaluation is made by contract participants. Often, partial compensation is linked to a milestone. Supplier Contract Management verifies the release of milestone lines for merchandise amount changes.

Syndicate Shipping Schedules

Select to include syndicated shipping schedules in syndicated contract information. The system verifies that the line quantity on the shipping template is greater than the minimum line quantity.

Syndicate Distributions

Select to include syndicated distributions in syndicated contract information. During syndication, the system processes distribution percentages and amounts and verifies that the distribution amount does not exceed the contract line amount.

Protect Bind Values in Document

When you protect bind values, and the system generates authored documents, Microsoft Word 2003 places a protection tag around each transactional or wizard bind value in the document. This can be useful if you do not want bind values to be readily changed within an authored document, but want them primarily controlled by wizard or transactional changes within the PeopleSoft system. When Microsoft Word protection is in place, bind values cannot be easily changed. Controls for overriding protection exist within Microsoft Word.

Use Track Changes in Word

Select to make Track Changes the default option when the system generates documents. If you do not select this check box, users can manually set the Track Changes feature in Microsoft Word.

Log at Document Generation

Select the default method by which you want the system to log errors when it generates a contract document. The system provides the value as a default value to document configurators when you first create them. Two levels of logging are available. Select *Details* to indicate that the system should log full error details during the document generation process. Full logging can slow the generation process, but is useful for debugging and testing wizard paths when you create new configurators. Full logging also validates bind variables that the system uses within a configurator and validates the expansion of a configurator by checking rules that are evaluated during document generation.

Select *Log Warnings and Wizard* to log only warnings, such as missing bind values and the summary wizard history for a given document generation. You should use this setting after a configurator is made available for general use.

Approvals Required

Use this group box to define high-level information for supporting collaboration workflow and approvals.

Clause Approval

Select to indicate that approvals are required for clauses. When you select this check box, the system enables workflow approvals for clauses. If you do not select this check box, the person maintaining the clause can set the clause status to approved.

Document Approval

Select to indicate that approvals are required for documents. If you select this check box, the system requires the document administrator to submit documents for approval. If you do not select this check box, the document administrator can click the Approve button to approve the document for final dispatch to supplier for signature.

Document Reapproval After Edit

Select to indicate that if a document is edited after being approved, it must then be reapproved. Depending on

organization internal controls for contract documents, this may or may not be required.

Collaboration Notifications

Select the method that the system should use to notify collaborators when they are listed as collaborators in the document collaboration process. Valid Values are:

Email: Select to use an email notice to alert collaborators that a collaboration is waiting for them.

Email and Worklist: Select to notify collaborators using both notification methods.

None: Select to indicate that a notification is not required.

User Preference: Select to use a combination of generic templates, which include user roles and PeopleCode application classes, to notify collaborators for clause and document approvals.

Worklist: Select to use an automated to-do list that routes work items. From the worklist, collaborators can directly access the pages that they need in order to perform the next action for a document, and then return to the worklist for another item.

Collaboration Routing Template

Select the generic template that the system should use in routing documents for collaboration. This template controls the format of information for email notifications when the system routes a document for collaboration.

Predefined values are:

CS_ClsRteApproval: Route for Approval

CS_ClsRteReview: Route for Review

CS_ClsApprove: On Final Approve

CS_ClsDeny: On Final Deny

CS_ClsTimeout: On Timeout

Collaboration Done Template

Select the template that the system should use when collaboration has been completed for a document. The template controls the information that appears in the email to the administrator when collaboration is completed.

Related Links

"PeopleSoft Supplier Contract Management Implementation (*PeopleSoft FSCM 9.2: Supplier Contract Management*)"

Installation Options - Treasury Page

Use the Installation Options - Treasury page (INSTALLATION_TR) to define integration options for accounting, JD Edwards General Ledger, and PeopleSoft Financial Gateway functionality.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Treasury

Image: Installation Options - Treasury page

This example illustrates the fields and controls on the Installation Options - Treasury page. You can find definitions for the fields and controls later on this page.

Enable Accounting Integration

Select to enable integration of PeopleSoft Treasury applications with JD Edwards (EnterpriseOne) General Accounting.

Integration Engine Run Option

Select when the Integration Engine process (TR_JRNL_INT) should run. Values are:

- *After Accounting Engine:* The Integration Engine runs immediately after every financial event requiring the Treasury Accounting Application Engine process (TR_ACCTG) to run.
- *Scheduled:* The Integration Engine runs based on the settings of the Process Scheduler.

EnterpriseOne Connection Data

The fields in the EnterpriseOne Connection Data group box are required only for importing data from Oracle's JD Edwards (EnterpriseOne) General Accounting tables for the purpose of generating a cash position worksheet in Enterprise Cash Management.

DBID (database identifier)	Enter the (EnterpriseOne) JD Edwards database from which the data is imported.
Password	Enter the password required for logging in the (EnterpriseOne) JD Edwards database specified in the DBID field.
Server	Enter the (EnterpriseOne) JD Edwards Integration Server.

See *JD Edwards EnterpriseOne Application Integrations with PeopleSoft Enterprise Applications*.

Financial Gateway Options

Password Prompt on Dispatch	Select this check box to enable a security measure that requires the user to reenter the password when dispatching payments from the Dispatch Payments page.
Online Dispatch Server Name	Enter the name of the server to run the Dispatch Payment Application Engine process (PMT_DISPATCH). Once entered, Process Scheduler only runs the Dispatch Payment Application Engine process on the selected server, rather than the next available server. This option is available to accommodate the transmission of security-sensitive payment files.
Import Max Payments per Message	Enter the number of payments allowed in a PAYMENT_REQUEST application message passed from source systems, such as Payables, to Financial Gateway. Increasing the number of payments per message requires fewer messages to be sent, but it requires more memory to process—a system limitation that can affect performance. The default value is 1,500 payments per message.

Related Links

"Source Registration Page (*PeopleSoft FSCM 9.2: Financial Gateway*)"

Chapter 5

Defining User Preferences

Defining User Preferences

This topic provides an overview of user preferences available in Oracle's PeopleSoft applications and discusses how to:

- Define cross-application user preferences.
- Define application-specific user preferences.

Understanding User Preferences

Before you set up user preferences for PeopleSoft applications, you must set up user IDs for those who will define default codes and values. After you have completed table setup and defined all default values, use the User Preferences pages to define profiles for your PeopleSoft system users.

After setting up user preferences, generate the User Preferences report (FIN0006) to display information that includes a listing of the preferences that are defined for each user.

Defining Cross-Application User Preferences

Use the User Preferences component (OPR_DEFAULT) to define cross-application user preferences. Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

This topic discusses how to:

- Define overall user preferences.
- Define object linking and embedding (OLE) information.
- Define process group preferences.

Pages Used to Define Cross-Application User Preferences

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences	Define overall default user preferences for specific PeopleSoft system users.

Page Name	Definition Name	Navigation	Usage
OLE Information (object linking and embedding information)	OPR_DEF_TABLE_OLE1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, OLE Information, OLE Information	Identify the client operating system and the user's web browser.
User Preferences - Process Group	OPR_DEF_TBL_RTM	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group, Process Group	Specify by source transaction the process groups that a user can use for on-demand processing.

Related Links

[Understanding Setting Up On-Demand Processing](#)

User Preferences - Overall Preferences Page

Use the Overall Preferences page (OPR_DEF_TABLE_FS1) to define overall default user preferences for specific PeopleSoft system users.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences

Image: User Preferences - Overall Preferences page

This example illustrates the fields and controls on the User Preferences - Overall Preferences page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Overall Preferences' tab selected. The form contains the following fields and values:

- User ID:** DVP1
- Name:** Development User
- Business Unit:** US001 (with a magnifying glass icon)
- SetID:** SHARE (with a magnifying glass icon)
- As of Date:** 11/30/2012 (with a calendar icon)
- Localization Country:** USA (with a magnifying glass icon)
- Alternate Character Enabled:** ☐
- Display Debit/Credit Amounts in Subsystems:** ☒

Business Unit and SetID

Select values that become the user's default values in business unit and setID search fields.

As of Date	Displays the default as of date for the Combo Edit process.
Localization Country	Displays the default localization country for this user ID.
Alternate Character Enabled	Select to activate alternate description buttons or links, which appear to the right of fields on many of the application pages. Click a button or link to enter or display alternate characters on the auxiliary page that appears.
Display Debit/Credit Amounts in Subsystems	Select to display debit and credit amounts of the default business unit on journal entry and inquiry pages. A subsystem is any PeopleSoft application, such as Payables or Receivables, that contributes entries to PeopleSoft General Ledger.

Related Links

[Alternate Character Page](#)

OLE Information Page

Use the OLE Information (object linking and embedding information) page (OPR_DEF_TABLE_OLE1) to identify the client operating system and the user's web browser.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, OLE Information, OLE Information

OLE functionality enables you to store internet addresses with vendor identification information. When using a page that offers web access (such as the Location page in the Vendor Information component (VNDR_ID), users can click a button or link that activates a web browser to access the vendor's website.

Client Operating System Select the user's operating system.

WWW Browser (World Wide Web browser) Select the user's web browser.

Note: Some browsers do not support an OLE interface that enables this function.

Related Links

"Entering Supplier Contact Information (*PeopleSoft 9.2: Source to Settle Common Information*)"

User Preferences - Process Group Page

Use the User Preferences - Process Group page (OPR_DEF_TBL_RTM) to specify by source transaction the process groups that a user can use for on-demand processing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group, Process Group

See [Understanding Setting Up On-Demand Processing](#).

Defining Application-Specific User Preferences

Use the User Preferences component (OPR_DEFAULT) to define PeopleSoft application-specific user preferences. Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

This section discusses how to:

- Define Asset Management user preferences.
- Define IT Asset Management user preferences.
- Define Billing user preferences.
- Define Contracts user preferences.
- Define General Ledger user preferences.
- Define Inventory user preferences.
- Define Lease Administration user preferences.
- Define Manufacturing user preferences.
- Define Sales Order user preferences.
- Define Pay Cycle user preferences.
- Define Supply Planning user preferences.
- Define Project Costing user preferences.
- Define Procurement user preferences.
- Define contract process preferences.
- Define vendor rebate agreement authorization.
- Define Payables user preferences.
- Define receiving user preferences.
- Define requisition user authorizations.
- Define purchase order user authorizations.
- Define document tolerance authorizations.
- Define Promotions Management user preferences.
- Define Receivables user preferences.
- Define Receivables write-off and discount tolerances.

- Define Strategic Sourcing user preferences.
- Define Staffing general preferences.
- Define Staffing job data preferences.
- Define Supplier Contract Management user preferences.
- Define Maintenance Management user preferences.
- Define Mobile Inventory Management user preferences.

Pages Used to Define Application-Specific User Preferences

Page Name	Definition Name	Navigation	Usage
Asset Management	OPR_DEF_TABLE_AM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Asset Management, Asset Management	Establish date default values, transaction loader processing options, interface table transaction edit options, and property pagelet defaults for a user.
IT Asset Management	OPR_DEF_TABLE_IT1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, IT Asset Management, IT Asset Management	Define user preferences that are specific to IT Asset Management.
Billing	OPR_DEF_TABLE_BI1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Billing, Billing	Define default user preferences that are specific to Billing.
Contracts	OPR_DEF_TABLE_CA1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Contracts, Contracts	Define default user preferences that are specific to Contracts.
General Ledger	OPR_DEF_TABLE_GL1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, General Ledger, General Ledger	Set up user defaults for General Ledger.
Inventory	OPR_DEF_TABLE_IN1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Inventory, Inventory	Define preferences for Inventory users.

Page Name	Definition Name	Navigation	Usage
Lease Administration	RE_OPR_DFLT5	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Lease Administration, Lease Administration	Define default lease administration preferences for Real Estate Management users.
Manufacturing	OPR_DEF_TABLE_MG1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Manufacturing	Maintain the default server by user ID. Configure a default server to run the Update Pick Plan and Automatic Material Release process (SFCONREL).
Orders - Quotations	OPR_DEF_TABLE_OM2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences	Set up the default business unit for quotation processing pages for a user. You can also specify a beginning sequence code for your quotations.
Orders - RMA (orders - returned material authorizations)	OPR_DEF_TABLE_OM3	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences	Set up defaults for users who are entering returned material authorizations (RMAs).
Orders - Sales	OPR_DEF_TABLE_OM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Orders - Sales	Set up business-unit, order-source, and order-group defaults for a user who enters sales order information. You can also specify a beginning sequence code for your sales orders.
PayCycle	OPR_DEF_TBL_PYCYCL	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Paycycle	Define default output destinations for the Pay Cycle Manager and the Express Payment Manager components (PYCYCL_MGR and EXP_PYCYCL_MGR, respectively). These default values are not required to perform any pay cycle process.
Planning	OPR_DEF_TABLE_PL1	Setting Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Planning	Select a default planning instance. A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

Page Name	Definition Name	Navigation	Usage
Project Costing	OPR_DEF_TABLE_PC1	<ul style="list-style-type: none"> Project Costing, Maintain Preferences Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Project Costing 	Assign default parameters for transaction processing and set up data entry defaults.
Procurement	OPR_DEF_TABLE_PM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement	Define options and authorizations for procurement users.
Procurement - Contract Process	OPR_DEF_CNTRCT_SEC	Click the Contract Process link on the Procurement page.	Define contract process preferences by specifying the default contract status and authorized actions for a user.
Procurement - Rebate Authorizations	OPR_DEF_VRBT_SEC	Click the Rebate Authorizations link on the Procurement page.	Define rebate manager maintenance authorization and access rights for vendor rebate agreements.
Procurement - Request for Quote Process	OPR_DEF_RFQ_SEC	Click the Request for Quote Process link on the Procurement page.	Specify the default request for quote (RFQ) status and authorized actions for a user, including the ability to select the vendors to which an RFQ is dispatched.
Procurement - Payables Online Vouchering	OPR_DEF_TABLE_API	Click the Payables Online Vouchering link on the Procurement page.	Specify user voucher authorities, online voucher processing, and quick invoice configuration options for a user.
Procurement - Voucher Styles	VCHR_AUTHORITY_SEC	<p>Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement</p> <p>Click the Payables Online Vouchering link on the Procurement page</p> <p>Click the Security for Voucher Styles link on Payables Online Vouchering page.</p>	<p>Define user authority (security) for each of the voucher styles. Selections determine whether the user has the authority to add or modify different types of vouchers.</p> <p>You must be in the Update/ Display mode to select the Allow Claimback Voucher option.</p>
Procurement - Receiver Setup	OPR_DEF_RECV_SEC	Click the Receiver/RTV Setup link on the Procurement page.	Define receiver and RTV user preferences.

Page Name	Definition Name	Navigation	Usage
Procurement - Requisition Authorizations	OPR_REQ_AUTH	Click the Requisition Authorizations link on the Procurement page.	Authorize users to initiate and update requisitions for applicable requesters. Define a user's requisition processing authority in relation to applicable requesters.
Procurement - Purchase Order Authorizations	OPR_PO_AUTH	Click the Purchase Order Authorizations link on the Procurement page.	Authorize users to create and update purchase orders for applicable buyers. Define a user's purchase-order processing authority in relation to applicable buyers.
Procurement - Vendor Processing Authority	OPR_DEF_TABLE_VND1	Click the Vendor Processing Authority link on the Procurement page.	Authorize users to perform vendor maintenance functions (enter, approve, deactivate).
Procurement - Document Tolerance Exceptions Override	OPR_DEF_DOC_TOL	Click the Doc Tolerances link on the Procurement page.	Provide authority to users to override document tolerances.
Promotions Management	OPR_DEF_TABLE_TD1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Promotions Management	Define default user preferences for promotions management.
Receivables Data Entry 1	OPR_DEF_TABLE_AR1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 1	Define the default group unit, deposit unit, and address that is associated with a user.
Receivables Data Entry 2	OPR_DEF_TABLE_AR2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 2	Specify write-off tolerances and discount tolerances.
Strategic Sourcing	OPR_DEF_TBL_SS	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Strategic Sourcing	Create strategic sourcing user preferences and defaults.
Staffing - General Preferences	OPR_DEF_TABLE_FO1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Staffing - General Preferences link.	Define general user preferences for Staffing Front Office and Pay/Bill Management.

Page Name	Definition Name	Navigation	Usage
Staffing - Job Data	OPR_DEF_TABLE_FO2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Staffing - Job Data link.	Define Staffing Front Office and Pay/Bill Management values to be supplied by default to the Job Data section of the Applicant setup pages.
Supplier Contract Management	OPR_DEF_TABLE_CS	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Supplier Contract Management link.	Define user authorizations for managing contract documents through their life cycles and to grant the types of controls that the user who is defined in the User ID field can perform on documents.
Maintenance Management	OPR_DEF_TABLE_WM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Maintenance Management	Define default maintenance management preferences.
User Preferences – Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory and select a task flow.	Define user preferences for Mobile Inventory Management.

Asset Management - User Preferences Page

Use the Asset Management - User Preferences page (OPR_DEF_TABLE_AM1) to establish date default values, transaction loader processing options, interface table transaction edit options, and property pagelet defaults for a user.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Asset Management, Asset Management - User Preferences

Image: Asset Management - User Preferences page

This example illustrates the fields and controls on the User Preferences - Asset Management page. You can find definitions for the fields and controls later on this page.

Field Drilldown Group Id

Select a drill-down group to be used by online reporting when filtering data.

Date Default Values

Accounting Date

Supply a default date on which you want this transaction distributed to the general ledger. The accounting date is validated against the open periods that you establish for Asset Management in the FIN_OPEN_PERIOD table to determine to which period the system posts. The difference between the transaction date and the accounting date determines whether any prior period depreciation must be calculated. For example, suppose that a computer was acquired and placed in service on March 15, 2006 but was not entered in Asset Management until August 1, 2006. All general ledger periods prior to August are closed. In this case, Asset Management automatically calculates depreciation starting in March and posts it to the general ledger in August.

Transaction Date

Supply a default date for asset transactions or leave this field blank to use the system date.

Note: The transaction date must always be prior to or equal to the accounting date.

Auto-Run Transaction Loader

Asset Management Integration	Select to add transactions from Maintenance Management to the transaction loader process (AMIF1000).
Impairment/Revaluation Process	Select to always run impairment and revaluation processing when running the transaction loader process. See "Understanding Adjusting, Transferring, and Evaluating Assets (<i>PeopleSoft FSCM 9.2: Asset Management</i>)"
Asset Retirement Obligations	Select this option to enable automatic always run Asset Retirement Obligation transaction processing when you click the Generate ARC button from either the ARO Measurement page or from the ARO Measurement in Mass – Process Parameters page when running the transaction loader process (AMIF1000). See "Reviewing ARO Processing Results (<i>PeopleSoft FSCM 9.2: Asset Management</i>)"

Edit Options for Interface Tables

Edit Financial Information	Select the editing options for this user for the asset management financial transaction tables. The available options are: <i>All:</i> Select this option if this user is allowed to make edits to <i>all</i> financial transaction table entries. <i>Date:</i> Select this option if this user is allowed to make edits to transaction and accounting dates on the financial transaction table. <i>None:</i> Select this option if this user is not allowed to make any edits to any financial transaction table entries.
Edit Phy A Information	Select the editing options for this user for the asset management physical A tables. The available options are: <i>All:</i> Select this option if this user is allowed to make edits to <i>all</i> physical A table entries. <i>None:</i> Select this option if this user is not allowed to make any edits to any physical A table entries.
Edit Phy B Information	Select the editing options for this user for the asset management physical B tables. The available options are: <i>All:</i> Select this option if this user is allowed to make edits to <i>all</i> physical B table entries. <i>None:</i> Select this option if this user is not allowed to make any edits to any physical B table entries.

Note: When the interface status is in the status of *Errored*, *On Hold*, or *Pending*, the options to edit the transaction tables come into effect. Depending on the load type, some fields may not be editable even when the *All* option has been selected. For example, you cannot enter proceeds or removal costs in an *FAD* (Financial Addition) transaction because those fields are related to retirements.

Property Pagelets

Business Unit

Select the business unit. This user will then have access to property assets from within the selected business unit.

Space Unit of Measure

Select the default unit of measure to access when a user is working with space allocations. The available options are:

Acres

Feet

Hectares

Meters

Property Class

Select the property class to be commonly used by default for this user ID when he or she is working with property assets. The available options are:

Area

Building

Floor

Site

Space

User Preferences - IT Asset Management Page

Use the User Preferences - IT Asset Management page (OPR_DEF_TABLE_IT1) to define user preferences that are specific to IT Asset Management.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, IT Asset Management, IT Asset Management

Image: User Preferences - IT Asset Management page

This example illustrates the fields and controls on the User Preferences - IT Asset Management page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences - IT Asset Management' page for user 'DVP1' (Development User). The page is organized into several sections:

- User Information:** User ID: DVP1, Development User.
- Currency Code:** A dropdown menu set to 'USD'.
- Rate Type:** A dropdown menu set to 'SPOT'.
- IT Financial Statistics:**
 - Tree Name: A dropdown menu set to 'DEPARTMENTS'.
 - Level Name: A dropdown menu set to 'DIVISION'.
 - View Amount in: A text input field set to '1000' with a unit selector 's'.
- Financial Impact:**
 - Three checkboxes: 'Show Net Book Value' (checked), 'Show Cost' (checked), and 'Show Fair Value' (checked).
 - View Amount in: A text input field set to '1000' with a unit selector 's'.
- Reconciliation Option:**
 - A checkbox: 'Run Trans Loader Automatically' (checked).
- Software:**
 - A checkbox: 'Allow Authorization' (checked).
 - Device Monitor: A text input field set to 'CEO'.
- Assets Not Reporting:**
 - Inventory Age: A text input field set to '3,6,9 WEEKS'.

Currency Code

Enter a currency code to be used by financial values, statistics, and reports for a given user within IT Asset Management. The currency code at the User ID level overrides the currency code that is supplied at the Installation Options level for this user.

Rate Type

Enter a rate type to be used by financial values, statistics, and reports for a given user within IT Asset Management. The rate type at the User ID level overrides the rate type that is supplied at the Installation Options level for this user.

IT Financial Statistics

Tree Name

Select a default tree to be used by the user within the application pages and for reporting within IT Asset Management.

Level Name

Select a default tree level within the tree to be used in reporting within IT Asset Management by user.

View Amount in

Select to present financial statistics within the application as rounded amounts based on the designation in this field according to the user's preference. If this field is blank, the financial statistics will be presented as whole numbers.

Financial Impact

Show Net Book Value

Select to display the net book value (NBV) of assets within the application pages and portal pagelets in IT Asset Management for a given user. The NBV is used for financial impact analysis in compliance with regulatory requirements.

Show Cost

Select this option to display the cost basis of assets within the application pages and portal pagelets in IT Asset Management for a given user. The cost basis is used for financial impact analysis in compliance with regulatory requirements.

Show Fair Value

Select to display the fair value of assets within the application pages and portal pagelets in IT Asset Management for a given user. The fair value is used for financial impact analysis in compliance with regulatory requirements.

View Amount in

Select to present financial impact amounts within the Assets not Reporting and Manage Exceptions pagelets as rounded amounts based on the designation in this field according to user preference. If this field is blank, the financial impact will be presented as whole numbers.

Reconciliation Option

Run Trans Loader Automatically

Select to invoke the Transaction Loader process automatically. When Manage Exceptions processes asset additions, Transaction Loader must be run to complete the additions. Selecting this option automatically runs the Transaction Loader and processes the additions.

Software

Allow Authorization

Select to enable a user to authorize employees for software titles from the Discover Software Inventory Detail page.

Device Monitor

Select the software device group to be used as the default value in the Software Device Monitor portal pagelet. This effectively assigns to users the device group (within the enterprise software device group hierarchy) that they will see on the Software Device Monitor pagelet.

Assets Not Reporting

Inventory Age

Select the default inventory age for both the Assets Not Reporting Inquiry and the Assets Not Reporting portal pagelet.

User Preferences - Billing Page

Use the User Preferences - Billing page (OPR_DEF_TABLE_BI1) to define default user preferences that are specific to Billing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Billing, Billing

Note: Before you define user preferences, you must configure your default process scheduler servers.

Server Name

Select the server with the default output destination that you want the system to use when you run Billing processes from a button.

Job Run Opt

Select a job run option, which determines whether multiprocess jobs run with or without the Currency Conversion, Load AR Pending, Pre-load, Load GL Interface, Commitment Control, and Federal Invoice Formats 1080 and 1081 processes, when you initiate multiprocess jobs from a button. Options are:

No Load: Select to run the processes in the job except for the Currency Conversion, Load AR, Pre-load, Load GL, Commitment Control, and Standard Form 1080 and 1081 processes.

Print/Load: Select to run all of the processes in a multiprocess job, including Currency Conversion, Load AR, Pre-Load, Load GL, Commitment Control, and Federal Invoice Formats 1080 and 1081.

Note: The system initiates the Commitment Control process only if commitment control is enabled on the Installation Options - Installed Products page.

The system does not print Federal Invoice Formats 1080 and 1081 for Direct Invoice jobs.

Print Listing

Enables the printing of reports that are produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher (generate accounts payable voucher) processes whenever you initiate these processes from a button.

The Load AR, Load GL, and Generate AP processes write summary information to the message log, regardless of whether the process generates a printed report. On the Message Log page, you can view the summary information that is written to the message log, such as what input parameters were used in a particular process run and how many bills it processed.

You can also review process summary information for the Load AR and Load GL processes on the Load AR Pending Items page, the Accounting Entries By Journal - Accounting Entry

page, and Accounting Entries By Invoice - Accounting Entries page.

Web, File, or Printer

Displays the invoice destination.

Output Destination

Specify the path to the file or printer.

Note: The system does not use the billing job defaults when you initiate processes from a process menu. Use the Schedule Process Request page to specify output type and destination.

You can initiate Billing processes from a button in the Bill Entry, Bill Inquire, and Bill Summary components as well as from the Direct Invoice Test page.

Note: If you are running a multiprocess job from a button, you can specify only one output destination for all processes within the job. You cannot vary the output destination for individual processes within a job.

In Inventory, you can initiate Billing processes by clicking a link on the Shipping/Issues Order Summary page. When you initiate the process, you can select process options such as the server name and output destination.

Single Action and Direct Invoicing Alternates

Single Action Invoice and Direct Invoice multiprocess jobs comprise groups of processes that you submit to the server as a unit. Billing delivers an alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs that run only up to invoice printing, enabling you to run the remaining processes at another time.

The alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs do not include the following processes:

- Currency Conversion (BICURCNV).
- Load AR Pending Items (load accounts receivable pending items) (BILDAR01).
- Billing Pre-load (BIPRELD).
- Load GL Interface (load general ledger interface) (BILDGL01).
- Federal Invoice Formats SF1080 and SF1081 Report (BISF108X).
- Commitment Control Budget Processor (FSPKBDP3).

Single Action and Direct Invoice Jobs and Corresponding Alternates

The following table lists multiprocess jobs that include certain processes and the corresponding alternate jobs that do not include the processes.

<i>Multiprocess Jobs That Include BICURCNV, BILDAR01, BIPRELD, BILDGL01, FSPKBDP3, and BISF108X</i>	<i>Initiated From</i>	<i>Corresponding Alternate Jobs That Do Not Include BICURCNV, BILDAR01, BIPRELD, BILDGL01, FSPKBDP3, and BISF108X</i>
DIRCTIVC	Shipping/Issues page	DIRCTIV2
BIDIRIVC	Direct Invoice Test page	BIDIRIV2
BIINIUI	Shipping/Issues page	BIINIUI2
BIJOB03, BIJOB03K	Bill Entry, Bill Inquiry, and Bill Summary pages	BIJOB08

Note: BIJOB03K includes commitment control only if you enabled commitment control at the installation level.

Currency Code

Displays the default currency code that is used when you enter data for functions that are unrelated to the business unit. These functions include accumulations, billing charge codes, and discount and surcharge IDs.

See the product documentation for *PeopleTools: PeopleSoft Process Scheduler*.

Related Links

"Running Single-Action Jobs for Regular and Consolidated Invoices (*PeopleSoft FSCM 9.2: Billing*)"

User Preferences - Contracts Page

Use the User Preferences - Contracts page (OPR_DEF_TABLE_CA1) to define default user preferences that are specific to Contracts.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Contracts, Contracts

Image: User Preferences - Contracts page

This example illustrates the fields and controls on the User Preferences - Contracts page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'User Preferences - Contracts' page. At the top, there are tabs for 'User Preferences' and 'Contracts'. Below the tabs, the 'User ID' is 'DVP1' and the user is a 'Development User'. There are three input fields with search icons: 'Business Unit' (US001), 'Beginning Sequence' (CON), and 'Region Code' (empty). Below these fields is a table titled 'Dummy Page'. The table has three columns: 'Contract Status', 'Processing Status', and 'Description'. The first row shows 'PENDING' for Contract Status, 'P' for Processing Status, and 'Contract is Pending' for Description. There are navigation controls at the bottom right of the table, including 'First', '1 of 1', and 'Last'.

Note: If you have enabled contract status security, you must define the list of contract statuses to which this user is authorized to set a contract.

Business Unit

To minimize data entry on contract processing pages, select the default Contracts business unit that this user will use most frequently.

Beginning Sequence

Select the three-character value that the system will use as a prefix for system-generated contract numbers for this user. For example, contracts for the western region might begin with *WES*.

Region Code

Select the default region code for setting up new contracts for this user. Contracts uses region codes to enable you to categorize your contracts by region, for example, East, West, North, and South. Region codes in Contracts are informational only.

Contract Status Authorizations

Contract Status

If you selected to enforce contract status security on the Contracts Definition - BU Definition page, define the list of contract statuses to which this user can change the contract status. If contract status security is enabled, this user is able to change the contract status only to contract status values that you've specified here.

Select the contract statuses to which this user can change a contract.

Processing Status

When you select a contract status, the system displays the processing status to which the contract status is mapped.

Description

Displays the contract status description.

User Preferences - General Ledger Page

Use the User Preferences - General Ledger page (OPR_DEF_TABLE_GL1) to set up user defaults for General Ledger.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, General Ledger, General Ledger

Image: User Preferences - General Ledger page

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

Select the ledger, ledger group, and source to be used as defaults for a user.

Journal Entry Options

Change Date on Correction Journals Select to change the journal date in the corrections journal (which is on the Journal Suspense Correction page).

Use Next Journal ID Select to limit this user ID to the *NEXT* journal ID that is automatically entered by the system during online journal entry. If this option is selected, the Journal ID field becomes

	unavailable to this user ID, and the user cannot manually enter a journal ID.
Change Journals from Journal Generator	<p>Select to allow a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process.</p> <hr/> <p>Warning! If you select Change Journal from Journal Generator, and then you change the ChartField values and reedit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supports commitment control, the journal will not be budget checked again even though the ChartField values or the amounts are changed.</p> <hr/>
Enter Adjustment Type Journal	<p>Select to allow a specific user to enter a Book Code adjustment type journal.</p> <hr/> <p>Note: This option is used for the Book Code feature, not the Adjusting Entry feature.</p> <hr/>
Save Journal Incomplete Status	<p>When you select this option for a specific user and the user adds a new journal, the selected option appears on the Journal Header page of various journal entry options. This option enables the user to save journal entry transactions with an incomplete status and prevents them from being edited or posted until they are complete.</p> <hr/> <p>Note: The option is a default option. When it is deselected, it does not prevent the user from seeing the option on the header, but the user cannot set the default journal header status to incomplete.</p> <hr/>
Allow GL Entry Event Bypass	Select to enable the user to bypass selecting entry events in PeopleSoft General Ledger journal entry, even if they are required on the Installation Options - Entry Event page.
Allow Copy Journal with Control Accounts	Select to allow journals that contain Control Accounts to be copied. This applies to online or batch journal copy.
Allow Delete Journal with Control Accounts	Select to allow journals that contain Control Accounts to be deleted. This applies to online or batch journal delete.
Allow Unpost Journal with Control Accounts	Select to allow journals that contain Control Accounts to be unposted.
Enter Date Code Adjustments	<p>Select to enable a user to enter date code adjustments for journal entries. The Date Code is displayed on journal lines only for users with the Enter Date Code Adjustments check box selected.</p> <p>If the user is enabled to enter date code adjustments, and the Date Code is enabled for the ledger group, the user can flag the</p>

journal entry as a Date Code Adjustment on the Journal Entry - Header page.

Note: Accounts are designated as Control Accounts on the Account page and generally represent a summarization of detail from a feeder application (such as PeopleSoft Payables) that is posted by PeopleSoft to the general ledger. The intent is that these accounts can only be updated by the Journal Generator or a load process from a spreadsheet or third-party system to prevent manual posting to the account, thereby altering a control balance that is used for reconciliation of subledger to general ledger. Be aware that if you allow posting to Control Accounts in General Ledger by selecting the options above, the Control Account balance in the subledger may not match the control account balance in the general ledger.

Online Journal Edit Defaults

Re-Edit Previously Edited

Select to reedit journals marked as valid. When this option is deselected, valid journals are not edited again when you run Journal Edit from the Journal Entry page by clicking the Edit button.

Note: PeopleSoft General Ledger uses these defaults whenever you edit journals from the Journal Entry pages by clicking the Edit button.

Mark Journal(s) to Post

Select to mark valid journals with a process request status of Post. If this option is not selected, it prevents batch journals from being marked to post.

Note: It is important to note that if a user does an online post from the Journal Entry - Lines page, posting is allowed regardless of whether this option is selected or not.

Recalc Currency Exchange Rates

Select to reprocess foreign currency conversion at the journal line level.

Journal Post Defaults

Skip Open Item Reconciliation

Select to bypass open items during the journal post process, allowing you to reconcile the open items at a later time by using the Open Item Maintenance page.

Skip Summary Ledger Update

Select to bypass summary ledger updates for this user ID when posting by clicking the post button during online journal entry.

Budget Post Options

Skip Entry Event Processing

Select to enable a specific user to post the budget that is associated with a journal entry or allocation without generating entry events through the Entry Event Processor. This may occur

when an error occurs in a transaction; however, the entry event processing is correct.

Parent Budget Generation

Select to enable a specific user to generate parent budget impacts when posting child budget journals. This option determines how the Generate Parent Budget(s) option on the Commitment Control - Budget Journals - Enter Budget Journals - Budget Header page acts. Available options are:

- *Always Generate*: Select this option to always generate parent budget impacts. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is also selected and the field is unavailable and cannot be changed.
- *Never Generate*: Select this option to not generate parent budget impacts. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is deselected and the field is unavailable and cannot be changed.
- *User Specified*: Select this option to choose whether to generate parent budget impacts for each budget journal. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is available for you to choose.

Related Links

[Understanding Journal Generator](#)

User Preferences - Inventory Page

Use the User Preferences - Inventory page (OPR_DEF_TABLE_IN1) to define preferences for Inventory users.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Inventory, Inventory

Order Key Defaults

Enter default values to be used in prompts for the order keys in Inventory.

Demand Source

Select a demand source. Options are based on the PeopleSoft applications that you have installed, and can include:

IN: Material stock requests originating in Inventory.

OM: Sales orders originating in Order Management.

PL: Planning requisitions originating in Supply Planning.

PO: (not used).

PR: Purchasing requisitions originating in Purchasing.

RT: Return-to-vendor requests originating in Purchasing.

SF: Production requests from the shop floor, originating in Production Management.

WM: Work order.

Source Bus Unit (source business unit)

The business unit from which the demand originated.

Auto Numbering

MSR Beginning Sequence and Receiver Beginning Sequence

Enter values if you plan to use automatic numbering to manage your stock requests and item numbers.

Putaway Default

Flag Items for Auto-Putaway

Select to use the auto-putaway function that is provided with Inventory.

Schedule Process Defaults

Server Name

The default server that is used when processes are initiated automatically from Inventory pages instead of through Process Scheduler.

Related Links

"Understanding Receiving and Putaway Processing (*PeopleSoft FSCM 9.2: Inventory*)"

Lease Administration - User Preferences Page

Use the User Preferences - Lease Administration page (RE_OPR_DFLT) to define default lease administration preferences for Real Estate Management users.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Lease Administration, Lease Administration - User Preferences

Access the Lease Administration page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Lease Administration, Lease Administration - User Preferences).

Image: Lease Administration - User Preferences page

This example illustrates the fields and controls on the Lease Administration - User Preferences page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web interface for 'Lease Administration - User Preferences'. At the top, there are two tabs: 'User Preferences' and 'Lease Administration'. Below the tabs, the title 'Lease Administration - User Preferences' is displayed. Under the title, there are two rows of information: 'User ID DVP1' and 'Development User'. Below this, there are three rows of input fields: 'Business Unit' with the value 'US001', 'Currency' with the value 'USD', and 'Region' which is empty. Each input field has a magnifying glass icon to its right, indicating a search or selection function.

Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Business Unit

Select the business unit that you want as the default for the system when creating leases and viewing pagelets.

Currency

Select the currency to which you want the system to default when creating leases and viewing pagelets.

Region

Select the region to which you want the system to default when creating new leases and viewing pagelets.

User Preferences - Manufacturing Page

Use the User Preferences - Manufacturing page (OPR_DEF_TABLE_MG1) to maintain the default server by user ID.

Configure a default server to run the Update Pick Plan and Automatic Material Release process (SFCONREL).

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Manufacturing

Server Name

Select a default server to run the Update Pick Plan and Material Release process (SFCONREL). This process can be run only on a server. When you review the production pick plan, you can optionally release the material after you've confirmed the pick plan.

Related Links

"Creating and Processing Picking Plans (*PeopleSoft FSCM 9.2: Manufacturing*)"

"Updating Pick Batches (*PeopleSoft FSCM 9.2: Manufacturing*)"

User Preferences - Orders - Sales Page

Use the User Preferences - Orders - Sales page (OPR_DEF_TABLE_OM1) to set up business-unit, order-source, and order-group defaults for a user who enters sales order information.

You can also specify a beginning sequence code for your sales orders.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Orders - Sales

Order Defaults

Select options as defaults for the sales order for the user ID.

Order Management BU (order management business unit)	Specify the business unit to default on the sales order.
Default Order Source Code	Specify the source of the order for the user.
Beginning Sequence	Select the default prefix for the sales order number.
Default Order Quantity	Specify the order quantity to default to the sales order.
Ship From INV BU ship from inventory business unit)	Select the Inventory business unit where the order will typically be picked up. This option is used in the counter sales environment where the customer will come to the location and take the order with them.
Cash Drawer ID	Select the cash drawer that the user will be using.
Price Adjustment Reason	Select a reason code for price adjustments. This option is used for margin adjustments to default a reason code so that the user doesn't have to enter a code for each product that is adjusted.
Order Owner	Select the owner for the order. The field is used for counter sales.

Sales Order Display

This section shows how information is initially displayed during sales order entry based on the default for the business unit.

Customer Address	<i>Init</i> (initial): Display the customer address on the Order Header Page only when entering a new order header or displaying an existing order header from the add or search page.
-------------------------	--

Header Summary, Header Information Area, Purchase History Area, Price Summary Area, Order Summary, margin Adjustments, Line Express Entry Tab, Bill To Area, Bill-to Customer Options, Sold To Area, Sold-To Customer Options, Ship To Area, Ship-to Customer Options, Line Filter, and Line Actions

Select to move by default the display of information in the designated areas of the Order Entry Form page. During order entry, you can open or close the area as needed. Options are:

Collapsed: The section appears in a collapsed mode.

Default: The Header Summary, Header Information Area, Price Summary, Order Summary, Line Express Entry Tab, Bill to Area, Sold To Area, Ship To Area and Line Actions appear in the open mode. The Purchase History Area, Margin Adjustments, Bill-to Customer Options, Sold-To Customer Options, Ship-to Customer Options, and Line Filter appear in the collapsed mode.

Open: The section appears in an open mode.

User Preferences - PayCycle Page

Use the User Preferences - PayCycle page (OPR_DEF_TBL_PYCYCL) to define default output destinations for the Pay Cycle Manager and the Express Payment Manager components (PYCYCL_MGR and EXP_PYCYCL_MGR, respectively).

These default values are not required to perform any pay cycle process.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Paycycle

Output Destination

Server File Destination

Enter a default output destination for files. When you are specifying the server file destination, a meta string (such as %OutputDirectory%%) is not permitted. You must specify a full directory path followed by a backslash (for example, C:\TEMP \).

Server Destination Printer

Enter a default output destination printer.

Server

Select a server.

Email ID Financial Gateway integration email notification

Specify a recipient email address for payment error notifications. This field is limited to 70 characters.

You can enter multiple email addresses, separated by a comma (,). This is helpful in the following situations:

- When multiple users share the same user ID.
- When a single user has multiple email addresses.

Note: If these default values are not specified, the output destination will be required to be entered for every report process that is initiated from the Pay Cycle Manager and Express Check components (PYCYCL_MGR and PYMNT_EXPRESS, respectively).

Related Links

"Understanding Pay Cycle Processing (*PeopleSoft FSCM 9.2: Payables*)"

User Preferences – Supply Planning Page

Use the Planning page (OPR_DEF_TABLE_PL1) to select a default planning instance.

A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

Navigation

Setting Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Planning

Access the Planning page (Setting Up Financials/Supply Chain, Install, Installation Options, Planning).

Default Planning Instance

Displays the default planning instance for the user. A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

Order Key Separator

Displays a character that is used by the system to format the display for a single field that contains a line, schedule, and kit number for sales orders and quotes in Supply Planning grids.

User Preferences – Project Costing Page

Use the User Preferences - Project Costing page (OPR_DEF_TABLE_PC1) to assign default parameters for transaction processing and set up data entry defaults.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Project Costing

Image: User Preferences - Project Costing page

This example illustrates the fields and controls on the User Preferences - Project Costing page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences - Project Costing' page. At the top, there are tabs for 'User Preferences' and 'Project Costing'. Below the tabs, the 'Preferences' section is shown for 'User ID: DVP1' and 'Name: Development User'. The 'Data Entry Defaults' section contains the following fields:

- Tree Name: [Text Field]
- Tree Effective Date: [Text Field]
- Parent Tree Node: [Text Field]
- Analysis Group: [Dropdown Menu] (Value: ALL)
- Currency Code: [Dropdown Menu] (Value: USD)
- Unit of Measure: [Dropdown Menu] (Value: EA)
- Project Business Unit: [Dropdown Menu] (Value: US004)
- Project: [Text Field]
- Integration: [Dropdown Menu] (Value: US004)
- Rate Type: [Dropdown Menu] (Value: CRRNT)
- Flex Template Operator ID: [Text Field] (Value: DVP1)
- Flexible Analysis Template: [Text Field]
- Edit Project List Option: [Dropdown Menu] (Value: BYBU)

Below the 'Data Entry Defaults' section is the 'Date Default Values' section, which includes:

- From Date: [Text Field] (Value: 01/01/2012)
- To Date: [Text Field] (Value: 12/31/2012)

Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Data Entry Default Values

Tree Name, Tree Effective Date, and Parent Tree Node Enter values that appear by default when you assign projects to trees.

Project Business Unit Enter a value that appears by default in project business unit search fields in the Project Costing application.

Project Enter a value that appears by default in project search fields.

Integration Enter the integration template that appears by default in the Integration field on the Project Definitions - General Information page when you create projects.

Analysis Group Enter a value that appears by default when you search for transactions on the Transaction List page.

Rate Type Enter the default conversion rate that the system uses when you add transactions by using the Add Transactions page and the incoming transaction rate type for the business unit is *Source*.

Currency Code Enter a value that appears by default in the Source Currency field when you add transactions by using the Add Transactions page.

Flexible Analysis Template

Enter the default template that specifies how flexible analysis data appears on the Flexible Analysis page.

Edit Project List Option

Select an option to specify how projects appear for selection on the My Projects page. Available options are:

BYBU: By business unit.

BYTR: By project tree.

Date Default Values**From Date and To Date**

Enter a date range that appears by default when you search for transactions.

User Preferences – Procurement Page

Use the User Preferences - Procurement page (OPR_DEF_TABLE_PM1) to define options and authorizations for procurement users.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement

Location

Enter the default location where requested items should be delivered when they are received from the vendor.

Origin

Enter the default origin of this user's POs. The origin is used for reporting purposes.

Requester

Enter the name of the requester for whom this user will be authorized to enter requisitions.

Buyer

Enter the name of the buyer for whom this user will be authorized to enter POs.

Process User Preferences – Contract Process Page

Use the User Preferences - Procurement - Contract Process page (OPR_DEF_CNTRCT_SEC) to define contract process preferences by specifying the default contract status and authorized actions for a user.

Navigation

Click the Contract Process link on the User Preferences - Procurement page.

Image: User Preferences - Procurement – Contract Process page

This example illustrates the fields and controls on the Procurement – Contract Process page. You can find definitions for the fields and controls later on this page.

Contract Process

User VP1 Default Operator

Contract Process

Contract Status

☒ Approve Contracts ☒ Allow PO Contract Releases

☒ Enter Contracts/New Version ☒ Allow AP Contract Releases

☒ Hold Contracts

☒ Close Contracts

☐ Cancel Contract

Default Display

*Process Option General

*Header Information

*Order Options

*Voucher Options

*Item Lines

*Category Lines

*PO Information

Use this page to specify the default contract statuses and authorized actions for a user and to define how the system initially displays the collapsible areas on the Contract page.

Contract Process

Contract Status

Select the status at which you want this user to open contracts. When the user creates a contract, the status appears by default based on the value you select.

Approve Contracts

Select to provide the user the authority to approve procurement contracts.

Allow PO Contract Releases (allow purchase order contract releases)

Select to provide the user the authority to release purchase order contracts.

Enter Contracts/New Version	Select to provide the user the authority to create contracts and new contract versions.
Allow AP Contract Releases (allow accounts payable contract releases)	Select to provide the user the authority to release accounts payable contracts.
Hold Contracts	Select to provide the user the authority to place procurement contracts on hold.
Close Contracts	Select to provide the user the authority to close procurement contracts.
Cancel Contract	Select to provide the user the authority to cancel procurement contracts.

Display Options

Use this grid to define how the system initially displays the collapsible areas on the Contract page. The system applies display settings by expanding and collapsing group boxes as you indicate on this page. Group boxes appear based on the contract process type. So, for example, if the system is applying display options to a contract with a process type of Prepaid Voucher, then only the Header, Amount Summary, and Add Items group boxes are expanded or collapsed.

Process Option	Select a contract process option that you want to set up for this user. Contract process options enable you to determine a specific contract process for use throughout the contract's life cycle.
Header Information, Order Options, Voucher Options, Item Lines, Category Lines, and PO Information	<p>Select a group box option that you want to apply for this user. The value you select controls how the group box initially appears on the Contract page. Valid values for the group boxes are:</p> <ul style="list-style-type: none"> • <i>Collapsed</i>: Select to collapse (hide) the group box when the user initially accesses the Contract page. • <i>Open</i>: Select to expand (open) the group box when the user initially accesses the Contract page.

User Preferences – Vendor Rebate Agreement Authorizations Page

Use the User Preferences - Procurement - Rebate Authorizations page (OPR_DEF_VRBT_SEC) to define rebate manager maintenance authorization and access rights for vendor rebate agreements.

Navigation

Click the Rebate Authorizations link on the User Preferences – Procurement page.

Rebate Agreement Defaults

Rebate Agreement Status

Select the default status for the rebate manager when you are creating vendor rebate agreements. Statuses are *Approved* and *Open*.

Allowed Rebate Agreement Actions

Select the check box next to the specific actions that you want the rebate manager to have.

Rebate Manager Access

Unrestricted Rebate Manager

This check box is deselected by default. Select this check box if you want this rebate manager to have unrestricted access to all vendor rebate agreements. This manager can view, modify (perform all the actions checked), process, and analyze all vendor rebate agreements.

For more information, see *PeopleSoft Purchasing: Defining Supplier (Vendor) Rebate Agreements*.

User Preferences – Payables Online Vouchering Page

Use the User Preferences - Procurement - Payables Online Vouchering page (OPR_DEF_TABLE_AP1) to specify user voucher authorities, online voucher processing, and quick invoice configuration options for a user.

Navigation

Click the Payables Online Vouchering link on the User Preferences - Procurement page.

Image: Procurement - Payables Online Vouchering page

This example illustrates the fields and controls on the Procurement - Payables Online Vouchering page. You can find definitions for the fields and controls later on this page.

Payables Online Vouchering	
User VP1	Default Operator
Default Values	
Origin <input type="text" value="ONL"/>	Online
Operator Voucher Authorities	
<input type="checkbox"/> Pay Unmatched Vouchers	Pay Unmatch Amt <input type="text"/>
<input checked="" type="checkbox"/> Copy Matched and Closed PO	Security for Voucher Styles
<input type="checkbox"/> Override Accounting Date Edit	
Online Voucher Processing	
<input checked="" type="radio"/> Do Not Check Voucher Amount	<input type="checkbox"/> Enter Vouchers Only in Groups
<input type="radio"/> Check Voucher Amount	<input checked="" type="checkbox"/> Post Vouchers
Entry Limit <input type="text" value="0.000"/>	<input checked="" type="checkbox"/> Manually Schedule Payments
Prepay Limit <input type="text" value="0.00"/>	<input checked="" type="checkbox"/> Authority to Override Match
Currency <input type="text"/>	<input checked="" type="checkbox"/> Record Payment
Rate Type <input type="text"/>	<input type="checkbox"/> Override Withhold Calculation
Quick Invoice Configuration	
<input type="checkbox"/> Req. Valid Chart Field Combo's	
<input type="checkbox"/> Require Balanced Invoice	

Origin

Select the voucher origin for this user. The system tags all vouchers that are entered by this user with this origin, and uses the processing settings for this origin when it processes the voucher.

Pay Unmatched Vouchers and Pay Unmatch Amt (pay unmatched amount)

Select Pay Unmatched Vouchers to give users the authority to pay vouchers that have not been matched up to the maximum amount that is specified in the Pay Unmatch Amt field. Authorized users must select the Pay UnMatched Voucher check box on the Voucher Attributes page in the Voucher component (VCHR_EXPRESS) for the system to select the voucher during the Pay Cycle Application Engine process (AP_APY2015).

	<p>Note: If you select the Pay Unmatched Voucher option, vouchers with the following match statuses (MATCH_STATUS_VCHR) are available for payment: <i>T</i> (ready), <i>E</i> (exception), <i>D</i> (dispute), <i>O</i> (overridden), and <i>C</i> (credit note). If you do not select the Pay Unmatched Voucher option, only vouchers with the match status of <i>M</i> (matched) or <i>N</i> (no match) are available for payment.</p>
Copy Matched and Closed PO (copy matched and closed purchase orders)	<p>Select to enable the user to copy matched and closed POs.</p> <hr/> <p>Note: If this option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line copies with both the amount and the quantity at zero.</p>
Override Accounting Date Edit	Select to enable the user to override the accounting date edit option on the Procurement Control - General Controls page.
Security for Voucher Styles	Click to access the Voucher Styles page, where you can define the user authority for each of the voucher styles by selecting the appropriate check boxes.
Do Not Check Voucher Amount and Check Voucher Amount	Select one of these options to determine whether the system performs an edit during online voucher entry against the voucher gross amount.
Entry Limit	If you selected Check Voucher Amount, specify the voucher entry limit amount for this user. When you specify the entry limit, you must also specify its currency and a rate type.
Prepay Limit	If this user has the authority to prepay vouchers, you can specify a maximum amount for each prepayment that the user can enter. You must also specify a currency and a rate type for the prepayment.
Currency	Specify a currency for the entry limit or prepay limit amount.
Rate Type	Specify a rate type for conversion to the transaction currency that is entered on the voucher.
Enter Vouchers Only in Groups	Select to enable the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page.
Post Vouchers	Select to enable the user to post approved vouchers.
Manually Schedule Payments	Select to enable the user to schedule payments manually, overriding the system's automatic payment scheduling. If you do not select this option, the user is unable to modify any of

the scheduled payment information on the Voucher - Payments page.

Authority to Override Match

Select to enable the user to override the match status of a voucher. If the voucher requires matching, the user has the authority to change the voucher match status to *Not Applicable*.

In addition, if the Matching Application Engine process (AP_MATCH) has been run but the process encountered match exceptions or errors, the user can override the match exceptions.

When the exceptions are overridden, the user can rerun the Matching process; the Matching process updates the voucher match status to *Matched*.

Note: The Matching process still generates workflow notifications for exceptions to the user even if the Authority to Override Match option is not selected. However, the user is not able to override the match status.

Record Payment

Select to enable the user to manually record payments for a voucher. When this option is deselected, the user is unable to specify *Record* as a payment action on the Payments page of the Voucher component.

Note: You must also select the Manually Schedule Payments option to be able to record payments for a voucher.

Override Withhold Calculation

Select to enable the user to override the timing of the withholding calculation on the Withholding page of the Voucher component. Withholding calculation can be at payment time or voucher posting time based on the withholding entity setting.

Req. Valid Chart Field Combo's (require valid ChartField combinations)

Select this check box for the system to automatically validate ChartField combinations on Quick Invoice vouchers. If the ChartField combination is invalid, the system prevents the user from saving the voucher.

Require Balanced Invoice

Select this check box for the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.

The AP Operator Profile report (APY0003) displays accounts payable user defaults by setID.

Related Links

[Application Fundamentals Reports: General Description](#)

"Defining Voucher Origins (*PeopleSoft FSCM 9.2: Payables*)"

"Procurement Control - General Controls Page (*PeopleSoft FSCM 9.2: Payables*)"

User Preferences – Receiving and RTV Page

Use the User Preferences - Procurement - Receiver Setup page (OPR_DEF_RECV_SEC) to define receiver and RTV user preferences.

Navigation

Click the Receiver/RTV Setup link on the User Preferences - Procurement page.

Change Non PO Receipt Price (change non purchase order receipt price)

Select to enable the user to change the receipt price for an item on a non-purchase order receipt.

Interface Receipt

Select to automate the passing of inventory and asset information through the Receiver Interface Push process (PO_RECVPUSH).

Run Close Short

Select to call the Close Short Process (PO_CLSSHORT) automatically during the Receiver Interface Push processing (PO_RECVPUSH).

Subcontract Streamline

Select this check box if you want the Subcontract Streamline check box to appear selected by default for a subcontracted purchase order receipt for this user. The user will be able to override this field setting for a subcontracted purchase order receipt. The system determines whether to perform subcontract streamlining (purchase order receipt and production completion for the production ID in a single step) from the receipt.

Streamline processing for subcontract RTVs enables you to process RTVs if completions have been performed on the associated receipt. The system includes negative production completion and production scrap for operations being returned against the subcontract.

If this check box is deselected, the Subcontract Streamline check box will appear deselected for a subcontracted purchase order receipt for this user. The user will not be able to change this field setting for the subcontracted purchase order receipt. That is, this assumes subcontract streamlining is not enabled for this user.

Blind Receiving Only

Select to prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the No Order Qty, Ordered Qty, and PO Remaining Qty check boxes are deselected.

No Order Qty (no order quantity)

Select to prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.

Ordered Qty (ordered quantity)	Select to use the purchase order quantity as the default quantity received.
PO Remaining Qty (purchase order remaining quantity)	Select to use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received.
Receiving Business Unit	Select the user's default receiving business unit. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit.
Days +/- Today	Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.
RTV Dispatch Option (return to vendor dispatch option)	<p>Select the dispatch method as this user's preference for the return to vendor functionality. This functionality provides a default value for dispatching the RTV to the Supplier.</p> <p>RTV dispatch option values include:</p> <p><i>Default to Business Unit:</i> Select to use the dispatch option that is defined at the business-unit level. You define the business unit RTV dispatch option value using the Business Unit Options tab on the Purchasing Definition page. When processing RTV options, the system initially checks the user preference and then the business unit when you select the <i>Default to Business Unit</i> option.</p> <p><i>Manual:</i> Select to indicate that the Dispatch processing for the RTV must be performed manually.</p> <p>Often collaboration must take place between procurement personnel and another group before a RTV line can be dispatched. For example, you might have to verify the disposition of goods with warehouse personnel before dispatching the RTV.</p> <p>See "Inventory Return Records (<i>PeopleSoft FSCM 9.2: Purchasing</i>)".</p> <p>See "Selecting RTV Source Details (<i>PeopleSoft FSCM 9.2: Purchasing</i>)".</p>
RTV Inventory Ship Option (return to vendor inventory ship option)	<p>Select the return to vendor ship option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option will only be used by the RTV function when the disposition on the RTV line has a value of Ship.</p> <p>The system determines the ship option default value by first checking the user preference ship option value. If the user preference value is <i>Manual</i>, <i>Express</i>, or <i>Fulfillment</i> then the system uses the value as the default value. If the user preference</p>

value is *Default to Business Unit*, the system uses the ship option value defined at the business-unit level.

RTV Inventory ship option values are:

Default to Business Unit: Select to use the inventory ship option that is defined at the business-unit level.

Express: Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory issue (automatic issue) action from within the Purchasing RTV component. If the RTV line disposition is Ship, the system creates a material stock request with a status of Shipped to update inventory.

Note: The value of *Express* will not be defaulted onto the RTV line if the RTV line is associated with an Inventory business unit which is defined as a Warehouse Management System (WMS) type. You define the warehouse setting using the Use External Warehouse Control check box on the Business Unit Options page for Inventory.

Fulfillment: Select to set the user's preference to perform Inventory fulfillment processing for RTV transactions. This enables the user to create an Inventory material stock request transaction and to process it through Inventory fulfillment processing. The *Fulfillment* value is only valid for RTV processing when RTV line disposition is Ship.

Manual: Select to indicate that the RTV ship transaction must be completed manually. This option requires that the inventory Express Issue function be used to ship the items to the supplier. When you use the *Manual* Inventory Ship option, the system does not perform RTV express functions. The user must use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor.

RTV Inventory Destroy Option (return to vendor inventory destroy option)

Select the return to vendor destroy option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option is only used by the RTV function when the disposition on the RTV line has a value of Destroy. The system determines the destroy option default value first by checking the user preference destroy option. If the user preference value is *Manual* or *Express* then the system uses that default value. If the user preference value is *Default to Business Unit*, the system uses destroy option defined at the business-unit level.

RTV Inventory destroy option values are:

Default to Business Unit: Select to use the inventory destroy option setting at the business-unit level.

Express: Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component.

Manual: Select to indicate that the RTV destroy transaction must be completed manually. This option requires that the Inventory Adjustment function be used to update inventory for the items being returned to the vendor.

Mobile Receiving Printer

The options in this group box are used with PeopleSoft Mobile Inventory Management. Use this group box to set up printer default values. These values are used by the Receiving PO and Receiving Ad Hoc components when printing the Mobile Receipt Delivery report.

Server Name	Select a Process Scheduler Server Name that will be used for running the print delivery report.
Output Destination Type	Select an output destination type as printer to direct the delivery report to the printer.
Output Destination Format	Select a output destination format for printing the delivery report.
Output Destination	Select the Printer to print the receipt delivery report .

For additional information about PeopleSoft Mobile Inventory Management:

See "Understanding How to Receive Stock in PeopleSoft Inventory Using Mobile Receiving (*PeopleSoft FSCM 9.2: Mobile Inventory Management*)".

Related Links

"Receiving Non-Purchase Order Items (*PeopleSoft FSCM 9.2: Purchasing*)"

User Preferences – Requisition User Authorizations Page

Use the User Preferences - Procurement - Requisition Authorizations page (OPR_REQ_AUTH) to authorize users to initiate and update requisitions for applicable requesters.

Define a user's requisition processing authority in relation to applicable requesters.

Navigation

Click the Requisition Authorizations link on the User Preferences - Procurement page.

Can Work Approved Reqs (can work approved requisitions)	Select to enable a user to change a requisition that has already been approved.
--	---

Full Auth for All Requesters (full authority for all requesters)	Select to give the user authority to add, update, cancel, delete, and close requisitions for all requesters. If you select this option, you don't need to configure the rest of this page.
Override Preferred Vendor	Select to enable a user to change the default vendor on a requisition line. If this authority is not selected, the user is unable to manually suggest a vendor.
Override RFQ Required Rule Flag	Select to enable a user to override the RFQ Required Rule option that was previously specified for a requisition in the requisition component.
View/Override VAT Details (view or override value-added tax details)	Select to view and override VAT details within the requisition component.
Override Non-Qualified Requisitions for Close	Select to enable a user to close requisitions that are nonqualified for close.

Requesters User Authorization

Requesters User Auth For (requesters user authority for)	Requesters for whom this user can work requisitions. Select the requester that you want to designate as the user's default requester by selecting the check box to the left of the requester's name.
Add, Update, Cancel, Delete, Close, and Reopen	Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this requester.

User Preferences – Purchase Order User Authorizations Page

Use the User Preferences - Procurement - Purchase Order Authorizations page (OPR_PO_AUTH) to authorize users to create and update purchase orders for applicable buyers.

Define a user's purchase-order processing authority in relation to applicable buyers.

Navigation

Click the Purchase Order Authorizations link on the User Preferences - Procurement page.

Image: User Preferences - Procurement - Purchase Order Authorizations page

This example illustrates the fields and controls on the Procurement - Purchase Order Authorizations page. You can find definitions for the fields and controls later on this page.

Purchase Order Authorizations

User VP1 Default Operator

Allowed Purchase Order Actions

☒ Approval ☒ Can Work Approved PO's ☒ Document Administrator

☒ Cancel ☒ Can Dispatch Un-Approved POs

☒ Delete ☒ Full Authority for All Buyers

☒ Close ☒ Override Non-Qualified POs for Close

☒ Reopen Rebate ID Security Control Update

Buyers User Authorization Personalize | Find | View All | 1 of 1 First 1 of 1 Last

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen
<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allowed Purchase Order Actions

Can Work Approved POs (can work approved purchase orders) Select to enable a user to change a purchase order that has already been approved or dispatched.

Can Dispatch Un-Approved POs Select to enable a user to dispatch purchase orders with a status of pending approval.

Full Authority for All Buyers Select to give the user authority to add, update, cancel, delete, and close purchase orders for all buyers. If you select this option, you don't need to configure the rest of the page.

Override Non-Qualified POs for Close Select to enable a user to close purchase orders that are nonqualified for close.

Rebate ID Security Control Select the vendor rebate agreement security control option for purchase orders. Options are:

- *Hidden:* Vendor rebate agreement fields are hidden from this user when he or she is maintaining purchase orders.
- *Update:* Vendor rebate agreement fields can be updated by this user when he or she is maintaining purchase orders.
- *View Only:* Vendor rebate agreement fields are only able to be viewed by this user when he or she is maintaining purchase orders.

Buyers User Authorization

Buyers User Authorized For Select the buyers for whom this user can enter purchase orders.

Add, Update, Cancel, Delete, Close, and Reopen

Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this buyer.

User Preferences - Document Tolerance Exceptions Override Page

Use the User Preferences - Document Tolerance Exceptions Override page (OPR_DEF_DOC_TOL) to provide authority to users to override document tolerances.

Navigation

Click the Doc Tolerances link on the User Preferences - Procurement page.

Override Purchase Order to Requisition Exceptions

Enables you to override document tolerance exceptions that are generated when an encumbrance exceeds the preencumbrance during document tolerance checking.

Override Voucher to Purchase Order Exceptions

Enables you to override document tolerance exceptions that are generated when an expenditure exceeds the encumbrance during document tolerance checking.

Related Links

"Setting Up Document Tolerances (*PeopleSoft FSCM 9.2: Payables*)"

"Defining Document Tolerances (*PeopleSoft 9.2: Source to Settle Common Information*)"

User Preferences – Promotions Management Page

Use the User Preferences - Promotions Management page (OPR_DEF_TABLE_TD1) to define default user preferences for promotions management.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Promotions Management

Bank SetID, Bank Code, and Bank Account

Select the values to use as defaults in the payments process. When you create a claim with a payment method of field draft, the system provides the bank code and bank account values that are defined here. (You can override these values.) You then use the payment interface to send this claim to Payables, and the system creates a voucher or payment.

National Allowance Prefix, Promotions Prefix, and Claims Prefix

Select the prefixes. The system uses these prefixes in the automatic numbering process when creating national allowances or customer promotions or when processing claims. You create the prefix values when you define number types on the Automatic Numbering page. When you create the claim number type, you are creating the values for the claims prefix. The values for the national allowance prefix and promotions prefix are tied to the promotion code number type.

View Product Cost?

Select to enable the user to view product cost details in PeopleSoft Promotions Management. If you have access to view product cost details, you can consider this data as a determining factor in analyzing planned versus actual customer promotion metrics.

Related Links

[Auto Numbering page](#)

"Understanding Bank Setup (*PeopleSoft FSCM 9.2: Banks Setup and Processing*)"

User Preferences – Receivables Data Entry 1 Page

Use the User Preferences - Receivables Data Entry 1 page (OPR_DEF_TABLE_AR1) to define the default group unit, deposit unit, and address that is associated with a user.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 1

Image: User Preferences – Receivables Data Entry 1 page

This example illustrates the fields and controls on the User Preferences – Receivables Data Entry 1 page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences – Receivables Data Entry 1' page. At the top, there are tabs for 'User Preferences' and 'Receivables Data Entry 1'. Below the tabs, the 'User ID' is 'DVP1' and the 'Development User' is 'Development User'. A section titled 'Default Business Units' contains two rows: 'Group Unit' with value 'US001' and 'Deposit Unit' with value 'US001', both with magnifying glass icons. Below this, the 'Country' is 'USA' with a magnifying glass icon and the text 'United States'. To the right of the country are fields for 'Prefix', 'Phone', 'Ext', and 'Fax'. Below the country are three address fields: 'Address 1', 'Address 2', and 'Address 3'. At the bottom, there are fields for 'City', 'County', 'State' (with a magnifying glass icon), and 'Postal'.

Group Unit and Deposit Unit

Enter values that become the user's default values for business units. Although the user can override these default values, you can minimize data entry by entering the user's most frequently used business unit. The system uses the group unit and deposit unit as the default business unit for online pending groups, deposits, and worksheets.

Use the address fields to store addresses for followup letters. The address information that you enter on this page is not validated against any table.

User Preferences - Receivables Data Entry 2 Page

Use the User Preferences - Receivables Data Entry 2 page (OPR_DEF_TABLE_AR2) to specify write-off tolerances and discount tolerances.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 2

Image: User Preferences – Receivables Data Entry 2 page

This example illustrates the fields and controls on the User Preferences – Receivables Data Entry 2 page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences - Receivables Data Entry 2' page. At the top, there are tabs for 'User Preferences' and 'Receivables Data Entry 2'. Below the tabs, the page is divided into two main sections: 'Payment Worksheet' and 'Maintenance Worksheet'. The 'Payment Worksheet' section contains the following fields: 'Discount Tolerance Percent' (input field with '0'), 'Discount Tolerance' (input field with '0.00' and a 'USD' currency selector), 'Write Off Percent Under' (input field with '0'), 'Underpayment Write-Off' (input field with '0.00' and a 'USD' currency selector), 'Write Off Percent Over' (input field with '0'), 'Overpayment Write-Off' (input field with '0.00' and a 'USD' currency selector), and 'Item Write-Off' (input field with '0.00' and a 'USD' currency selector). The 'Maintenance Worksheet' section contains: 'Max Write Off' (input field with '0.00' and a 'USD' currency selector), 'Max Refund' (input field with '0.00' and a 'USD' currency selector), 'Write-off Days' (input field with '0'), 'Max WO Percent' (input field with '0'), and an 'Override Write off Tolerance' checkbox. At the bottom of the page, there is a 'Currency Precision' section with a '*Format Currency' dropdown menu set to 'USD' and a 'US Dollar' label.

Payment Worksheet

Enter the write-off tolerances and discount tolerances for the payment worksheet.

Discount Tolerance Percent and Discount Tolerance

Enter the percent and amount to use to calculate the discount tolerance. These tolerances enable the user to enter an unearned discount amount that is less than or equal to the value that you enter. Enter the additional percentage that the user can add to the payment terms.

For example, if an item is 700.00 and the discount terms are 2 percent for 10/Net30, the normal discount would be 14.00.

If you enter 10 in the percent field, the user can take up to an additional 10 percent of the discount amount, which is 1.40. The total discount would be 15.40. However, the total discount can never be more than the value in the amount field.

Write-Off Percent Under and Underpayment Write-Off

Enter the percent and amount that defines the maximum write-off for underpayments and overpayments. These values apply only to automatic write-offs. These values do not apply to standalone overpayments or underpayments. The user can enter

and Write-Off Percent Overand Overpayment Write-Off

an adjustment below the amount as long as the amount does not exceed the percentage of the payment.

Item Write-Off

Enter the highest amount that this user can write off when the user writes off an amount for an individual item on a payment worksheet.

Maintenance Worksheet

Enter the write-off tolerances for the maintenance worksheet.

Warning! If you do not define write-off tolerances for the user, the system uses zero for the user's write-off tolerances, and the user cannot write off items.

Max Write Off (maximum write-off) Enter the maximum amount that the user can write off for either an individual item or for the remaining balance for a normal group or match group. The user can write off an amount below the maximum amount as long as it does not exceed the percentage of the original amount for the item. For example, if you enter an amount of 25.00, the user can write off amounts up to 25.00. However, if you enter a maximum write-off percentage of 10 percent, and the total original amount of an item is 240.00, the user cannot write off more than 24.00.

For no limit, enter all 9s.

Max Refund (maximum refund) Enter the maximum refund amount that a user can create.

Write-off Days

Enter the minimum age of an item before a user can write it off on the maintenance worksheet. For no limit, enter 0.

Max WO Percent (maximum write-off percent)

Enter the maximum percentage of an item that this user can write off. For no limit, enter 100.

Override Write off Tolerance

Select to enable the user to write off items or amounts that do not meet the write-off tolerances that are defined for the business unit, customer, or entry reason as long as the write-off meets the user's write-off tolerances. If the user's write-off action exceeds the tolerances in the business unit, customer, or entry reason levels, the system issues only a warning.

Currency Precision**Format Currency**

Enter the currency for the write-off tolerance amounts for conversion purposes. The system uses this currency to calculate the tolerance amounts for an item.

Related Links

"Understanding Customer Account Maintenance (*PeopleSoft FSCM 9.2: Receivables*)"

User Preferences – Strategic Sourcing Page

Use the User Preferences - Strategic Sourcing page (OPR_DEF_TBL_SS) to create strategic sourcing user preferences and defaults.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Strategic Sourcing

Image: User Preferences - Strategic Sourcing page

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

User ID DVP1 Smith, Jane
Department 15000 Business Services

Permissions and Defaults

Format:	Buy	Sell	RFI	Type:	Auction	RFx
Create:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>

Event Authorizations

- ☒ Approve Events
- ☒ Cancel Events
- ☒ Award Events
- ☐ Award more than requested qty

Copy-From Transactions

- ☒ Requisition
- ☒ Purchase Order
- ☒ Contract
- ☒ Manufacturing BOM
- ☒ Engineering BOM
- ☒ Planning Order

Award Type

- ☒ Purchase Order
- ☐ Recurring Voucher Contract
- ☒ PO Contract
- ☒ Single Release PO Contract
- ☒ General Contract

Sourcing Constraint Permission

Allow user to override Mandatory constraints for the following types:

- ☐ Event
- ☐ Business Unit
- ☐ Global

Sourcing Template Permissions

Template Type List	Personalize	Find	View All	First	1 of 1	Last
Template Type	Add	Update	Delete			
Business Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Permissions and Defaults

Set up the formats and types of events that the user can create and that are defaults. You can give the user permission to create buy, sell, or RFI events of auction or RFx types.

Event Authorizations

Select the event actions that are authorized for the selected user ID so that the user can approve, cancel, award events, or award more than the requested quantity.

Note: If you are integrating with Purchasing, you must have the authority to enter and approve vendors using the Procurement User Preferences - Vendor Processing Authority page. Selecting the option to award events here does not mean that you have access to Purchasing vendor pages, but it enables you to actually post an award on the Award Details page. Also, you must have the authority to create POs and contracts in Purchasing to award events to a PO or contract.

Copy-From Transactions

You can use requisitions, manufacturing BOMs, POs, engineering BOMs, contracts, or planning orders as the basis of Strategic Sourcing events. While creating events, you can copy from any transactions that are selected on the user preferences page.

Award Type

If you select the Award Events option in the Event Authorizations region, you must select at least one Award Type option. The user will have access to create only the documents selected here. Options are:

- Purchase Order
- PO Contract
- General Contract
- Single Release PO Contract

Note: To award purchase orders or contracts, users must have access on the User Preferences – Procurement page to create contracts and purchase orders. If the Allow Vendor Creation at Award option is selected in the Strategic Sourcing business unit definition, the user must also have the appropriate vendor processing authority on the Procurement – Vendor Processing Authority page to enter and approve vendors.

See *PeopleSoft Strategic Sourcing*, "Analyzing Bids and Awarding Events," Posting Awards.

See *PeopleSoft Strategic Sourcing*, "Setting Up Business Units in PeopleSoft Strategic Sourcing."

See User Preferences – Procurement Page.

Sourcing Constraint Permission

Select the constraint types for which you want to allow overwriting of default mandatory constraints. Options are:

- Event
- Business Unit
- Global

During the posting of the award, the system will check the user's permissions. If one or more default mandatory constraints have been violated, the following will occur:

- If you have the authority to override a mandatory constraint, you will receive a warning that the constraint has been violated.

You can then choose to cancel or proceed with the award.

- If you do not have the authority to override a mandatory constraint, you will receive an error that the constraint has been violated.

You will not be able to post the award.

Note: If you manually add a mandatory constraint to an event, the system does not prevent you from posting an award if that constraint was violated. Only *mandatory* constraints are passed as default constraints onto an event. These mandatory constraints are based on the default rules, and the system checks to determine whether the award can proceed.

See "Understanding Global Policies and Constraints (*PeopleSoft FSCM 9.2: Strategic Sourcing*)".

Template Type

Select the sourcing template type to enable for the selected user ID. Values are:

- *Business Unit:* User will have access to all sourcing business unit templates that are created for the user's default business unit.
- *Department:* User will have access to all sourcing department templates that are created for the user's specified department ID.
- *Personal:* User will have access to all sourcing personal templates that are created by that user.

Select the appropriate check box to give the user access to add, update, or delete templates.

Related Links

"Creating RFI Events (*PeopleSoft FSCM 9.2: Strategic Sourcing*)"

"Enter Copy Criteria Page (*PeopleSoft FSCM 9.2: Strategic Sourcing*)"

User Preferences – Staffing General Preferences Page

Use the User Preferences - Staffing - General Preferences page (OPR_DEF_TABLE_FO1) to define general user preferences for Staffing Front Office and Pay/Bill Management.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences

Click the Staffing - General Preferences link.

Image: User Preferences - Staffing - General Preferences page

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

User Preferences **Staffing - General Preferences**

User ID: DVP1 Smith, Jane

Branch:

As of Date: 11/12/2004

Currency Code:

Rate Type:

National ID Type:

Email Notification Options

Email Signature:

☐ Automatically Send Mail for Pending Applicants

Agenda Options ☒ Show Completed Agenda Items

Order Options ☐ Order Approval Security

Hot List Options ☒ Use Hot List Categories

User Hot List Categories Find First 1-3 of 3 Last

Category	Description	Max Num of Applicants	Show		
ALL	All Categories	<input type="text" value="5"/>	<input checked="" type="checkbox"/>		
FIN	Financials	<input type="text" value="5"/>	<input checked="" type="checkbox"/>		
HEALT	Healthcare	<input type="text" value="5"/>	<input checked="" type="checkbox"/>		

Staffing Searches Find First 1 of 1 Last

Search Type	Saved Search Name	Search Description	Show		
<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>		

Branch

Enter the staffing branch to be associated with the user ID.

As of Date	Select a date to be used on some reports to populate the <i>AsOfDate</i> variable.
Currency Code	Select an option that the system will use to automatically default to the Customer - General Information page (Customers, Customer Information, General Information) when adding a new customer.
Rate Type	Select an option that the system will use to automatically default to the Customer - General Information page (Customers, Customer Information, General Information) when adding a new customer.
National ID Type	Select a default format for the applicant and employee pages to track a person's tax identification number, such as social security number or social insurance number.
My Searches	Set up the searches you want to appear on the My Searches pagelet. You can also define this by clicking the Customize button on the pagelet.
Email Notification Options	
Email Signature	Enter a signature to be used on emails that are sent using the Send Email page.
Automatically Send Mail For Pending Applicants	Select to indicate that the system should automatically send an e-mail to the applicant when a user changes the applicant's status to Valid or Invalid. This procedure is performed by using the Action button on the Pending Applicants pagelet.
Agenda Options	
Show Completed Agenda Items	Select to indicate that the completed items initially appear in the agenda pages. This option only applies when Staffing Front Office is installed.
Order Options	
Order Approval Security	This option indicates whether a user can save orders with a status of <i>Approved</i> . When this check box is deselected, users can save only orders with a status of <i>Pending Approval</i> . Orders pending approval can only be saved with a status of <i>Draft</i> and cannot have assignments created. Consider using this feature with the order customer self-service component. For example, you may not want to give order approval access to the user IDs that are granted to your customers.

Hot List Options

Use Hot List Categories

Select this check box to set up categories for the Hot List.

When this option is selected, the system displays the User Hot List Categories grid.

Set up hot list categories using the Hot List Categories page.

User Applicant Hot List Categories

Enter a value in the Maximum Number of Applicants to determine how many applicants the system should display on the pagelet.

Select the Show check box to determine if the category is to be displayed on the pagelet.

The All category represents system data and displays all the hot elements in pagelets regardless of categorization.

Use the add a new row icon to define a new hot list category. If a user defines their own hot category on this page, they must enter the category code, description, maximum number of applicants, and whether to show the category on the pagelet. The user can delete the category as well.

Hot list categories can also be defined using the Hot List Categories page.

Staffing Searches

Search Type

Select a search type.

Saved Search Name

Select a search name.

Show

Select to indicate that you want this search type to appear on the My Searches pagelet.

User Hot List Categories

Specify user specific categories to be displayed on the Applicant Hot List pagelet.

This grid only appears if you select the Set Up for Applicant Hot List Category check box.

Category

Enter a title for the category.

Description

Enter a description for the category.

Max Num of Applicants

Enter the maximum number of applicants to display in the Applicant Hot List pagelet.

Show

Select to show the category in the grid displayed when adding applicants to the hot list.

Note: You cannot delete any categories that have applicants attached to them.

Defining Staffing Job Data Preferences

Use the User Preferences - Staffing - Job Data page (OPR_DEF_TABLE_FO2) to define Staffing Front Office and Pay/Bill Management values to be supplied by default to the Job Data section of the Applicant setup pages.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences

Click the Staffing - Job Data link.

Image: User Preferences - Staffing - Job Data page

This example illustrates the fields and controls on the User Preferences - Staffing - Job Data page. You can find definitions for the fields and controls later on this page.

User Preferences		Staffing - Job Data	
User ID	VP1	Kenneth Schumacher	
Email and Phone			
Email Type	Home		
Phone Type	Main		
Job Information			
Company	GBI	Global Business Institute 9999	
Pay Group	KU1	Weekly PayGroup	
Global Pay Group			
Job Code	660015	Nurse-Registered	
Benefit Program	KU1	GBI Master US Benefit Program	
Tax Location Code	KUCA00	California Branch	
HR Business Unit	US001	GBI BU for US001	
Workgroup	KUWRKPROJ	Financials Integration Wrkgrp	
Taskgroup	KUTSKPROJ	Taskgroup for Proj Integration	
Department	10500	Benefits	
Location Code	KUNY00	Corporate Headquarters	
Regulatory Region	USA	United States	
<input checked="" type="checkbox"/> Allow forcing additional jobs			
Other Preferences			
User Order Type	STFTM	Staffing Temporary Order	
Customer ID	0000050037	Mercy Medical Center of Pleasanton	
Priority	H	HIGH	
Order Event Group			
Service Order Source	DC	Direct Contact	
Order Reason	MC	Marketing Call	
Line of Business	HEALTH	Healthcare	
Non-Compliance Reason			
Empl ID			
Sales Operator	VP1	Kenneth Schumacher	
Run Control ID	VP1RCTRL		

Email and Phone

Email Type

Select *Business*, *Campus*, *Dorm*, *Home*, or *Other* to indicate which email address type to default when adding applicants to the system.

Phone Type

Select a type, such as *Business*, *FAX*, or *Main*, to indicate the preferred phone number type to default when adding applicants to the system.

Job Information

The values entered in the following fields will be used as defaults when you are adding applicants, orders, and new reports to the system. Users can override or keep these default values. After the applicant is hired, if Pay/Bill Management is installed, the applicant field values will be used to create the employee job record in HRMS, driving the process by which the employee should be paid.

Company

Enter a default value for the company to be associated with the applicants that you add to the system. The company is the employer or legal entity who hires the employee.

Pay Group

Enter a default value for the Payroll for North America pay group to be associated with the applicants that you add to the system. Payroll for North America may have several pay groups, for weekly, bimonthly, and monthly pay, for example. Each organization has its own set of valid paygroups.

Global Pay Group

Enter a default value for the Global Payroll pay group to be associated with the applicants that you add to the system.

Note: This field is applicable only if Pay/Bill Management and Global Payroll are installed.

Job Code

Enter a default value for the job code to be associated with the applicants that you add to the system.

Benefit Program

Enter a default value for the benefit program to be associated with the applicants that you add to the system. In HRMS, you may define several benefit programs based on the different types of benefits that your company extends to its employees.

Tax Location Code

Enter a default taxing location to be associated with the applicants that you add to the system. This information is used by Payroll for North America to determine how taxes should be withheld.

HR Business Unit (human resources business unit)

Enter a default business unit to associate with the applicants that you add to the system. This information applies only when Pay/Bill Management is installed.

Workgroup

Enter a default workgroup to associate with the applicants that you add to the system. Workgroups are used by the Time and Labor application, among other things, to determine which Time and Labor rule programs to apply to reported time, which

time reporting codes are available to employees in the group, and whether time entry approval is required. This information applies only when Pay/Bill Management is installed.

Taskgroup

Enter a default taskgroup to associate with the applicants that you add to the system. Taskgroups are used by the Time and Labor application, among other things, to determine which task-related information should be captured when you are entering time into the system. This information applies only when Pay/Bill Management is installed.

Department

Enter a default department ID to associate with the applicants that you add to the system.

Location Code

Enter a default location code to associate with the applicants that you add to the system.

Regulatory Region

Enter a default regulatory region to associate with the applicants that you add to the system. This information applies only when PeopleSoft Pay/Bill Management is installed.

User Order Type

Enter a user order type to associate with new orders.

Customer ID

Enter a customer ID to associate with new orders and history items.

Priority

Enter a priority to associate with new orders.

Order Event Group

Enter an order event group to associate with new orders.

Service Order Source

Enter a service order source to associate with new orders.

Order Reason

Enter an order reason to associate with new orders.

Line of Business

Enter a line of business to associate with new orders.

Non-Compliance Reason

Enter a non-compliance reason to associate with new reports.

Empl ID

Enter an employee ID to associate with new reports.

Sales Operator

Enter a sales operator to associate with new orders and reports.

Run Control ID

Enter a run control ID to use for running reports.

Allow forcing additional jobs

Select to enable power users to override the system logic that reuses employee job records across different assignments. This option is applicable only when Pay/Bill Management is installed.

User Preferences - Supplier Contract Management Page

Use the User Preferences - Supplier Contract Management page (OPR_DEF_TABLE_CS) to define user authorizations for managing contract documents through their life cycles and to grant the types of controls that the user who is defined in the User ID field can perform on documents.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences.

Click the Supplier Contract Management link.

This user preference page is enabled only for users who have administration rights for authored contracts, and those users can approve library sections and set configurator status.

Document Authorizations

The application administrator uses this group box to grant users security for document administrators and users who will manage section approvals and status changes for configurators.

Full Authorization for All Documents Select to grant a user the authority to perform all tasks that are listed on this page. This user has full authority for all users in the system, and is considered a super user with access to perform all actions on contracts in the system. When you select the check box, the system disables the remaining fields and check boxes and they cannot be changed. If you do not select to fully authorize the user for all documents, then you can select individual authorizations for document tasks.

Document Administrator

Select to indicate that the user has document administrator authority to perform selected contract document tasks. As a document administrator, users can generate, regenerate, refresh, check out, edit, and check in documents. You can select one or all tasks in this grid.

Document administrators can also control life cycles for contracts for authors by submitting contracts for collaboration and approvals.

Approve Sections

Select to indicate that the user can mark a section as approved, making the section available for use in documents. Section statuses can be changed or set to Approved using the Section Definition page.

Change Configurator Status

Select to indicate that the user can update the status of a document configurator. You can change Configurator statuses using the Configurator Definition page.

Bypass Approval

Select to indicate that the user can set a document to bypass approvals. This means that the document can be automatically set to approved. Normally approved steps are required, but when necessary, the user can expedite the document. When users have the authority to push a document through its approvals, the Bypass Approval button appears on the Document Management page.

Reset to Dispatch

Select to indicate that the user can reset a document to a Dispatched status. After a document has been completed between a supplier and customer, it is in an Executed status.

At that status, the Reset to Dispatch button is available on the Document Management page. This feature is useful if you

want to do minor changes, such as correct typographical errors, in the current version of the document without processing an amendment.

Authorize Document Access for

These authorizations enable this user to act on behalf of other users who are selected in the Document Administrator column of the grid. You might use this feature, for example, if the selected user is a senior contract administrator, and while members of his department or group are away from the office, then the user has the authority to perform tasks for his or her documents.

Document Administrator (column) Select additional users for whom the selected user will have authority to perform document tasks. Use the corresponding check boxes to define the authorities for the selected user.

Document Administrator (check box) Select to indicate that the selected user has document administrator authority for the corresponding user's documents. This means that the selected user can generate and edit the user's documents just as if he were the administrator.

Reset to Dispatch Select to indicate that the selected user has authority to reset a processed contract document back to dispatch for the corresponding user. This authority is in addition to any other task authorities that you select in this grid.

Bypass Approval Select to indicate that the selected user has authority to bypass approvals and expedite a contract document for the corresponding user. This authority is in addition to any other task authorities that you select in this grid.

User Preferences - Maintenance Management Page

Use the Maintenance Management page (OPR_DEF_TABLE_WM1) to define default maintenance management preferences.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Maintenance Management

Image: User Preferences – Maintenance Management page

This example illustrates the fields and controls on the User Preferences – Maintenance Management page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences – Maintenance Management' page for user 'DVP1' (Supplier: Development User). It is divided into three main sections: 'User Defaults', 'User Options', and 'User Authorizations'.

- User Defaults:** Contains several lookup fields:
 - Service Request Unit: US001 (US001 NEW YORK OPERATIONS)
 - Service Request Center: US015 (USA - Pleasanton)
 - Work Order Bus. Unit: US001 (US001 NEW YORK OPERATIONS)
 - Service Group: MAINT (Maintenance Service)
 - Shop: (empty)
 - Resource Group: (empty)
 - Asset Business Unit: US001 (US001 NEW YORK OPERATIONS)
 - Asset Type: (dropdown menu)
- User Options:** Contains two dropdown menus:
 - Calendar Item Link Option: Work Order
 - *Time Report Method: Elapsed Time
- User Authorizations:** A table with tabs for different functional areas. The 'Work Order' tab is selected, showing the following permissions:

Work Order	Asset / EPL	Labor / Crew	Inventory	Procurement	Tools	Advanced
<input checked="" type="checkbox"/> View WO Requirements	<input checked="" type="checkbox"/> View Scheduled Resources	<input checked="" type="checkbox"/> View and Update Accounting	<input checked="" type="checkbox"/> Allow Submit Time for Posting			
<input checked="" type="checkbox"/> Copy To New Work Order	<input checked="" type="checkbox"/> Cancel a WO	<input checked="" type="checkbox"/> Complete a WO	<input checked="" type="checkbox"/> Close a WO			

User Defaults

Service Request Business Unit

Select the business unit that you want to serve as the default service request business unit value when this user creates a service request. Normally business unit is not exposed to self-service users and they can never override it; however, agents creating new service requests via the Agent Service Request component may override the business unit default.

Service Request Center

Select the Service Request Center that you want to serve as the default value whenever this user creates a service request. Users can override this value in the service request.

Work Order Business Unit

Select the business unit that you want to serve as the default work order business unit value when this user creates a work order without a service request. Users can override this value at the work order level. This is also the default business unit for the Task Search page used by the Technician Workbench, the Work Order Workbench, the Crew Scheduling Workbench, and the Labor Assignment Workbench.

Note: Work orders that are created from service requests derive the work order business unit from the Problem Tree setup, not from user preferences.

Service Group	Select the Service Group to serve as the default value for a work order created by this user. Users can override this value at the work order level.
Shop	Select the shop to serve as the default value for a work order created by this user. Users can override this value at the work order level.
Resource Group	Select the resource group value to use as the default value in the work order. <hr/> Note: The Resource Group is used in the Matching process to match members in the group to demand for resources. This default value is normally set up for users who schedule work orders and use the matching process. <hr/> Note: This option only applies to the Time Entry page of the Technician Workbench. It does not apply to time entered on the Work Order Completion component. <hr/>
Asset Business Unit	Select the business unit that you want to serve as the default Asset Management business unit value in a work order for this user. Users can override this value in the work order.
Asset Type	Select the asset type to display as the default value in the work order, which is used to search for assets to maintain or repair in the work order. You can override this value in the work order.
User Options	
Calendar Item Link Option	Select the component that you want to access when you select a work order assignment link on a resource's calendar. When you click on a work order task assignment on a resource's calendar, the link takes this user to either the Work Order or the Technician Workbench, depending on selecting either: <ul style="list-style-type: none"> • <i>Technician Workbench</i> (default) • <i>Work Order</i>
Time Report Method	Select the format by which this user records their time worked on work order tasks on the Technician Workbench Time Entry page. Options are: <p><i>Elapsed Time:</i> Select to report time as the total hours worked per day.</p> <p><i>Punch Time:</i> Select to report times by entering start times and end times.</p>

See "Creating Work Order Tasks (*PeopleSoft 9.2: Maintenance Management*)".

User Authorizations – Work Order

View WO Requirements (view work order requirements)

Select this check box to enable this user to view work order requirements by enabling access to the Labor, Inventory, Purchase/On-hand, and Tools links in the Requirements page of the Work Order component. If you do not select this check box, then the Labor, Inventory, Purchase/On-hand, and Tools links are not available on the Requirements page of the Work Order component

Note: This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.

View Scheduled Resources

Select this check box to enable this user to view work order resource schedules in the Schedules page of the Work Order component and to enable drill down to it from the Crew Schedule Inquiry page.

Note: This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.

View and Update Accounting

Select this check box to enable this user to view and update the accounting ChartField distributions on the Schedules page for labor, inventory, purchase/on-hand, and tools in the Work Order component. Selecting this check box also enables users to view and update the ChartField distributions on the Tools Cost tab of the Tool Usage page in the Technician Workbench and the Work Order Completion component.

Selecting this check box also enables access to the distribution templates for the Inventory, Labor, and Purchase/On-Hand Schedules in the Work Order component. However, these options are not available in the Technician Workbench or the Work Order Completion component.

Allow Submit Time for Posting

Select this check box to enable a user to select the Submit Time for Posting button in the Time Entry page of the Technician Workbench and Work Order Completion page. This check box is selected by default. If you do not select this check box this user will be prevented from submitting work order task time entries to Expenses for posting. The user can still enter time.

In addition, selecting this option enables the user's manager or supervisor to edit the time entry, if necessary, and then submit it to posting.

If you do not select this check box, the Submit Time for Posting button does not appear on the Time Entry page in the Technician

	Workbench or on the Work Order Completion component for this user.
Copy to New Work Order	Select this check box to enable this user to copy an existing work order to a new work order.
	Note: The Copy button in the work order is not visible unless this check box is selected.
Cancel Work Order	Select this check box to enable the selected user to manually cancel a work order.
Complete a WO (complete a work order)	Select this check box to enable this user to change the status of a work order to <i>Complete</i> in the Work Order component, the Technician Workbench, and the Work Order Completion component.
	Note: This option only applies to a manual close does not enable this user to perform the WO_CLOSE batch close process.
Close a WO (close a work order)	Select this check box to enable this user to close a work order online.
	Note: This option only applies to a manual close and does not enable this user to perform the WO_CLOSE batch close process.

User Authorizations – Asset/EPL

Authorized to Set Asset Action	Select this check box to enable specific users to select the Asset Action for a task on the Requirements page of the work order. The Asset Action dropdown list enables you to install, retire, and replace assets.
Authorize Cost Recovery Claim	Select this check box to enable this user to create a warranty claim. If you do not select this check box, the Warranty Claim link is not available on the Schedules page of the Work Order component.
Override Capital Limit	Select this check box to enable this user to override the capitalization limit on the Task Accounting component, which is set up on the Maintenance Management, Setup, Capitalization Rules component for the asset used in a work order. The user can increase or decrease the minimum amount that it costs to repair an asset in a work order task before it can be capitalized by Project Costing.
	Note: If you do not select this check box, the capitalization limit cannot be accessed by this user.

See "Capitalize Limit Page (*PeopleSoft 9.2: Maintenance Management*)".

Allow Planned Downtime

Select this check box to enable a user to enter *planned* downtime for an asset specified for a work order task. Users can enter planned and actual downtime for an asset via the Downtime Entry component, a link at the work order task level in the Work Order Component, and a link at the work order task level on the Technician Workbench. When the work order is closed, the asset downtime updates the Asset Maintenance History. This information can be useful for creating warranty claims based on the downtime of an asset.

If you do not select this check box, the downtime Planned tab does not display, and users can only enter the actual downtime.

Note: Downtime entries are not updated to Warranty Claim processing.

Allow Update Non-specific EPLs(allow update non-specific equipment parts lists)

Select this check box to enable the Add to EPL button for this user, which appears above the Inventory and Purchase/On-Hand grids on the Requirements and Schedules pages in the Work Order and Express Work Order components, and the Requirements grid in the Work Order Task Template component.

Equipment Parts List (EPL) templates are set up in PeopleSoft Asset Management (Set Up Financials/Supply Chain, Product Related, Asset Management, Service and Repair) based on categories of assets (asset type, asset subtype, manufacturer's ID, and model). An EPL template lists the parts that are used to maintain and repair assets falling under these asset categories. Non-specific EPL templates refer to any EPL template that is not selected as the default EPL template for the asset that is selected for a work order task.

When this user selects an asset for the work order task and clicks the Add To EPL button for one or more selected Inventory or Purchase/On-Hand task rows, the Add to Equipment Parts List page appears. This page lists one or more non-specific EPL templates, which were set up for one or more asset categories that apply to the asset selected for the task.

For example, these three EPL templates are set up under the asset type, Facilities, and the asset subtype, HVAC/Heating.

- B&GWaterPump
- LIEBERT AC
- PUMP_IMPELLER

The Asset ID MMFACTLTY0009 is an Air Conditioner Unit that is categorized under the asset type, Facilities, and asset subtype, HVAC/Heating.

When you select the asset ID MMFACTLTY0009 for a work order task, define and select one or more inventory item rows that you want to add to one or more EPL templates, and click the Add to EPL button. All three of these EPL templates will appear on the Add to Equipment Parts List page. The user adds the one or more inventory items selected for the task to one or all of the EPL templates by selecting the check box for each EPL template row and clicking the Add to EPL button.

Allow Update Asset Default EPL

Select this check box to enable this user to access the Add to EPL button, which appears above the Inventory and Purchase/On-Hand grids in the Work Order and Express Work Order components, and above the Inventory and Purchase/On-Hand Requirements grid in Work Order Task Template component.

You can set up asset definitions in PeopleSoft Asset Management and select a default EPL template for each asset. If the Allow Update Asset Default EPL check box is selected, and this user selects one of these assets, defines and selects one or more inventory or purchase on-hand rows, and clicks the Add to EPL button, the default EPL template defined for the selected asset displays as preselected on the Add to Equipment Parts List page.

Important! If you select both the Allow Update Non-specific EPLs and the Allow Update Asset Default EPL buttons, then both the asset default EPL and any non-specific EPLs will appear on the Add to Equipment Parts List page as long as the selected asset has a default EPL selected in its definition.

See "Setting Up Work Order Templates (*PeopleSoft 9.2: Maintenance Management*)".

See "Understanding Work Order Task Resource Requirements (*PeopleSoft 9.2: Maintenance Management*)".

See "Understanding Resource Scheduling (*PeopleSoft 9.2: Maintenance Management*)".

User Authorizations – Labor/Crew

View and Update Labor Rates

Select this check box to enable this user to view and update the labor rates in the work order. When this option is selected the user can override any default rates from a business unit, shop, or craft.

Note: You cannot update labor cost and bill rates in the Work Order Completion component.

Schedule Labor

Select this check box to enable a user, such as a craft supervisor, to schedule labor resources for a work order task. This check box must be selected for anyone responsible for scheduling labor resources in your organization.

Update Crew Schedule Metrics

Select this check box to enable specific users to manually update the crew schedule compliance on the Crew Schedule Compliance Revision page of the Crew Schedule Metrics component and enables selection of the Update Schedule Metrics check box on the Maintenance Schedule Completion Report Request page of the Schedule Completion Report.

Allow Override Metrics

Select this check box to allow the confirmation of metrics on past or current periods for the crew selected on the Crew Scheduling Workbench.

**Report Crew Assgnmt Completion
(report crew assignment completion)**

Select this option to enable specific users to access the Report Completed Hours and Report Completed Date fields. It enables users to update the Completed Hours and Completed Date fields on the Report Crew Assignment Time component, which is accessible through the Technician Workbench or the Crew Assignments grid of the Crew Scheduling Workbench.

Report Crew Carryover Hours

Select this check box to enable specific users to access the Report Carryover Hours Action and update the Carryover Hours field on the Report Crew Assignment Time component, which is accessible through the Technician Workbench.

User Authorizations – Inventory**Authorized to Enter Inventory**

Select this check box to enable this user to select and enter inventory items in the work order.

Note: If you leave this check box blank, the Inventory link on the Work Order component's Requirements and Scheduling pages, the Express Work Order page, and the Work Order Workbench are unavailable for selection. This setting overrides the selections in the work order business unit and/or shop.

Allowed to Reserve Inventory

Select this check box to enable this user to create online, immediate reservations by selecting a Reserve button in the Work Order component. Selecting the Reserve button enables the user to override the Commit and Reservation Rule default hierarchy and reserve selected items in the work order task immediately. The default hierarchy is based on how the rules are specified in the business unit, shop, and work order type,

Run Picking Plan

Select this check box to enable this user to select the Picking Plan button to generate a picking plan.

Note: The Picking Plan button in the Schedules page of the work order, on the Technician Workbench, and the Work Order Completion component is not available for selection unless this check box is selected.

Picking Plan Run Control

Click this link to access Inventory's Process/Output Options page where you must set up pick plan run control data, which is used to allocate parts selected in Maintenance Management to Inventory and runs an SQR (structured query report) to create the picking plan list.

See "Schedules Page - Inventory Schedules (*PeopleSoft 9.2: Maintenance Management*)".

User Authorizations – Procurement

Authorized to Procure

Select this check box to enable this user to select various procurement options within the Purchase/On Hand schedule page of the Work Order component. If this option is not selected, the user will not be able to procure items from a work order.

User Authorizations – Tools

View and Update Tools Rates

Select this check box to enable a user to view and update the cost rate and billing rate for tools in the work order, the Technician Workbench, and the Work Order Completion component. If this check box is left blank, these rates become unavailable to access.

Schedule Tools

Select this check box to enable a user, such as a tools supervisor, to schedule tools for a work order task. This check box must be selected for anyone responsible for scheduling tools in your organization.

User Authorizations – Advanced

Allow Access to Search Views

Select this check box to enable a user to select the View button on the Technician Workbench to access the Task Search page and search for and access any task based on the search criteria entered on the Task Search page.

If you do not select this check box, the View button does not appear on the Technician Workbench page for this user. In this case, the technician (user) only has access to specific work order tasks based on predefined views.

Allow Access to Other's Tasks

Select this check box to enable a technician to access another technician's work order task in the Technician's Workbench. Selecting this check box enables a user, other than the assigned user, to remove or change the technician's user ID from the

Assigned To field on the Task Search page and search for more than one user's assigned tasks. If this check box is not selected, the Assigned To field on the Task Search page associated with the Technician Workbench defaults to the assigned technician and cannot be modified.

Note: Selecting this check box only applies to the Technician Workbench and not the Work Order Completion component.

Any user with access to the Work Order Completion component can enter time for multiple employees assigned to one or more tasks associated with a selected work order.

Allow Access to WO Security (allow access to work order security)

Select this check box to enable a user, who is responsible for managing the access of resources to work orders, to click the Technician Work Order Access link on the Miscellaneous page of the Work Order component in order to display the Work Order Access page. If a work order is created with a business unit that has Shop or Shop and Resource Pool selected as the Technician WO Security option on the Definition page of the business unit, then this user can add or remove shops on the Work Order Access page of any work orders created with this business unit.

The shop used to create the work order is automatically added to the list and cannot be removed. Resources assigned to any shops listed on the Work Order Access page of a work order have access to the work orders and work order tasks on the Work Order, Express Work Order, and Technician Workbench components.

See "Setting Up a Work Order Business Unit (*PeopleSoft 9.2: Maintenance Management*)".

See Using the Work Order Miscellaneous Page

Apply WO Access Security apply work order access security

Select this check box to restrict the access of this user to specific work orders, work order tasks, and express work orders associated with business units that have Technician WO Security set up for a resource pool, a shop, or a shop and a resource pool. If this check box is not selected, this user has full access to any work order and work order tasks on the Work Order, Express Work Order, and Technician Workbench components, depending on the user's PeopleSoft Security setup for these components.

Note: To enable a specific technician to have access to the work order tasks on the Technician Workbench that are assigned to other technicians, you must also select the Allow Access to Other's Tasks check box.

See "Business Unit Setup Options (*PeopleSoft 9.2: Maintenance Management*)".

See "Work Order Creation Using the Work Order Component (*PeopleSoft 9.2: Maintenance Management*)".

See "Using the Work Order Miscellaneous Page (*PeopleSoft 9.2: Maintenance Management*)".

User Preferences - Mobile Inventory Management Page

Use the User Preferences – Mobile Inventory page (MIN_USER_TASK_OPT) to define user preferences for Mobile Inventory Management.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory and select a task flow.

Image: User Preferences – Mobile Inventory: page

This example illustrates the fields and controls on the User Preferences – Mobile Inventory: Guided Count page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'User Preferences' page for 'Mobile Inventory'. At the top, there are tabs for 'User Preferences' and 'Mobile Inventory'. Below the tabs, user information is shown: 'User ID' is 'DVP1', 'Supplier' is 'Development User', and 'Role Name' is 'ADMINISTRATOR'. The main section is titled 'Task Options' and includes a search bar with 'Find | View All' and navigation controls 'First 1 of 1 Last'. The 'Task Options' section contains several dropdown menus and checkboxes. The 'Task Flow' is set to 'Guided Count'. Other options include 'Rows Displayed' (10), 'Initial Display Mode' (Single Item), 'Sort By' (Sort By Order Entered), 'Group by' (No Grouping), 'All Item Filter' (Display All), and 'Alternate Item Display' (Item Only). A list of checkboxes includes 'Display Lookups', 'Display Description', 'Display Filter Related Fields', 'Display Prior Entry Caption', 'Display Show/Hide in tables', 'Pre-Load Serial IDs', 'Count UOM Enabled', and 'Filter All Alternate Items'. At the bottom, there is a section for 'Count Status to Include' with checkboxes for 'New', 'Counting', 'Quantity Entered - Hold', and 'Ready to Update Stock Quantity'.

Mobile Inventory Management pages enables you to tailor PeopleSoft Mobile Inventory Management pages for an individual user. User preferences pages are optional in Mobile Inventory Management. When a user ID does not have this page defined or when the Use Installation Values check box is selected, the system uses the values defined for installation values.

User preferences can be defined for these task flows in Mobile Inventory Management:

- Adjustments
- Bin to Bin Transfer
- Delivery, Delivery Cart

- Express Issue
- Count by Location, Count by Item, Guided Count, and Manual Count
- Item Stock Inquiry
- Par Count
- Perform Putaway
- Receiving Ad Hoc and Receiving PO

For additional information about each task flow and the fields that appear for each task flow:

See "Mobile Inventory Management Overview (*PeopleSoft FSCM 9.2: Mobile Inventory Management*)".

Securing Your System

Securing Your System

This topic provides an overview of Oracle's PeopleSoft application security and discusses how to:

- Specify system security options.
 - (Optional) Define security views.
 - Define row-level security.
 - Grant access to users.
-

Understanding PeopleSoft Application Security

PeopleSoft applications use multilevel security to enable you to successfully manage shared data environments. You set up data access at different entry points within your system and define the most efficient path to data across business groups, tables, departments, pages, and so forth. You have full control over security definitions, selecting options to create a matrix that enables or restricts user access to data through a series of authorizations.

Note: User profiles define individual PeopleSoft users. Each user is unique. The user profile specifies a number of user attributes. You set up user profiles using the User Profiles component (USERMAINT).

See PeopleTools *PeopleTools: Security Administration*.

Security access covers three areas: networks, databases, and applications. Network security controls the overall point of entry into your system hardware and software resources. Database security narrows the scope of a user's information access. At the application level, security extends to the field level.

These are the PeopleSoft application security levels:

- Workstation user.
- Network server security.
- Database management (RDBMS) security.
- PeopleSoft application security.

Users can access defined sets of functions, pages, and fields. For example, auditors can review inquiry pages and generate reports, controllers can run PeopleSoft business processes, and management information systems staff can configure and maintain pages and records.

This section discusses:

- Security terms.
- Row-level security in PeopleSoft financials.
- Permission lists.

Security Terms

This table describes the various types of PeopleSoft application security:

Security Type	Location	Function
Network	Network software	Controls entry into the network and authorizes rights to use shared resources.
Relational Database Management System (RDBMS)	Operating system	Controls access to the database.
User	PeopleTools	Controls access to application pages, functions, and business components.
Object	PeopleTools	Controls access to objects or object groups used in application development.
Query	PeopleTools	Defines table row sets accessible for performing system queries.
Row-level	PeopleTools and PeopleSoft applications	Controls access to the subset of data rows within tables that the user is authorized to review or update.
Field-level	PeopleCode	Controls access to individual fields on pages.

Row-Level Security in PeopleSoft Financials

To establish security, you must first decide the level that you want, which key fields to secure, and whether security will be defined through user IDs or permission lists. With row-level support, you can implement security to restrict individual users or permission lists from specific rows of data that are controlled by the following key fields:

- Business unit
- SetID
- Ledger (and ledger group)
- Book
- Project
- Pay cycle
- Planning Instance

You can also limit access to specific subsets of rows. For example, you can specify user ID security to limit an auditor in Paris to the business unit for your European division. Or, if you have a team of auditors, you can assign them all to one primary permission list and then specify permission list security to enforce appropriate limits on the information that they can access.

The sheer volume of users assigned to a level of security can help you determine whether to use security based on user ID or permission list. If 1,000 users have identical access requirements, explore the use of permission list security. By assigning these users to a single role, you can make subsequent changes in their access requirements just once instead of 1,000 times.

Note: Applying row-level security *does not* restrict the data selected by batch processes.

Permission Lists

These tables show the sample permission lists and the corresponding menus and components available to users.

Note: The permission lists that you associate with a user through role assignment are not used for row-level security in PeopleSoft financials. Only the primary permission list for a user is relevant when setting up row-level access by permission list.

This table lists the permissions granted to the various general ledger users:

Permission List ID	Description	Menus	Components
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry

This table lists the permissions granted to the Accounting Manager role:

Permission List ID	Description	Menus	Components
EPGL9100	Establish Business Units-GL	Establish Business Units	General Ledger Definition, Ledgers For A Unit, General Ledger Units, Ledgers For A Unit, Record Groups, TableSet Controls, TableSet IDs
EPGL9000	General Ledger	Design ChartFields	Account, Product, Scenarios, Statistics Code, ChartField Editing Template, Combination Definition, Combination Rule, Combination Group, SpeedTypes, Build Combination Data, Message Log, Combination Data, Background Process, AltAcct Xref, Department, Project, Configure ChartFields

Permission List ID	Description	Menus	Components
EPGL9000	General Ledger	Define General Options	Account Types, Accounting Entry Definition, Calendar Builder, Currency Code, Currency Exchange Calculator, Detail Calendar, Document Type, Dun and Bradstreet, File Locations, Installation Options, Journal Code, Journal Generator Template, Journal Source, Journal Type, Market Rate Type, Market Rates, Position Accounting, Schedules, State, Summary Calendar, TimeSpans, Units of Measure, Cross/Reciprocal Rate Calc, Document Sequence Range, Operator Preferences
EPGL9000	General Ledger	Adjust Budgets	Detail Budget Maintenance, Budget Copy Definition, Budget Copy Group, Budget Copy Request, Message Log, Budget Copy Calculation Log
EPGL3000	Commitment Control	Manage Commitment Control	Source Transaction Definition, Control Budget Definition, Budget Attributes, Associated Budgets, ChartField Value Sets, Budget Closing Rules, Security Field Setup
EPGL2000	Allocations	Perform Allocations	Allocations, Allocation Group, Allocation Request, Copy/Rename/Delete Step, Message Log, Shared Table Statistics, Allocation Step
EPGL1100	Review Ledgers/Reports	Consolidate Results	Elimination Sets, Minority Interest Sets, Consolidation Definition, Subsidiary Ownership
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Translation Rule, Translation Step, Translate Within Ledgers, MultiCurrency Group, Process MultiCurrency, Translation Definition Report, Translation Calculation Log Report, Translate w/in Ledger Step Report, Translate w/in Ledger Calc Log Report, Journal Closing Status Report

Permission List ID	Description	Menus	Components
EPGL1110	Review Ledgers/Reports	Maintain Ledgers	Revaluation Step, MultiCurrency Group, Process MultiCurrency, Payables Revaluation, Receivables Revaluation, Payables Revaluation Inquiry, Receivables Revaluation Inquiry, Revaluation Definition Report, Revaluation Calculation Log
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Process Ledger Archive, Process Flat File Ledger Load, Process Ledger File Create, Process Publish Ledger, Ledger Template, Detail Ledger, Detail Ledger Group, Archive Ledger Log Inquiry, Ledger Template Report, Detail Ledger Definition Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Average Daily Balance Definition, Process Average Daily Balance, ADB-Definition, ADB-Processes
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Summary Ledger Definition, Process Summary Ledger, Ledger Set, Summary Ledger Status Inquiry, Summary Ledger Definition Report, Summary Ledger Detail Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	ChartField Value Sets, Closing Rules, Process Closing, Closing Rules Report, Closing Trial Balance Report
EPGL1100	Review Ledgers/Reports	Process Journals	Ledger Inquiry, Ledger Period Compare, Ledger Group Inquiry
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry, Process Copy Journal
EPGL1000	GL Transactions/Processes	Process Journals	Process Journal Generator
EPGL1000	GL Transactions/Processes	Process Journals	Standard Journal Entry, Process Standard Journals, Standard Journals Inquiry, Standard Journals Report

Permission List ID	Description	Menus	Components
EPGL1000	GL Transactions/Processes	Process Journals	Received Files, Process Load Journals, Process Batch Journal Import, Process Import Workbooks
EPGL1000	GL Transactions/Processes	Process Journals	Journal Entry Approval
EPGL1000	GL Transactions/Processes	Process Journals	Journal Suspense Correction, Process Mark Journals for Posting, Process Mark Journals for Unposting, Process Journal Edit, Process Journal Budget Check, Process Unlock Journals, Process Journal Post, Suspense Cross Reference Inquiry
EPGL1000	GL Transactions/Processes	Process Journals	Process Journal Archive, Archive Journal Log
EPGL1000	GL Transactions/Processes	Process Journals	Journal Inquiry, Journal Status Inquiry, Payroll Journal Entries Inquiry, Generic Accounting Entries Inquiry, Journal Entry Detail Report, Journal Entry Edit Errors Report, Posted Journals - Summary Report, Ledger vs. Journal Integrity Report, Trial Balance Report, Statutory Trial Balance Report, Stat General Ledger Activity Report, Statutory Journal Activity Report, Stat Journal Contra Activity Report, Suspended Activity Report, InterUnit Activity Report
EPGL1000	GL Transactions/Processes	Process Journals	Open Items, Process Open Item Reconciliation, Open Item Status Inquiry, Open Item Listing Report
CPPT1040	Report Manager	Report Manager	Report List
CPPT1050	Process Scheduler	Process Scheduler	Process Type Definitions, Process Definitions, Job Definitions, Recurrence Definitions, Server Definitions, Report Node Definitions, System Settings, Batch Timings, Sample Processing

Permission List ID	Description	Menus	Components
CPPT1010	nVision Reporting	nVision	Define Layout, Edit Report, Run Report, Save Report, Delete Report, Open Scope, Edit Scope, Save Scope, Delete Scope
CPPT1020	Report Books	Report Books	Report Book Definition, Drilldown Layout Registration, Run Drilldown, Report Request, Scope Definition
CPPT1030	Tree Manager	Tree Manager	New, Open, Rename, Delete, Print, Tree Node, Tree Level

Specifying System Security Options

Use the Security Options component (SECURITY_OPTIONS) to specify system security options.

This section discusses how to:

- Specify security options.
- Apply security options.

Pages Used to Specify System Security Options

Page Name	Definition Name	Navigation	Usage
Security Options	SECURITY_OPTIONS	Set Up Financials/Supply Chain, Security, Security Options, Security Options	Select the type of security that you plan to implement—by user or permission list—and the key fields to secure. Unlike most of the pages used to set up the system, this page is not keyed by setID or business unit.
Apply Security	RUN_FIN9001	Set Up Financials/Supply Chain, Security, Apply Security Setups, Apply Security	Run the process to apply your options. No parameters are required.

Specifying Security Options

Use the Security Options page (SECURITY_OPTIONS) to select the type of security that you plan to implement—by user or permission list—and the key fields to secure.

Unlike most of the pages used to set up the system, this page is not keyed by setID or business unit.

Navigation

Set Up Financials/Supply Chain, Security, Security Options, Security Options

Image: Security Options page

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

Security Options

Type of Security

☐ No Security

☒ User ID Level Security

☐ Permission List Level Security

Secured Fields

☒ Business Unit ☐ Setid ☐ Ledger

☐ Book ☐ Pay Cycle ☐ Planning Instance

☐ Project Proj Security Type

Type of Security

No Security

Select to disable PeopleSoft application security. All users authorized to access a page can select any setID, business unit, or ledger.

User ID Level Security

Select to enable security by user ID. Users are limited to accessing application pages or prompt values associated with the setIDs, business units, projects, and ledgers specified by their user IDs.

Permission List Level Security

Select to enable security by permission list. Users are limited to key fields specified by the primary permission list to which you assign their user IDs. This means that all users assigned to a particular permission list have the same level of security.

Note: The selection must be either user ID or permission list and the selection is across all products.

Secured Fields

Business Unit

Select to implement security on the Business Unit field. This is the primary key for all transaction data.

Setid

Select to implement security on the Setid field. This is the primary key for all accounting structure and rules tables.

Ledger	Select to implement security on the Ledger field. This is the key for all ledger balances.
Book	Select to implement security on the Book field. This code is specific to a business unit. This field refers to <i>Book</i> as used in Asset Management.
Pay Cycle	Select to implement security on the Pay Cycle field. Pay cycles can be daily, weekly, monthly, or at other intervals.
Planning Instance	Select to implement security on the Planning Instance field.
Project	Select to implement security on the Project field. This is the primary key for all PeopleSoft Projects Costing data.
Proj Security Type Project Security Type	Determines how a project will be selected when defining security for a user and permission list. Select <i>Use list</i> to select from a list of projects. Select <i>Use tree</i> to select from a tree detailing projects.

Applying Security Options

Use the Apply Security page (RUN_FIN9001) to run the process to apply your options.

No parameters are required.

Navigation

Set Up Financials/Supply Chain, Security, Apply Security Setups, Apply Security

Specify the default language of your database and run the process. This changes all the key field prompt tables to your specified security views.

See the product documentation for: *PeopleTools: Security Administration* and *PeopleTools: PeopleCode Language Reference*

Defining Security Views

This topic provides an overview of security views and discusses how to define security views.

Note: Defining new security views is optional.

Page Used to Define Security Views

Page Name	Definition Name	Navigation	Usage
Security Views	SECURITY_VIEWS	Set Up Financials/Supply Chain, Security, Security View Names, Security Views	For each type of security, specify the security views for your system. The Apply Security Setups process changes the prompt edit tables based on the security view names that you specify here. Update this page only if you add new security views to your system.

Understanding Security Views

Use the Security View Names component (SECURITY_VIEWS) to define security views.

Views are SQL statements that filter out data rows whose key values are not accessible by certain users. This allows users to access data horizontally across more than one table, seeing only appropriate subsets of values (setIDs, business units, or ledgers) from the edit tables.

Business units, setIDs, and ledgers are maintained and accessed on pages as primary keys throughout your system. Prompt edit tables give users a list of values from which to choose, and selection is limited to values for which access has been granted. PeopleSoft row-level application security enables you to specify through the edit tables that only certain values are available in a particular view.

PeopleSoft applications are delivered with no security views on the prompt tables of the key fields in your system. You can enable certain security options or even build your own views. Once you set up views, you can specify which users or permission lists can access certain secured field values.

Security view names have one of the following three file extensions to reflect the type of security views for prompting:

Extension	Description
NONVW	Indicates that no security is chosen for the field using this view as the prompt table.
OPRVW	Indicates that user ID security is chosen for the field using this view as the prompt table.
CLSVW	Indicates that permission list security is chosen for the field using this view as the prompt table.

Security Views Page

Use the Security Views page (SECURITY_VIEWS) to for each type of security, specify the security views for your system.

The Apply Security Setups process changes the prompt edit tables based on the security view names that you specify here. Update this page only if you add new security views to your system.

Navigation

Set Up Financials/Supply Chain, Security, Security View Names, Security Views

Note: There is no need to access this page unless you have customized security views.

Search Text

Displays the view name prefixes supplied by your applications. During the Apply Security Setups process, the system searches for prompt edit tables that begin with these prefixes. If an edit table name begins with a prefix from this list, the edit table from the appropriate column is accessed, which matches the security type that you selected when you specified security options (no security, user ID security or permission list security).

Type

Select the type of field secured by each view. Values are: *Book, Ledger, Pay Cycle, Prob Inst, Project, SetID*, and *Unit*. The system stores the list in the SEC_VIEW_NAMES table, where you can review or update the information.

Defining Row-Level Security

Use the following components to define row-level security:

- Unit Security by Perm List (unit security by permission list) (SEC_BU_CLS)
- Unit Security by User ID (SEC_BU_OPR)
- TableSet Security by Perm List (tableset security by permission list) (SEC_SETID_CLS)
- TableSet Security by User ID (SEC_SETID_OPR)
- Ledger Security by Perm List (ledger security by permission list) (SEC_LEDGER_CLS)
- Ledger Security by User ID (SEC_LEDGER_OPR)
- nVision Ledger Security (LEDGER_SECURITY)
- Pay Cycle by user ID (SEC_PYCYCL_OPR)
- Pay Cycle by permission list (SEC_PYCYCL_CLS)
- Project Security (SEC_PROJECT)

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

- Use the SEC_BU_CLS component interface to load data into the tables for the Unit Security by Perm List component.
- Use the SEC_BU_OPR component interface to load data into the tables for the Unit Security by User ID component.
- Use the SEC_LEDGER_CLS component interface to load data into the tables for the Ledger Security by Perm List component.

- Use the SEC_LEDGER_OPR component interface to load data into the tables for the Ledger Security by User ID component.
- Use the SECURITY_NVISION_LEDGER component interface to load data into the tables for the nVision Ledger Security component.

Once you select security options and, if necessary, update security view names, define the secured field values for each user or permission list. You grant access to business units, tablesets, ledgers, business unit books, and pay cycles by using permission lists or user IDs. When securing key fields in your application, the page that you use depends on which level of system security you select. If you select permission list security, secure fields on the permission list security pages. If you select user-level security, secure fields on the user ID security pages.

Note: When granting row-level access for business unit, setID, ledger, book, planning instance, and pay cycle to permission lists, the system uses the user's primary permission list.

Warning! Values entered in secured fields are not checked against row-level security permissions when run controls are reused. After a user initially creates a run control, the user can still run processes on a secured field value even if row-level security access to that field is subsequently taken away. If you make security profile changes, verify the run controls that use secured data and remove run controls for secured field values to which a user should no longer have access.

Pages Used to Define Row-Level Security

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Business Unit Security by Permission List	SEC_BU_CLS	Set Up Financials/Supply Chain, Security, Unit by Permission List, Business Unit Security by Permission List	Grant access to a business unit by using a permission list.
Business Unit Security By User ID	SEC_BU_OPR	Set Up Financials/Supply Chain, Security, Unit by User ID, Business Unit Security By User ID	Grant access to a business unit by using a user ID.
TableSet Security by Permission List	SEC_SETID_CLS	Set Up Financials/Supply Chain, Security, TableSet by Permission List, TableSet Security by Permission List	Grant access to a tableset by using a permission list.
TableSet Security by User ID	SEC_SETID_OPR	Set Up Financials/Supply Chain, Security, TableSet by User ID, TableSet Security by User ID	Grant access to a tableset by using a user ID.
Ledger Security by Permission List	SEC_LEDGER_CLS	Set Up Financials/Supply Chain, Security, Ledger by Permission List, Ledger Security by Permission List	Grant access to a ledger or ledger group by using a permission list.

Page Name	Definition Name	Navigation	Usage
Ledger by User ID	SEC_LEDGER_OPR	Set Up Financials/Supply Chain, Security, Ledger by User ID, Ledger Security by User ID	Grant access to a ledger or ledger group by using a user ID.
nVision Ledger Security	LEDGER_SECURITY	Set Up Financials/Supply Chain, Security, nVision Ledger Security	Specify the business units and ledgers accessible in the creation of PS/nVision reports by securing an nVision ledger field by user rather than role. Because the scope of a PS/nVision report may cross business unit and ledger boundaries, you may need to specify particular security access for users who generate reports with field data that they cannot access when performing other tasks.
Project Security User, Tree Based Security	SEC_PROJECT_OPR	Set Up Financials/Supply Chain, Security, Project Security, Project Security	Grant access by user ID to project role. There are two versions of the page, depending on whether <i>Use List</i> or <i>Use Tree</i> is selected as the project security type on the Security Options page.
Project Security	SEC_PROJLST_CLS	Set Up Financials/Supply Chain, Security, Project Security, Project Security	This is a second version of the page. Grant access by permission list to project role.
BU Book/Perm List (business unit book by permission list)	SEC_BUBOOK_CLS	Set Up Financials/Supply Chain, Security, Book by Permission List, BU Book/Perm List	Grant access to a business unit book by using a permission list.
BU Book by User ID (business unit book by user ID)	SEC_BUBOOK_OPR	Set Up Financials/Supply Chain, Security, Book by User ID, BU Book by User ID	Grant access to a business unit book by using a user ID.
Pay Cycle by Permission List	SEC_PYCYCL_CLS	Set Up Financials/Supply Chain, Security, Pay Cycle by Permission List, Pay Cycle by Permission List	Grant access to a pay cycle by using a permission list.
Pay Cycle by User ID	SEC_PYCYCL_OPR	Set Up Financials/Supply Chain, Security, Pay Cycle by User ID, Pay Cycle by User ID	Grant access to a pay cycle by using a user ID.
Grants Operator Security	GM_SEC_DEPT_OPR	Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security	Grant access by departments by user ID.

Page Name	Definition Name	Navigation	Usage
Proposal Management Security	GM_PM_SEC_DEPT_OPR	Set Up Financials/Supply Chain, Security, Proposal Management Security, Proposal Management Security	Grant access by departments by user ID.
Planning Instance	SEC_PRBINS_OPR	Set Up Financials/Supply Chain, Security, Problem Instance by User ID, Planning Instance	Grant access to planning instance by user ID.
Planning Instance	SEC_PRBINS_CLS	Set Up Financials/Supply Chain, Security, Problem Instance by Perm List, Planning Instance	Grant access to planning instance by permission list.

Granting Access to Users

This topic discusses how to:

- Grant business unit access.
- Grant tableset access.
- Grant ledger access.
- Grant nVision reporting access.
- Grant project access.
- Grant business unit book access.
- Grant pay cycle access.
- Grant grants access.
- Grant proposal management access.
- Grant planning instance access.

Granting Business Unit Access

Access the Business Unit Security by Permission List page (Set Up Financials/Supply Chain, Security, Unit by Permission List, Business Unit Security by Permission List).

For each primary permission list, select the accessible business units.

Access the Business Unit by User ID page (Set Up Financials/Supply Chain, Security, Unit by User ID, Business Unit Security By User ID).

For each user ID, select the accessible business units.

Granting TableSet Access

Access the TableSet Security by Permission List page (Set Up Financials/Supply Chain, Security, TableSet by Permission List, TableSet Security by Permission List).

For each primary permission list, select each accessible setID.

Access the TableSet Security by User ID page (Set Up Financials/Supply Chain, Security, TableSet by User ID, TableSet Security by User ID).

For each user ID, select each accessible setID.

Granting Ledger Access

Access the Ledger Security by Permission List page (Set Up Financials/Supply Chain, Security, Ledger by Permission List, Ledger Security by Permission List).

For each primary permission list, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

Access the Ledger by User ID page (Set Up Financials/Supply Chain, Security, Ledger by User ID, Ledger Security by User ID).

For each user ID, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

Granting nVision Reporting Access

Access the nVision Ledger Security page (Set Up Financials/Supply Chain, Security, nVision Ledger Security).

For each user ID, select each accessible business unit and corresponding ledger. You can specify multiple ledgers for each business unit.

Granting Project Access

While the purpose of all these pages is to provide row-level security, the appearance of the pages varies based on the method of project row-level security that you implement.

This table lists the purpose of each project security method and the actions that you take on the Security Options page (Set Up Financials/Supply Chain, Security, Security Options, Security Options) and Project Security page (Set Up Financials/Supply Chain, Security, Project Security, Project Security) to implement each method:

Security Method	Purpose	Security Options Page Actions	Project Security Page Actions
Team-based security	Grants access to projects based on an employee's membership in a project team.	<ol style="list-style-type: none"> 1. Select User ID Level Security in the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select <i>Use list</i> in the Proj Security Type (project security type) field. 	View a read-only list of all projects for which the user is a team member, and the member's security profile for each project.
User, tree-based security	Grants access to projects based on selected nodes on a project tree.	<ol style="list-style-type: none"> 1. Select User ID Level Security in the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select <i>Use tree</i> in the Proj Security Type field. 	Define security for a user. Specify the project tree that the system uses for controlling project security, select nodes (projects) on the tree to grant each user access to specific projects, and select the user's project role on each project.
Permission list, list-based security	Grants access to permission lists that enable users to access projects that are attached to that permission list.	<ol style="list-style-type: none"> 1. Select Permission List Level Security from the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select <i>Use list</i> in the Proj Security Type field. 	Define security for a permission list. Within a specific permission list to which users have access, specify the business units, project IDs, and project roles.
Permission list, tree-based security	Grants access to permission lists that enable users to access projects that belong to a tree that is attached to that permission list.	<ol style="list-style-type: none"> 1. Select Permission List Level Security from the Type of Security group box. 2. In the Secured Fields group box, check Project. 3. Select <i>Use tree</i> in the Proj Security Type field. 	Define security for a permission list. Specify the project tree, project (tree node), and project role.

A user's project security profile further defines the degree and type of access that the user has to project data.

See "Defining Project Security (*PeopleSoft FSCM 9.2: Project Costing*)".

Granting Business Unit Book Access

Access the BU Book/Perm List page (Set Up Financials/Supply Chain, Security, Book by Permission List, BU Book/Perm List).

For each primary permission list, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Access the BU Book by User ID page (Set Up Financials/Supply Chain, Security, Book by User ID, BU Book by User ID).

For each user ID, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Granting Pay Cycle Access

Access the PayCycle by Permission List page (Set Up Financials/Supply Chain, Security, Pay Cycle by Permission List, Pay Cycle by Permission List).

For each primary permission list, select the accessible pay cycles.

Access the PayCycle by User ID page (Set Up Financials/Supply Chain, Security, Pay Cycle by User ID, Pay Cycle by User ID).

For each user ID, select the accessible pay cycles.

Granting Grants Access

Access the Grants Operator Security page (Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security).

For each user ID, enter the grants security tree setID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Grants* product documentation

Related Links

"PeopleSoft Grants Security (*PeopleSoft FSCM 9.2: Grants*)"

Granting Proposal Management Access

Access the Proposal Management Security page (Set Up Financials/Supply Chain, Security, Proposal Management Security, Proposal Management Security).

For each user ID, enter the proposal security tree setID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Proposal Management* product documentation.

Related Links

"Understanding PeopleSoft Proposal Management Security (*PeopleSoft FSCM 9.2: Proposal Management*)"

Granting Planning Instance Access

Access the Planning Instance page (Set Up Financials/Supply Chain, Security, Problem Instance by User ID, Planning Instance).

If you access problem instance by user ID, you can grant access to *planning* instances by user ID.

If you access problem instance by permission list, you can grant access to *planning* instances by permission list.

Security for planning instances is further described in Supply Planning documentation.

PeopleSoft Search for Financials and Supply Chain Management

Understanding Financials and Supply Chain Search

This topic discusses:

- PeopleSoft Search technology.
- Global search and search pages within components.
- Search categories in PeopleSoft Financials and Supply Chain Management.
- Search recommendations
- Terminology
- Applications where PeopleSoft Search replaced Verity.

PeopleSoft Search Technology

PeopleSoft combined with People Tools provides search capabilities using the Oracle Secure Enterprise Search (SES), which is implemented through the PeopleSoft Search Framework.

The PeopleSoft Search Framework provides a standard method to use search indexes for all PeopleSoft applications. The Search Framework depends on the Secure Enterprise Search (SES) engine.

PeopleSoft Query and Connected Query are used by search definitions that define the content that is used by search indexes. Search indexes should be updated incrementally, which enables frequent updates.

Within the Financials/Supply Chain product areas, PeopleSoft Search Framework indexes have been implemented in these areas:

1. All components that previously used Verity for their search capabilities.

Verity is no longer used in PeopleSoft Financial and Supply Chain applications starting in release 9.2. Instead, you must use the PeopleSoft Search Framework and SES.

In addition, PeopleSoft Search Framework is only available if you have configured Oracle SES. This is required for any area of the system that used Verity in a prior release.

For more information about setting up SES and PeopleSoft Search Framework, See:

PeopleTools: PeopleSoft Search Technology

PeopleTools Installation for <your platform>

2. Key components within the Procure-to-Pay business process.

This enables users to perform keyword searches against these components based on specific field values or keywords provided they have been granted security access.

3. Global search using a keyword search box.

The keyword search box is located in the Oracle portal header. This enables users, who have the appropriate security, to search across business processes using keyword searches.

The purpose of the PeopleSoft Search feature is to provide the ability to:

- Search on key words that enable users to find transactions and work with data without having to navigate using menus.
- Refine results using facets.
- Take direct action from search results.
- Search to deeper levels within nested data.
- Search for specific values and unstructured text across multiple data locations.



Click this link to view a short video about [PeopleSoft Global Search for FSCM](#).

Global Search and Search Pages within Components

The PeopleSoft Search Framework provides two search features:

- Global Search, which is sometimes referred to as Global search.
- Keyword Search Pages are available for selected components.

Global Search

Global Search consists of a group of Search Categories that display in the Oracle Portal header. The location of the search makes it available to users at all times. A drop down list is used to select a search category and a free-form text search field enables users to enter data to be searched.

Image: Example: Global Search field

This example illustrates an example of using the Global Search field, selecting the Expenses category, and then entering Air Travel in the free-form text search field:

The screenshot shows the Oracle Global Search interface. At the top, there's a navigation bar with 'ORACLE' logo, a dropdown menu set to 'Expenses', and a search field containing 'Air Travel'. To the right are links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', 'Advanced Search', and 'Last Search Results'. Below the navigation bar, the page title is 'Search Results for "Air Travel"'. On the left, there's a 'Filter by' section with three categories: 'Business Unit' (listing US001 (8), US005 (4), US004 (1), US006 (1)), 'Creation Date' (listing 2008 (8), 2003 (2), 2000 (4)), and 'Name' (listing Schumacher, Kenneth (3), Elliot, Ken (2), Lee, Susan (2), Parker, Sarah (2), Turner, Ed (2), and a 'More...' link). The main content area shows '14 results matched your search criteria' and a list of results. Each result includes a link to the expense record, the last updated date, and a summary of the expense details (date, status, amount, entered by).

Business Unit	Expense	Last Updated Date	Summary
US001 (8)	Expense - Vincent, Sonya 0000000054 / 1 Air Travel - United	2012-04-10 09:36:33	Date: 2000-08-09 Expense Report Status: Approved for Payment Amount: 890 USD Entered By: VP1
US005 (4)	Expense - Schumacher, Kenneth 0000000071 / 2 Air Travel - American Airlines	2012-04-10 09:36:33	Date: 2003-10-01 Expense Report Status: On Hold, with Auditor Amount: 200 USD Entered By: SAMPLE
US004 (1)	Expense - Emmerson, Nancy 0000000031 / 1 Air Travel - American Airlines	2012-04-10 09:36:33	Date: 2000-08-02 Expense Report Status: Submitted for Approval Amount: 456 USD Entered By: SAMPLE
US006 (1)	Expense - Ng, Edward 0000000053 / 1 Air Travel - United	2012-04-10 09:36:33	Date: 2000-08-08 Expense Report Status: Approved for Payment Amount: 1235 USD Entered By: VP1
	Expense - Schumacher, Kenneth 0000000049 / 1 Air Travel - United	2012-04-10 09:36:33	Date: 2000-08-01 Expense Report Status: Paid Amount: 350 USD Entered By: VP1

For additional information about Global Search, see [Understanding Global Searches](#).

Search Pages within Components

Search Pages within components are accessed using a Keyword Search tab, which is located between the Find an Existing Value tab and the Add a New Value tab for selected components. The Keyword Search tab enables you to enter free-form text when searching the component.

Image: Example: Component Search (Purchase Order)

This example illustrates an example of navigating to the Add/Update POs component, and clicking on the Keyword Search tab

The screenshot shows the Oracle Component Search interface for 'Purchase Orders'. At the top, there's a navigation bar with 'ORACLE' logo, a dropdown menu set to 'Purchase Orders', and a search field. To the right are links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, the page title is 'Purchase Order'. There's a message: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are three tabs: 'Find an Existing Value', 'Keyword Search' (which is selected), and 'Add a New Value'. A note states: 'Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM)'. There's a 'Search Tips' link. Below the tabs, there's a 'Search Criteria' section with a 'Keywords' field. At the bottom, there are links for 'Search', 'Basic Search', and 'Advanced Search'.

For more information about component searches, see [Understanding Search Pages within Components](#).

Global Search can be secured by user roles. Search Pages within a component are specific to an application component. Both features are built on the PeopleSoft Search Framework.

Search Categories in PeopleSoft Financials and Supply Chain Management

Search categories are defined by PeopleSoft and secured by role within PeopleTools security. When Global Search is enabled, you can select a search category and enter free-form text in the keyword edit field. Using search categories reduces the number of indexes searched and can improve search performance.

This table lists the functional areas that have been enhanced with PeopleSoft Search Framework technology:

<i>Supplier Relations Management</i>	<i>Financial Management Services</i>	<i>Enterprise Service Automation</i>
Purchase Order	Voucher	Expense Sheet
eProcurement Requisition	GL Journal	Asset
Purchasing Requisition	Payment	
Purchasing Receipt	Supplier	
Procurement Contracts	Supplier Conversation	
Strategic Sourcing Event		
Item Catalog		

Search Recommendations

Search results displayed from PeopleSoft Search Framework for Global Search are based on the user's security access (permission list) to the underlying component shown in the search results. Therefore, if a user does not have access to a particular component, then the user will not see search results. In addition, row level security is applied to keyword search results for Search Pages based on the row level access for the user. This is especially true for SetID and business unit security. If business unit security is enabled, the only valid search results for the enabled business unit is displayed to the user. If Business Unit/SetID types of security are being used, then they must be set up before building search indexes so that all results contain the required security attributes needed.

There are several way to generally set up security, including setting up security by and individual user ID. It is not recommended that setting up security by user ID be used with PeopleSoft Search due to the maintenance involved with search indexes. Indexes that are secured by user will have to be rebuilt every time a user is added or removed. This can cause significant time delays when indexes are large. therefore, it is recommended that security by permission list be used when Business Unit/SetID security is enabled.

Depending on your FSCM application, there may also be other row level security applied which would prevent the user having access to specific search results. This security has been provided by the application depending on the need for granular restrictions. An example of such security would be access to a supplier contract or expense report by user. These indexes may be more complex to manage since specific users may need to be maintained within each and every individual search result. In some cases, such as Supplier Contracts Management, search results may be updated via incremental index updates

when a user changes on a specific searchable object and the update happens automatically. In other cases, changes to granular search security will require a rebuild of your index(es) for the new security to take effect. Review your application-specific documentation for information on row level security which may be enabled for that application. Depending on the type of security implemented, these indexes may require more frequent index rebuilds if these parameters change often within your organization.

Note: It is recommended that security by permission list is used when Business Unit/SetID are enabled to avoid frequent index rebuilds every time there are changes within your organization.

Terminology

This table lists terminology related to the PeopleSoft Search feature:

Global Search

A search from the Oracle Portal header that is secured by user roles.

The *PeopleTools: PeopleSoft Search Technology* documentation describes Global Search by saying: *When enabled, the Global Search bar displays in the header of the application. Beside the keyword edit box, the Global Search bar provides a drop down list for selecting a specific search category against which to run a search.*

Search Pages

The term Search Pages, is a PeopleTools term. The *PeopleTools: PeopleSoft Search Technology* documentation describes Search Pages by saying:

If the Search Pages feature has been enabled for a component, a Keyword Search tab appears amongst the search pages the end user encounters when navigating into a component. The Keyword Search page enables users to execute a deeper, more free-form search to access application data. For example, the Find an Existing Value tab is limited to level 0 data, where the Keyword Search tab lets the users enter custom keywords and the system will search indexed data from level 0-3.

This type of search is secured by user roles. Additional security may also have been specified on the Search Definition, which will limit access to specific business units or SetIDs. Further security can be added by creating additional security attributes and writing PeopleCode to define the security levels.

Facet

A field relevant to the search that allows the user to browse or refine search results. For example, the user can further refine purchase order search results by business unit, purchase order date, or supplier by clicking on the desired facet value.

Facets are presented with counts, which show the number of documents, such as requisitions, purchase orders, journals, and so on, in which the search criteria found and are represented in the search results.

PeopleSoft Search Framework

The PeopleSoft Search Framework within PeopleTools provides a standard method to use search indexes for all PeopleSoft applications. The Search Framework depends on the Secure Enterprise Search (SES) engine.

Search Category

Search categories are part of the PeopleSoft Search Framework that contain one or more search definitions.

Search categories help manage search definitions deployed in SES and provide a way to combine them into functionally related groups. Selecting a search category in the Oracle portal header enables users to narrow the scope of a Global Search, thereby reducing the number of search results that need to be reviewed.

Note: For a facet to be properly used, the Facet (Attribute) Name must exist in every Search Definition, within the Search Category. Facets that are not common to all Search Definitions, but used on a search category, will limit the result set to those indexes containing the facet. See the production documentation for *PeopleTools: PeopleSoft Search Technology*.

Search Definition

Search definitions are part of the PeopleSoft Search Framework that define the main structure of a search index. A search definition contains everything needed to create a search index, which includes facets, security, attachments, pre and post processing, and component mapping.

Secure Enterprise Search (SES)

The Oracle search engine used by the PeopleSoft Search Framework to build and return index results.

Search Group

A flag on a search category that makes the category available in the search bar within the Oracle portal header.

Applications where PeopleSoft Search Replaced Verity

Some PeopleSoft FSCM application or product areas used Verity as a search engine in previous releases and now require the use of Secure Enterprise Search (SES) technology.

The application or product will need updating *after* your organization has upgraded to release 9.2, so that you can use PeopleSoft Search technology. These applications are:

- Accounts Payable and eSettlements – Search and validate suppliers for OFAC.
- Cash Management – Search and validate suppliers for OFAC checking.
- eProcurement – Catalog searches when creating requisitions.
- Maintenance Management – Work order recommend labor and tool.
- Order Management – Customer, catalog, and product searches using a dropdown box.
- Resource Management – Staffing workbench, and express search

- Service Procurement – Search for eligible and ineligible providers.
- Staffing – People search, people match, and opportunity match.
- Supplier Contract Management – Search contents pages

For additional information about product-specific setup, please see the individual application documentation.

Understanding Global Searches

This topic provides overviews about:

- Global Search categories.
- Global Search category facets.
- Global Search - advanced search.
- Special advanced search fields.
- Example: Advanced Search

Global Search Categories

Global Search has been enabled for the multiple product areas within the Procure-to-Pay business process.

Specific search categories are designated for use in the portal header search field by being defined as a search group, also known as global search categories. These categories combine related search definitions so that results from all indexes are returned when a user enters keywords into a free-form search field. Global Search categories group indexes to target a specific business or product transaction on which to search.

The use of Global Search categories is controlled by role-level security.

This table lists the Global Search categories, defined by PeopleSoft, that contain specific search indexes:

<i>Global Search Category</i>	<i>Transaction / Search Definition</i>
Accounts Payable	Payments Vouchers
Asset Management	Assets
Catalog Items	Catalog items with suppliers Catalog items without suppliers Catalog express items
Expenses	Expense reports

Global Search Category	Transaction / Search Definition
General Ledger	Journals
Procure To Pay	Assets Journals Vouchers Purchase Orders Requisitions Receipts Payments Procurement Contracts Sourcing Events Expenses
Purchasing / Procurement	Procurement Contracts Purchase orders Receipts Purchase requisitions
Strategic Sourcing	Sourcing events
Supplier Information	Suppliers Supplier Conversations

The Procure-to-Pay Global Search category is used to search for *transactions* within the Procure-to-Pay business process. It does not include searches for setup components such as Suppliers and Catalog Items. If you want to search for setup components, then you should use the *All* search category, or another search category that applies to the specific data, such as Supplier Information or Catalog Items.

Product based Global Search categories contain definitions within the specific product and limit search results to the specific product area.

This table lists permission lists and roles that have been created to help you secure search categories in the PeopleSoft database. These permission lists are setup with a the corresponding Search Group (Category) specified within the Search Group tab of the permission list. Users that have the corresponding role will be able to see the associated category as a drop down option within the Global Keyword Search box:

Global Search Category Name	Role	Permission List
Accounts Payable	Search Accounts Payable	EPSR1040
Asset Management	Search Assets	EPSR1030

Global Search Category Name	Role	Permission List
Catalog Items	Search Catalog	EPSR1080
Expenses	Search Expenses	EPSR1050
General Ledger	Search General Ledger	EPSR1060
Procure to Pay	Search P to P	EPSR1000
Purchasing/Procurement	Search Procurement	EPSR1020
Strategic Sourcing	Search Sourcing	EPSR1010
Supplier Information	Search Supplier Information	EPSR1080

Note: If your organization has not purchased licenses for all products within the Procure to Pay search category, you still need to deploy the Search Definitions for the product. However, you do not need to build the indices.

As an alternative, you can remove search definitions that are related to the products that you have not licensed in the Procure to Pay search category. This is considered to be a minor customization.

Global Search Category Facets

Facets refine the search results when they are dynamically selected by the user, without the need to apply filters. Global Search categories have a unique set of facets.

If a Global Search category contains only one search definition, such as Asset Management, Expenses, General Ledger, or Strategic Sourcing categories, then the facets should be the same as the search definition.

If a search category contains multiple search definitions, then facets are those that are common to each search definition in the category can be used. Not all common facets can be used in a search category for performance reasons. Instead, a subset can be defined.

Note: If a facet is defined for a search category that does not exist on one or more search definitions within that category, then the results are limited to the search definitions that have the facet defined.

Some facets have been specially defined for Global Search categories and may have similar information, even though this information is named differently within each application. These facets were designed to provide a common facet that applies to each search definition.

The facets that are created to be common to each Global Search category are:

- Category
- Business Unit/SetID, which is disabled by default.
- Document Date
- Supplier Name

- Entered By, which is disabled by default.

Note: The enabling of facets incurs an additional overhead for index building and search performance. The Business Unit/SetID and Entered by global facets are delivered disabled by default to improve search performance.

For more information about Facets, see [Search Result Facets](#).

Category

Category is a special facet that is automatically created by PeopleTools and identifies each search definition that is referenced in the search category. Only the categories for which results are found are displayed. When performing Global Keyword searches for common values such as a receipt number, the search results are displayed for each category, which provides a way to search across components within the business process.

Search Category	Description
EP_AP_PAYMENTS	Payments
EP_AP_VOUCHERS	Vouchers
EP_EX_REPORT	Expense Reports
EP_GL_JOURNAL	Journals
EP_PO_CONTRACTS	Procurement Contracts
EP_PO_PURCHASE_ORDERS	Purchase Orders
EP_PO_RECEIPTS	Receipts
EP_PO_REQUISITIONS	Requisitions
EP_SS_EVENTS	Sourcing Events
EP_AM_ASSET	Assets
EP_AP_VENDOR	Vendors/Suppliers
EP_AP_VENDOR_CONVER	Vendor/Supplier Conversations
_PV_EXPRESSITEMS_SD	Catalog Express Items
EP_PV_MASTERITEMVENDOR_SD	Catalog Items with Supplier
EP_PV_MASTERITEM_SD	Catalog Items without Supplier

Business Unit/SetID

Business Unit/SetID, which is disabled by default, is a facet that is created for the Procure-to-Pay Global Search category. Some search definitions contain a Business Unit facet and others contain a SetID within the facet value as required by the underlying search definition. For example, purchase orders are mapped to a business unit and purchase order contracts are mapped to a SetID. Therefore, the Business Unit/SetID facet is displayed for search categories where the results could contain business unit and SetID.

Note: This attribute exists on many search definitions but the facet value is disabled to improve build and search performance. As a minor customization, your organization may decide to enable this facet, if needed, and performance is acceptable.

Document Date

The Document Date is a common facet that is created for transaction Global Search categories, such as Procure-to-Pay, Purchasing, Procurement, and Accounts Payable. The document date facet represents the transaction date for multiple transactions that use different names to describe the transaction date. For example, Purchase Order Date, Received Date, Journal Date, and so on. Assets use the Acquisition Date as the Document Date.

This facet is displayed at the Global Search category level. However, if the user selects a specific category or component, the appropriate transaction date field is displayed for that component. For example, if the user searches Procure To Pay, the Document Date appears as a facet. Then, if the user clicks on the Receipts category facet, the Received Date appears as a facet.

The Document Date facet is hierarchical. The year is displayed first and you can drill into a year to select a specific month or day. Sub-facets define the month and day of the transaction. The month facet is assigned a number so that it can be sorted in numerical order, as it appears on a calendar.

For more information about facets, see [Search Result Facets](#).

Supplier Name

The Supplier Name facet represents the Supplier Long Name and was selected over the Short Supplier Name and Supplier ID as the standard facet for all search definitions.

Note: Facet value labels are limited to 30 characters, which makes it possible for long names to be truncated.

Entered By

The Entered By, which is disabled by default, is a facet that represents the user who *created* the transaction. Keep in mind that this facet may not be the same as the *owner* of the transaction. For example, an expense report is filed for User-1 by User-2. The Entered By result is User-2.

Note: This attribute exists on many search definitions but the facet value is disabled to improve build and search performance. As a minor customization, your organization may decide to enable this facet, if needed, and performance is acceptable.

Global Search - Advanced Search

The Advanced Search option for Global Searches is located to the right of the application keyword field on the portal header.

Image: Example: Global Search - Advanced Search

This example illustrates the Global Search - Advanced Search for Procure to Pay..

The screenshot displays the Oracle Global Search - Advanced Search interface for Procure to Pay. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there is a search bar with a dropdown menu set to 'Procure to Pay' and a 'Search' button. To the right of the search bar are links for 'Advanced Search' and 'Last Search Results'. The main section is titled 'Search Criteria' and contains several search fields:

- *Search in: Procure to Pay (dropdown)
- Keywords: (text input) with a 'Search Tips' link
- With this Exact Phrase: (text input)
- With any of these Words: (text input)
- Exclude: (text input)
- Business Unit: contains phrase (dropdown) with a text input
- Business Unit Description: contains phrase (dropdown) with a text input
- SetID: contains phrase (dropdown) with a text input
- Document Date: = (dropdown) with a text input and a 'BY' button
- Supplier ID: contains phrase (dropdown) with a text input
- Supplier Name: contains phrase (dropdown) with a text input
- Additional Name: contains phrase (dropdown) with a text input
- Short Supplier Name: contains phrase (dropdown) with a text input
- Buyer: contains phrase (dropdown) with a text input
- Buyer Name: contains phrase (dropdown) with a text input
- Contract ID: contains phrase (dropdown) with a text input
- Invoice Number: contains phrase (dropdown) with a text input
- PO Number: contains phrase (dropdown) with a text input
- Receipt Number: contains phrase (dropdown) with a text input
- Requisition ID: contains phrase (dropdown) with a text input

Advanced Searches are similar to the standard PeopleSoft search dialogs that enable users to specify one or more field values, or partial values, to be used to refine search results. Users can also use operators such as equal to, not equal to, greater than, and so on. The operators that are available depend on the data type of the field that is used. Each search category has its own set of advanced search fields.

Note: Most Advanced Search attributes do not contain a prompt option because the context of the field for Global searching is not within a component and higher level keys are not known.

Search in

Select one of the search category options: All, Asset Management, Expense Reports, Procure to Pay, Purchase Requisitions, or Purchasing/Procurement.

Search Tips

Click to view a window that explains how to format searches in the Keywords field.

If a search category contains only one search definition, the search fields are limited to what is defined on the search definition or a smaller subset.

If a search category contains multiple search definitions, then the search fields are those fields that are common among the search definitions in the category, but can also be a smaller subset of these.

Special Advanced Search Fields

These common fields are defined to enhance Global Searches:

Procurement Comments

This field is a common field included in all search definitions where the appropriate comment fields are mapped. Some comment fields are not mapped to Procurement Comments. These fields are typically separate search fields.

This field enables users to search all relevant, comment-type, fields for specified keywords when the user is not sure which comment field to search. For example, a comment related to a purchase order can be stored at the header, line, or ship-to level. If a user uses the Procurement Comments field to search for keywords, then the system will search all header, line, and ship-to comment fields.

Standard SES rules apply, depending on how you enter your search keywords. For standard searches:

- Phrases: Use single quotes (' ') around words that make up a phrase. For example: 'year-end report'.
- All Words: Use an ampersand (&) to specify that all words must appear in the results. For example: documents & reports.
- Any Word: Use a pipe (|) to specify that any word must appear in the results. For example: 'year-end report' | report.
- Partial Strings: Use an asterisk (*) to search for partial strings. For example: document* will return words beginning with document, such as documents, documentary, and documentation. An asterisk cannot be the first character of the search string.

The search definitions that include Procurement Comments attribute are:

- Supplier
- Supplier Conversations
- Requisitions
- Sourcing Events
- Procurement Contracts
- Vouchers
- Payments

Any Supplier Name

This field is used within the Supplier Information search category. The system will find the requested name in any of these fields:

- Supplier Additional Name

- Short Supplier Name
- Supplier Name
- Corporate Additional Name
- Corporate Short Supplier Name
- Corporate Supplier Name
- Invoice Additional Name
- Invoice Short Supplier Name
- Invoice Supplier Name
- Remit Additional Name
- Remit Short Supplier Name
- Remit Supplier Name

Any Supplier Address

This field is used within the Supplier Information search category. The system will find the requested address in any of these fields:

- Corporate Address 1
- Corporate Address 2
- Corporate Address 3
- Corporate Address Description
- Invoice Address 1
- Invoice Address 2
- Invoice Address 3
- Invoice Address Description
- Remit Address 1
- Remit Address 2
- Remit Address 3
- Remit Address Description
- Supplier Address 1
- Supplier Address 2
- Supplier Address 3
- Supplier Address Description

Example: Advanced Search

In this example, a manager wants to know, “Who in my group created an expense for Air Travel in the last few months”.

Image: Example: Global Search - Search Results (Expenses Air Travel)

This example illustrates the Global Search - Search Results (Expenses Air Travel).

ORACLE Expenses Air Travel Advanced Search Last Search Results

Search Results for "Air Travel"

Filter by 14 results matched your search criteria

Business Unit

- US001 (8)
- US005 (4)
- US004 (1)
- US006 (1)

Creation Date

- 2008 (8)
- 2003 (2)
- 2000 (4)

Name

- Schumacher, Kenneth (3)
- Elliot, Ken (2)
- Lee, Susan (2)
- Parker, Sarah (2)
- Turner, Ed (2)
- More...

Report Status

- Pending (8)
- Approved for Payment (2)
- On Hold, with Approver (1)
- On Hold, with Auditor (1)
- Paid (1)
- More...

Expense Business Purpose

- Consulting Services (6)
- Demonstrations (3)
- General Travel and Expense (3)
- Technical Training (2)

Expense Type

- Air Travel (14)

Expense Location

- No Value (14)

Expense - Vincent, Sonya | 0000000054 / 1 | Air Travel - United
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2000-08-09 | Expense Report Status: Approved for Payment | Amount: 890 USD | Entered By: VP1

Expense - Schumacher, Kenneth | 0000000071 / 2 | Air Travel - American Airlines
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2003-10-01 | Expense Report Status: On Hold, with Auditor | Amount: 200 USD | Entered By: SAMPLE

Expense - Emmerson, Nancy | 0000000031 / 1 | Air Travel - American Airlines
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2000-08-02 | Expense Report Status: Submitted for Approval | Amount: 456 USD | Entered By: SAMPLE

Expense - Ng, Edward | 0000000053 / 1 | Air Travel - United
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2000-08-08 | Expense Report Status: Approved for Payment | Amount: 1235 USD | Entered By: VP1

Expense - Schumacher, Kenneth | 0000000049 / 1 | Air Travel - United
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2000-08-01 | Expense Report Status: Paid | Amount: 350 USD | Entered By: VP1

Expense - Schumacher, Kenneth | 0000000067 / 1 | Air Travel - United
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2003-10-15 | Expense Report Status: On Hold, with Approver | Amount: 350 USD | Entered By: SAMPLE

Expense - Lee, Susan | 0000000072 / 1 | Air Travel - American Airlines
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2008-03-03 | Expense Report Status: Pending | Amount: 95 USD | Entered By: SAMPLE

Expense - Lee, Susan | 0000000073 / 1 | Air Travel - Delta Airlines
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2007-12-01 | Expense Report Status: Pending | Amount: 87 USD | Entered By: SAMPLE

Expense - Turner, Ed | 0000000075 / 1 | Air Travel - JAL
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2008-02-12 | Expense Report Status: Pending | Amount: 655.24 USD | Entered By: SAMPLE

Expense - Turner, Ed | 0000000076 / 1 | Air Travel - JAL
 Last Updated Date: 2012-04-10 09:36:33
 Date: 2007-09-12 | Expense Report Status: Pending | Amount: 655.24 USD | Entered By: SAMPLE

The search results show enabled facets on the left side of the page so that the manager can continue to refine the results based on business unit, creation date, name, and so on.

Search results display on the right side and are typically at the document header level. However, in cases such as expense reports, the search result is provided at the line level to display more pertinent information so that the user doesn't have to drill into the transaction. In this example the expense line contains the amount and description, which may be most important for a manager.

Note: An end user would see all expense reports for which they have security. This is based on the same security the user would have when searching within the expense report component.

For more information about search results, see [Understanding Search Results](#).

Understanding Search Pages within Components

Component search uses the Keyword Search tab to search more fields compared to the standard tools search. The system automatically changes the Global Search category based on the page displayed.

Image: Example: Component Keyword Search (Express Purchase Order)

This example illustrates the Component Keyword Search (Express Purchase Order).

The screenshot displays the 'Express Purchase Order' search page. At the top, it says 'Express Purchase Order' in blue. Below that, a message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are three tabs: 'Find an Existing Value', 'Keyword Search' (which is selected and highlighted in blue), and 'Add a New Value'. A note states: 'Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM)' with a 'Search Tips' link to its right. Below the note is a 'Search Criteria' section with a dropdown arrow. Underneath is a 'Keywords' label followed by a text input field. At the bottom, there is a 'Search' button and two links: 'Basic Search' and 'Advanced Search'.

Search Tips

Explains how to enter free-form text into the Keywords field.

Basic Search

Enables you to select a single field in the Search by field as well as using the Keywords field.

Keyword Only

Displays only the Keywords field.

Advanced Search

Enables you to enter a field value in multiple fields as well as using the Keywords field.

If the Advanced Search page is visible, then any required fields must also be filled in. This operates the same as the Find an Existing Value tab.

Image: Example: Component Keyword Search - Advanced Search (Express Purchase Order)

This example illustrates the Component Keyword Search - Advanced Search (Express Purchase Order).

Express Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM) [Search Tips](#)

Search Criteria

Keywords

Business Unit:	=	US001	
PO ID:	contains phrase	<input type="text"/>	
Purchase Order Date:	=	<input type="text"/>	
PO Status:	=	<input type="text"/>	
Short Supplier Name:	contains phrase	<input type="text"/>	
Supplier ID:	contains phrase	<input type="text"/>	
Supplier Name:	contains phrase	<input type="text"/>	
Buyer:	contains phrase	<input type="text"/>	
Buyer Name:	contains phrase	<input type="text"/>	
PO Type:	=	<input type="text"/>	
Purchase Order Reference:	contains phrase	<input type="text"/>	
Hold From Further Processing		<input type="checkbox"/>	
Business Unit Description:	contains phrase	<input type="text"/>	
Additional Name:	contains phrase	<input type="text"/>	
Budget Status - NonProrated:	contains phrase	<input type="text"/>	
Budget Checking Header Status:	contains phrase	<input type="text"/>	
Origin:	contains phrase	<input type="text"/>	
Item ID:	contains phrase	<input type="text"/>	
Item Description:	contains phrase	<input type="text"/>	
Category ID:	contains phrase	<input type="text"/>	
Category Code:	contains phrase	<input type="text"/>	
Category Description Short:	contains phrase	<input type="text"/>	
Merchandise Amount:	=	<input type="text"/>	
Supplier Item ID:	contains phrase	<input type="text"/>	
Manufacturer ID:	contains phrase	<input type="text"/>	
Manufacturer's Item ID:	contains phrase	<input type="text"/>	
Manufacturer Name:	contains phrase	<input type="text"/>	
Manufacturer Short Name:	contains phrase	<input type="text"/>	
Line Status:	contains phrase	<input type="text"/>	
Ship To Location:	contains phrase	<input type="text"/>	
Ship To Description Short:	contains phrase	<input type="text"/>	
Due Date:	=	<input type="text"/>	

In this example, the fields from Business Unit through Hold From Further Processing are the same search fields that appear on the Find an Existing Value tab. The fields from Business Unit Description through Supplier Item ID are defined by the search category, and appear in the order in which they are defined on the Advanced Search Fields tab of the search category definition.

Similar to Global Searches, the component search returns results based on the last index build, or an incremental index, and is not considered to be *real-time*. Using the Find existing Value tab is considered to be *real-time*.

Component searches are created by mapping a component to a search definition within the PeopleTools Search Framework and then updated by running the PTSF_GENFEED Application Engine.

For more information about this setup and maintenance process, see *PeopleTools: PeopleSoft Search Technology*.

Understanding Search Results

This topic provides information about:

- Viewing PeopleSoft search results.
- Search result breadcrumbs.
- Search result facets.
- Search result list format.
- Last search results window.

Viewing PeopleSoft Search Results

When performing searches against enabled categories, search results will only contain data for which the user is allowed to see. This is based on the drill through URL that is defined in the search definition. For example, if a user does not have access to the purchase order menu, then the user will not see search results containing purchase orders. In addition, a component search result (in most cases) is limited based on row level security, similar to that defined for the component. If a user does not have access to a business unit or SetID, then they will not see search results for that SetID or business unit unless they can access the business unit or SetID when they access to the component directly.

When viewing search results for Global Search and for Component Search, the page appears slightly different.

- Search results for Global Searches always appear in a list format.
- Search results for Component Searches can be viewed in two formats:
 - Grid format, which is the PeopleSoft standard format.

- List format, which is the same format used for advanced searches.

Image: Global Advanced Search - Search Results

This example illustrates Global Search: Advanced Search - Search Results.

ORACLE Procure to Pay Search Advanced Search Last Search Results

Search Criteria

Search Results

Filter by

3975 results matched your search criteria

1 2 3 4 5

Filter by	Search Results
Category Assets (1315) Journals (783) Vouchers (764) Purchase Orders (461) Requisitions (182) More...	Asset - GBR01 AM951 Automobiles Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2000-08-08 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AM046 Automobiles Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2000-07-17 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AM952 Computer Hardware Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2000-08-08 Asset Type - IT Hardware Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AM953 Furniture & Fittings Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2000-08-08 Asset Type - Furniture Asset Subtype - Model - Manufacturer -
Document Date 2014 (7) 2013 (16) 2012 (177) 2011 (15) 2010 (9) More...	
Supplier Name No Value (2257) Bay Area Electric- (216) Freeds Furniture (109) Books for You (96) East Bay Travel (94) More...	
	Asset - GBR01 AMBI_BI_NC BI Interface NOT Complete Last Updated Date: 2012-03-13 09:39:54 Asset Status - Disposed Acquisition Date:2003-01-06 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AMBI_C AMBI Process Complete Last Updated Date: 2012-03-13 09:39:54 Asset Status - Disposed Acquisition Date:2003-01-01 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AM954 Automobiles Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2000-08-08 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 AMBI_NC AMBI Process NOT Complete Last Updated Date: 2012-03-13 09:39:54 Asset Status - Disposed Acquisition Date:2003-01-01 Asset Type - Fleet Asset Subtype - Model - Manufacturer -
	Asset - GBR01 INF01 Inflation test asset Last Updated Date: 2012-03-13 09:39:54 Asset Status - In Service Acquisition Date:2003-01-01 Asset Type - Fleet Asset Subtype - Model - Manufacturer -

Image: Example: Component Search: Keyword Search Results Grid Format (Purchase Order)

This example illustrates the Component Search: Keyword Search Results Grid Format (Purchase Order).

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Keyword Search** Add a New Value

Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM) Search Tips

Search Criteria

Keywords: Plant

Search Basic Search Advanced Search

Search Results

Filter by

Business Unit

US001 (39)

Purchase Order Date

2005 (5)

2001 (33)

2000 (1)

Supplier Name

Plant Decor (30)

Plant Insulation Company (9)

Buyer Name

Kenneth Schumacher (38)

Blake, Scott (1)

PO Status

Dispatched (39)

Budget Checking Header Status

Valid (39)

Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM)

View as: View All

First 1-39 of 39 Last

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
US001	POAP-EXCP	05/06/2005	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	Exception	N
US001	POAP-SUM	05/09/2005	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	Summary Invoice	N
US001	POAP-TOL	05/06/2005	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	Tol - Standard Match Control	N
US001	POERS-01	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POERS-02	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POERS-04	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POERS-05	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POERS-03	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POBI-02	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POBI-03	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POBI-04	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	POBI-05	03/13/2001	Dispatched	PLANTINSUL-001	USA0000022	Plant Insulation Company	VP1	Kenneth Schumacher	General	(blank)	N
US001	APPO-001	05/12/2000	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	POS1	Blake, Scott	General	(blank)	N
US001	POAP-01	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-03	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-02	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-04	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-05	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-06	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N
US001	POAP-07	03/13/2001	Dispatched	PLANTDECOR-001	USA0000021	Plant Decor	VP1	Kenneth Schumacher	General	(blank)	N

Image: Example: Component Search: Keyword Search Results List Format (Purchase Order)

This example illustrates the Component Search: Search Results List Format (Purchase Order).

Purchase Order

Find an Existing Value **Keyword Search** Add a New Value

Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM) Search Tips

Search Criteria

Search Results

Filter by

Business Unit

US001 (275)

BUY01 (24)

FRA01 (22)

GBR01 (19)

BUY04 (12)

More...

Purchase Order Date

2012 (25)

2011 (4)

2010 (3)

2009 (27)

2008 (11)

More...

Supplier Name

ERNIE'S BIKE SHOP (61)

BIKE SHOP (39)

Plant Decor (30)

CAMPER'S WAREHOUSE (27)

Axis Systems (21)

More...

Note: Keyword Search will return results last updated 11 days ago (02/06/2013 11:18:49AM)

50 of 445 results are displayed.

View as:

[Purchase Order - US001 | RELATEPO1](#)

Last Updated Date: 2009-08-20 18:56:56

Supplier: Bay Area Electric- | Date: 2009-08-20 | Status: Dispatched | Amount: 100 USD | Buyer: Kenneth Schumacher | PO Reference: | Hold From Processing: N

[Purchase Order - US001 | POAP-EXCP](#)

Last Updated Date: 2005-05-06 09:19:38

Supplier: Plant Decor | Date: 2005-05-06 | Status: Dispatched | Amount: 2000 USD | Buyer: Kenneth Schumacher | PO Reference: Exception | Hold From Processing: N

[Purchase Order - US001 | POAP-DM](#)

Last Updated Date: 2005-05-06 09:18:46

Supplier: Quick Pace Couriers | Date: 2005-05-06 | Status: Dispatched | Amount: 2000 USD | Buyer: Kenneth Schumacher | PO Reference: Debit Memo | Hold From Processing: N

[Purchase Order - US001 | POAP-SUM](#)

Last Updated Date: 2005-05-09 10:25:02

Supplier: Plant Decor | Date: 2005-05-09 | Status: Dispatched | Amount: 2000 USD | Buyer: Kenneth Schumacher | PO Reference: Summary Invoice | Hold From Processing: N

[Purchase Order - US001 | POAP-TOL](#)

Last Updated Date: 2005-05-06 09:21:37

Supplier: Plant Decor | Date: 2005-05-06 | Status: Dispatched | Amount: 7500 USD | Buyer: Kenneth Schumacher | PO Reference: Tol - Standard Match Control | Hold From Processing: N

The search results can be broken into three sections:

- The breadcrumb section, which lists the facets selected in the order in which they were selected.

- The Filter by section, which lists all facets defined for the search category.
- The results section, which displays results in a grid or list format.

Search Result Breadcrumbs

When a user selects a facet, to reduce their search results, the system displays the options that were selected, also known as breadcrumbs, at the top of the Search Results section. Users can remove any facet by choosing the X next to it. Facets can be removed in any order and the displayed results will no longer reflect the filter.

Search Result Facets

Facets refine the search results when they are selected by the user. Facets are defined by search categories and must be defined in each search definition included in the search category.

On the left side of the search results are the Filter-By facets that can be used to narrow the search results.

Each facet displays a number in parenthesis, which indicates the number of results for that facet value. This provides a way to refine search results. When you click on a facet value in the Filter by section, the system initiates another search using that particular value.

For example, clicking on a facet value of “Business Unit – US001 (19)” would reduce the search results to 19 results.

After selecting one facet value, you can continue to select other facet values to find the ultimate record for which you are searching. Each facet selected is displayed above the Filter by label and can be removed if you want to select a different filter.

Within Financials and Supply Chain, certain common facets are enabled within components to provide more consistency when searching across various areas, such as creation date. See also, Document Date in the [Global Search Category Facets](#) documentation.

In some cases, facet quantities may not agree across facets. For example, facet results for Business Unit display a total of 25 values across 5 business units. In addition, facet results for Item IDs display a total of 45. The reason for this is that there may be multiple items on an index for which the transaction ID is the same, for example, the item ID is at a lower child level than the business unit.

Search Result List Format

For search results, the system displays a configured number of results that match your search criteria and the count of display pages that contain your results. The result set is determined by a PeopleSoft Search Framework setting in PeopleTools. You can select the page numbers or use the Next Page and Previous Page icons to view each page.

Global - Advanced and component search results can be displayed in a list format. The actual results are identified by:

- Title link
- Last Updated Date
- Summary information

- Related Actions viewable section

Image: Example: Global Search: Search Results showing Title, Last Updated, Summary, and Related Actions

This example illustrates the Global Search: Search Results showing Title, Last Updated, Summary, and Related Actions.

Search Results for "Voucher bike shop"

6 results matched your search criteria

Filter by

- Category**
 - Vouchers (5)
 - Purchase Orders (1)
- Document Date**
 - 2006 (2)
 - 2005 (3)
 - 2003 (1)
- Supplier Name**
 - ERNE'S BIKE SHOP (6)

Results:

- [Voucher - US001 | LRGVCHR](#)
Last Updated Date: 2012-04-24 09:59:16
Supplier: ERNE'S BIKE SHOP | Date: 2003-01-10 | Style: Regular
By: SAMPLE | Invoice ID: LARGE VOUCHER | Entry Status: Posted
- [Voucher - US001 | 00000099](#)
Last Updated Date: 2012-04-24 09:59:16
Supplier: ERNE'S BIKE SHOP | Date: 2005-05-27 | Style: Regular
SAMPLE | Invoice ID: INV-2005-05-000123 | Entry Status: Posted
- [Voucher - US001 | 00000100](#)
Last Updated Date: 2012-04-24 09:59:16
Supplier: ERNE'S BIKE SHOP | Date: 2005-06-01 | Style: Regular
SAMPLE | Invoice ID: INV-200505-000100-1 | Entry Status: Posted
- [Voucher - US001 | 00000107](#)
Last Updated Date: 2012-04-24 09:59:16
Supplier: ERNE'S BIKE SHOP | Date: 2006-04-10 | Style: Regular
SAMPLE | Invoice ID: 12525 | Entry Status: Postable | Source: Online
- [Voucher - US001 | 00000108](#)
Last Updated Date: 2012-04-24 09:59:16
Supplier: ERNE'S BIKE SHOP | Date: 2006-04-10 | Style: Regular Voucher | Amount: 137.5 USD | Entered By: Kenneth Schumacher | Invoice ID: 85985 | Entry Status: Postable | Source: Online
- [Purchase Order - US001 | 0000000118](#)
Last Updated Date: 2005-05-30 06:32:04
Supplier: ERNE'S BIKE SHOP | Date: 2005-05-30 | Status: Approved | Amount: 5000 USD | Buyer: Kenneth Schumacher | PO Reference: Recurring PO Voucher | Hold From Processing: N

Match Workbench

- Approval Framework - Vouchers
- Approve Voucher
- Mass Voucher Approval
- Voucher Inquiry
- Close Voucher
- Review Accounting Entries
- UnPost Voucher
- Voucher Build Error Detail
- Voucher Build
- Voucher Posting
- Review Document Status

The first word of the title is designed to identify the result, which in this example is an Accounts Payable Voucher. This is then followed by system-key information. The summary information contains more detailed information for the returned result such as the creation date, status, amount, and who entered the information into the system.

Title Link

The search result title is a link and identifies unique characters for each search result item. When you click on the Title link, the system takes you to the corresponding page to view, or access, the information. Users can then perform the needed tasks.

Warning! The Title link contains returned values for drilling into the underlying component and for related actions. Therefore, any customization to the Title should be created with caution.

The format of the search result title contains all keys of the search result item and is displayed in this format:

<Document Label> - <key1> I <key2> I <key3> I <key 4>

Image: Example: Search Result List Title (partial page)

This example illustrates a Title link (partial page).

[Purchase Order - US001 | POAP-EXCP](#)

Last Updated Date

The last updated date is displayed for the user as a reference. This represents the date and time that the search index was last updated for this document.

Summary Information

The search result summary enables a user to determine whether each result item is the one to which they were searching. It is in this format:

<Label>: <label data> I <label data>

Image: Example: Search Result List Summary (partial page)

This example illustrates Summary Information (partial page).

Supplier: Plant Decor | Date: 2005-05-06 | Status: Dispatched | Amount: 2000 USD | Buyer: Kenneth Schumacher | PO Reference: Exception | Hold From Processing: N

The data displayed will vary based on the type of document returned in the search results. For application-specific information, see the application documentation.

Note: Information displayed in the Title link and the Summary Information are defined on the Search Definition. The Title link must contain enough information to make the document unique within the search index. Other information can be modified to show more, or less, information in your search results. See the *PeopleTools: PeopleSoft Search Technology* documentation for more information.

Related Actions

Related actions will vary based on the type of document returned in the search results and are role-specific. They are only displayed in the list format Search Results page if configured by the application. The related actions enable users to take specific actions on the selected document without having to navigate through the menu to access the related component.

Related actions are dynamic and depend on user security. For example, if the user does not have access to a component associated with a related action, then the action is not displayed. In addition, in some circumstances related actions may or may not display depending on the item context in the search results, such as a header status.

In most cases, related actions are enabled with modal windows. However, when the related action is more complex, such as one containing links to other locations in the system, a new window may be displayed.

In some cases a related action may display if the user has security, even when no related action details may exist for the returned search result. This is the case when performance considerations, for the related action response, outweighs the need to hide specific related actions in a larger list.

You can place your mouse over the item to view the glyph, which indicates that related actions are available.

Note: Although related actions are delivered with this feature, they are configurable and defined using PeopleTools Security. See: *PeopleTools: Portal Technology*, Developing and Configuring Related Content

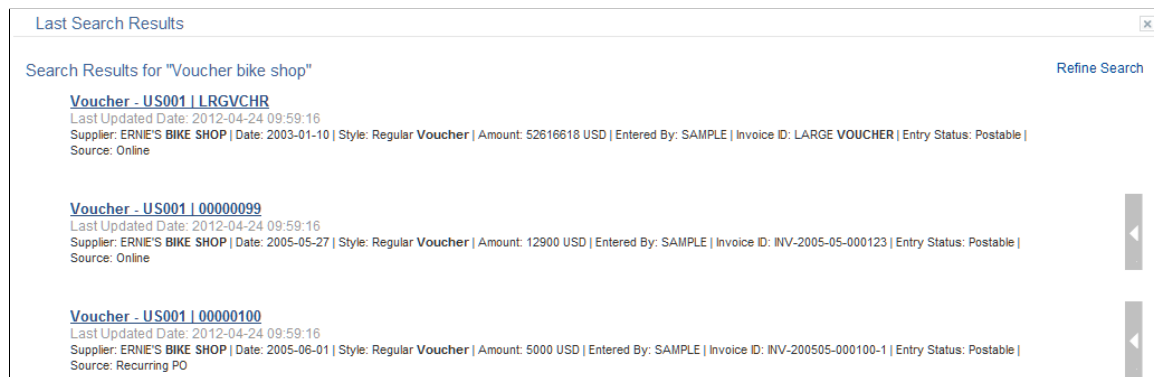
Last Search Results Window

This link enables you to return to your search results if you want to take action on other rows within your search results. You can select a different search result or select the Refine Search link to access another result item.

Click the Last Search Results link, at the top of the page, to view the Last Search Results window. These results include those from SES searches:

Image: Last Search Results window

This example illustrates the Last Search Results window.



The system retains your last search results for as long as you are signed on to the system. When you sign off of the system, the system clears your last search results.

Understanding Search Attachments

Search Attachments are documents that can be included in a search index. Depending on the application and setup, attachments can be stored on the ftp server, the sftp server, or in the database. When attachments are to be included in a search index, they must be defined on the Attachment Properties tab of the Search Definition. The attachment may be dynamic or static, depending on application usage. Any application that uses the Administer File Attachments page must use dynamic attachments. The dynamic setting allows flexibility for changes to the active servers over time. This gives the query flexibility to dynamically access any attachment for the active or previous servers. PeopleSoft Search Framework creates a search index that contains the contents of any attachment so that keyword searches have access to these attachments.

There are performance trade-offs when performing searches on attachments. For more information about performance considerations, see [Understanding Performance Considerations within Financial and Supply Chain Management Search](#)

This table illustrates the Financial and Supply Chain Search Definitions that can search attachments:

Search Definition	Description	Used In
EP_AM_ASSET	Assets	Global / Search Pages
EP_AP_VENDOR	Suppliers	Global / Search Pages
EP_AP_VOUCHERS	Vouchers	Global / Search Pages
EP_CS_DOC_ADHOC	Adhoc Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_CONTRACTS	Contract Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_PURCHORDRS	Purchase Order Documents	Search Content in Supplier Contract Mgmt
EP_CS_DOC_SOURCING	Sourcing Event Documents	Search Content in Supplier Contract Mgmt
EP_PO_CONTRACTS	Purchase Order Contracts	Global / Search Pages
EP_PO_PURCHASE_ORDERS	Purchase Orders	Global / Search Pages
EP_PO_REQUISITIONS	Requisitions	Global / Search Pages
EP_SS_EVENTS	Sourcing Events	Global / Search Pages

In order for attachments to be properly indexed, you need to define:

- The FSCM File Attachments definition, using the [Administer File Attachments Page](#).
- The PeopleSoft Search Framework Attachment URL ID List (PeopleTools, Search Framework, Administration, Attachment URLID List).

The list of all URL identifiers that are related to your systems attachments, which are indexed by various search definitions that are listed in the table, must be listed in the Attachment URLID list page of the search framework. This list is defined and must be present prior to deploying search definitions that may depend on the various attachment servers. The PeopleTools Search Framework publishes this list and associated credentials to the SES system so that it has the appropriate credentials needed when attempting to crawl and index related documents.

See the product documentation for *PeopleTools: PeopleSoft Search Technology*.

Understanding Performance Considerations within Financial and Supply Chain Management Search

This topic discusses performance considerations when enabling application and component search within Financials and Supply Chain Management (FSCM). It provides topics to consider that could improve the end user experience and support when customizing your system. Topics include:

- Enabled facets

- Enabled attachments
- Enabled attributes (including ChartField security)
- Enabled queries

Enabled Facets

Financials and Supply Chain Management (FSCM) have enabled certain field attributes within the search definitions (and related search categories) as facets within PeopleSoft Search Framework.

Note: SES requires that faceted values be populated, meaning that there cannot be blank values sent to SES for any field defined as a facet.

When search attributes are defined as facets in PeopleSoft Search Framework, performance degradation can be incurred when building the index and when performing the search. As a general rule, fields that contain a large number of values should not be enabled as facets. Depending on your FSCM environment, this could include facet values such as Supplier Name or Entered By. If you have thousands of possible faceted values, system performance may be compromised if these types of attributes are enabled as facets. Depending on your environment and volume, you should consider enabling, or disabling, additional facets to balance functional needs against system performance.

Note: Changing faceted values within a search definition is considered a minor customization. Any changes you make to existing Search Definitions or other PeopleSoft delivered objects should be tracked as with any customization.

Enabled Attachments

Within PeopleSoft Search Framework, attachments are allowed for some search definitions that are used within FSCM. For example attachments are enabled within the purchase order, requisition, and contract search definitions. If large numbers of attachments are enabled, performance degradation can be incurred when building the index and performing the search.

Depending on your FSCM environment and volume, you may consider disabling the ability to search attachments to balance functional needs against system performance.

To remove attachments from being included in an index, delete the attachment from the Search Definition - Attachment Properties page. However, if you decide to include attachments in the Search Definition at a later time, then you should track the current settings of the page so you know how to add the reference back if needed.

Note: Removing attachments within a search definition is considered a minor customization. Any changes you make to existing search definitions or other PeopleSoft delivered objects should be tracked as with any customization. For more information on Search Definitions, see *PeopleTools: PeopleSoft Search Technology*.

Enabled Attributes (Including Chart Field Security)

FSCM has included a prioritized list of primary and related tables that support search definitions. This is implemented using connected query, which supports more complex data structures such as a purchase order. Within the search definition, only a subset of prioritized attributes has been activated in

order to support reasonable SES build performance. There is some incremental cost for including more attributes within PeopleSoft Search Framework. Reducing the number of attributes can improve system performance.

ChartFields

PeopleSoft delivers certain attributes, such as ChartFields, disabled within most search definitions. This is for security purposes as opposed to performance reasons. When ChartField attributes are enabled within PeopleSoft Search Framework, *any* user who has the ability to search using the search definition can also search for ChartField values.

For example, searching all purchase orders by project number is possible with the delivered product. The PeopleSoft Search Framework implementation does not support the ChartField row-level security that can be implemented within PeopleSoft system. Therefore, you should carefully consider whether your organization will allow users who have access to the search category, to search using those values, before enabling ChartFields for Global Search or Search Pages.

Depending on your FSCM environment and volume, you may want to consider disabling search attributes to balance functional needs against system performance.

Note: Enabling or disabling attributes within a search definition is considered a minor customization. Any changes you make to existing search definitions or other PeopleSoft delivered objects should be tracked as with any customization.

Note: : If you have disabled a ChartField for query access, and a search definition is using this field, you must manually deselect the Field to Index check box on the Search Definition page (PTSF_FIELD_MAPPING). If this step is not performed when a ChartField is disabled, then the Build Search Index process will not be successful.

Enabled Queries

FSCM has included a prioritized list of primary and related queries and connected queries that support the search definition. This is performed using connected query, which supports more complex data structures such as a purchase order. Not all related tables and information are included in these connected queries.

Depending on your FSCM environment and volume you may consider removing or adding queries to the connected queries and search definitions in order to balance functional needs against system performance.

Note: Adding or removing queries to a connected query, which affects attributes within a search definition, is considered a significant customization. Any changes you make to existing connected queries and search definitions, or other PeopleSoft delivered objects, should be tracked as with any customization.

For more information on PeopleSoft Search and customizations, see *PeopleTools: PeopleSoft Search Technology*.

Understanding the Build Index Process

This topic provides overviews about:

- Parts of an Index

- Deploying Indexes
- Building an Index

For more information about the Build Index Process, see the *PeopleTools: PeopleSoft Search Technology*.

Parts of an Index

This topic discusses:

- Queries and Search Definitions.
- Search Categories

Queries and Search Definitions

The PeopleTools Search Framework requires queries to build searches. Queries and connected queries are pre-defined for all indexes provided by PeopleSoft. Query security must be granted to the callback user defined on the Search Instance page to build and execute queries. Modifications to queries should always be well documented.

A deletion query is also provided where necessary to synchronize indexes and transaction tables.

Queries are associated with search definitions and define all searchable portions of the data. Fields, also known as attributes, which can be used in a search, are authorized on a search definition. Some fields may be turned on or off without needing to modify the search page. This is the case with component keyword search and Global Search. The number of fields that are indexed can affect performance. A search definition can also be thought of as the physical index that is created.

Facets are also defined on a search definition and may be turned on or off.

Note: When modifying facets, or attributes, associated with a search definition you must also make similar changes to the search category. The number of facets that are indexed can affect performance.

See [Understanding Performance Considerations within Financial and Supply Chain Management Search](#)

Search Categories

Search Categories are objects that are used for searching. A search category contains a search definition or a group of search definitions also known as indexes. In order to search across multiple indexes for values, the indexes must first be combined into a single search category. Predefined search categories are provided by PeopleSoft.

Important! Modifications to existing search categories, facets, or attributes that are associated with a search definition is considered a minor customization and should be well documented.

Deploying Indexes

After indexes are defined, the next step in the build process is to deploy the search definition. You always deploy search definitions and you must deploy search categories that contain more than one index. Search categories with only one index, which is the same name as a search definition, are automatically deployed.

Warning! The Deploy Search Definitions page also allows you to delete search definitions. Deleted search definitions are not reversible.

To deploy a search definition, select the check box on the left column, scroll to the bottom of the Deploy Search Definitions page, and select the Deploy button. After you select the Deploy button, you can select the Search Categories tab, to confirm that the category with the same name as the search definition was automatically deployed.

If a category contains more than one search definition, such as EP_PROCURE_TO_PAY, you can deploy it by following the same steps for a search definition and using the Search Categories tab. Deploying these search categories can occur before or after individual search definitions are indexed.

For more information about the Deploy Search Definitions page and the Deploy Search Category page, see the *PeopleTools: PeopleSoft Search Technology*, Administering PeopleSoft Search Framework, Administering Search Definitions and Search Categories.

Building an Index

To submit a search definition to be indexed, or built, use the Schedule Search Index page (PeopleTools, Search Framework, Administration, Schedule Search Index). Assign a name that reflects the index you are building. If more than one user will be building a particular index, each person must create their own run control.

From the Build Search Index run control page:

- The Search Definition field, lookup option, lists only search definitions that have been deployed.
- The indexing type must also be selected:
 - A full index is a complete rebuild of an index that removes old data and applies completely new data to the index.

For performance reasons, full indexes should not occur where there are large amounts of data.

- An incremental index is used to update an existing index, remove old obsolete records, and add any new records that were modified or added since the last index build.

The indexed document retains a date and time at the header level, which is updated from various pages, transactions, and batch jobs any time the header or any child record changes. If a previous build of the index has occurred, information pertaining to the last build is displayed on the run control page. Incremental indexes are typically more efficient than a full index especially when there is a large amount of data.

- When search results change often, incremental index builds should be run nightly or whenever the system is lightly used.

This keeps the search data current. However, there are some exceptions that will require the index to be rebuilt. This can include:

- Related data changes, such as a buyer's name, which is not updated in locations where the buyer ID is stored.

- Effective dated information where correction mode is used against an existing date and no new effective date is created.

For more information about the Build Search Index page, see the *PeopleTools: PeopleSoft Search Technology*, Administering PeopleSoft Search Framework, Working with Search Indexes.

Securing ChartFields

Securing ChartFields

This topic provides an overview of Oracle's PeopleSoft ChartField Security, lists common elements used in this topic, and discusses how to:

- Describe general ChartField Security functionality.
- Enable ChartField Security.
- Define ChartField Security rules, exceptions, and values.
- Build ChartField Security rules.
- Copy ChartField Security rule assignments.
- Secure Customized ChartFields.
- Secure ChartFields for PeopleSoft Payables.
- Secure ChartFields for PeopleSoft Asset Management.
- Secure ChartFields for PeopleSoft Receivables.
- Secure ChartFields for PeopleSoft Billing.
- Secure ChartFields for PeopleSoft Commitment Control.
- Secure ChartFields for PeopleSoft Contracts.
- Secure ChartFields for PeopleSoft Cost Management.
- Secure ChartFields for PeopleSoft eProcurement.
- Secure ChartFields for PeopleSoft Expenses.
- Secure ChartFields for PeopleSoft General Ledger.
- Secure ChartFields for PeopleSoft Grants Management.
- Secure ChartFields for PeopleSoft Inventory.
- Secure ChartFields for PeopleSoft Order Management.
- Secure ChartFields for PeopleSoft Project Costing.
- Secure ChartFields for PeopleSoft Purchasing.
- Secure ChartFields for PeopleSoft Services Procurement.

- Secure ChartFields for PeopleSoft Treasury.

Understanding ChartField Security

ChartField Security allows you to configure data access security specific to a user's role in the organization. ChartField Security is designed to work in conjunction with other security features, such as Business Unit and Ledger Security. The major difference is that, unlike other security features delivered in the PeopleSoft products, ChartField Security allows you to choose the ChartFields by which you want to configure access and configure rules specific to one or more products. You may exclude products or exclude some feature of a product as necessary to support your organizational policy for data security.

Rules may be defined differently by product, and exceptions may be allowed as necessary. A common example of how this feature may be used is to configure access based on job function and activity. For example:

- A Payables user may be allowed access to all departmental transactions in the payables functions but be restricted to her own department when entering self-service requisitions or viewing ledger or budgetary activity.
- A staff accountant may have access to view journal activity for departments but only allowed to view budget balances for his own department.
- A manager may be allowed to monitor expenditure and revenue activity for one or many departments, depending on her business responsibilities.

Security may be enforced by user, role, or permission list so that organizations can implement this feature as efficiently as possible. You should perform an assessment across business areas to determine the best way to implement this security. You should also review other setup (combo edit, distribution code) selections for data conflicts.

By default, most components of each product are secured when the product itself is enabled. You may activate or inactivate certain components for each product with or without exceptions.

The ChartField Security feature is only implemented for pages that display ChartFields with monetary amount fields and other sensitive data. Examples of sensitive data include assets, inventory and expense items. Pages that display ChartFields with non-sensitive data, such as setup definition pages, do not support ChartField Security.

The ChartField Security feature allows you to:

- Enable or disable ChartField Security based on a product.
- Enable or disable ChartField Security based on a component.
- Enable or disable ChartField Security by user ID, role, or permission list.
- Restrict access to transactions containing unauthorized ChartField values.
- Restrict access to distribution code values in relevant components.
- Restrict access to financial data containing unauthorized ChartField values in the Inquiry components.
- Restrict access to unauthorized ChartField values during data entry.

- Specify components as exceptions for a user, role, or permission list.

The previously listed capabilities secure access to accounting information that appears in online pages, including pages that display one or more ChartFields with monetary amount fields. When ChartField Security is not required (that is, components used to reconcile transaction data), you can exclude the components from ChartField Security.

You can secure ChartFields in any of the following ways:

- Secure transactions from component search lists.
- Secure transactions from inquiry page lists.
- Secure inquiry results.
- Secure drills to transaction components.
- Secure prompt edit table values.
- Secure distribution codes.

Note: The ChartField Security feature only secures the prompt values for a distribution code, not for component access.

The following table lists the PeopleSoft products that can be enabled for ChartField Security and provides information about the products. ChartField Security may be enabled for selected fields. For example, when using Payables, you may enable ChartField Security for transactions and inquiries but not for distribution code (because it does not apply to this product).

<i>PeopleSoft Product</i>	<i>Transaction</i>	<i>Inquiry</i>	<i>Distribution Code</i>
Payables	X	X	NA
Receivables	X	X	X
Asset Management	X	X	NA
Billing	X		X
Commitment Control	X	X	
Contracts	X	X	X
Cost Management	X		NA
eProcurement	X	X	NA
Expenses	X	X	NA
General Ledger	X	X	NA
Grants Management	X	X	NA
Inventory	X		NA

<i>PeopleSoft Product</i>	<i>Transaction</i>	<i>Inquiry</i>	<i>Distribution Code</i>
Order Management	X		NA
Projects	X	X	NA
Purchasing	X	X	NA
Services Procurement	X	X	NA
Treasury	X	X	NA

See [Securing ChartFields for PeopleSoft Payables](#).

See [Securing ChartFields for PeopleSoft Receivables](#).

See [Securing ChartFields for PeopleSoft Asset Management](#).

See [Securing ChartFields for PeopleSoft Billing](#).

See [Securing ChartFields for PeopleSoft Commitment Control](#).

See [Securing ChartFields for PeopleSoft Contracts](#).

See [Securing ChartFields for PeopleSoft Cost Management](#).

See [Securing ChartFields for PeopleSoft eProcurement](#).

See [Securing ChartFields for PeopleSoft Expenses](#).

See [Securing ChartFields for PeopleSoft General Ledger](#).

See [Securing ChartFields for PeopleSoft Grants Management](#).

See [Securing ChartFields for PeopleSoft Inventory](#).

See [Securing ChartFields for PeopleSoft Order Management](#).

See [Securing ChartFields for PeopleSoft Project Costing](#).

See [Securing ChartFields for PeopleSoft Purchasing](#).

See [Securing ChartFields for PeopleSoft Services Procurement](#).

See [Securing ChartFields for PeopleSoft Treasury](#).

Common Elements Used in Securing ChartFields

Blank ChartField Values

ChartField Security rules are not enforced for blank values in ChartFields. If a row contains a blank value for a secured ChartField, access will be granted unless a different ChartField contains a value that is unauthorized.

Build Process	The process that builds the ChartField Security rules into a flattened table.
Component	A grouping of pages that are functionally related.
Distribution Code	<p>A code that represents a combination of default ChartField values typically applied to a transaction distribution.</p> <p>Distribution Code security can be enabled or disabled by component. Distribution Code security behaves the same way as ChartField Security by controlling the list of values an end user is authorized to access. Distribution Code security is independent of ChartField Security with the exception of the Validation process when rules are built. The Validation process tests for conflicts between the equivalent ChartFields of the distribution code and any existing ChartField rules assigned to the user.</p>
Inquiry	Pages used to support online queries of data.
Override Secured Prompt List	The configuration of security rules permits the user to bypass secured prompt lists for ChartFields.
Partial Access	<p>You can set the Partial Access option to <i>Deny Access</i> or <i>Grant Access</i>. For example, for a transaction containing multiple rows of ChartFields (such as in Journal Entry), some rows contain authorized values of ChartFields and some do not. In this case, a user has partial access. Also, if one of the ChartFields in a row contains an authorized value but another ChartField value in the same row is not authorized, then the partial access option applies. That is, the user has access to Department 41000 but not to Program 6700.</p> <p>See Security Options - ChartField Security Page.</p>
Security Method	The method you select for controlling security: user, role, or permission list.
Source Product	A way to partition the security values by product. For example, an accounts payable clerk can have different security setups in Payables and General Ledger.

Describing General ChartField Security Functionality

This section provides an overview of general ChartField Security functionality, lists prerequisites, and discusses the following basic functionality:

- Secure access to transaction pages.
- Secure access to accounting data.
- Secure ChartField prompt edit values.

- Secure defaulted ChartField values.
- Secure distribution code prompt values.

Note: This section describes ChartField Security basic functionality and general behavior of the component pages that support ChartField Security. This behavior is common across all the products that support ChartField Security. However, this behavior may deviate for some of the products. Any specific behavior that deviates from the general behavior that is described in this section is documented within the individual product sections. For product-specific information, see the associated product sections in this topic.

Securing Access to Transaction Pages

ChartField Security is designed so that transactions with one or more lines containing secured ChartField values are not accessible.

ChartField Security restricts access to component pages that display a single transaction, such as a voucher, journal, or purchase order. You are allowed access to the pages only if the authorization to view the accounting data of the transaction is defined in the security setup.

You can secure access for:

- Component search lists.
- Page drill links.
- Component action option.

Securing Access for the Component Search List

ChartField Security is enforced when you select the transaction from the component search list. You are only allowed access to the component pages if you are authorized to view the ChartField values of the transaction. When you open a component, the system displays a search page that contains a search list. The search list contains a list of items (transactions) that you can select to open the component pages.

ChartField Security does not filter the component search list; therefore, you are able to view the entire component search list based on the search criteria, as shown in the following example:

Image: Secure access from component search page example

Secure access from component search page example

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Search by: =

[Advanced Search](#)

Search Results

[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
US001	0000000002	02/20/2001	0	(blank)	US001	Edit Req'd	Valid	RECORDING	ONL
US001	0000000002	02/20/2001	0	(blank)	US003	Edit Req'd	Valid	RECORDING	ONL
US001	0000000002	02/20/2001	0	(blank)	US004	Edit Req'd	Valid	RECORDING	ONL
US001	0000000002	02/20/2001	0	(blank)	US005	Edit Req'd	Not Chk'd	RECORDING	ONL

When you select a transaction from the component search list, ChartField Security determines if you are authorized to open the component pages. If you are not authorized, then the system displays the following message and denies access:

Image: ChartField Security access error message

ChartField Security access error message

Message

Access denied due to ChartField Security (9050,204)

This transaction cannot be accessed due to ChartField Security. You may not view the transaction because it contains one or more ChartField values which you are unauthorized to view. Please contact your security administrator for more information

Securing Access for Page Drill Links

Some component pages provide links and buttons that allow you to drill to a page that displays the transaction data. ChartField Security secures access to transaction pages from the drill links. The following provides an example of security from drill links:

Image: Secure access from drill links example

Secure access from drill links example

The screenshot shows a 'Journal Inquiry' form with a 'Journal Criteria' section and a 'Journals' table.

Journal Criteria

Inquiry JOURNALS	*Unit US001	*Ledger LOCAL	*Year 2009	*From Period 1	*To Period 12
Journal ID []	Date []	Status []	Source []	Currency []	Stat []
User []	Document Sequence []		Sort By Journal Id	Max Rows 100	

Buttons: Search, Delete, Clear

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000000168	09/21/2009	US001	Posted	INV	No Susp	SAMPLE	09/21/2009	Inventory Transactions
0000000169	09/25/2009	US001	Posted	INV	No Susp	SAMPLE	09/25/2009	Inventory Transactions
0000000170	09/28/2009	US001	Posted	INV	No Susp	SAMPLE	09/28/2009	Inventory Transactions
APPE000164	07/31/2009	US001	Valid	AP	No Susp	CROTH	07/31/2009	Period End Accruals

Security is enforced when you select the link to drill to the transaction detail.

Some product pages allow you to directly enter a ChartField value as an alternative to using a prompt list of values. This method bypasses the secured view, which controls the authorized list of values you may access.

Securing Access for the Component Security Action Option

ChartField Security supports an option to determine access behavior when the user is only authorized to view or modify some of the accounting rows for a single transaction. Possible option values are:

- *Deny Access*: Restrict access to the transaction pages if the user is not authorized to at least one ChartField value in the transaction. Access is only granted if the user has access to all the ChartField values in the transaction.
- *Grant Access*: Restrict access to the transaction pages if the user is not authorized to view or modify all the ChartField values in the transaction. Access is granted if the user has access to at least one ChartField value in the transaction.

An example of security behavior for action options is presented below with the following scenario:

- Secured ChartFields are Department and Operating Unit.
- Authorized Department values are: 11000, 12000, 13000, 14000 and 15000.
- Authorized Operating Unit Value is CALIF.

The following table presents scenarios given the aforementioned security and shows access behavior under each of the two action options:

Scenario	Deny Access Option	Grant Access Option
Transaction distribution: <ul style="list-style-type: none"> Department 20000 Oper Unit CALIF 	Access is denied.	Access is granted because the user is authorized for at least one of the ChartField values.
Transaction distribution: <ul style="list-style-type: none"> Department 14000 Oper Unit NEWYORK 	Access is denied.	Access is granted because the user is authorized for at least one of the ChartField values.

ChartField Security recognizes blank values as authorized values. In the example pictured, the user is authorized to access the transaction pages for both options:

Image: Example of blank values as authorized values

This example illustrates the fields and controls on the Example of blank values as authorized values. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Edit Journal' interface in Oracle Financials. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is set to 'US001', 'Journal ID' is 'SAMPLE03', and 'Date' is '01/29/2009'. The '*Process:' dropdown is set to 'Edit Journal'. Below this, there are links for 'Template List', 'Search Criteria', 'Change Values', and 'View Audit Logs'. The 'InterIntraUnit' checkbox is checked. The 'Errors Only' checkbox is unchecked. The 'Line:' field is set to '10'. The 'Lines' section shows a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'SpeedType', 'Account', 'Oper Unit', 'Dept', 'Currency', 'Amount', and 'Rate Type'. There are three lines: Line 1 with Account 610000, Dept 14000, Amount 380,000.00; Line 2 with Account 614000, Amount 20,000.00; and Line 3 with Account 207000, Amount -400,000.00. Below the lines, there is a 'Lines to add:' field with a value of '1'. The 'Totals' section shows a table with columns: 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', and 'Journal Status'. The totals for Unit US001 are: Total Lines 3, Total Debits 400,000.00, Total Credits 400,000.00, and Journal Status N.

Securing Access to Accounting Data

ChartField Security uses a different method to secure access to accounting information that is sourced from multiple transactions. Instead of securing access to the page, ChartField Security only displays the data that the user is allowed to access. This data typically includes inquiry components that display posted accounting data, such as GL Ledger Inquiry.

The following examples show the inquiry results. The first shows when ChartField Security is not enabled, and the second shows when it is enabled.

When ChartField Security is not enabled, all the ledger rows appear for the ledger criteria:

Image: Not enabled ChartField Security

This example illustrates the fields and controls on the Not enabled ChartField Security. You can find definitions for the fields and controls later on this page.

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
MYCRITERIA	US001	LOCAL	2009	1	2		

☐ Show YTD Balance
 ☐ Include Closing Adjustments

☐ Show Transaction Details
 ☐ Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry Criteria](#)
[Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency

Period	Activity	Detail	Account	Dept	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	207000		Expense Accrual	-400,000.00	USD	-400,000.00	USD
1	Activity	Detail	207000	20000	Expense Accrual	-400,000.00	USD	-400,000.00	USD
1	Activity	Detail	207000	50000	Expense Accrual	-400,000.00	USD	-400,000.00	USD
1	Activity	Detail	610000	14000	Salaries & Wages	760,000.00	USD	760,000.00	USD
1	Activity	Detail	610000	25000	Salaries & Wages	380,000.00	USD	380,000.00	USD
1	Activity	Detail	614000		Sales Commissions & Bonuses	40,000.00	USD	40,000.00	USD
1	Activity	Detail	614000	31000	Sales Commissions & Bonuses	20,000.00	USD	20,000.00	USD

Currency Totals

Amount (in Transaction Currency):	0.00	USD	Amount (in Base Currency):	0.00	USD
-----------------------------------	------	-----	----------------------------	------	-----

[Save](#)
[Return to Search](#)
[Notify](#)

[Add](#)
[Update/Display](#)

When ChartField Security is enabled, only the rows that the user is authorized to view appear. In this example, the user is only authorized to view department 14000:

Image: Enabled ChartField Security

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

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
MYCRITERIA	US001	LOCAL	2009	1	2		

☐ Show YTD Balance ☐ Include Closing Adjustments
☐ Show Transaction Details ☐ Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency

Period	Activity	Detail	Account	Dept	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Currency
1	Activity	Detail	207000		Expense Accrual	-400,000.00	USD	-400,000.00	USD
1	Activity	Detail	610000	14000	Salaries & Wages	760,000.00	USD	760,000.00	USD
1	Activity	Detail	614000		Sales Commissions & Bonuses	40,000.00	USD	40,000.00	USD

Currency Totals

Amount (in Transaction Currency): 400,000.00 USD Amount (in Base Currency): 400,000.00 USD

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Note: Because ChartField Security restricts information in these components, you need to determine if security is required for certain users. For example, users who need access to all the information in order to perform their daily tasks will not require security. ChartField Security setup supports disabling security at the component level and overriding security for specific users.

Note: The component security action option is not supported for these components.

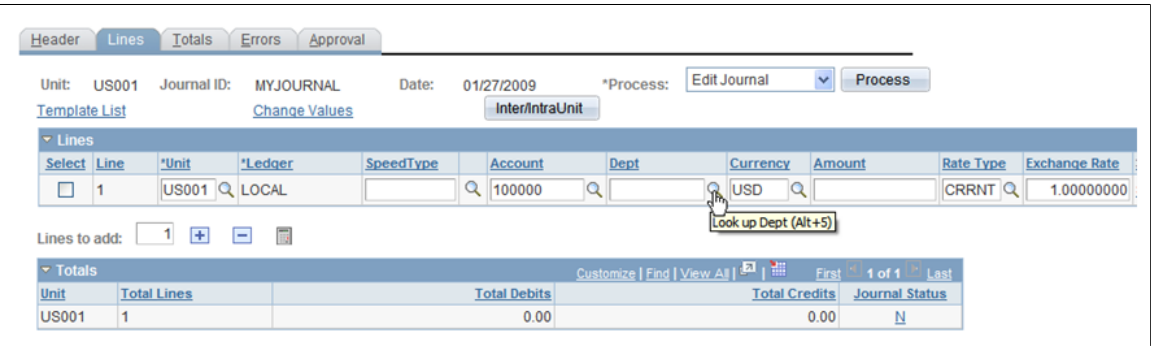
Securing ChartField Prompt Edit Values

Chartfield Security restricts users to only select or directly enter authorized Chartfield values. This applies to transaction entry components and components that allow users to update the transaction ChartFields. This does not apply to the inquiry components unless the prompt field value is used to update transaction data.

The following presents an example of a prompt list that includes only the authorized values:

Image: Journal Entry - Lines page: example of selecting prompt with only authorized values

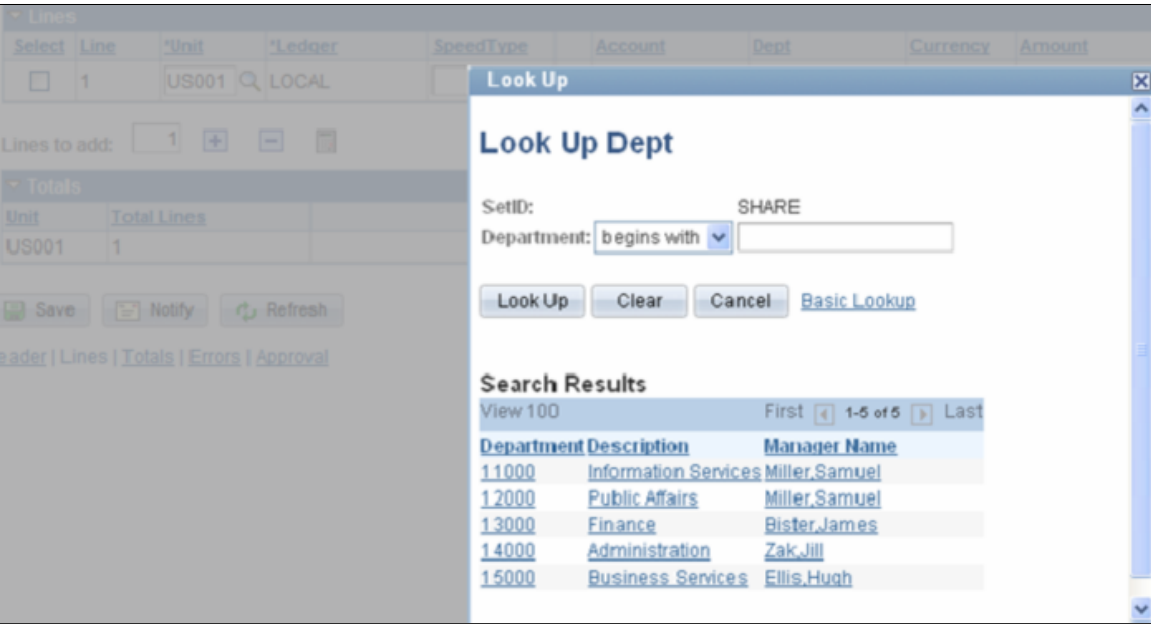
Journal Entry - Lines page: example of selecting prompt with only authorized values



When selecting the Dept prompt, the user can access only the authorized values:

Image: Example of authorized prompt list

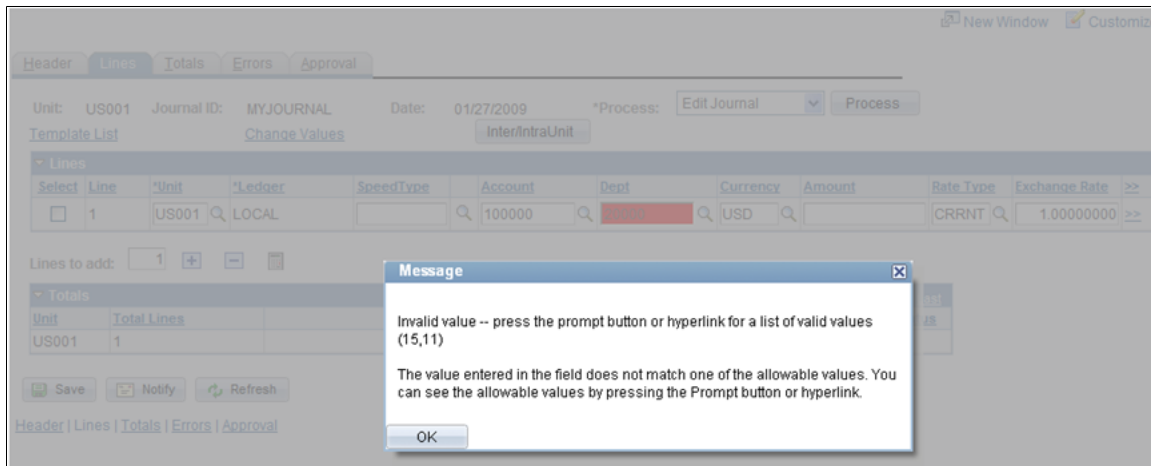
Example of authorized prompt list



If a user tries to directly enter an unauthorized value in the secured field, they receive the following error:

Image: ChartField security prompt error message

ChartField security prompt error message



Securing Defaulted ChartField Values

Several products support features that provide default ChartField values from a predefined setup. For example, SpeedTypes and SpeedCharts are used in some financial online transaction pages to provide default ChartField values.

Note: Generally, default values are secured unless documented in the product-specific sections. However, ChartField values that are provided by default from SpeedTypes and SpeedCharts are not secured since you can set them up by user ID or permission list.

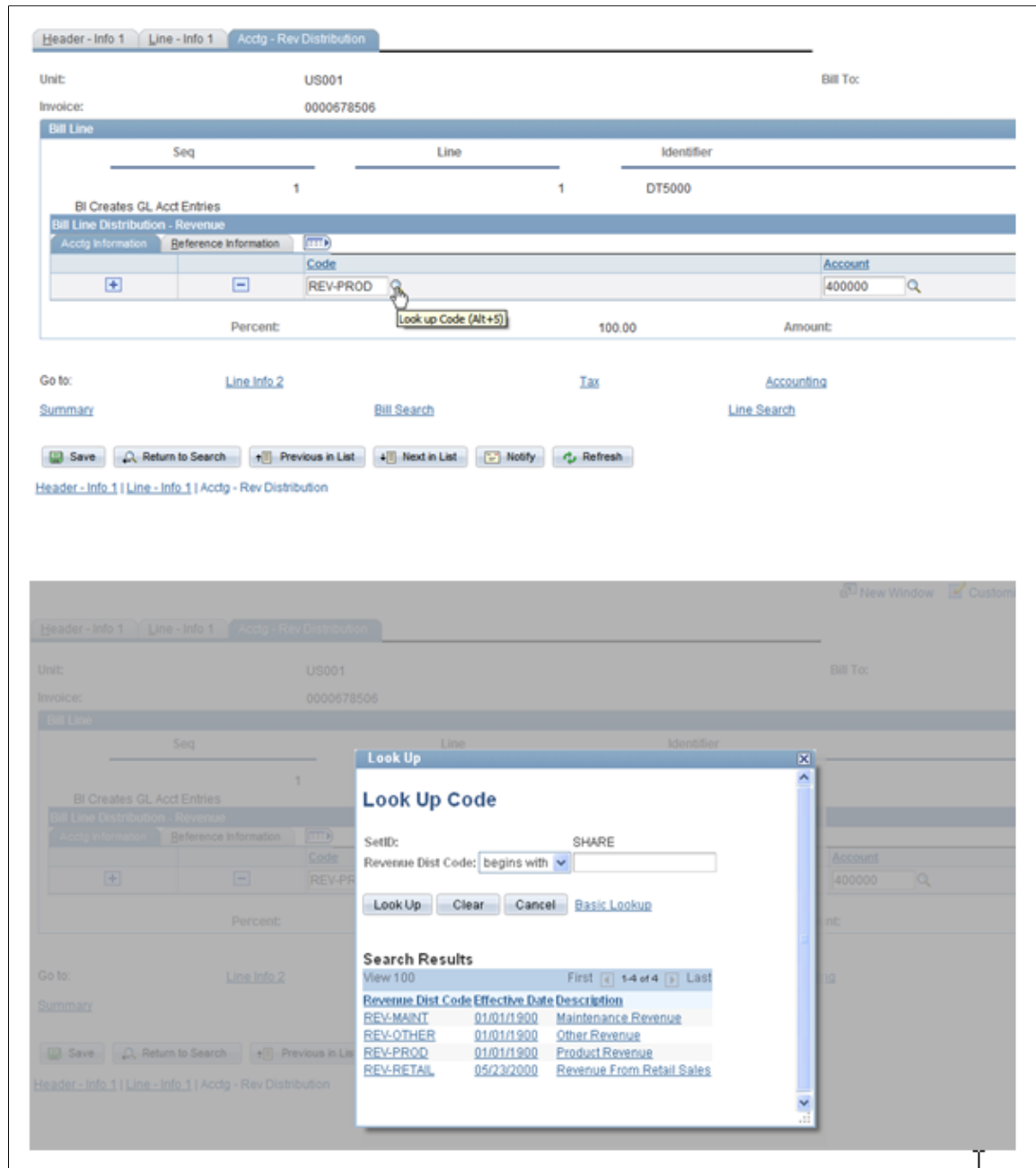
Securing Distribution Code Prompt Values

ChartField Security supports securing the distribution code prompt values for the products that use distribution codes to provide default ChartField values. Similar to the ChartField prompt values, ChartField Security only displays the authorized values in the prompt list. ChartField Security does not look at distribution codes to authorize access to transaction pages. Only the distribution code prompt values are secured.

In the following example, the prompt list includes only the authorized distribution codes:

Image: Example of Look Up Code prompt showing authorized codes

This example illustrates the fields and controls on the Example of Look Up Code prompt showing authorized codes. You can find definitions for the fields and controls later on this page.



Note: Security for distribution code can be enabled and disabled at the component level in the Component Registry page.

See [Component Registry - Secured Components Page](#).

See [Securing ChartFields for PeopleSoft Receivables](#).

See [Securing ChartFields for PeopleSoft Billing](#).

See [Securing ChartFields for PeopleSoft Contracts](#).

Enabling ChartField Security

This topic provides an overview of ChartField Security setup and discusses how to:

- Set up ChartField Security options.
- Enable product-based ChartField Security.
- Register components for ChartField Security.
- Work with shared components.
- Define ChartField Security rules, exceptions and values.

Pages Used to Enable ChartField Security

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Security Options - ChartField Security	SEC_FIELDS	Set Up Financials/Supply Chain, Security, ChartField Security, Secure ChartField Options, Security Options	Enable ChartFields for security, set security level (user, role, permission list), and enable individual products.
Secure ChartField Options - Products	SEC_CF_PROD	Set Up Financials/Supply Chain, Security, ChartField Security, Secure ChartField Options, Products	Select products to be enable or disable for ChartField Security.
Component Registry - Secured Components	SEC_COMP_REG	Set Up Financials/Supply Chain, Security, ChartField Security, Register Components, Component Registry	List ChartField Security components. Disable or enable ChartField Security for components.
Component Details	SEC_COMP_SEC	Click the Detail link on the Component Registry - Record Details page.	List component detail records and associate ChartField prompt edit tables (defined in the Edit Table Set) to the detail record.
ChartField Security Edit Tables	SEC_EDIT_TBLS	Set Up Financials/Supply Chain, Security, ChartField Security, Security Edit Tables, Default Edit Set	The edit table set defines the set of prompt edit tables and corresponding security views.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Dynamic Edit Tables	SEC_DYN_EDITTBL	Set Up Financials/Supply Chain, Security, ChartField Security, Security Edit Tables, Dynamic Edit Tables	Use dynamic edit tables when edit table assignments are dynamically assigned in a component based on product criteria and may differ from product to product.

Understanding ChartField Security Setup

To set up ChartField Security, you must:

- Define security options and products using the ChartField Security page group.
- Identify security requirements at the component level. Use the Component Registry page to enable or disable components and to set component level options.
- Define security rules using the ChartField Security Rules page.
- Assign security rules using the Assign Rules, Exceptions, and Security Values pages.
- (Optional) Copy security rules for users, roles, permission lists, or all three.

Set up ChartField Security in this sequence:

1. Select the ChartFields you want to secure.
2. Define the rules.
3. Assign rules to user, role, permission list, or all three.
4. Build rules.
5. Enable the ChartField Security option.

See [Component Registry - Secured Components Page](#).

See [ChartField Security Rules Page](#).

See [Assign Security Rule to UserID Page](#).

Prerequisites

You must complete the following steps before you can enable ChartField Security:

- Define ChartFields to meet your unique requirements.
- Determine which ChartFields require securing.
- Determine the security level best suited for your needs.

See [Understanding PeopleSoft ChartFields](#)

See [Understanding PeopleSoft Application Security](#).

Security Options - ChartField Security Page

Use the Security Options - ChartField Security page (SEC_FIELDS) to enable ChartFields for security, set security level (user, role, permission list), and enable individual products.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Secure ChartField Options, Security Options

Image: Security Options - ChartField Security page

This example illustrates the fields and controls on the Security Options - ChartField Security page. You can find definitions for the fields and controls later on this page.

Security Options

Products

ChartField Security

Security Method

☒ No Security
☐ User ID
☐ Role
☐ Permission List

Component Security Action

*When user has partial access

Secured Fields

Personalize | Find | View All

First 1-10 of 10 Last

Secured Fields

Security Records

Inquiry Views

Active	Field Name	Secure Affiliate Chartfield	Affiliate Chartfield		
<input type="checkbox"/>	Account	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Alternate Account	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Operating Unit	<input type="checkbox"/>	Operating Unit Affiliate	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Fund Code	<input type="checkbox"/>	Fund Affiliate	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Budget Reference	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Product	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>	Project	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Your selections on this page determine the ChartField Security method, secured fields, and records.

No Security

Select to disable ChartField Security if it was previously enabled by user ID, role, or permission list. Also select this

field if you want to enable ChartField Security at a later date but complete the setup now.

User ID

Select to define rules to assign directly to a user.

Role

Select to assign security rules by roles created in PeopleSoft PeopleTools security. You can facilitate setup by assigning large groups of users to similar rules.

Permission List

Select to assign security rules using the row security permission list on the Tools Users Profile page. The PeopleTools User Profile page allows you to define a row security permission list that can be different from the primary permission list.

Component Security Action

The selection for this field determines the default access behavior when a user is only authorized to view or modify some of the rows for a transaction or some of the ChartField values in a transaction.

When user has partial access

To allow a user partial access, select *Grant Access*. If you select *Deny Access*, the user will not have access to any ChartField values or transactions.

Note: Keep in mind that blank ChartField values are implicitly treated as authorized values. This may be significant when using the partial access option Grant Access. There are some online pages that do not display the full set of ChartFields based on user setup. One example is the Budget Journal Entry, which only displays the ChartFields that are set up as Budget Keys in the Budget Definition. The partial access option Grant Access should not be used for this page if one of the secured ChartFields is not set up as a Budget Key. In this case, the ChartField value will always be blanks.

Secured Fields

View and select active, delivered ChartFields. You can save the security setting without selecting a ChartField.

Warning! You may select only one or two ChartFields.

Active

Select to enable and disable security for a specific field.

ChartField Security supports the following ChartField selection:

ACCOUNT

ALTACCT

DEPTID

OPERATING_UNIT

PRODUCT
 FUND_CODE
 BUDGET_REF
 PROGRAM_CODE
 CLASS
 CHARTFIELD1
 CHARTFIELD2
 CHARTFIELD3
 PROJECT_ID

Note: ChartField Security also supports customized non-delivered ChartFields that you add during ChartField Configuration. See Securing Customized ChartFields for additional required setup.

Secure Affiliate ChartField

Select this check box to secure the related ChartField affiliate prompt values. For example, when Fund Affiliate is enabled, the prompt view for affiliate displays only those values associated with the fund code values you are authorized to access.

Security Records

View ChartField associated delivered records. Each ChartField that is enabled for security is associated with a security record for user ID, role, or permission list.

Note: Table names may not be changed. The ChartField Configuration process creates the security records.

Inquiry Views

The Inquiry Views tab displays the security views for each ChartField that are used by the Security Values Page, which displays the secured ChartField values. You can change the inquiry views that are used on this page.

Review the delivered inquiry security views. Each ChartField that is enabled for security is associated with an inquiry security view for user ID, role, or permission list.

Note: This is delivered metadata and modifying the existing data is not recommended.

Enable ChartField Security - Products Page

Use the Enable ChartField Security - Products page (SEC_CF_PROD) to select products to be enable or disable for ChartField Security.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Secure ChartField Options, Products

Image: Enable ChartField Security- Products page

This example illustrates the fields and controls on the Enable ChartField Security- Products page. You can find definitions for the fields and controls later on this page.

Security Options		Products
Enable Chartfield Security		Personalize Find View All First 1-17 of 17 Last
Active	Source Product	
<input checked="" type="checkbox"/>	Asset Management	
<input checked="" type="checkbox"/>	Billing	
<input checked="" type="checkbox"/>	Commitment Control	
<input checked="" type="checkbox"/>	Contracts	
<input checked="" type="checkbox"/>	Cost Management	
<input checked="" type="checkbox"/>	Expenses	
<input checked="" type="checkbox"/>	General Ledger	
<input checked="" type="checkbox"/>	Grants Management	
<input checked="" type="checkbox"/>	Inventory	
<input checked="" type="checkbox"/>	Order Management	
<input checked="" type="checkbox"/>	Payables	
<input checked="" type="checkbox"/>	Project Costing	
<input checked="" type="checkbox"/>	Purchasing	
<input checked="" type="checkbox"/>	Receivables	
<input checked="" type="checkbox"/>	Service Procurement	

Your selections on this page determine whether a product is enabled or disabled for ChartField Security. When you disable a product, all registered components for that product are also disabled for ChartField Security. You can enable a product but disable some of its components.

Active

Select this check box to enable security for source products in the list. When you enable or disable a source product, all components associated with the source product in the component registry are enabled or disabled as well.

Note: When a product and its components are enabled for ChartField Security, you must define rules and assign users, roles, and permission lists. If you do not define rules, then users will not be able to access the product components nor enter or view transactions. When you enable a product and one or all of its components, ChartField Security is strictly enforced.

Component Registry - Secured Components Page

Use the Component Registry - Secured Components page (SEC_COMP_REG) to list ChartField Security components.

Disable or enable ChartField Security for components.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Register Components, Component Registry

Image: Component Registry - Secured Components

This example illustrates the fields and controls on the Component Registry - Secured Components. You can find definitions for the fields and controls later on this page.

Component Registry

Secured Components

Filter

Active Flag: Active | Component: | Source Product: Treasury | Apply Filter

Register Components | Personalize | Find | View All | First | 1-4 of 4 | Last

Active	Component	Description	Secure Dist Code	Source Product	Single Transaction Display	Component Security Action
<input checked="" type="checkbox"/>	ACCOUNTING_BUILD	Build Accounting Entries	<input type="checkbox"/>	Treasury	<input checked="" type="checkbox"/>	Default from Higher Level
<input checked="" type="checkbox"/>	ACCOUNTING_REVIEW	Review/Approve Acctg Entries	<input type="checkbox"/>	Treasury	<input checked="" type="checkbox"/>	Default from Higher Level
<input checked="" type="checkbox"/>	ACCTG_ENT_SUMMARY	Accounting Summary	<input type="checkbox"/>	Treasury	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	TR_DRILL_GRP	Treasury Journal Drill	<input type="checkbox"/>	Treasury	<input checked="" type="checkbox"/>	Default from Higher Level

Filter

Active Flag

Select a blank value for the Active Flag field to view both active and inactive components. Select *Active* to view all ChartField Security enabled components. Select *Inactive* to view all components that do not have ChartField Security.

Component

Select a specific component by which to filter your results for ChartField Security selection.

Source Product

Select a specific product to list all the components that are associated with the product.

Apply Filter

Click this button to execute a query that controls the view of components.

Register Components - Options

Active

Enable or disable ChartField Security for a component by selecting or deselecting this check box.

Note: Most components are delivered with the Active Flag field enabled. However, some components are delivered as disabled for ChartField Security. These components typically do not require security, but you can enable security for these components.



Drill to Component

Click to navigate directly to the component.

Secure Dist Code (secure distribution code)

Select this check box to enable components that support a distribution code. This check box is grayed out for components that do not use distribution codes. Distribution code security rules work much like ChartField Security rules do. When this check box is selected for a component, you must define rules for the distribution code and assign those rules to end users who have access to the component.

Note: ChartField Security only secures the prompt values for a distribution code, not the component access.

Source Product

Lists the source PeopleSoft product that the component is associated with and establishes the link between products and their components. You can change the Source Product assignment for a component to group it with a different product to provide additional flexibility for components that may be shared by multiple products.

Note: If this list box is grayed out, the product is not secured with ChartField Security.

Use this field to reassign a component to another product. For example, you can reassign PeopleSoft General Ledger exception tables to PeopleSoft Commitment Control because the users of these tables are Commitment Control users.

Your selection here is related to the function of the product and how you use it.

Note: There may be components that are shared by two different products. One product may be enabled for security and another product may not. For example, the Budget Journal Exceptions component is owned by Commitment Control but shared with General Ledger. If General Ledger is enabled for security and Commitment Control is not, then the Budget Journal Exceptions component will *not* be active for ChartField Security. In this case, you can change the source product here for the Budget Journal Exceptions component to General Ledger; which would then activate it for security enforcement.

Single Transaction Display

Select this check box to indicate that the component displays one transaction. If the component displays many rows of transaction information, then do not select this check box. When a new row of transaction information is added, you may edit this check box. Once saved, this information cannot be changed because this setting determines the way in which ChartField Security executes.

An example of a single-transaction display page is an expense report or payables voucher. A user entering the component views only one transaction at a time.

Component Security Action

This field determines the access behavior when a conflict occurs between ChartField rules, which we refer to as partial access. You can override the security action setting in the Security Options page for partial access conditions. You also can selectively disable components in a product that is enabled for security.

Options are:

Deny Access: Do not allow access.

Grant Access: Allow access to transaction.

Default to Higher Level: Use the option selected on the ChartField Security Options page as the default.

Note: This selection applies only to components that have the Single Transaction Display field enabled.

Register Components - Record Details

Header Record

Provides the header record name used in the component. This value should not be changed. This record includes the key structure that identifies the transaction.

Detail

Select this link to access the Component Details page, where you can view additional component information and associate the prompt edit tables defined in the Edit Table Set to the detail record.

Component Details Page

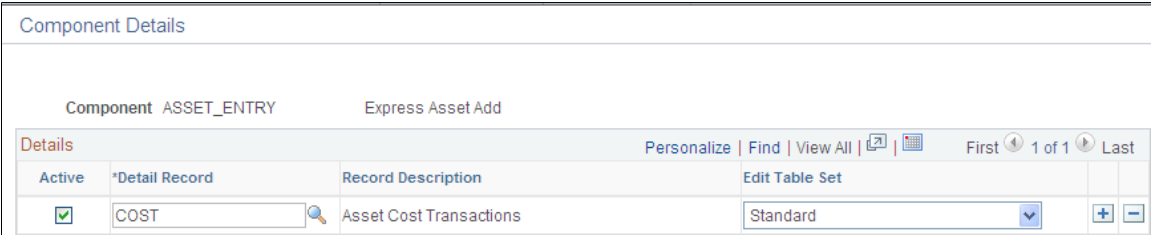
Use the Component Details page (SEC_COMP_SEC) to list component detail records and associate ChartField prompt edit tables (defined in the Edit Table Set) to the detail record.

Navigation

Click the Detail link on the Component Registry - Record Details page.

Image: Component Details page

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



This page shows the detail record (or records) that are delivered for each component. You can activate or inactivate specific detail records for each component. At least one record should be active for ChartField Security to be enabled.

The detail record includes the same key fields as the header record. ChartField Security supports multiple detail records. For Transaction Entry or Transaction Data Correction Components only, the Edit Table Set must be identified. For inquiry components, the Edit Table Set field should be blank because it does not require inquiry components, even if the component includes prompt edits for the criteria selection.

Active

Select to include the detail records for ChartField Security. For example, it may not be necessary to secure all the detail records in Bill Entry. Each detail record that is active adds overhead cost to open the component.

Note: Most components include only one or two detail records. For these components, the overhead should not be an issue.

Detail Record

This column displays if the Single Transaction Display check box is selected from the Register Components - Options page. The detail record stores the ChartFields and distribution codes.

Detail Record/Search View

This column displays if the Single Transaction Display check box is not selected from the Register Components - Options page. This field contains the associated detail record that stores the ChartFields or the search view that is used to retrieve the data in the inquiry pages. If a product component uses more than one detail record or search view for security in the component, then each record must be identified in a separate row, as shown in the example that is pictured below.

Security View

Contains the associated security search view that is used by the inquiry pages to retrieve accounting data. The view retrieved is based on registered metadata configured during the installation

process. The list of values is restricted to the authorized values for the user and product.

Edit Table Set

Defines the set of prompt edit tables used by the product component. The Edit Table Set field controls the prompting for each ChartField enabled for security. Only one Edit Table Set value may be assigned to a detail record, and it should be assigned using the same guidelines used by products for standard ChartField validation in their transaction pages. This field will be blank if the page does not require prompt value security.

The example pictured shows the component details for the Detail Budget Maintenance component. This component has multiple detail records (DTL_LEDG_DVW and LEDGER_BUDG):

Image: Component Details page (Single Transaction Display check box not selected on Register Components - Options page)

This example illustrates the fields and controls on the Component Details page (Single Transaction Display check box not selected on Register Components - Options page). You can find definitions for the fields and controls later on this page.

Component Details

Component: DEPT_ENTRY Detail Budget Maintenance

Details						Customize Find View All First 1-2 of 2 Last	
Active	*Detail Record/Search View	Record Description	Security View	Edit Table Set			
<input checked="" type="checkbox"/>	DTL_LEDG_DVW	BD Budgets Maint Vw	SEC_DTLLEDG_D	<div></div>	<div></div>	<div></div>	
<input checked="" type="checkbox"/>	LEDGER_BUDG	Budget Ledger Data	<div></div>	Standard	<div></div>	<div></div>	

Working With Shared Components

ChartField Security is implemented at the component level. Occasionally, a component is shared by two different products. One product may be enabled for security and the other product may not. For example, the Requisitions component is owned by eProcurement, but it is shared with Purchasing. If Purchasing is enabled for security and eProcurement is not, then the Requisitions component will *not* be active for ChartField Security. In this scenario, you can change the source product using the Source Components - Component Registry page for the Requisitions component to Purchasing. This change would then activate it for security enforcement.

See [Component Registry - Secured Components Page](#).

Defining ChartField Security Rules, Exceptions, and Values

This section discusses how to:

- Define ChartField Security rules.
- Assign ChartField security rules to users, roles, and permission lists.
- Assign ChartField security component exceptions to users, roles, and permission lists

- Assign ChartField security values to users, roles, and permission lists.

Pages Used to Define ChartField Security Rules, Exceptions, and Values

Page Name	Definition Name	Navigation	Usage
Rule Definition - ChartField Security Rules	SEC_RULE_DEFN	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Rule Definition	Establish and maintain ChartField Security rules.
ChartField Security Rules - Users	SEC_RULE_ASCUSER	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Users	Associate users with a rule definition.
ChartField Security Rules - Roles	SEC_RULE_ASCROLE	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Roles Select the Roles tab.	Associate roles to a rule definition.
ChartField Security Rules - Permission Lists	SEC_RULE_ASCPERS	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Permission Lists Select the Permission Lists tab.	Associate permission lists with a rule definition.
Source Product Selection	SEC_RULE_PRD_SEC	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules Click the Select Products link from the ChartField Security Rules - Users page.	Select a product or group of products to which to assign a user rule definition.
Assign Security Rule to User ID	SEC_RULE_USER	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Assign Rules	Facilitate the assignment of multiple rules to one user. Perform ongoing maintenance of security rule assignments as organizational changes, such as employee terminations, transfers, new hires, and so on, occur.
Assign Rule to User - Component Exceptions	SEC_COMPEX_USER	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Exceptions	Specify components exceptions to ChartField Security for a user.

Page Name	Definition Name	Navigation	Usage
Assign Rule to User- Security Rule Values	SEC_RULE_DV_U	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Security Values	View security values populated in the security table from the Security Build process.
Assign Security Rule to Role	SEC_RULE_ROLE	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Role, Assign Rules	Facilitate the assignment of multiple rules to one role.
Assign Rule to Role - Component Exceptions	SEC_COMPEX_ROLE	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Role, Exceptions	Specify component exceptions to ChartField Security for a role.
Assign Rule to Role - Security Rule Values	SEC_RULE_DV_R	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Role, Security Values	View security values populated in the security table from the Security Build process.
Assign Security Rule to Permission List	SEC_RULE_PERM	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Permission List, Assign Rules	Facilitate the assignment of multiple rules to one permission list.
Assign Rule to Permission List - Component Exceptions	SEC_COMPEX_PERM	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Permission List, Exceptions	Specify component exceptions to ChartField Security for a permission list.
Assign Rule to Permission List - Security Rule Values	SEC_RULE_DV_P	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to Permission List, Security Values	View security values populated in the security table from the Security Build process.
Select Source Products	SEC_RULE_U_PRD	Click the Select Products link from the Assign Rule to Permission List - Assign Rules page.	Select source products to assign to a security rule.

ChartField Security Rules Page

Use the Rule Definition - ChartField Security Rules page (SEC_RULE_DEFN) to establish and maintain ChartField Security rules.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Rule Definition

Image: Rule Definition - ChartField Security Rules page

This example illustrates the fields and controls on the Rule Definition - ChartField Security Rules page. You can find definitions for the fields and controls later on this page.

Enter the field criteria to define the valid values for the ChartField Security rule.

Field Criteria

Select one of the following methods for defining valid field values for the ChartField Security rule:

- *Tree Node* - Select to use a tree for defining valid field values. If a tree is selected, a tree node must be selected.
- *Values* - Select to use detail values for defining valid field values.
- *Range* - Select a range of values for defining valid field values.
- *Wildcard* - Enter a partial value with a wildcard for defining valid field values.

Level Name

Controls prompting for tree node values. A tree node must always be selected if trees are used for defining the ChartField values for the rule.

Tree Effective Date

Controls prompting for tree node values. A tree node must always be selected if trees are used for defining the ChartField values for the rule.

Display Options

Click this link to display the Assignment pages. The Assignment pages provide a convenient way to assign multiple users, roles, or permission lists to a single rule definition.

The check box is enabled for the Security Method used in the Security Options page. For example, if you selected User ID on the Security Options page, then only the User Assignment page will appear.

Note: When PeopleSoft Project Costing is installed, field criteria is controlled by the PC business unit. When PeopleSoft Project Costing is not installed, field criteria is controlled by setID.

Define Security Rules - Users for a Rule Definition Page

Use the Define Security Rules - Users for a Rule Definition page (SEC_RULE_ASCUSER) to associate users with a rule definition.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Define Security Rules, Users

Image: Define Security Rules – Users for a Rule Definition page

This example illustrates the fields and controls on the Define Security Rules – Users for a Rule Definition page. You can find definitions for the fields and controls later on this page.

Associate specific users for security access to a rule definition. The same associations are made for roles and permission lists using the Roles and Permission Lists tabs.

Note: You use the Assign Rules page to associate Rule Definitions to a User, Role or Permission List. The Assign Rules page is used to create and maintain the assignment. This page is used to associate multiple Users, Roles or Permission Lists to a Rule Definition. If the assignment does not already exist, the page will create a new assignment. You can also use this page to remove existing assignment.

Default values for new rows:

Effective Date

The default effective date is assigned to associated users. When you add a new row for User ID, you can override the defaulted effective date for the row.

All Products

Select to associate users for a given rule for all products. Deselect the check box to associate users to a rule for selected products.

Select Products

Click this link to display the Source Product Selection page, where you can assign a rule to a selected group of products.

Associate Users:

User ID	Select user IDs to associate with the ChartField Security rule.
Description	If rule assignments already exist, then the description becomes a link that allows you to drill down to the Rule Assignment page.
Effective Date	<p>Users are assigned to security rules by effective date. By default, the effective date of each row added is the value from the default effective date field value. You may elect to use the value for the new user or override it for a specific date during entry.</p> <p>This date represents an As Of date for the rules building process. Only one set of rules may be in effect for a user/role/permission at any point in time.</p>
Build	Click to run the build process that builds the security values for all the rule assignments that are associated with this rule definition. At the same time, the build process builds other rule definitions assigned to the same users who meet the date criteria. Changes to rule assignments will not take effect until the new configuration is built into the security tables.

Note: Rule assignments to users made through this page are automatically assigned to all products unless disabled.

Assign Security Rule to UserID Page

Use the Assign Security Rule to User ID page (SEC_RULE_USER) to facilitate the assignment of multiple rules to one user.

Perform ongoing maintenance of security rule assignments as organizational changes, such as employee terminations, transfers, new hires, and so on, occur.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Assign Rules

Image: Assign Security Rule to User ID page

This example illustrates the fields and controls on the Assign Security Rule to User ID page. You can find definitions for the fields and controls later on this page.

Effective Date

Enter an effective data for the security rules that will be assigned. New and changed rule assignments must be built according to the effective date of the assignment. Only one effective date record can be built and be in effect at any point in time. You can set up future-dated changes to security rules before an implementation date, but you must perform the Build process on that date.

Status

The effective date status for the security rule.

Super User

Select to cancel ChartField Security and identify the user as one who has access to all values of the secured ChartFields. When this check box is enabled, you do not need to assign security rules or exceptions.

Field Name

Select the secured ChartField for which rules will be assigned. Only the ChartFields enabled for security are available.

Note: You will not be allowed to change or delete the Field Name when security rules values are built in the security tables for that field. You must delete the security values before you change or delete this field. You can schedule a process request to delete the values from a run control or you can click Build.

Security Rule



Select the ChartField Security rule to be assigned to this user.

Select this icon when a group of values must be assigned to the user.

Description	Displays the Security Rule description. Click the description link to drill down for more information about the security rule.
All Products	Provides a simple way to enable a rule assignment that will apply to all product components. Assignments made through the ChartField Security Rule - Definition page will, by default, assign the rule to users for all product components.
Select Products	If the All Products check box is deselected, then the Select Product text becomes a link that will open a page for selecting individual products.
Build	Click to schedule the Build process that builds the security rule values into the security tables. When you click Build, the Build Security Rules page appears.
Message Log	Click this link to navigate to the Message Log page, where you can review the message log post build.

See [ChartField Security Rules Page](#).

Component Exceptions Page

Use the Assign Rule to User - Component Exceptions page (SEC_COMPEX_USER) to specify components exceptions to ChartField Security for a user.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Exceptions

Image: Component Exceptions page

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

The screenshot shows the 'Component Exceptions' page. At the top, there are three tabs: 'Assign Rules', 'Exceptions' (which is active), and 'Security Values'. Below the tabs, the page title 'Component Exceptions' is displayed. Underneath, there are fields for 'User ID' (DVP1) and 'Smith, Jane'. A section for 'Effective Date' shows '01/24/2013' and 'Status' as 'Active'. Below this is a table titled 'Specify Component Exceptions'. The table has columns for 'Component', 'Description', and 'Override Prompt List Security'. There are two rows of data: one for 'JOURNAL_ENTRY_IE' with description 'Journal Entry' and one for 'OPEN_ITEM_UPDATE' with description 'Open Item Update'. Both rows have a checked checkbox in the 'Override Prompt List Security' column. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible at the top of the table.

Exceptions override ChartField Security for the component that you select. They also allow access to all ChartField values in the component.

Component	Select the component name for which you want to make an exception.
------------------	--

Override Prompt List Security

This check box allows you to refine the access rule. Select this option to override the secured prompt lists and allow edit access to all ChartField values within the component.

Security Rule Values Page

Use the Security Rule Values page (SEC_RULE_DV_U) to view security values populated in the security table from the Security Build process.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Assign Rule to User, Security Values

Field Name

The system displays only one value at a time.

Source Product

Select to filter the results for a specific source product.

Fetch

Click this button to retrieve security values populated by the Build process. If no rule assignment was ever built, no values will appear.

See the product documentation for “User Profile Table and Rule Assignment page”, in *PeopleTools: Security Administration*

Building ChartField Security Rules

This topic discusses how to:

- Build security rules from the Build Security Rules page.
- Build security rules from the run control page.

Pages Used to Build ChartField Security Rules

Page Name	Definition Name	Navigation	Usage
Build Security Rules	SEC_BUILD_PARMS	Click the Build button from the Assign Rules page of the User, Role or Permission List components.	Implement incremental changes and enable scheduling of the Build process that builds the security rule values into the security tables.
Security Build Request	SEC_BUILD_REQ	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Security Build Request	Schedule and run the Build process.

Build Security Rules Page

Use the Build Security Rules page (SEC_BUILD_PARMS) to implement incremental changes and enable scheduling of the Build process that builds the security rule values into the security tables.

Navigation

Click the Build button from the Assign Rules page of the User, Role or Permission List components.

Image: Build Security Rules page

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

The screenshot shows a web form titled "Build Security Rules". Below the title is a section labeled "Request Parameters". Inside this section, there are three fields:

- *Process Type: A dropdown menu with "Build" selected.
- *As of Date: A date input field showing "01/24/2013" with a calendar icon to its right.
- Field Name: A dropdown menu that is currently blank.

Note: You should create a run control process to perform a regularly scheduled build to enhance system performance and to update your information.

Process Type

Select *Build* to build the security rules to the security tables.
Select *Delete* to delete existing values in the security tables.

As of Date

The system provides the current system date by default. This value drives the effective date processing for selecting the rule assignments. The Build process uses the most current effective dated rule assignment for a user/role/permission that is less than or equal to the As of Date.

Field Name

Select a specific field in the Field Name list. If this field is blank, the Build process builds the values for all of the fields in the rule assignments.

Note: The Build process uses the effective date to indicate the rule or rules used in the Build process. Only one set of rules resides in the flattened tables. Therefore, the Build process ignores any other effective dated rows. You must run the Build process on the day of the future dated row to put a future rule into effect.

See [Building Security Rules from the Security Build Request Run Control Page](#).

Building Security Rules from the Security Build Request Run Control Page

Use the Security Build Request page (SEC_BUILD_REQ) to schedule and run the Build process.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Security Build Request

Image: Security Build Request page

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

Security Build Request

Run Control ID 1Report ManagerProcess MonitorRun

Process Request Parameters

PersonalizeFindView AllFirst1 of 1Last

*Process Frequency	Process Type	*Request Date Option	*Security Method	Security Rule	Field Name	User ID
Always	Build	System Date	User ID			

- Process Type

Select *Build* to build the security rules to the security tables.
Select *Delete* to delete existing values in the security tables.
- Request Date Option

Select the date that drives the effective date processing for selecting the rule assignments and tree data. Select *As Of Date* or *System Date* to use the current system date.
- Security Method

The system provides the default security method value selected on the Security Options page. Select to run the build and populate the ChartField Security tables for User ID, Role, or Permission List values.
- Field Name

Select a specific field to build the security rules or to delete security values. If you leave the field blank, the Build process creates values for all fields in the rule assignments.
- User ID/Role/Permission List

Specify a specific User, Role, or Permission List to build or delete values in the User ID field. If you leave this field blank, the Build process selects all the rule assignments for processing.

Note: You should schedule the Build process periodically to process effective dated rule assignment changes.

See [Security Options - ChartField Security Page](#).

Copying ChartField Security Rule Assignments

This topic discusses how to copy security rules.

Pages Used to Copy ChartField Security Rule Assignments

Page Name	Definition Name	Navigation	Usage
Copy User Rule Assignment	SEC_USER_COPY	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Copy User Assignment	Copy a set of security rules assigned to a user permission list to another user.
Copy Role Rule Assignment	SEC_ROLE_COPY	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Copy Role Assignment	Copy a set of security rules assigned to a role permission list to another role.
Copy Permission List Rule Assignment	SEC_PERM_COPY	Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Copy Perm List Assignment	Copy a set of security rules assigned to a permission list to another permission list.

Copy User Rule Assignment Page

Use the Copy User Rule Assignment page (SEC_USER_COPY) to copy a set of security rules assigned to a user permission list to another user.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Maintain Security Rules, Copy User Assignment

Image: Copy User Rule Assignment page

This example illustrates the fields and controls on the Copy User Rule Assignment page. You can find definitions for the fields and controls later on this page.

Select a User ID from which to copy user rule assignments and select the User ID or IDs to which you want to copy the user rule assignment. Click the Copy button to copy the rule assignment.

The process is the same for roles and permission lists using the Copy Role Rule Assignment page and the Copy Permission List Rule Assignment page, respectively.

Securing Customized ChartFields

This topic discusses how to secure non-delivered ChartFields.

Steps to Secure Customized ChartFields

If you add new ChartFields to your system using the ChartField Configuration Utility, and if you want to enable ChartField Security for any of the customized ChartFields, you must complete additional setup steps.

Note: These steps are not needed for any of the delivered ChartFields since they are already configured in preparation for potential ChartField Security implementation.

Complete the following setup steps for a new ChartField for which you want to implement ChartField Security:

1. Create a new work field to be used in the prompt edit tables for ChartField Security.
2. Add the new work field to the work record that is used by FSCM online pages.
3. Add the new work field to ChartField Security pages.
4. Configure prompt table field properties to use derived work field.
5. Add the new ChartField to the ChartField Security Options page.
6. Add the new ChartField prompt edit views to the ChartField Security Edit Tables page.

Creating a New Work Field

You can add new ChartFields (customized) by using the ChartField Configuration Utility.

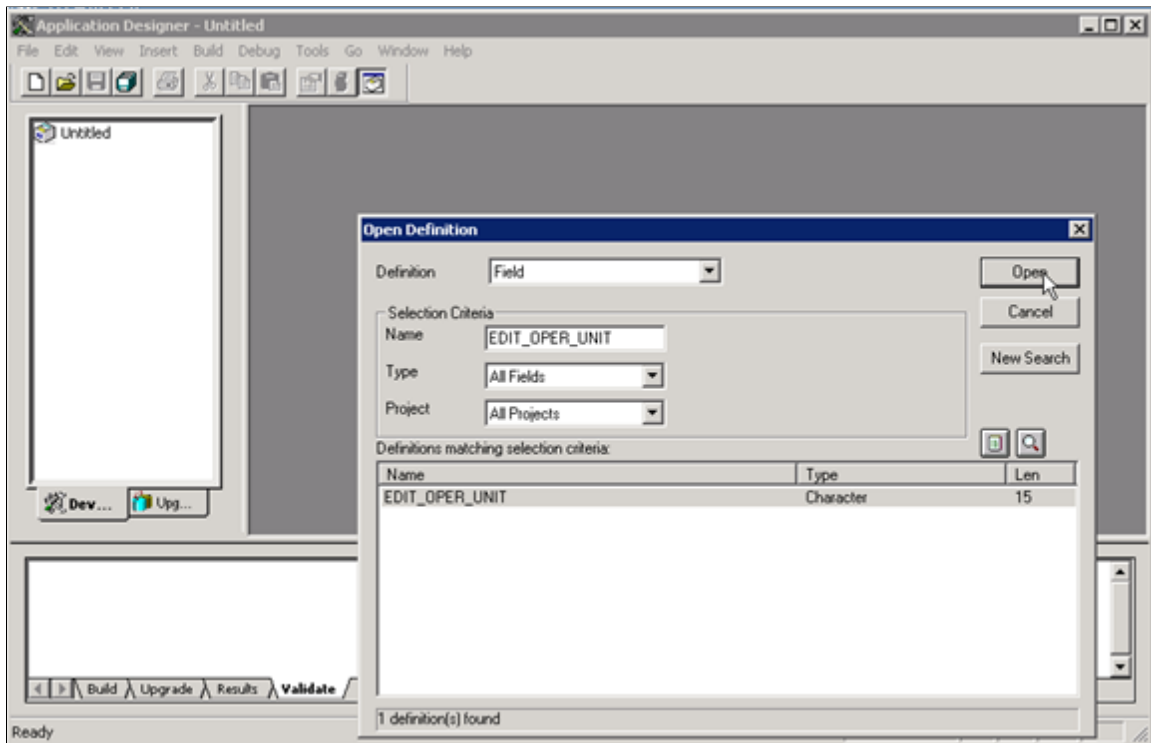
See *PeopleSoft Application Fundamentals, Configuring ChartFields*.

Create a work field for each new ChartField for which you want to secure using ChartField Security. These work fields are used as placeholders for the prompt edit tables that are dynamically assigned at runtime by the online processes.

To create a new work field for the new ChartField, clone an existing work field using Application Designer - Open Definition:

Image: Application Designer - Open Definition (Field)

This example illustrates the fields and controls on the Application Designer - Open Definition (Field). You can find definitions for the fields and controls later on this page.



Definition

Select *Field* to open a field that you can clone for your new work field.

Name

As your selection criteria for the field, enter a prefix of *EDIT_* to retrieve a list of work fields from which to select.

Open

Click this button to retrieve a list of fields from which to select. Open an existing field, such as *EDIT_OPER_UNIT*, by double-clicking.

Click the Save icon and save as *EDIT_<new ChartField name>*. For example, if the new ChartField name is *CFQ*, then save the new work field as *EDIT_Cfq*. The work field must start with "EDIT_". It is not imperative, however, to include the new ChartField name in the work field name. Choose a concise and meaningful suffix. Do not change any of the field attributes, such as Field Type, Field Length, or Field Labels.

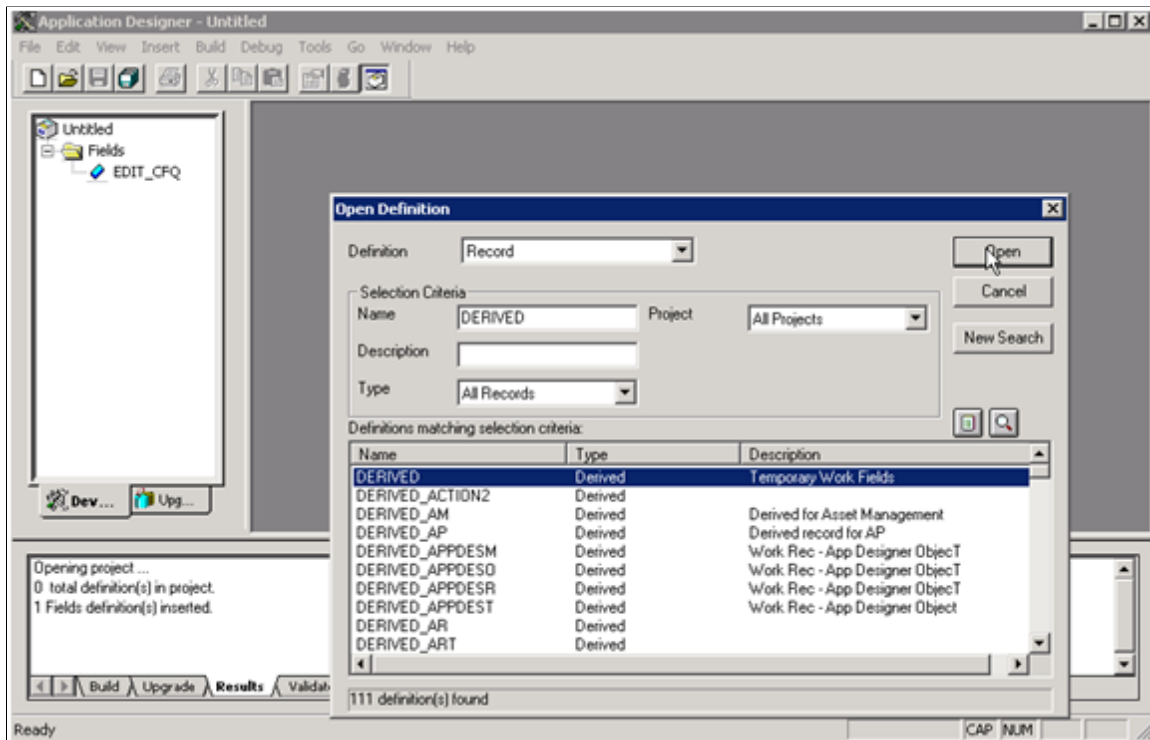
Adding the New Work Field to the Work Record

Add the new work field that you created for a customized ChartField to the work record, *DERIVED*, using PeopleTools Application Designer. This is a common work record that is used by the Financials and Supply Chain Management online pages.

To add the new work field to the DERIVED work record, access the record using PeopleTools Application Designer - Open Definition:

Image: Application Designer - Open Definition (Record)

This example illustrates the fields and controls on the Application Designer - Open Definition (Record). You can find definitions for the fields and controls later on this page.



Definition Select *Record* to retrieve the work record, DERIVED.

Name As your selection criteria for the field, enter the record name, *DERIVED* and click the Open button to retrieve the record.

Double-click the DERIVED record from the search result grid to open the record. Add the new work field or fields that you created in the first step. The field position within the record definition is not important. Save the record.

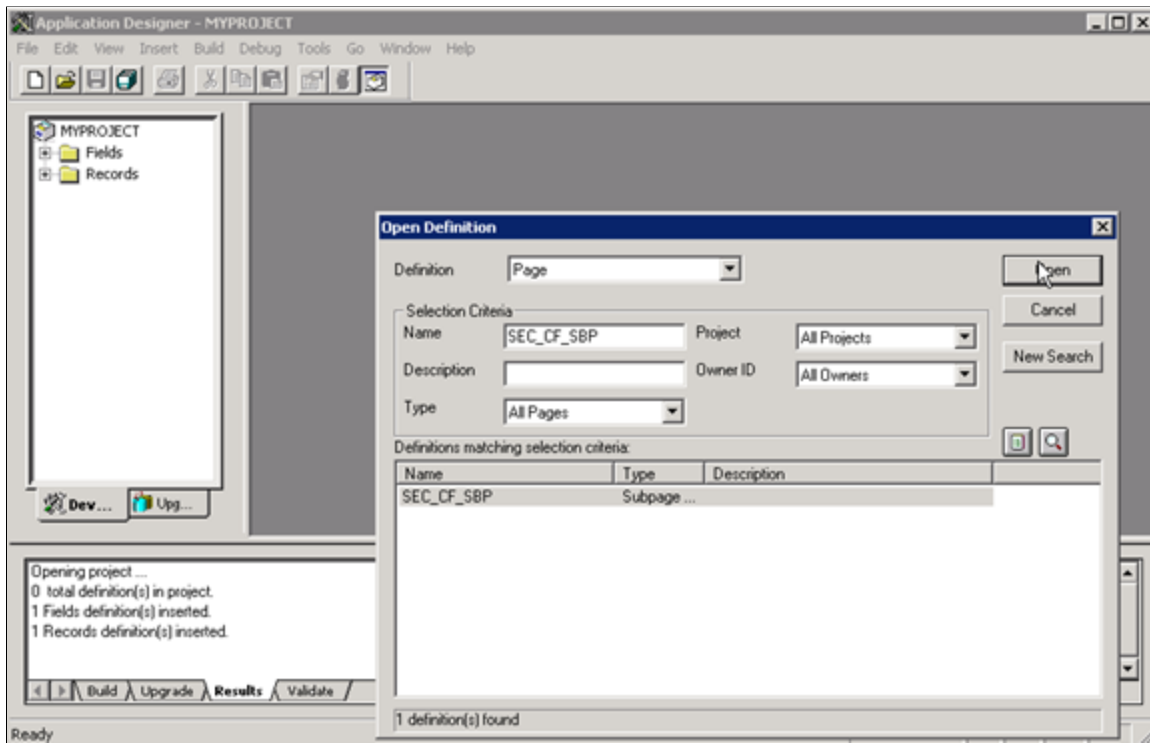
Adding the New Work Field to ChartField Security Pages

Add the new work field that you created for a customized ChartField to the ChartField Security SEC_CF_SBP sub page and the INV_SEC_CF_SBR secondary page using PeopleTools Application Designer. These pages are used by the online pages that support ChartField Security.

To add the new work field to the sub page and secondary page, access each within PeopleTools Application Designer - Open Definition:

Image: Application Designer - Open Definition (Page)

This example illustrates the fields and controls on the Application Designer - Open Definition (Page). You can find definitions for the fields and controls later on this page.



Definition

Select *Page* to retrieve the sub page or secondary page.

Name

As your selection criteria, enter the page name, *SEC_CF_SBP* or *INV_SEC_CF_SBR* and click the Open button to retrieve the page.

Double-click the page from the search result grid to open it. Expand the page to fill the window so that you can add the work field. Perform the following steps on each page to add the new work field:

1. From the Application Designer menu at top, select Insert, Edit Box.
2. Add the edit box to each page (*SEC_CF_SBP*) and (*INV_SEC_CF_SBR*).
3. Double-click the edit box to open the Edit Box Properties window and select the following values:
 - Record Name - *DERIVED*
 - Field Name - *<new work field>*
4. From the Label tab, select *None* for the Type.
5. From the Use tab, select the *Display Only* and *Invisible* check boxes.
6. Save the pages.

Configuring Prompt Table Field Properties

Within PeopleTools Application Designer, change the record field prompt table properties to use the derived work field instead of the edit table on the ChartField Security sub records. Configure all of the delivered Chartfield Security sub records:

- CFS14_AN_SBR
- CFS15_AN_SBR
- CFS16_AN_SBR
- CFS18A_AK_SBR
- CFS21_AN_SBR
- CFS29_AN_SBR
- CFS9A_AK_SBR
- CFS9B_AK_SBR

Warning! Be very careful to select the ChartField Security sub records to modify and *NOT* the regular ChartField sub records. The ChartField Security sub record prefix is CFS, whereas the regular ChartField sub record prefix is CF.

To configure the record field properties for the ChartField Security sub records, access each record within PeopleTools Application Designer - Open Definition:

Image: Application Designer - Open Definition (Record)

This example illustrates the fields and controls on the Application Designer - Open Definition (Record). You can find definitions for the fields and controls later on this page.

Open Definition

Definition:

Selection Criteria:

Name: Project:

Description:

Type:

Buttons: Open, Cancel, New Search

Definitions matching selection criteria:

Name	Type	Description
CFS14_AN_SBR	SubRecord	CF Subrecord 14

1 definition(s) found

Definition

Select *Record* to retrieve the sub record to configure.

Name

As your selection criteria, enter the ChartField Security sub record name; for example, *CFS14_AN_SBR* or *CFS15_AN_SBR* and click the Open button to retrieve the record.

Warning! Be careful not to select *CF14_AN_SBR* by mistake. This is the corresponding ChartField sub record, which should not be altered.

Double-click the record from the search result grid to open it. Complete the following steps to configure properties:

1. Double-click on the new ChartField (that was created by the ChartField Configuration Utility) within the sub record. This launches the Record Field Properties.
2. Select the Edits tab and replace the Prompt Table field value with the work field value that you created. Be sure to preface the work field value with a %. For example, if the new ChartField value is CFQ, the work field that you created (in step 1) might be EDIT_CFQ. In this case, you would replace the original Prompt Table field value of *CFQ_TBL* with the new work field value *%EDIT_CFQ*. Do not change any other field values within Record Field Properties.

3. Click OK and save.
4. Repeat these steps for all of the other ChartField Security sub records as listed at the beginning of this section.

ChartField Security Options Page

Use the ChartField Security Options page to add the new ChartField (that was created by the ChartField Configuration Utility).

Navigation

Set Up Financials/Supply Chain, Security, Chartfield Security, Secure Chartfield Options.

Image: Security Options - ChartField Security

This example illustrates the fields and controls on the Security Options - ChartField Security. You can find definitions for the fields and controls later on this page.

Security Options

Products

ChartField Security

Security Method

☒ No Security
☐ User ID
☐ Role
☐ Permission List

Component Security Action

*When user has partial access

Deny Access

Secured Fields

Personalize | Find | View All |

First 1-10 of 10 Last

Secured Fields

Security Records

Inquiry Views

Active	Field Name	Secure Affiliate Chartfield	Affiliate Chartfield		
<input type="checkbox"/>	Account	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Alternate Account	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Operating Unit	<input type="checkbox"/>	Operating Unit Affiliate	<div>+</div>	<div>-</div>
<input type="checkbox"/>	Fund Code	<input type="checkbox"/>	Fund Affiliate	<div>+</div>	<div>-</div>
<input type="checkbox"/>	Department	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Program Code	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Class Field	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Budget Reference	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Product	<input type="checkbox"/>		<div>+</div>	<div>-</div>
<input type="checkbox"/>	Project	<input type="checkbox"/>		<div>+</div>	<div>-</div>

See [Security Options - ChartField Security Page](#).

Complete the following steps:

1. Secured Fields tab - Add a new row and select the new ChartField from the prompt list. Select the Active check box to enable ChartField Security for that ChartField.
2. Security Records tab - Select the Chartfield Security tables for the user, role and permission list for the new ChartField. The ChartField Security tables store the secured ChartField values. These tables are created by the ChartField Configuration process when the new ChartField is created.
3. Inquiry Views tab - Select the ChartField Security inquiry views for the user, role and permission list for the new ChartField. These views are used by the Security Values page to display the secured values. These tables are cloned by the ChartField Configuration process.

Adding the New ChartField Prompt Edit Views

Use the ChartField Security Edit Tables page to add the new ChartField prompt edit views to the Chartfield Security Edit Tables component.

Navigation

Set Up Financials/Supply Chain, Security, ChartField Security, Security Edit Tables, Default Edit Set, ChartField Security Edit Tables.

These views are used by the prompt edit list in the transaction online pages that support ChartField Security.

Image: ChartField Security Edit Tables - Edit Tables

This example illustrates the fields and controls on the ChartField Security Edit Tables - Edit Tables. You can find definitions for the fields and controls later on this page.

Security Edit

Chartfield Security Edit Tables

Edit Table Set STND

*Description Standard

Long Description Standard Edit Tables

Define Edit Tables

Personalize | Find | View All | First 1-12 of 12 Last

Edit Tables

Security Edit Tables

*Field Name	Edit Table		
Account	GL_ACCT_CTLB_VW		+ -
Alternate Account	ALTACCT_CNTL_VW		+ -
Operating Unit	OPER_UNIT_TBL		+ -
Fund Code	FUND_TBL		+ -
Department	DEPT_TBL		+ -
Program Code	PROGRAM_TBL		+ -
Class Field	CLASS_CF_TBL		+ -
Budget Reference	BUD_REF_TBL		+ -
Product	PRODUCT_TBL		+ -
Project	PC_BUPC_PROJ		+ -
Fund Affiliate	AFFINTRA1_VW		+ -
Operating Unit Affiliate	AFFINTRA2_VW		+ -

Select the new ChartField, associated edit table and security edit tables from this component (SEC_EDIT_TBLS). Modify both delivered Edit Table Sets for Standard (STND) and GL Business Unit (BUGL).

Edit Tables

Field Name Select the new ChartField from the prompt list.

Edit Table Select the ChartField table from the prompt list.

Security Edit Tables

Select the ChartField Security views for the user, role and permission list. These views are created by the ChartField Configuration process.

Field Name Displays the new ChartField that you selected from the Edit Tables tab.

User ID Security View	Select the user ChartField Security view. This view is cloned from SEC_OU_UVW.
Role Security View	Select the role ChartField Security view. This view is cloned from SEC_OU_RVW.
Permission List Security View	Select the permission list ChartField Security view. This view is cloned from SEC_OU_PVW.

Securing ChartFields for PeopleSoft Payables

The following table lists the components in PeopleSoft Payables that support ChartField security:

Component	Component Description
AP_GL_DRILL	Journal Drilldown
AP_PARTIAL224	AP Partial 224 Reclassification
AP_SESSION_DEFAULT	Session defaults
EE_VCH_DRILL	Entry Event Drill Down
OPEN_ITEM_UPDATE	Open Item Update
RVL_AP_ACCTG_ENTS	Revaluation Accounting Entries
VCHR_ACCTG_ENTRIES	Accounting Entries
VCHR_CMPL_UNPST_LC	Complete Register Voucher
VCHR_CORRECTION	Voucher Error Correction
VCHR_EXPRESS	Voucher Entry
VCHR_LINE_DISPLAY	Voucher Line
VCHR_MASS_MAINT	Voucher Mass Maintenance
VCHR_QUICK_PNL	Voucher Quick Entry
KK_XCP_AP1N	Voucher (NP) Exceptions
KK_XCP_AP1	Voucher Exceptions
KK_XCP_AP2	Voucher Acct Line Exceptions
KK_XCP_AP3	PE Accr'l Acct Line Exceptions

Securing ChartFields for PeopleSoft Asset Management

The following table lists the components in PeopleSoft Asset Management that support ChartField Security:

Component	Component Description
AM_DISPOSAL_WKSHT	Disposal Worksheet
AM_EXTENDED_DEPR	Extended Depreciation
AM_GL_DRILL	Journal Drilldown
AM_IMPAIR	Impairment Worksheet
AM_REPORTING	Cost and Depreciation Summary
AM_REVALUE	Asset Revaluation
ASSET_CONSOL	Consolidate Asset Transactions
ASSET_DIST	Asset Accounting Entries
ASSET_ENTRY	Asset Express Add
ASSET_NF_DIST	Review Expense Entries
ASSET_PRINT	Printable View of Asset
ASSET_SEARCH	Search for an Asset
ASSET_UNIT	Unitize Asset Transactions
BASIC	Asset Basic Information
BASIC_PARENT_CHILD	Parent-Child Basic Update
BD_CAP	Capital Acquisition Plans
COPY_ASSET	Create Asset Copies
COST_BAL	Asset Cost Adjust/Transfer
COST_HISTORY	Asset Cost History
DEPR_ACCUM_ADJ	Depreciation Reserve Adjustment
DEPR_HISTORY	Asset Depreciation
DEPR_PARCHILD_NBV	Parent-Child Net Book Value
DEPR_SUM_HISTORY	Depr Summary by Cost Type

Component	Component Description
INF_INQ	Inquire Inflation Information
INTFC_FIN	Load Preview Financial
INTFC_FINPHY_SS	Intfc Fin Spreadsheet Software
INTFC_PRE_AM	Load Preview Pre_AM
LEASE	Asset Leases
LEASE_ENTRY	Lease Express Add
LEASE_OPER_TFR	Operating Lease Transfer
NF_DIST_LN	Non-financial Distribution
NON_CAP_COSTS	Non-capitalized Costs
PEND_TRANS_UPD_DEL	Asset Pending Txns Update/Del
RETIRE	Retirement and Reinstatement
WHAT_IF_DEPR	What-if Depreciation Inquiry

Securing ChartFields for PeopleSoft Receivables

This topic provides an overview of securing ChartFields for PeopleSoft Receivables and describes the components in PeopleSoft Receivables that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Receivables

Some components include a prompt for distribution code. Although distribution code is not a ChartField, it represents a combination of ChartFields that may need to be secured. Therefore, whenever a prompt for a distribution code appears, the values are secured.

Five components included in the following table do not have a security code. If users attempt to drill down from any of these components to an item with ChartFields that have ChartField Security applied, they will receive an error. Therefore, these components are considered to be secure and are included in the table. These components are:

- CUST_PENDING_ITEM
- DD_ALL
- DRAFT_ALL
- ITEM_RVW_CST_SS
- REF_REASON_CHNG

The following table lists the components in PeopleSoft Receivables that support ChartField Security:

Component	Component Description
AR_CC_TRAN	Revenue Estimate Review
AR_CC_TRAN_ACT	Revenue Estimate Review
AR_CC_TRAN_ERROR	Revenue Estimate Correction
AR_ITEM_DRILL	Transfer GL and AR
AR_PAYMISC_DRILL	Transfer GL and Paymisc
AR_RVL_DRILL	Transfer GL and Revaluation
AUTO_ENTRY_TABLE2	Automatic Entry Type
CUST_PENDING_ITEM See Introduction paragraph 2.	Outstanding Customer Items
DD_ACCT_ENTRIES	DD Accounting Entries
DD_ALL See Introduction paragraph 2.	All Direct Debits
DD_WORKSHEET	Direct Debit Worksheet
DRAFT_ALL See Introduction paragraph 2.	All Drafts
DRAFT_REVIEW	Draft Review
ENT_EXTNID_ADD1	External Pending Item Entry
ENT_EXTNID_ADD1	External Large Group Entry
ENT_EXTSID_ERRORS	External Error Correction
ENT_EXSID_UPDT	External Single Entry Format
ENT_ONLAID_UPDT	Online Pending Item Entry
ENT_ONLNID_ADD1	Large Group Format Entry
ENT_ONLSID_ERRORS	Online Error Correction
ENT_ONLSID_UPDT	Online Single Entry Format
FIN_CHG_ERRORS	Finance Error Correction
FIN_CHG_UPDT	Finance Single Entry Format

Component	Component Description
ITEM_DATA3	Activity Accounting Entries
ITEM_ENTRY_TABLE2	Item Entry Table
ITEM_LIST	Item List — Inquiry List
ITEM_MAINTAIN	Item Maintenance
ITEM_REV_CST_SS See Introduction paragraph 2.	Customer Portal – View Items
KK_XCP_AR1	Revenue Estimate Exceptions
KK_XCP_AR2	Miscellaneous Payment Exceptns
MAINT_DST	Maintenance Worksheet Accounting
MAINT_DST_CORR	Maintenance Worksheet Error Correction
MAINT_DST_CORR1	Direct Debit Error Correction
MAINT_DST_CORR2	Draft Error Correction
MAINT_DST1	Draft Accounting Entries
NONCUST_PAYMENTS	Direct Journal
PAR224_ARENTRIES	Reclass AR Entries
PAR224_DIRJRNL	Partial 224 Entries for Receivables
PAYMENT_DST	Payment Accounting Entries Review
PAYMENT_DST_CORR	Payment Posting Error Correction
PAYMENT_WS_CC	Update Credit Card Worksheet
REF_REASON_CHNG See Introduction paragraph 2.	Update Reference Reason
RVL_AR_ACCTG_ENTS	Review Receivables Revaluation
RVW_CASH_CNTRL	Cash Control Review
RVW_DTLAID_ANY	Items with Accounting Entries
RVW_DTLAID_ANY1	All Items with Detail
RVW_DTLAID_ANY2	All Items with Detail
RVW_DTLAID_ANY3	All Draft Items with Detail

Component	Component Description
RVW_DTLAID_ANY4	All Direct Debit Items with Detail
RVW_DTLSID_ANY_	Item with Accounting Entries
RVW_DTLSID_ANY1	Single Item with Detail
RVW_DTLSID_ANY2	Single Item with Detail
RVW_DTLSID_ANY3	Single Draft Item with Detail
RVW_DTLSID_ANY4	Single Direct Debit Item with Detail
RVW_MISC_PAYMENT	Direct Journal Review
TRANS_DST_CORR	Transfer Error Correction
TRANS_DST	Transfer Accounting Entries
UNPOST_DST_CORR	Unpost Error Correction
WS_WORKSHEET_IC	Maintenance Worksheet

Securing ChartFields for PeopleSoft Billing

This section provides an overview of securing ChartFields for PeopleSoft Billing and describes the components in PeopleSoft Billing that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Billing

PeopleSoft Billing provides ChartField and Distribution Code security in the components described in this section.

The Billing transaction entry pages allow you to directly enter a Distribution Code, bypassing the prompt list. These pages need to be secured to validate user-entered values against the security prompt list.

In PeopleSoft Billing, many ChartFields and distribution codes are supplied as default values. Default values are not validated against the ChartField Security rules. Therefore, a ChartField can be provided by default to a bill being created even if the user does not have access to the ChartField. In this case, the user can save the bill that contains the default information; however, the ChartField Security feature may restrict access to the transaction pages after the user exits the component.

The following table lists the components in PeopleSoft Billing that support ChartField Security:

Component	Component Description
BI_ACCT_ENTRY_INV	BI Accounting Entry by Invoice
BI_ACCT_ENTRY_JRNL	BI Accounting Entries by Journal

Component	Component Description
*BI_ACCT_STG_COR	Staged Accounting Entry Correction
BI_BILL_SEARCH-I	Bill Search
BI_BILL_SEARCH-U	Bill Search - Not Invoiced
*BI_ENTRY	Bill Entry
*BI_ENTRY_X	Express Bill Entry
*BI_INQUIRY	Bill Inquiry
BI_IVC_MAINT	Invoice Maintenance
BI_KK_COR	Commitment Control Correction
BI_TMP_SEARCH	Search for Temporary Bills
INTFC_BI_C_VW	Interface Completed View
INTFC_BI_E_VW	Interface Errors View
INTFC_BI_N_VW	Interface Pending Items View
INTFC_BI_N_VW_INQ	Interface Pending Items View
KK_XCP_BI1	Invoice Exceptions

Note: An asterisk (*) before the component name indicates that registry entries for these components are delivered with only a subset of detail records enabled for ChartField Security. You can enable or disable the detail records from ChartField Security, depending on the business requirements. Each detail record that is enabled adds overhead to open the component.

See [Component Registry - Secured Components Page](#).

Securing ChartFields for PeopleSoft Commitment Control

The following table lists the components in PeopleSoft Commitment Control that support ChartField Security:

Component	Component Description
KK_ACT_LOG	Activity Log Inquiry
KK_BD_XFER2	Control Budget Transfer
KK_BUDGET_ENTRY	Enter Budget Journals
KK_GEN_TRANS_ENTRY	Generic Transaction Entry

Component	Component Description
KK_INQ_BD_DETAIL	Budget Detail
KK_INQ_LEDGER	Budget Overview Inquiry
KK_XCP_BD	Budget Exceptions

Note: You cannot secure transaction drilldowns in the PeopleSoft Commitment Control budget inquiry and the budget overview inquiry components through ChartField Security. Therefore, the transaction level drilldowns are not secured. If a user has access to the budget level data, then the transaction level data is not secured, which allows access even if the user is not authorized. For the activity log inquiry, only the budget level data is secured when a search is performed.

Securing ChartFields for PeopleSoft Contracts

The following table lists the components in PeopleSoft Contracts that support ChartField Security:

Component	Component Description
CA_ACCT_CRM_JRNL	CRM Journal Accounting Lines
CA_ACCT_LINE_JRNL	Contract Accounting Lines Journal
CA_ACCT_RATE_JRNL	Accounting Rate Journal
CA_AP_DTL_ASIN	Review as incurred revenue
CA_AP_PC_SUMM_PNLG	Redistribute as incurred revenue lines
CA_AP_REDST_CRM	Redistribute CRM revenue lines
CA_AP_SUMM_PNLG	Redistribute fixed fee revenue lines
CA_DETAIL_DST	Accounting Distribution
CA_DETAIL_DST_RED	Accounting Distribution - Discounts and Surcharges
CA_PGP_TERMS	Progress Payment Terms
CA_PPD_BY_CONTRACT	Prepaid balances by contract
CA_PREVIEW_REVENUE	Preview revenue
CA_REV_MGMT_DTL	Fixed Fee Revenue History
INQ_RMC18_CRITERIA	Review reimbursable contract agreements

In PeopleSoft Contracts, the Revenue Reconciliation component (CA_RECON_COMP) does not support ChartField Security.

Securing ChartFields for PeopleSoft Cost Management

This table lists the PeopleSoft Cost Management components that support ChartField Security.

Component	Component Description
CM_COST_ADJ	Adjust Average Cost
CM_COST_ADJ_RETRO	Adjust Retroactive Cost
CM_ACCTG_LINE	Accounting Entries
CM_DRILL_UNPST_DET	Unposted Accounting Lines
CM_DRILL_JRNL_DET	Posted Accounting Lines
CM_APRECN_INQ	CM/AP Reconciliation Summary
CM_APRECN_DETAIL	CM/AP Reconciliation Detail
CM_DRILL_ACCT_INV	Inventory Transactions - Transaction Entries
CM_DRILL_ACCT_ERN	Earned Conversion Costs - Transaction Entries
CM_DRILL_ACCT_VAR	Production Variances - Transaction Entries
CM_DRILL_ACCT_SCP	Production Scrap Costs - Transaction Entries
CM_DRILL_ACCT_MFG	Production Actual Costs - Transaction Entries
CM_DRILL_ACCT_REV	Standard Cost Revaluations - Transaction Entries
CM_DRILL_ACCT_ADJ	Avg Cost Adjustment Entries- Transaction Entries
CM_DRILL_ACCT_UAD	Actual Cost Adjustment Entries- Transaction Entries
CM_DRILL_ACCT_NSS	Non Stock Shipment - Transaction Entries
CM_DRILL_INV_DET	Inventory Transactions - Transaction Details
CM_DRILL_ERN_DET	Earned Conversion Costs - Transaction Details
CM_DRILL_VAR_DET	Production Variances - Transaction Details
CM_DRILL_SCP_DET	Production Scrap Costs - Transaction Details
CM_DRILL_ACCT_MFG	Production Actual Costs - Transaction Details
CM_DRILL_REV_DET	Standard Cost Revaluations - Transaction Details
CM_DRILL_ADJ_DET	Avg Cost Adjustment Details- Transaction Details
CM_DRILL_UADJ_DET	Actual Cost Adjustment Details- Transaction Details

Component	Component Description
CM_DRILL_NSS_DET	Non Stock Shipment - Transaction Details
EXD_DRILL_JRNL_DET	Excise Journal Drill Down (Excise and Sales Tax/VAT IND, Journal Lines)

Securing ChartFields for PeopleSoft eProcurement

This section discusses the PeopleSoft eProcurement components that support ChartField Security.

The following table lists the PeopleSoft eProcurement components that support ChartField Security, and lists the ChartField Security type that is used by each component:

Component	Component Description
PV_REQUISITIONS	Create Requisition
PV_REQ_APPROVAL	Approval Status
PV_PO_REQ_SELECT	Requisition Expeditor
PV_REQ_PO_DETAILS	Requisition/PO Details Page

Securing ChartFields for PeopleSoft Expenses

This topic provides an overview of securing ChartFields for PeopleSoft Expenses and describes the components in PeopleSoft Expenses that support ChartField Security.

Understanding Securing ChartFields for PeopleSoft Expenses

PeopleSoft Expenses does not secure access to transaction pages and accounting data.

PeopleSoft Expenses has its own security; therefore, it does not use ChartField Security to restrict access to transaction pages and accounting data. Employees should always be able to view their past transactions, even if they no longer have authority to view a specific ChartField. For example, employee A had access to department ID 42000 but has moved to department 50000. He or she can view all expense reports for all departments of which he or she was, or is, a member.

See *PeopleSoft Application Fundamentals* product documentation.

Secure ChartField Prompt Values

The Expenses components secure the ChartField prompt values with the exception of the Project ID field.

Securing the Project ID prompt values in the Expense components depends on whether PeopleSoft Project Costing is installed:

- If PeopleSoft Project Costing is installed, Expenses excludes the Project ID field from ChartField Security.

Expenses observes project team security to secure the Project ID field.

- If PeopleSoft Project Costing is not installed, Expenses does not exclude the Project ID field from ChartField Security.

Note: The exception is for Time Entry and Employee Profile components, for which the Project ID field is always excluded from ChartField Security and is not dependant on whether or not Project Costing is installed.

The following table lists the components in PeopleSoft Expenses that support ChartField Security:

Component	Component Description
EX_ACCTG_DRILLDOWN	Journal Entry Detail
EX_BGTCHK_TAUTH	Cancel Travel Authorizations
EX_EE_PROFILE	Employee Profile
EX_EE_PROFILE2	Employee Profile
EX_SHEET_APPR	Approve Expense Report
EX_TAUTH_APPR	Approve Travel Authorization
KK_XCP_EX1	Travel Authorization Exceptions
KK_XCP_EX2	Expense Sheet Exceptions
KK_XCP_EX3	Period End Accrual Exceptions
KK_XCP_EX4	Period End Accrual Exceptions
TE_EXPENSE_SHEET	Expense Report Entry
TE_EXPENSE_SHEET2	Expense Report Entry
TE_EXPENSE_SHEET_J	Journal Expense Sheet
TE_TIME_ENTRY	Time Report Entry
TE_TIME_ENTRY2	Time Report Entry
TE_TRAVEL_AUTH	Travel Authorization Entry
TE_TRAVEL_AUTH2	Travel Authorization Entry
TE_UNPOSTED_SHEET	Unposted Expense Report

Securing ChartFields for PeopleSoft General Ledger

The following table lists the components in PeopleSoft General Ledger that support ChartField Security:

Component	Component Description
AV_DRILL_PNL	Contributor Relation Component
DEPT_ENTRY	Detail Budget Maintenance
EE_GLADJ_DRILL	GL Adjustment Drill Down
EE_GLBUD_DRILL	Budget Jnl Entry Event Drill
ELM_JRNL_DRILL	ELM Acctg Entry Drill Down
F2_STAGE_REV	Review FACTS II Data
FSAH_ACCT_DRILL	FSAH Accounting Drill
GL_OPEN_ITEM_INQ	Open Item Inquiry
INQUIRY_CRITERIA	GL Ledger Inquiry
INQ_COMPARE	Compare Across Ledgers
INQ_LED_CMP_PNL	GL Ledger Compare Inquiry
JGEN_ACCTG_DRILL	Generic Accounting Drill
JOURNAL_ENTRY_IE	Journal Entry
JOURNAL_FS	Journal Status
JOURNAL_INQUIRY	Journal Inquiry
JOURNAL_OPEN_ITEMS	Open Item Maintenance
JOURNAL_POST_MARK	Mark Journals for Post
JOURNAL_UNPOST_MRK	Mark Journals for Unpost
JRNL_SUSPENSE_COR	Journal Suspense Correction
KK_XCP_GEN	Generic Transaction Exceptions
KK_XCP_GL1	GL Journal Exceptions
KK_XCP_GL2	Budget Journal Exceptions
KK_XCP_HR1	HR Payroll Exceptions
MARK_JRNLS_OVERRIDE	Override Budget Excpns

Component	Component Description
MULTIBOOK_JOURNALS	Multibook Journal Inquiry
ORT_ACCT_DRILL	Oracle Retail Accounting Drill
ORT_ACCT_ENT	Oracle Retail Accounting Entries
PY_DRILL_PNL	Payroll Accounting Drill
SF_DRILL_PNL	Student Financial Drill
PROJ_ENTRY	Detail Project Maintenance

Securing ChartFields for PeopleSoft Grants Management

This table lists the components in PeopleSoft Grants Management that support ChartField Security:

Component	Component Description
GM_BUD_DETAIL	Project Budget Detail
GM_FA_INQ	Grants F&A (Facilities and Administration) Summary
KK_XCP_GM1	GM F&A Exceptions

In PeopleSoft Grants Management, all proposal components and components that use Grants department security do not support ChartField Security.

Securing ChartFields for PeopleSoft Inventory

This table lists the PeopleSoft Inventory components that support ChartField Security, and lists the ChartField Security type that is used by each component:

Component	Component Description
ADJUSTMENT_INV	Adjustments
CART_TEMPLATE_INV	Define Par Location
EXPRESS_ISSUE_INV	Express Issue
INV_CHG	Maintain Stock Request
IN_DEMAND_ERRORS	Correct Demand Errors
IN_WO_ISSUES	Work Order - Issue Parts

Component	Component Description
KK_XCP_CM1	Cost Management Exceptions
MATERIAL_ISSUES	Create/Update Stock Request
PUTAWAY_ENTRY1_INV	Express Putaway
PUTAWAY_EXP_ISSUE	Express Issue Return
PUTAWAY_FEEDBK_INV	Stockroom Feedback
PUTAWAY_REVIEW_INV	Review Plan
PUTAWAY_STAGE_INV	Manually Stage Putaway
RECEIVE_RMA	InterUnit and RMA Receiving
STAGED_ITEM_E_INV	Correct Staged Errors
USAGE_INV	Consumer Usage
USAGE_INV_DE	Consumer Usage Entry

Securing ChartFields for PeopleSoft Order Management

The following table lists the components in PeopleSoft Order Management that support ChartField Security:

Component	Component Description
CB_ACCRUALS_INQ	Claimbacks Accruals Inquiry
CB_GL_ACCRUAL	GL Accrual Inquiry
*RMA_FORM_INV	RMA Header (Inventory)

An asterisk (*) indicates that securing access to the transaction page for this component is not enforced, as described in the Securing Access to Transaction Pages section. The ChartField values that the user enters in this component are exceptions that override the ChartField values that are provided by default from the rules and setup. This component secures the ChartField prompt values.

Securing ChartFields for PeopleSoft Project Costing

This section discusses the components in PeopleSoft Project Costing that support ChartField Security.

Note: Project Costing excludes the Project ID field from ChartField Security because it considers the Project ID to be a Project Costing identifier field and not a project ChartField. Therefore, if the Project ID field is included in ChartField Security, then Project Costing behaves as though the Project ID field is *not* part of ChartField Security.

Important! If you are using ChartField Security for the Budget Plan and Budget Detail components, the budget amount may not reflect the full amount. This is because ChartField Security filters out the unauthorized values, which are not reflected in the budget amount.

The following table lists the components in PeopleSoft Project Costing that support ChartField Security:

Component	Component Description
EE_PCBUD_DRILL	Entry Event Budget Drill Down
INTERFACE_RESOURCE	Review Transaction Details
INTFC_PROJ_EXPRESS	Add Resources
KK_XCP_PC1	Project Journal Exceptions
KK_XCP_PC5	Project Costing Budget
PC_ACCTG_JNL_COMP	Accounting History Component
PC_ACCTG_LN_COMP	Project Accounting Line
PC_ADJ_ACCT_ASSGN	Trans Adjust Account Assignment
PC_AM_APPROVE	Approve review assets
PC_AM_DEFN	Project Costing Asset Definition
PC_AM_DEFN_INQ	Project Costing Asset Definition Inquiry
PC_AM_EXPRESS	Project Costing Asset Management Express
PC_AM_RESOURCES	Assign Resources to an Asset
PC_BUD_DETAIL	Project Budget Detail
PC_FND_DIST	Funds Distribution Source
PC_FND_DIST_LN	Funds Distribution Target
PC_FND_INTFC_EXCPT	Funds Budget Exceptions
PC_FND_UNAPPL_BAJ	Project Billing Adjustments
PC_KK_INTFC_EXCEPT	Review Commitment Control
PROJECT_EXPRESS	Project Resource

Component	Component Description
PROJ_RES_ARCH	Resource Archive Detail
PROJ_SUM_ARCH	Resource Archive Summary
RESOURCE_ADJUST	Resource Adjustment
TIMELABOR_INTFC	Time Labor Interface

Securing ChartFields for PeopleSoft Purchasing

The following table lists the PeopleSoft Purchasing components that support ChartField Security:

Component	Component Description
CNTRCT_ENTRY	Contract Entry
CNTRCT_RELEASES	Contract Releases
EE_PO_DRILL	EE PO Purchase Order Drillback
EE_RCV_DRILL	EE Receipt Accrual Drillback
EE_REC_DRILL	EE PO Requisition Drillback
KK_XCP_PO1	Purchase Order Exceptions
KK_XCP_PO1N	Purchase Order (NP) Exceptions
KK_XCP_PO2	Requisition Exceptions
KK_XCP_PO2N	Requisition (NP) Exceptions
KK_XCP_PO3	Procurement Card Exceptions
KK_XCP_PO4	Receipt Expense Exceptions
KK_XCP_PO5	Receipt Encumbrance Exceptions
CC_RECON_WB	ProCard Recon Workbench *
MAINTAIN_PO_CF	Maintain Distributions
PO_ACCTG_LN_INQ	PO Accting Line Entry Inquiry
PO_APPROVAL_CHRT	PO ChartField Approval
PO_GL_DRILL	PO - GL Drill Down
PO_INQUIRY	PO Inquiry

Component	Component Description
PO_RC_WB	PO WorkBench *
PO_REQ_SELECT	Requisitions Selection
PURCHASE_ORDER	Purchase Order
PURCHASE_ORDER_EXP	Express Purchase Order
RECV_CHARTFIELDS	Receipt ChartFields
RECV_INQ	Receive Inquiry
RECV_LN_ACCTG_INQ	Receipt Accrual Entry Inquiry
RECV_PO	Purchasing Receiving
REQUISITIONS	Requisitions
REQUISITION_LOADER	Requisition Loader
REQ_ACCTG_LN_INQ	Requisition Accounting Entry
REQ_APPROVAL_CHRT	Req Approval ChartField
REQ_INQUIRY	REQ Inquiry
REQ_RC_WB	Requester's WorkBench *
RFQ_AWARDS	Award Quote
RTV_HEADER	Return To Supplier
RTV_HEADER_INQ	Return To Supplier Inquiry
VRBT_AGREEMENT	Add/Update Rebate Agreement
VRBT_AGREEMENT_INQ	Rebate Agreement Inquiry
VRBT_CLAIM_MGM	Claim Detail Management

* Components marked with an asterisk are delivered as deselected. You can choose to select them to make them available for ChartField security.

Securing ChartFields for PeopleSoft Services Procurement

The following table lists the PeopleSoft Services Procurement components that support ChartField Security:

Component	Component Description
SPF_REQ_LINE	Maintain SP Requisition Line
SPF_REQ_SUMMARY	SP Requisition Summary
SPF_WORDERCOMP	Work Order Component
SPF_WORK_ORDER_CMP	Work Order Component

Securing ChartFields for PeopleSoft Treasury

The following table lists and describes the components in PeopleSoft Treasury that support ChartField Security:

Component	Component Description
ACCOUNTING_BUILD	Build Accounting Entries
ACCOUNTING_REVIEW	Review/Approve Accounting Entries
ACCTG_ENT_SUMMARY	Accounting Summary
TR_DRILL_GRP	Treasury Journal Drill

Defining and Using ChartFields

Defining and Using ChartFields

This topic provides an overview of PeopleSoft ChartFields, lists prerequisites and common elements, and discusses how to:

- Define and use account types and attributes.
 - Enter and maintain ChartField values.
 - Use trees to summarize ChartFields.
 - Define and use speed types.
 - Define and use ChartField value sets.
 - Produce ChartField reports.
-

Understanding PeopleSoft ChartFields

In Oracle's PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called ChartFields. Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular ChartField always represents only one category of data, it stores many values that you use to further categorize that same data.

In addition to this basic categorization of a transaction amount using the account ChartField, you can simultaneously record the same transaction by product, project, investment portfolio, policy, endowment, fund, service, or any number of categories by using other ChartFields with appropriate values. This creates additional subsets of that same transactional data.

PeopleSoft delivers a set of ChartFields and associated functionality that fully covers most accounting and reporting requirements. ChartFields are designed to be configured by you to meet your specific requirements.

This section discusses:

- Delivered ChartFields.
- Balancing ChartFields.
- Alternate accounts and statutory accounting.
- ChartField values.

- ChartField combination editing.

Related Links

[Using Standard ChartField Configuration](#)

[Using Advanced ChartField Configuration](#)

Delivered ChartFields

PeopleSoft delivers the following ChartFields:

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Account	Account	ACCOUNT (10)	Component: GL_ACCOUNT Component Interface: ACCOUNT_CF	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
Alternate Account	Alt Acct	ALTACCT (10)	Component: ALTACCT Component Interface: ALTACCT_CF	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.
Operating Unit	Oper Unit	OPERATING_UNIT (8)	Component: OPERATING_UNIT Component Interface: OPER_UNIT_CF	Can be used to indicate a location, such as a distribution warehouse or a sales center.
Fund Code	Fund	FUND_CODE (5)	Component: FUND_DEFINITION Component Interface: FUND_CF	The primary structural units of Education and Government accounting.
Department	Dept	DEPTID (10)	Component: DEPARTMENT Component Interface: DEPT_CF	Tracks information according to a divisional breakdown of your organization. Can be used to indicate who is responsible for or affected by a transaction.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Program Code	Program	PROGRAM_CODE (5)	Component: PROGRAM_DEFINITION Component Interface: PROGRAM_CF	Tracks revenue and expenditures for programs within or across your organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
Class Field	Class	CLASS_FLD (5)	Component: CLASS_PNL Component Interface: CLASS_CF	Can be used to identify specific appropriations.
Budget Reference	Bud Ref	BUDGET_REF (8)	Component: BUDREF_PNL Component Interface: BUDGET_REF_CF	Use to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.
Product	Product	PRODUCT (6)	Component: PRODUCT Component Interface: PRODUCT_CF	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
PC Business Unit (project costing business unit)	PC Bus Unit	BUSINESS_UNIT_PC (5)	Component: PC_BU_DEFN Component: PC_BUS_UNIT_OPT Component Interface: PROJECT_BU_OPTIONS	Use as an operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization. You create PC Business Units on the Project Costing Definition page.
Project ID/Grant	Project	PROJECT_ID (15)	Component: PROJECT Component Interface: PROJECT_CF	Captures additional information useful for grant and project accounting. The Project ChartField does not have effective dating.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Activity	Activity	ACTIVITY_ID (15)	Component: FS_ACTIVITY_TBL Component Interface: PC_STD_ACT_INTFC	Activities are the specific tasks that make up a project. You create activities on the Project Activities page or the Activity Details page.
Source Type	Source Type	RESOURCE_TYPE (5)	Component: PROJ_RES_TYPE Component Interface: PC_RES_TYPE_INTFC	Source types identify the purpose or origin of a transaction. For example, you might create a source type of Labor to track total labor costs in a project.
Category	Category	RESOURCE_CATEGORY (5)	Component: PROJ_CATG_DEFN Component Interface: PC_CATG_DEFN_INTFC	Use categories to further define source types. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs.
Subcategory	Subcategory	RESOURCE_SUB_CAT (5)	Component: PROJ_SUBCAT_DEFN Component Interface: PC_SUBCAT_DEFN_INTFC	Use subcategories to further define categories.
ChartField 1	N/A	CHARTFIELD1 (10)	Component: CHARTFIELD1 Component Interface: CHARTFIELD1	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted
ChartField 2	N/A	CHARTFIELD2 (10)	Component: CHARTFIELD2 Component Interface: CHARTFIELD2	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted
ChartField 3	N/A	CHARTFIELD3 (10)	Component: CHARTFIELD3 Component Interface: CHARTFIELD3	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Affiliate	Affiliate	AFFILIATE (5)	N/A	Used to map transactions between Business units when using a single interunit account.
Fund Affiliate	Fund Affil	AFFILIATE_INTRA1 (10)	N/A	Use to correlate transactions between Funds when using a single intraunit account.
Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_INTRA2 (10)	N/A	Use to correlate transactions between Operating Units when using a single intraunit account.
Scenario	Scenario	BD_SCENARIO (10)	Component: BD_SCENARIO Component Interface: BUDGET_SCENARIO	Identifies different budget iterations that use different assumptions.
Book Code	Book Code	BOOK_CODE (4)	N/A	Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
Adjustment Type	Adjustment	GL_ADJUST_TYPE (4)	N/A	Use to define Adjustment Types associated with varying accounting treatments of prior period adjustments.
Statistics Code	Stat. Cd.	STATISTICS_TBL	Component: STATISTICS_TBL Component Interface: STATISTICS_CODE	Use to define statistical data such as number of units.

PeopleSoft Project Costing ChartFields are further described in the *PeopleSoft Project Costing Documentation*.

Business unit is not considered a ChartField.

Warning! If you have not licensed PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, deselect the check boxes for these products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to these products.

If you have not licensed Project Costing but have licensed Expenses, Resource Management, or Services Procurement and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. ChartFields that are not necessary can cause performance and other processing problems when they are allowed to remain active.

See [Using Standard ChartField Configuration](#).

See "Understanding Project-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)".

Related Links

[Using ChartField Inheritance](#)

"Dealing with the Implications of Multiple GAAPs in One Ledger for Various Processes (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Setting Up for Journal Entries Using Statistics (*PeopleSoft FSCM 9.2: General Ledger*)"

Project ChartFields

The project ChartFields consist of:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

Add the Project ChartField on one of two different pages, depending on whether Project Costing is installed or is not installed. Use the Project page (PROJECT_GL) to enter project ChartField values when PeopleSoft Project Costing is not installed. Otherwise, add the Project Chartfield when adding projects within Project Costing (PROJECT_GEN_01A).

The values and control data for the other five Project Costing ChartFields are *not* entered using a separate page within common definitions. They are entered using the pages and components mentioned in the preceding list of ChartFields and are fully described in the PeopleSoft Project Costing documentation.

The Project Costing ChartFields are available on various page displays and entry grids for use within Project Costing, Expenses, Resource Management or General Ledger. Some examples include the Journal Entry - Lines page and SpeedTypes.

Note: Resource Analysis Type is not considered a ChartField and, for that reason, is not included in the list of Project Costing ChartFields; nor is it included on either the Standard or Advanced Configuration pages. However, it is available for entry on the General Ledger Journal Entry - Lines page, located between the Activity and Source Type ChartFields. If the Project Costing ChartField display order is reordered during ChartField configuration, the Resource Analysis Type retains its relative position and is reordered accordingly.

See "Understanding Project-Related Control Data (*PeopleSoft FSCM 9.2: Project Costing*)".

See [Using Standard ChartField Configuration](#).

Balancing ChartFields

Business unit or a ChartField is said to be *balancing* when you require debit amounts to equal credit amounts to maintain a balanced set of accounts for the particular business unit or ChartField.

Defining balancing ChartFields is done on the Ledger Group definition using the Ledger Groups - Balancing page. A balanced detail ledger requires that the debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must be in balance. You can choose to have the system automatically generate intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. If you do not have this option active, or if the journal is not in balance for other reasons, journal edit uses the rules set up for balancing journals (such as, suspend or recycle) on the Journal Edit Options page.

For example, if you define department as an additional balancing ChartField, any journal created requires that business unit FR001 and department A have debits that equal credits. If they do not, the journal entry is out of balance. This also means that business unit USA01 and department B must balance.

You then see why account and alternate account cannot be balancing ChartFields. If for example, account could be made a balancing ChartField, business unit A and account 101200 would have to have debits equal credits that would always result in a zero balance for account 101200.

Related Links

[Understanding Ledgers](#)

Alternate Accounts and Statutory Accounting

The PeopleSoft alternate account feature enables you to enter a statutory chart of accounts as well as analytic or primary accounts at the detail transaction level. The alternate account produces journal line or transaction level balances for statutory reporting requirements. The primary account ChartField contains the corporate accounts, and alternate account ChartField contains the statutory accounts. This is useful for organizations that have two different reporting requirements—one for internal management or a corporate parent, and another for a local jurisdiction or national government.

In PeopleSoft applications, the analytic or primary account ChartField is ACCOUNT.

Local regulatory authorities often require *statutory* accounts. In PeopleSoft applications, this is termed the alternate account ChartField (ALTACCT).

You link alternate account ChartField values with account ChartField values. When you enter values for the account ChartField, the system enters the associated alternate account value. When you enter values for the alternate account ChartField, the system enters the associated account value. You can override the default values by selecting another value from the prompt list. The system displays only account values that you have mapped to the account or alternate account ChartField.

To create different alternate accounts for different statutory reporting, use the PeopleSoft setID functionality when you set up your ChartFields.

Related Links

[Understanding Alternate Accounts](#)

ChartField Values

If you use the ChartFields as delivered by PeopleSoft, sample ChartField values are already set up and in many cases are populated with sample amounts. All PeopleSoft sample or model values are entered with the 01/01/1900 effective date. To distinguish your data avoid using this date and instead use another early date, such as 01/01/1901.

You can enter an unlimited number of values for each ChartField. You can enter values using the online ChartField Values page, but because of the volume of entries needed to populate some ChartFields, you might use a batch import process or the Microsoft Excel spreadsheet for the PeopleSoft Component Interface process to initially load values to ChartField tables.

The project ChartFields component interfaces mentioned in the previous ChartField listing are more fully described in the Project Costing documentation.

See [Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process](#).

Note: PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such things as business units, ledgers and journal IDs.)

After you initially populate the ChartField tables, you can maintain them from the ChartField Values page. You can also use the PeopleTools Tree Manager to add or update ChartField values as your business needs change or your organization grows.

Because changes to the definition of most ChartField value are effective-dated, you can establish when you want to *activate* a department, *introduce* a product line, or *close* an account. Use effective dating with activation and inactivation functionality to maintain a full history of all changes or additions, to provide a complete audit trail and to make possible historical comparisons with past, present, or future conditions. When you no longer use a certain ChartField value, add a row to create an effective-dated *inactive* entry, instead of inactivating the original row. If you simply make the existing row *inactive*, you will have no history of its time as an active ChartField value.

Project ChartField values can be made active or inactive, but the values cannot be effective-dated for status.

However, the project status of a project can be effective dated for these statuses: budgeted, closed, hold, open, and proposed if Project Costing is not installed. These statuses are memo data only and do not provide control functionality.

ChartField Combination Editing

Optionally, combinations of ChartField values can be edited to determine such things as which accounts are valid with which departments, funds or operating units. Use ChartField combination editing to maintain discipline over accounting entries and eliminate as much as possible additional account analysis and reconciliation. ChartField combination editing is in addition to ChartField validation editing.

ChartField combination editing is also available for commitment control budget entries.

Related Links

[Understanding ChartField Combination Editing](#)

Prerequisites

The following steps are required before you can define ChartFields:

- Complete the Installation Options for the PeopleSoft products that you are installing.
- Configure ChartFields to meet your unique requirements.
- Complete the miscellaneous shared resource tables dealing with currencies, market rates, units of measure, holidays, calendars and TimeSpans.
- Define VAT options and settings, if applicable to your activities.

Common Elements Used in Defining and Using ChartFields

Effective Date

When you add a new ChartField value, the system uses the current date as the default date. However, you can enter a date when you want the new value to be active. By using a future date, you can set up a ChartField value without inadvertently using it for processing before your scheduled effective date.

Enter the status intended for the ChartField value: *active* or *inactive* as of the effective date. (The Project ID ChartField does not have effective-dating but it does include an effective status as of the effective date.)

Description

Identifies the ChartField value on reports, pages, prompt lists, or online inquiries. Enter a short description to appear on pages and drop-down list boxes where display space is limited.

Long Description

Enter long descriptions and provide more extensive information about ChartField values. This is particularly helpful for the public sector when there is a need to input fund names as

specified by donors and other sources where particular names and descriptions are required that can be quite detailed and lengthy.

Defining and Using Account Types and Attributes

To define and use account types and attributes, use the following components:

- Account Types (ACCT_TYPE)
- ChartField Attributes (CF_ATTRIBUTES)
- Installation Options (INSTALLATION)
- Account Balancing Group (ACT_BAL_GRP)
- Journal Source (SOURCE)

This topic discusses how to:

- Define account types.
- Create generic ChartField attributes.
- Attach generic ChartField attributes.
- Use the balance sheet indicator and book code.
- Select the balance sheet indicator attribute.
- Set installation options for account balancing groups.
- Create account balancing groups.
- Associate a balance suspense ChartField with an account balancing group.

Pages Used to Define Account Types and Attributes

Page Name	Definition Name	Navigation	Usage
Account Types	ACCT_TYPE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Account Types, Account Types	Define account types to which each general ledger account is assigned. Typically used to designate balance sheet or income statement accounts.
ChartField Attribute	CF_ATTRIBUTES	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute	Create ChartField attributes for use in such things as intraunit consolidation eliminations, government reporting and payment processing.

Page Name	Definition Name	Navigation	Usage
ChartField Attribute Values	CF_ATTRIB_VALUES	Click the Attributes link from the applicable ChartField Values page.	Select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing.
Installation Options - Overall	INSTALLATION_FS1	Set Up Financials/Supply Chain, Install, Installation Options, Installation Options. Click the Overall link on the Installation Options page.	Activate or inactivate the Book Code and Balance Sheet Indicator attributes.
Account Balancing Group	ACT_BAL_GRP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Account Balancing Group, Account Balancing Group	Define the combination of active account attribute values using book code values and the balance sheet indicator attributes.
Balance Suspense ChartFields	SRC_JE_BS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options. Click the Balance Suspense ChartFields link	Used to select balancing suspense ChartFields for journal processing.

Account Types Page

Use the Account Types page (ACCT_TYPE) to define account types to which each general ledger account is assigned.

Typically used to designate balance sheet or income statement accounts.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Account Types, Account Types

Account Type or Monetary Account Type The Account Type is a classification that is assigned to accounts that determines its treatment for such processes as year end closing and reporting. The Account Types follow the normal balance sheet and income statement classifications of asset, liability, equity, revenue and expense.

Use the delivered Account Types when you add accounts using the Account page.

PeopleSoft delivers the following account types:

- *A* (asset)
- *E* (expense)
- *L* (liability)

- *Q* (equity)
- *R* (revenue)

Balance Forward

Select one of these values:

- Carry Forward — Rolls the account type's balance forward to the new period.
- Not Carry Forward – Does not roll forward the account type's balance to the next period.
- Other – Ignores this account type during year-end closing.

The Balance Forward check box is normally checked for asset, liability, and equity accounts, but not for revenue or expense accounts.

The year-end close process sums the balances of your non-balance forward accounts to calculate the amount that it posts to retained earnings.

After you set up accounts, you can generate the Account Types report (FIN0004), which includes a description and a listing of the accounts that you have defined for your balance sheet and income statement.

You can add account types for special circumstances but these require additional changes in your system and are not recommended unless you are prepared to make extensive modifications.

For example, if you add account types, you might also need to modify the Closing Trial Balance Report, GLS1003.SQR.

Creating Generic ChartField Attributes

Use the ChartField Attribute page (CF_ATTRIBUTES) to create ChartField attributes for use in such things as intraunit consolidation eliminations, government reporting and payment processing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute

Image: ChartField Attribute page

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

ChartField Attribute

SetID: FEDRL Field Name: ACCOUNT Attribute: AUTHORITY

Description: Account / Authority

☐ Allow Multiple Values per Attr

ChartField Attribute Values		Personalize Find View All First 1-3 of 8 Last	
*ChartField Attribute Value	Description		
B	Borrowing Authority	+	-
C	Contract Authority	+	-
D	Advance Appropriation	+	-

Generic ChartField attributes are optional features that support such things as intraunit consolidation eliminations and United States federal government requirements for reporting and payment processing.

After you attach an attribute value to a ChartField value, it *cannot* be deleted using the ChartField Attribute page. However, using the ChartField value attribute secondary page, you can delete any attribute and attribute value.

Attributes share the effective dating of the ChartField values to which they are attached. The Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.

Note: Create or delete attributes as required for the applicable ChartFields. However, once you attach an attribute to a ChartField value, it *cannot* be deleted.

Field Name

Enter any or all of the following *applicable* ChartFields for which attributes functionality is available:

- ACCOUNT
- ALTACCT
- BUDGERT_REF
- CLASS_FLD
- FUND_CODE
- PROGRAM_CODE

- OPERATING_UNIT
- DEPTID
- PRODUCT
- PROJECT_ID
- CHARTFIELD1
- CHARTFIELD2
- CHARTFIELD3

The system uses the FS_CF_TEMPLATE to determine which ChartFields are active. *Applicable* active ChartFields appear in the drop-down list box for this field.

Attribute

A user-defined field in which you name the attribute.

Allow Multiple Values per Attr (Allow Multiple Values per Attribute)

Select this check box to allow multiple values of the same attribute to be attached to a ChartField value. If you do not select this check box, only one attribute value can be attached to a ChartField value.

Note: Multiple combinations are usually associated with accounts but this option is available to all applicable ChartFields.

ChartField Attribute Value

This is user defined. For example, you can distinguish between single and multiple-year reporting for a fund by creating these two values for an attribute—either of which you can then attach to a fund value to make this distinction.

Attaching Generic ChartField Attributes

Use the ChartField Attribute Values page (CF_ATTRIB_VALUES) to select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing.

Navigation

Click the Attributes link from the applicable ChartField Values page.

Image: Chartfield Attributes Page

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

Chartfield Attributes						
ChartField Attribute Values						
			Personalize Find View All First 1 of 1 Last			
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
SHARE	ELIMEAST	01/01/1900	OPERATING_UNIT	ELIM_UNIT	Y	Elimination Unit for Consolidation

Use this page to select one or more of the ChartField attribute and attribute value combinations you have created for a particular applicable ChartField to be applied to the selected ChartField value.

Related Links

"Understanding Federal Government and Statutory Reports (*PeopleSoft FSCM 9.2: General Ledger*)"

Using the Balance Sheet Indicator and Book Code

Segregating accounts as balance sheet or off balance sheet is a common accounting practice used by the financial services industry. Use this segregation of accounts to simultaneously record and generate balanced off balance sheet and balance sheet journal entries. It is not important in processes that automatically generate additional balancing lines for journal entries.

Selecting the Balance Sheet Indicator Attribute

Access the Account page for the account Set Up Financials/Supply Chain, Install, Installation Options, Installation Options. Click the Overall link on the Installation Options page.

PeopleSoft delivers standard balancing attributes for account ChartField values to segregate and maintain separate transactions within a Business Unit and ledger:

- *BS* (balance sheet).
- *OB* (off balance sheet).

The process is flexible and supports balancing on additional account attributes without modification to your system.

If you define an account value as balance sheet or off balance sheet, you must also assign various General Ledger processes, such as journal edit, revaluation, closing, position accounting, and so on, with the appropriate balance sheet or off balance sheet account to perform the necessary balancing.

If you use the book code feature to further segregate transactions into balancing subsets within the same ledger, it is particularly important that the book code ChartField values and the balance sheet indicator values be properly grouped and matched with your account ChartField to ensure proper balancing. You define a combination of a book code and a balance sheet indicator value as an account balancing group. Associate the two with an account as an attribute.

Setting Installation Options for Account Balancing Groups

Use the Installation Options - Overall page (INSTALLATION_FS1) to activate or inactivate the Book Code and Balance Sheet Indicator attributes.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, Installation Options. Click the Overall link on the Installation Options page.

Image: Installation Options - Overall page

This example illustrates the fields and controls on the Installation Options - Overall page. You can find definitions for the fields and controls later on this page.

Installation Options Overall

Last Journal Number Assigned

Default Country

Last VAT Authority Number

*SubCustomer Usage

*Tax Supplier

*Reconciliation Level

*InterUnit Method

*InterUnit Summarization Option

☒ Enable Document Sequencing

☒ Enable Alternate Account

☒ Multibook entries in Subsystem

☐ Process Partition for GL

☐ Item Approval Required

Method

☒ Enable Document Tolerance

☐ Document Approval Required

ChartField

☐ Use Legal Entity for InterUnit

☐ GIS Integration Enabled

☐ Enforce Budgetary Only Edit

Financial Sanctions Options

D&B Settings

☐ Enable Realtime D&B Access

Maximum Response Number

DB Account Information

Account Balancing Attributes

Personalize | Find | First 1-2 of 2 Last

Attribute Name	Active	Default Value
Balance Sheet Indicator	<input type="checkbox"/>	
Book Code	<input type="checkbox"/>	

Account Balancing Attributes

The following fields apply to the account balancing attributes.

Active	Select to include attribute names for your system.
Default Value	Populated by the system from the default account balancing group value.

Creating Account Balancing Groups

Use the Account Balancing Group page (ACT_BAL_GRP) to define the combination of active account attribute values using book code values and the balance sheet indicator attributes.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Account Balancing Group, Account Balancing Group

Image: Account Balancing Group page

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

Group

Use the Account Balancing Group page to select various combination or subsets of the attribute values and give them a unique group name and description.

Active

Select or deselect to make the Account Balance Group active or inactive.

The system is delivered with a default account balancing group that contains no account balancing attributes. If you activate any account balancing attribute on the Installation Options - Overall page, you must make the default account balancing group inactive. Then, you add a new account balancing group that contains the active account balancing attributes.

Default

Select to display the attribute values as defaults on the Installation Options - Overall page.

Attribute Name

Balance Sheet Indicator values are delivered by PeopleSoft; however, you can define *Book Code* values by using the Book Code page.

For the group, select the field value for the attributes on this page.

Associating a Balance Suspense ChartField With an Account Balancing Group

Use the Balance Suspense ChartFields page (SRC_JE_BS_CFS_SEC) to used to select balancing suspense ChartFields for journal processing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options. Click the Balance Suspense ChartFields link

Image: Balance Suspense ChartFields page

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

The screenshot shows a web application window titled "Balance Suspense ChartFields". Inside, there's a "Scroll Area" with a search bar labeled "*Group" containing the text "DEFAULT". To the right of the search bar are navigation buttons: "First", "1 of 1", and "Last". Below the search bar is a table with two columns: "*ChartField" and "*ChartField Value". The first row of the table shows "Account" in the first column and "899998" in the second column. There are also "OK" and "Cancel" buttons at the bottom of the window.

Group

Select one or more account balancing groups and balance suspense ChartFields and ChartField values to be used in the journal balance suspense process.

If you do not have an account balancing attribute active, you will have one account balancing group only. This is the default group that is delivered with the system. You only need to define one balance suspense ChartField for the default group.

However, if you have one or more account balancing attributes active, you inactivate the default group and add your own account balancing groups on the Account Balancing Groups page, which contain various combinations of active account balancing attribute values. Then, you must define one balance suspense ChartField for each group. The account value of the balance suspense ChartFields must have the same account balancing attribute values as the account balancing group.

For example, assume you activate the balance sheet indicator.

You then inactivate the default group and add two new account balancing groups. One for balance sheet group and the other for off balance sheet group. You must then define two balance suspense ChartFields, one for each group. The account value for balance sheet group must have a balance sheet indicator value equal to balance sheet. Similarly, the account value for the off

balance sheet group must have a balance sheet indicator value equal to off balance sheet.

Account balancing groups identify balancing subsets within the same ledger that involve simultaneous use of the book code and balance sheet indicator. You must define for each group, or subset, its own balancing or suspense accounts to be used by various processes to maintain the balance within the group.

For example, each of the following requires a suspense or balancing ChartField for each applicable account balancing group:

- Balance suspense ChartFields.
- Edit suspense ChartFields.
- Amount suspense ChartFields.
- Rounding adjustment ChartFields.
- Position accounting.

Entering and Maintaining ChartField Values

To enter and maintain ChartField values, use the following components:

- ChartField Values (FS_CF_VALUE_HOME)
- Adjustment Type (ADJUST_TYPE)
- Book Code (BOOK_CODE)
- Scenario (BD_SCENARIO)
- Account (GL_ACCOUNT)
- Operating Unit (OPERATING_UNIT)
- Fund (FUND_DEFINITION)
- Department (DEPARTMENT)
- Product (PRODUCT)
- Alternate Account (ALTACCT)
- PC Bus Unit (PC_BU_DEFN, PC_BUS_UNIT_OPT)
- Project ID (PROJECT)
- Activity (FS_ACTIVITY_TBL)
- Source Type (RESOURCE_TYPE)
- Category (PROJ_CATG_DEFN)
- Subcategory (PROJ_SUBCAT_DEFN)

- Statistics Code (STATISTICS_TBL)
- Budget Reference (BUDREF_PNL)
- Class Field (CLASS_PNL)
- Program Code (PROGRAM_DEFINITION)
- ChartField1 (CHARTFIELD1)
- ChartField2 (CHARTFIELD2)
- ChartField3 (CHARTFIELD3)

To load data into the respective component tables, use the following component interfaces:

- Use the BUDGET_SCENARIO component interface to load data into the tables for the Scenario component.
- Use the ACCOUNT_CF component interface to load data into the tables for the Account component.
- Use the OPER_UNIT_CF component interface to load data into the tables for the Operating Unit component.
- Use the FUND_CF component interface to load data into the tables for the Fund component.
- Use the DEPT_CF component interface to load data into the tables for the Department component.
- Use the PRODUCT_CF component interface to load data into the tables for the Product component.
- Use the ALTACCT_CF component interface to load data into the tables for the Alternate Account component.
- Use the PROJECT_BU_OPTIONS component Interface to load data into the tables for the PC Business Unit component.
- Use the PROJECT_CF component interface to load data into the tables for the Project ID component.
- Use the PC_STD_ACT_INTFC component interface to load data into the tables for the Activity component.
- Use the PC_RES_TYPE_INTFC component interface to load data into the tables for the Source Type component.
- Use the PC_CATG_DEFN_INTFC component interface to load data into the tables for the Category component.
- Use the PC_SUBCAT_DEFN_INTFC component interface to load data into the tables for the Subcategory component.
- Use the STATISTICS_CODE component interface to load data into the tables for the Statistics Code component.
- Use the BUDGET_REF component interface to load data into the tables for the Budget Reference component.
- Use the CLASS_CF component interface to load data into the tables for the Class Field component.

- Use the PROGRAM_CF component interface to load data into the tables for the Program Definition component.
- Use the CHARTFIELD1 component interface to load data into the tables for the ChartField1 component.
- Use the CHARTFIELD2 component interface to load data into the tables for the ChartField2 component.
- Use the CHARTFIELD3 component interface to load data into the tables for the ChartField3 component.

This topic discusses how to:

- Add long descriptions for ChartField values.
- Add book code values.
- Add adjustment type values.
- Add account values.
- Map account values to alternate account values.
- Add alternate account values.
- Map alternate account values to account values.
- Add operating unit values.
- Add fund code values.
- Add department values.
- Add product values.
- Add project values and grant values.
- Add statistic code values.
- Add scenario values.
- Add program code values.
- Add class field values.
- Add budget reference values.
- Add values for expansion ChartFields 1, 2, and 3.
- Choose affiliate ChartField values.
- Add project accounting ChartField values.
- Load ChartField values using the Excel Spreadsheet to Component Interface process

Use effective date in conjunction with status to add new ChartField values for current or future access and to inactivate or modify ChartField values while maintaining a complete audit trail.

Note: Some ChartFields are delivered inactive. A ChartField must be activated to be available in your menu. Activation can be performed on the Standard Configuration page.

ChartFields are search keys for all financial transactional data. To maintain the integrity of data relationships, PeopleSoft does *not* allow you to delete all values in a ChartField and then save the page. However, you can delete all but the last row for each ChartField value in the ChartField table.

Note: PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such thing as business units, ledgers and journal IDs.)

Pages Used to Define ChartFields

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Long Description	CF_LONG_DESCR	Set Up Financials/SCM, Common Definitions, Design Chartfield, Define Values, Chartfield values and click the Long Description link.	Enter long descriptions and more extensive information about ChartField values. This is particularly helpful for the public sector when there is a need to input fund names as specified by donors and other sources where particular names and descriptions are required that can be detailed and lengthy.
Book Code	BOOK_CODE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Book Code	Identify subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
Adjustment Type	ADJUST_TYPE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Adjustment Type	Define adjustment types associated with varying accounting treatments of prior period adjustments.
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Set up new account ChartField values.

Page Name	Definition Name	Navigation	Usage
Map to Alternate Account	ACC_XREF	Click the Map to Alternate Account tab.	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.
Alternate Account	ALTACCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account	Add alternate account values.
Map to Account	ALT_XREF	Click the Map to Account tab.	Maps an alternate account to one or more accounts.
Operating Unit	OPERATING_UNIT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Operating Unit	Create values that identify a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. It is usually related to responsibility reporting
Fund Code	FUND_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Fund Code	Define values for all types of funds.
Department	DEPARTMENT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Department	Add a department representing an operational unit. It is often associated with responsibility accounting.
Product	PRODUCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Product	Add product codes and track product performance and financial information.

Page Name	Definition Name	Navigation	Usage
Project	PROJECT_GL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Project, Project	<p>Add project values and set ChartField status to active or inactive. If you have not installed Project Costing you can also add memo project start and end date, project manager information, and project status.</p> <p>If you have installed Project Costing and any of the other applications requiring the full complement of project ChartFields, use the components mentioned in the preceding ChartField list to create the ChartField values and their control data. These components and pages are fully described in the Project Costing documentation.</p>
Statistics Code	STATISTICS_TBL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Statistics Code	Add or modify statistics codes to track nonmonetary information.
Scenarios	BD_SCENARIO	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Scenario	Define different budget iterations.
Program Code	PROGRAM_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Program Code	Track amounts to which you want to apply budgetary controls.
Class Field	CLASS_PNL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Class Field	Further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials
Budget Reference	BUDGET_REF	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Budget Reference	Identify unique budgets where individual budgets share budget keys and overlapping periods.

Page Name	Definition Name	Navigation	Usage
ChartField 1	CHARTFIELD1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 1	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 1 must be activated using standard ChartField configuration to be available in the menu.
ChartField 2	CHARTFIELD2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 2	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 2 must be activated using standard ChartField configuration to be available in the menu.
ChartField 3	CHARTFIELD3	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 3	Add a ChartField value and to enter a long and short description for the ChartField value. ChartField 3 must be activated using standard ChartField configuration to be available in the menu.
Standard ChartField Configuration	STANDARD_CF_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration	You must have been granted user security to use this page. Unless a ChartField is active it will not be displayed in the navigational menus. Related ChartFields determine the values for affiliate ChartFields. Business unit is required for the interunit affiliate ChartField. Assign a unique intraunit related ChartField of the same ChartField length that is specified for each intraunit affiliate ChartField that is active.

Long Description Page

Image: Long Description page

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

The screenshot shows a window titled "Long Description". Inside the window, there are several fields and a text area:

- SetID**: SHARE
- Effective Date**: 01/01/1900
- Account**: 100208
- Description**: A text area containing the text: "You can enter an extensive description or additional information here about the ChartField value. Enter multiple effective-dated long descriptions for the same ChartField value." There is a small icon in the top right corner of the text area.
- Buttons**: "OK" and "Cancel" buttons are located at the bottom of the window.

Click the Long Description link on a ChartField page when entering a new ChartField value to access the Long Description page and you can enter an extensive description or additional information about that particular ChartField value. You can enter multiple effective dated long descriptions for the same ChartField value. Long Descriptions are informational only.

The Long Description link is available on each of the ChartField entry pages. However, if PeopleSoft Project Costing is an installed product, the Long Description link does not display on the Project page within the Design ChartFields menu. Rather, the long descriptions for the project-related ChartFields are entered on the General Information pages of the related ChartFields within PeopleSoft Project Costing.

If you are using the Project ChartField without PeopleSoft Project Costing, you can add a long description using the link on the Project page.

Adding Book Code Values

Use the Book Code page (BOOK_CODE) to identify subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Book Code

Image: Book Code page

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

*Effective Date	*Status	*Description	*Short Description	Long Description
01/01/1900	Active	Corporate reporting book	Corporate	Long Description

Book Code is an account attribute and a balancing ChartField. You can activate book code on the Installation Options - Overall page. If you activate the book code, you must specify a book code for each account value. The Allow Book Code Override option that is set on the Account page determines whether this book code can be overridden on the transaction line.

Generally accepted accounting principles often vary from country to country and by jurisdiction. Organizations must record and report their operations according to local accounting requirements as well as by corporate rules, which are often dictated by another national jurisdiction and might require that other accounting principles be applied. For example, local rules might require that you keep your local books open for a longer period than do the corporate rules and perhaps prior period adjustments are handled differently.

In conjunction with ledger code and the adjustment type ChartField, book codes address transactions in common book codes between GAAPs requiring different open close periods. Book code is also used with the balance sheet indicator attribute to ensure that proper balancing is maintained for *on* and *off* balance sheet entries.

PeopleSoft also provides the ability to maintain separate ledgers for separate accounting rules, to record transactions under varying statutory rules using alternate account and to use MultiBook with its automatic synchronization capabilities. However, by using book codes you can *simultaneously* generate sets of entries to record related transactions according to multiple generally accepted accounting principals (GAAPs) for the *same* business unit in the *same* ledger. For example, where local and corporate accounting principles are not compatible you define a local (L) and a corporate (C) book code. For those situations where requirements are alike, you define a code for both (B). Using these book codes as attributes, attach them to accounts. This results in groups of accounts in which you can simultaneously record related transactions under local, corporate, or both rules.

You can choose to associate a single book code with one account value. Using this method a unique account value must be created for the number of unique book code instances. For example, book code C would be associated with account 500001, book code L with account 500002, and book code B with account 500003 to record related amounts in the same ledger but effectively in different books. When you choose this method, book code appears as a read-only field on the journal entry page when you enter the account and the book code cannot be modified at time of journal entry.

PeopleSoft provides the Allow Book Code Override option that enables you to choose different book code and account combinations at the time of journal entry. You can then associate any of your book codes with the account value to record related amounts in the same ledger. For example, book codes C, L or B can

be associated with account 500001. The chief advantage of this method is that fewer account values are required. The book codes you can associate with an account are available from a drop down list at the time of journal entry

Book Code

Add or select a value. The Effective Date and Status fields must match the settings for the account values to which the book code is attached as an attribute using the Account page.

Adding Adjustment Type Values

Use the Adjustment Type page (ADJUST_TYPE) to define adjustment types associated with varying accounting treatments of prior period adjustments.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Adjustment Type

Image: Adjustment Type page

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

*Effective Date	*Status as of Effective Date	*Description	*Short Description	Long Description
01/01/1900	Active	Adjustment - Regulatory Book	REG	Long Description

Adjustment type is delivered as a balancing ChartField. It is used in conjunction with ledger code and book code to facilitate recording of transactions for organizations having multiple accounting rule environments. If you choose to update open periods by ledger code, you must specify an adjustment type value for the ledger code having its period closed earlier than other ledger codes. By doing this, when the system encounter transactions in a book code common to multiple GAAPs, yet belonging to a ledger code that is already closed; it can generate adjustments specifically to the adjustment type associated with the ledger code and effectively move the transaction to the open period.

Adjustment Type

Create a type for each combination of ledger code and book code that share accounts in other ledger code and book code combinations involving different accounting rules (multiple GAAPs) that specify different rules regarding closing dates and prior period adjustments.

Related Links

"Understanding Multiple GAAPs and Prior Period Adjustments (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Adding Account Values

Use the Account page (GL_ACCOUNT) to set up new account ChartField values.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account

Image: Account page

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

The screenshot shows the 'Account' page in a software application. The page has a header with 'SetID SHARE' and 'Account 100000'. Below the header, there are several sections of fields and controls:

- Effective Date:** A date field set to '01/01/1900'.
- Description:** A text field containing 'Petty Cash'.
- Short Description:** A text field containing 'Petty Cash'.
- Statistical Account:** A checkbox that is currently unchecked.
- Monetary Account Type:** A dropdown menu set to 'Asset'.
- Balance Sheet Indicator:** A dropdown menu set to 'Balance Sheet'.
- VAT Account Flag:** A dropdown menu set to 'Non-VAT Related'.
- OpenItem Account:** A checkbox that is currently unchecked.
- Edit Record:** A button with a magnifying glass icon.
- Prompt Table:** A button with a magnifying glass icon.
- Reconcile Tolerance:** A text field.
- Status:** A dropdown menu set to 'Active'.
- Control Account:** A checkbox that is currently unchecked.
- Budgetary Only:** A checkbox that is currently unchecked.
- UOM:** A text field.
- Book Code:** A text field.
- Allow Book Code Override:** A checkbox that is currently checked.
- Physical Nature:** A dropdown menu.
- Reconcile on Base Amount:** A checkbox that is currently unchecked.
- Edit Field:** A button with a magnifying glass icon.
- Description of OpenItem:** A text field.
- Reconcile Currency:** A text field.
- VAT Default:** A text field.
- Performance Measurement:** A section with three checkboxes: 'General Ledger Account' (checked), 'Performance Measurement Acct' (unchecked), and 'ABM Account' (unchecked).

Account values are used in combination with other ChartFields values to create journal entries.

Statistical Account

Select to track statistical data such as square footage or head count. Statistical accounts are used to capture statistical amounts only, not monetary amounts. If you select the check box, you must specify a UOM (unit of measure).

The system automatically makes available (and selects by default) the Balance Forward check box. You can override this default by deselecting the check box for accounts that you do not want to carry forward, such as statistical accounts associated with revenue and expenses.

Monetary Account Type

Select from the values defined on the Account Types page

VAT Account Flag

Select one of the following values to indicate the relationship to value added tax (VAT) processing for this account value:

Non-VAT Related: Not used for VAT processing.

VAT Account: The account to which calculated VAT is applied. VAT account journal entries are calculated and automatically generated based on the VAT applicable account entries in the journal entry and on the values that you set up for your VAT environment and options. You can also enter VAT account lines directly into a journal entry.

VAT Applicable Account: The monetary account against which you add journal entries.

Physical Nature

For VAT-related accounts, indicates whether an object is a *Good* or a *Service*. For many countries there is a requirement to report the sale and/or purchase of goods separately from services.

The physical nature setting defaults not only from your setting here for the account value but also from the journal source or the business unit settings according to the VAT default hierarchy. The default can be overridden on the journal line.

VAT Default

For VAT related accounts, click this link to access VAT Defaults Setup component on which you can define or override VAT settings for this account. VAT processing is available for non-receivable and non-payable items directly entered into the general ledger. The VAT Defaults Setup component

See "Establishing VAT Defaults (*PeopleSoft FSCM 9.2: Global Options and Reports*)".

OpenItem Account

Select to activate OpenItem processing for tracking and matching debits and credits that post to this account. When you select this option, there are six related fields to complete. If you do not select this check box, any information you enter in these related fields is not retained and is deselected from the fields when you save the page.

Note: An OpenItem account cannot be a VAT-related account.

Reconcile on Base Amount

Select this check box to ensure that the Open Item reconciliation process closes Open Items that have both a zero Base Amount balance and a zero Transaction (Foreign) Amount balance.

When this check box is not selected, the process only looks at the Transaction (Foreign) Amount balance and closes the Open Items whose Transaction (Foreign) Amount balance is zero.

Edit Record

Select the name of the table against which you want to validate the OpenItem search key. For example, if the OpenItem key is an employee ID, enter a table that contains a list of valid employee IDs, such as the EMPLOYEE_TBL.

Edit Field

Enter the name of the field from the edit record to match against your OpenItem key.

Prompt Table

Enter the name of the prompt table that is to return the current actual OpenItem rows for the account.

Description of OpenItem

Enter a description to appear in prompt lists, reports, and online inquiries. It typically is used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry pages.

Reconcile Tolerance and Reconcile Currency	<p>Enter a tolerance, and select the reconcile currency to use.</p> <p>You can close OpenItem rows if the balance is equal to or less than the tolerance. For background reconciliation, there is no tolerance. The balance must be zero.</p>
General Ledger Account, Performance Measurement, and ABM Account	<p>Select the General Ledger Account, Performance Measurement Acct (account), and ABM Account (Activity-Based Management account) check boxes only if you use PeopleSoft Enterprise Performance Management (EPM).</p> <p>See "Understanding Cost Structure (<i>PeopleSoft FSCM 9.2: Cost Management</i>)".</p>
Attributes	Click the link to access the ChartField Attributes page described earlier in this topic
Long Description	Click this link to access the Long Description page described earlier in this topic.
Control Account	<p>Select to indicate that this is a control account and that it can be updated only by using the Journal Generator or <i>a load process from a third party system</i>. The purpose of this designation is to prevent manual or online entries in general ledger to the account.</p> <p>You can map account ChartFields only to alternate account ChartFields having the same control account designation.</p> <p>A control account represents a summarization of detail from a feeder application such as Payables that is posted by the system to the general ledger. For example, a control account for Accounts Payable provides a summary of accounts payable detail activity in the general ledger equal to the sum of the individual amounts by supplier in the Accounts Payable system. <i>Only Journal Generator can update a control account.</i></p>
Budgetary Only	Select if the account value is to be used for budgetary purposes only. The account will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.
Commitment Control Override	<p>Select if you are using Commitment Control and you want to designate this account with an automatic override. This is only applicable for overrideable errors, such as <i>Exceeds Budget</i>.</p> <p>It does not override errors that cannot be overridden, such as <i>No Budget Exists</i>. This override is similar to the transaction override and requires at least a zero amount budget row to pass edit.</p>
Book Code	If book code is enabled on the Installation Options - Overall page, you must enter a default book code that is appropriate for this account value for most instances of its use.

Allow Book Code Override

This check box is selected by default to enable override of the default book code for this account on the transaction line.

Deselect the check box if you choose to always associate the default book code with the account value and not allow changes at the transaction line.

Balance Sheet Indicator

If enabled on the Installation Options - Overall page, the account can be designated as either off balance sheet or on balance sheet.

Related Links

[Creating Generic ChartField Attributes](#)

"Understanding Open Item Accounting (*PeopleSoft FSCM 9.2: General Ledger*)"

[Using the Balance Sheet Indicator and Book Code](#)

Map to Alternate Account Page

Use the Map to Alternate Account page (ACC_XREF) to map a corporate chart of accounts to one or many statutory charts of accounts.

For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account, Map to Alternate Account

Image: Map to Alternate Account page

This example illustrates the fields and controls on the Map to Alternate Account page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Map to Alternate Account' page. At the top, there are two tabs: 'Account' and 'Map to Alternate Account'. Below the tabs, the page shows the following information:

- SetID:** SHARE
- Account:** 100002
- USBK - Disbursements Account**

Below this information, there is a section titled 'Mapped Alternate Account Setids'. It contains a table with the following data:

AltAcct SetID
BELGM

There is an 'Add AltAcct' button next to the table. Below the table, there are 'Mapping Mode' options:

- ☒ One Account to One or Many AltAccts
- ☐ One AltAcct to One or Many Accounts

At the bottom, there is a section titled 'Mapped Alternate Accounts'. It contains a table with the following data:

Default AltAcct	Alternate Account	Description
<input checked="" type="checkbox"/>	550000	Comptes Courants Banque

AltAcct SetID (alternate account setID)

Enter the setID for the alternate account to which you want to link the account.

Add AltAcct (add alternate account) Click to access the Alternate Account page on which you can add a new alternate account. This page is described below.

Mapping Mode

This is a system default and you cannot change the value:

One Acct to One or Many AltAccts (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one account value to one or more alternate accounts.

One AltAcct to One or Many Accts (one alternate account to one or many accounts) indicates that the mapping is one Alternate Account value to one or more account values. You can map the account value to only one alternate account.

Note: The system does not update the mapping mode setting until you have linked the account with one or more alternate accounts. If you have previously linked the account to an alternate account on the Map to Account page, the mapping mode might already be selected. When you add one or more alternate accounts and select default for one of the alternate accounts, the system selects One Acct to One/Many AltAccts. Also, you must specify a default account or alternate account for each setID that you map to either account or alternate account.

Mapped Alternate Accounts

Use the scroll arrows to select the alternate accounts that you want to link to the account. When you enter an account value on a transaction page, you can use only the alternate account values that you select in the scroll.

Default AltAcct (default alternate account)

Select the check box if you want the system to use the alternate account as the default on a transaction entry page.

Alternate Account

Select the alternate account that you want to link with the account. The system automatically enters the description of the alternate account.

Alternate Account Page

Use the Alternate Account page (ALTACCT) to add alternate account values.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account

Image: Alternate Account page

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

Long Description

Optionally, you can enter the purpose or use of the alternate account, and an explanation of the type of transactions that are to be posted to it.

Note: You can map alternate account ChartFields only to account ChartFields with the same attributes unless they have a different setID.

Monetary Account Type

Select from the types previously defined on the Account Types page.

Statistical Account

Used for statistical amounts, not monetary amounts. If you select the check box, you must specify a unit of measure.

Attributes

Select the link to access the ChartField Attributes page.

Control Flag

Select to indicate that you can update this alternate account only by using the Journal Generator. A control account represents a summarization of detail from an application. For example, a control account for Accounts Payable would provide a summary of accounts payable activity equal to the sum of the individual amounts by supplier in the Accounts Payable system.

Related Links

[Understanding Alternate Accounts](#)

"Setting Up for Journal Entries Using Statistics (*PeopleSoft FSCM 9.2: General Ledger*)"

Map to Account Page

Use the Map to Account page (ALT_XREF) to maps an alternate account to one or more accounts.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account, Map to Account

Image: Map to Account page

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

Account SetID

Enter the setID for the account to which you want to link the alternate account.

Add Account

Click the link to access the Account page on which you can add a new account ChartField value.

Mapping Mode

This is a system default. You cannot change the value:

- One Acct to One or Many AltAccts (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one alternate account value to only one account.
- One AltAcct to One or Many Accts (one alternate account to one or many accounts) indicates that the mapping is one alternate account value to one or more account values. You can map the alternate account value to one or more accounts.

Note: The system does not update the mapping mode until you link the alternate account with one or more accounts. If you previously linked the alternate account to an account on the Map to Alternate Account page, the mapping mode might already be selected. When you add one or more accounts and select default account for one of the accounts, the system selects One AltAcct to One or Many Accts.

Mapped Accounts

Use the scroll arrows to select the accounts that you want to link to the alternate account. When you enter an alternate account value on a transaction page, you can use only the account values that you select in the scroll.

Default Account

Select if you want the system to use the account as the default account on transaction entry pages.

Account

Enter each account that you want to link with the alternate account. The system automatically enters the description of the account.

Operating Unit Page

Use the Operating Unit page (OPERATING_UNIT) to create values that identify a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. It is usually related to responsibility reporting

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Operating Unit

Image: Operating Unit page

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

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description
01/01/1900	Active	France	France	<input type="checkbox"/>	Attributes	Long Description

Use this ChartField to identify such things as a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. This ChartField is usually related to responsibility reporting. It can also be used to assist in reporting for tax purposes or it can be used at the city, county, and state levels for both profit and loss (P&L) and balance sheet purposes.

Budgetary Only

Select if the value is to be used for budgetary purposes only.

The operating unit will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select this link to access the ChartField Attributes page.

Fund Code Page

Use the Fund Code page (FUND_DEFINITION) to define values for all types of funds.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Fund Code

Image: Fund Code page

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

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1900	Active	Revolving Fund Cat C	Cat C	<input type="checkbox"/>	Attributes	Long Description

Funds are primary structural units for education and governmental accounting. Funds are maintained as a balanced set of accounts and are used to present financial statements.

Fund code is a balancing ChartField, and you establish all types of funds by using the Fund Code page.

Description

Use to indicate the name of the fund and any pertinent details.

Budgetary Only

Select if the fund value is to be used for budgetary purposes only. The fund will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select this link to access the ChartField Attributes page.

Department Page

Use the Department page (DEPARTMENT) to add a department representing an operational unit.

It is often associated with responsibility accounting.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Department

Image: Department page

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

The screenshot shows the 'Department' page in a software application. The page has a header with 'SetID SHARE' and 'Department 10000'. Below the header is a form with several fields: '*Effective Date' with a date picker set to '01/01/1900', '*Status' with a dropdown menu set to 'Active', '*Description' with a text box containing 'Human Resources', '*Short Description' with a text box containing 'HR', 'Manager ID' with a text box containing 'KU0079' and a magnifying glass icon, and 'Company' with a text box and a magnifying glass icon. To the right of the form are links for 'Attributes' and 'Long Description', and a checkbox labeled 'Budgetary Only'. At the top right of the form area, there are navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'.

Departments typically represent a divisional classification of a larger entity in your organization (such as a profit center, an operating unit, a school within a university or a bureau of a government). Its emphasis is usually on budget and responsibility accounting.

Status

Select the current status of the department: *Active* or *Inactive*.

Description and Short Description

Enter a description and short description. These fields appear on pages and in reports.

Attributes

Select this link to access the ChartField Attributes page.

Budgetary Only

Select this check box if the department value is to be used for budgetary purposes only. The department will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Manager ID

Select from a list of IDs that you entered on the Personal Data page. The system automatically populates the name in the Manager Name field and you cannot change it. Alternatively, enter a manager name only. The system does not edit a name that you manually enter against any table.

Company

Indicate the payroll company to which this department belongs and into which the department reports. The system uses the payroll company to calculate worker compensation. The system also uses the department on the order in conjunction with the state to look up the appropriate worker compensation rate.

Note: If yours is a multi-company environment and you want more than one company to share the department, leave this field blank. The field displays only if you have PeopleSoft Staffing Front Office installed.

Product Page

Use the Product page (PRODUCT) to add product codes and track product performance and financial information.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Product

Image: Product page

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

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description
01/01/1900	Active	Multimedia	Multimedia	<input type="checkbox"/>	Attributes	Long Description

Budgetary Only

Select if the value is to be used for budgetary purposes only. The product will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select this link to access the ChartField Attributes page.

Project Page

Use the Project page (PROJECT_GL) to add project values and set ChartField status to active or inactive.

If you have not installed Project Costing you can also add memo project start and end date, project manager information, and project status. If you have installed Project Costing and any of the other applications requiring the full complement of project ChartFields, use the components mentioned in the preceding ChartField list to create the ChartField values and their control data. These components and pages are fully described in the Project Costing documentation.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Project, Project

Image: Project page - when the PeopleSoft Project Costing application is not installed

This example illustrates the fields and controls on the Project page - when the PeopleSoft Project Costing application is not installed. You can find definitions for the fields and controls later on this page.

Project

SetID SHARE

Project 000000000000173

*Description Cloud Computing *Status Active Attributes

*Start Date 09/11/2009

*End Date 09/11/2010

☐ Summary Project

Project Manager			Personalize Find View All	First 1 of 1 Last
*Effective Date	*Manager	Manager Name		
09/11/2009	EMP 14	Bailamos, Bon		

Project Status		Personalize Find View All	First 1-2 of 2 Last
*Effective Date	*Project Status		
09/11/2009	Open		
09/11/2009	Proposed		

The preceding page is available when Project Costing is not selected on the Installation Options - Products page.

Image: Project page - when the PeopleSoft Project Costing application is installed

This example illustrates the fields and controls on the Project page - when the PeopleSoft Project Costing application is installed. You can find definitions for the fields and controls later on this page.

Project

SetID SHARE

Project 000000000000173

*Description Cloud Computing *Status Active Attributes

*Start Date 09/11/2009

*End Date 09/11/2010

Integration US004

☐ Summary Project

The preceding page is available when Project Costing is installed on your system and is selected on the Installation Options - Products page.

Of the six project ChartFields, Project values is available for selection for setup using the ChartField Values page. The other five ChartFields are defined and their controls established using the Project Costing application. To define the other five project ChartFields, use the pages discussed in the Project Costing documentation.

See "PeopleSoft Project Costing Implementation (*PeopleSoft FSCM 9.2: Project Costing*)".

You can use the project ID ChartField with or without the Project Costing application. The setup for the page varies depending on this option.

Note: If you are using Project Costing, the Description tab and the fields associated with project manager and project status are not available through the Project page because applicable controls are entered or maintained through the Project Costing application pages. Also, when you use project IDs in General Ledger or other applications in your integrated database, the system validates them for standard Chartfield edits without regard to where the values were created. These and other important considerations are more fully explained in the Project Costing documentation dealing with setting up and integrating Project Costing, General Ledger and the feeder systems.

Integration	Use to select an integration template for the project and project level.
Status	ChartField edit uses this value to determine if the project ID value is active or inactive.
Start Date and End Date	If you have <i>not</i> installed PeopleSoft Project Costing, these fields are used for memo entries only and there is no general ledger process that uses them.
	<hr/> Note: No edits are subject to these dates nor does the Commitment Control Budget Processor use these dates during budget checking. <hr/>
Project Manager	If you have <i>not</i> installed Project Costing, these fields enable you to specify the project manager ID, display the manager name, and effective date of the entry. The fields are not available on this page if you are using Project Costing.
Project Status	If you have <i>not</i> installed Project Costing, you can enter the effective date and select a project status to indicate the various stages of the life cycle for the project, such as <i>Proposed</i> , <i>Budgeted</i> , <i>Hold</i> , <i>Open</i> , or <i>Closed</i> . The fields are not available on this page if you are using Project Costing.
	<hr/> Note: These fields are memo entries only and are not used by any general ledger process. Do not confuse them with ChartField editing that uses the ChartField status (active or inactive) that is also set on this page nor with budget checking in Commitment Control that uses budget start and end dates. <hr/>
Attributes	Select to access the ChartField Attributes page.
	<hr/> Note: Attributes normally share the effective dating of the ChartField values to which they are attached, however, the Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900. <hr/>

Summary Project

If you select this option, the project ID value is used at a budget summary level for budgets but not at a detail transaction level within Commitment Control. If the Project Costing product is installed, it serves a similar function to indicate the project ID value is a rollup or summary level project and is not used for detail activity.

Grants

You can also set up and maintain Project values to track grants.

See the *PeopleSoft Grants* product documentation.

Statistics Code Page

Use the Statistics Code page (STATISTICS_TBL) to add or modify statistics codes to track nonmonetary information.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Statistics Code

Image: Statistics Code page

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

*Effective Date	*Status	*Description	*Short Description	*Unit of Measure	Short Description	Long Description
1 01/01/1900	Active	Floor Space	FI Space	SQF	Square Ft	Long Description

You can track a variety of nonmonetary amounts with statistics. Statistics codes are used to maintain statistical amounts to facilitate financial analysis and reporting. If you plan to use statistics codes, you must also establish units of measure.

Unit of Measure

Select a default unit of measure in which the system is to store statistical amounts that you enter. If you enter an amount on a journal line in a unit of measure that differs from this default, the system automatically converts it to the one that you specify here if you have defined a conversion factor on the Units of Measure page.

Related Links

[Units of Measure Page](#)

"Understanding Statistical Journals (*PeopleSoft FSCM 9.2: General Ledger*)"

Scenario Page

Use the Scenarios page (BD_SCENARIO) to define different budget iterations.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Scenario

Image: Scenario page

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

You can easily keep track of different budget versions using *scenarios*. A scenario is a ChartField value that you can use to identify various budget iterations that use different assumptions.

Related Links

"Understanding General Ledger Standard Budgets (*PeopleSoft FSCM 9.2: General Ledger*)"

"PeopleSoft Commitment Control Implementation (*PeopleSoft FSCM 9.2: Commitment Control*)"

Program Code Page

Use the Program Code page (PROGRAM_DEFINITION) to track amounts to which you want to apply budgetary controls.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Program Code.

Image: Program Code page

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

These values lend themselves to identifying and tracking revenues and costs to which you want to apply budgetary controls, for example, a toxic waste removal program or research being conducted by a university.

Manager Name

Programs typically involve responsibility accounting.

Budgetary Only

Select if the value is to be used for budgetary purposes only.

This program code will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Class Field Page

Use the Class Field page (CLASS_PNL) to .

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Class Field.

Image: Class Field page

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

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1900	Active	Overtime	Overtime	<input type="checkbox"/>	Attributes	Long Description

Class values enable you to further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials.

Budgetary Only

Select if the value is to be used for budgetary purposes only.

This class field will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Budget Reference Page

Use the Budget Reference page (BUDGET_REF) to identify unique budgets where individual budgets share budget keys and overlapping periods.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Budget Reference

Image: Budget Reference page

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

Budget Reference							
SetID FEDRL		Budget Reference B2013					
Effective Date				Personalize Find View All First 1-2 of 2 Last			
*Effective Date	*Status	*Description	Short Description	Budgetary Only	Attributes	Long Description	
10/01/2013	Active	Post FY 2014	Post2014	<input type="checkbox"/>	Attributes	Long Description	
10/01/2012	Active	FY 2013	FY2013	<input type="checkbox"/>	Attributes	Long Description	

Use to identify unique budgets, which is necessary when individual budgets share budget keys and overlapping budget periods. Budget reference values can be used as a balancing ChartField to maintain a balanced set of books by budget.

Budgetary Only

Select if the value is to be used for budgetary purposes only. This value will not be available for recording actual transactional entries for most products. However, General Ledger allows either budgetary only or non budgetary values to be selected for journal entry but validates against the ledger type at journal edit. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes

Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Related Links

"Setting Commitment Control Installation Options (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Setting Commitment Control Options (*PeopleSoft FSCM 9.2: Commitment Control*)"

ChartField 1 Page

Use the ChartField 1 page (CHARTFIELD1) to add a ChartField value and enter a long and short description for the ChartField value.

ChartField 1 must be activated using standard ChartField configuration to be available in the menu.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 1

Use the ChartField 2 page (CHARTFIELD2) to add a ChartField value and enter a long and short description for the ChartField value.

ChartField 2 must be activated using standard ChartField configuration to be available in the menu.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 2

Use the ChartField 3 page (CHARTFIELD3) to add a ChartField value and to enter a long and short description for the ChartField value.

ChartField 3 must be activated using standard ChartField configuration to be available in the menu.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 3

PeopleSoft delivers three ready-to-configure expansion ChartFields. When additional ChartFields are required, these expansion ChartFields can be activated rather than adding new ChartFields. ChartField 1, 2, and 3 must be activated on the Standard ChartField Configuration page.

Note: Additional ChartFields can be added using advanced ChartField configuration if the three expansion ChartFields do not meet your needs.

Related Links

[Understanding PeopleSoft ChartField Configuration](#)

Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to you must have been granted user security to use this page.

Unless a ChartField is active it will not be displayed in the navigational menus. Related ChartFields determine the values for affiliate ChartFields. Business unit is required for the interunit affiliate ChartField. Assign a unique intraunit related ChartField of the same ChartField length that is specified for each intraunit affiliate ChartField that is active.

Navigation

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

Use affiliate ChartField values when interunit or intraunit transactions are maintained using the same account ChartField value among several related entities (such as business units, funds, or operating units). For example, each entity might use account 140000 as both an interunit receivables and payables account. Each entity could also have a different account value. However, in each instance an affiliate

ChartField value must be assigned to the accounting line or journal line to identify the entity with which the receivable or payable is shared.

PeopleSoft delivers the following affiliate ChartFields:

- Affiliate ChartField.

This ChartField is not configurable and is used only for *interunit* accounting in association with business unit.

- Fund affiliate ChartField.

This ChartField is fully configurable and can be renamed, deleted, resized or relabeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the fund ChartField but it can be associated with any fully configurable ChartField.

- Operating unit affiliate ChartField.

This ChartField is fully configurable and can be renamed, deleted, resized or relabeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the operating unit ChartField but it can be associated with any fully configurable ChartField.

Affiliate ChartFields *cannot* be used as standard standalone ChartFields. They must be used in association with another related ChartField. This is because the affiliate ChartField values are the values of the related ChartField. In other words, there is no separate affiliate ChartField page where you enter affiliate values as with the stand alone ChartFields, such as account or department.

Business unit is required as the interunit-related ChartField for affiliate. It provides the values available in the drop down list box for the Affiliate field on the Journal Entry page.

A unique intraunit-related ChartField must be specified for each intraunit affiliate ChartField that is active. Intraunit-related ChartFields must be used with intraunit affiliate ChartFields; they cannot be used for interunit purposes. The intraunit-related ChartField length must not be greater than the intraunit affiliate ChartField length to which it is mapped.

Related ChartFields provide the prompt values for affiliate ChartFields.

Related Links

[Understanding PeopleSoft ChartField Configuration](#)

[Using ChartField Inheritance](#)

Adding PeopleSoft Project Accounting Product ChartField Values

ChartFields specific to the Project Costing application are described in the PeopleSoft Project Costing documentation.

Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process

PeopleSoft delivers a Microsoft Excel Spreadsheet to PeopleSoft Components Interface to enter ChartField data into PeopleSoft databases. Component Interfaces are listed with the topics on the applicable ChartFields and associated functionality.

For more information on Component Interfaces, refer to your PeopleTools documentation.

See the product documentation for *PeopleTools: PeopleSoft Component Interfaces*

Using Trees to Summarize ChartFields

Using the PeopleTools Tree Manager, you can set up ChartField summarization rules, reporting hierarchies, and rollup structures. The Tree Manager adds a convenient graphic layer that displays the relationships between ChartField values. You see where individual ChartField values fit in the overall scheme; and you can maintain the ChartFields directly from the Tree Manager.

The Tree Manager simplifies chart of account design. It enables you to position individual ChartField values on an intuitive tree diagram, so that your summary levels or hierarchies are established exactly as they are displayed on the screen. You maintain ChartField values and include them in the appropriate rollup structures at the same time.

Related Links

[Using Trees to Summarize ChartFields](#)

Defining and Using SpeedTypes

To define and use speed types, use the SpeedTypes component (SPEEDTYPE).

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can greatly increase journal entry efficiency and reduce errors.

Assume that you regularly post sales of a certain product to a specific revenue account. Each time that you create a journal entry that describes this transaction, you enter the same product code, department ID, and account number. Using a SpeedType that you define, you can type in the SpeedType code or one or more leading characters of the SpeedType code, click the drop down menu and quickly select the code from a list that appears to automatically enter all three ChartField values. For example, if SREV is the Speed Type you created for the entry described above, you can type in SREV or just enter S or SR to narrow the number of SpeedTypes that are available on the SpeedType List page that appears when you click the drop down menu for the Speed Type field. .

Pages Used to Define and Manage SpeedTypes

Page Name	Definition Name	Navigation	Usage
SpeedType	SPEEDTYPE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, SpeedTypes, SpeedType	Define the ChartField value combination that you want the system to enter into the journal automatically when you select the Speed Type key.

Page Name	Definition Name	Navigation	Usage
SpeedType Delete	SPEEDTYPE_DELETE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Mass Delete SpeedTypes	Select to delete one or more existing SpeedTypes at once.

SpeedType Page

Use the SpeedType page (SPEEDTYPE) to define the ChartField value combination that you want the system to enter into the journal automatically when you select the Speed Type key.



Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, SpeedTypes, SpeedType

Image: SpeedType page

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
















SpeedType

SetID: SHARE   Publish Data

SpeedType Key: PERIPHERAL

Type of SpeedType: One User User ID: VP1

Description:

Account	<input type="text" value="500000"/>	 Cost of Goods Sold
Alternate Account	<input type="text"/>	
Operating Unit	<input type="text"/>	
Fund Code	<input type="text"/>	
Department	<input type="text" value="21200"/>	 Western Sales Region
Program Code	<input type="text"/>	
Class Field	<input type="text"/>	
Budget Reference	<input type="text"/>	
Product	<input type="text" value="CONFIG"/>	 Configuration Services
PC Business Unit	<input type="text"/>	
Project	<input type="text"/>	
Activity	<input type="text" value="CA IMPLEMENT"/>	
Source Type	<input type="text"/>	
Category	<input type="text"/>	
Subcategory	<input type="text"/>	

The SpeedType page lists all the ChartFields defined for your system. You can specify any combination of the ChartField values to fully define your SpeedType.

Note: The detail Project Costing ChartFields are available if you have Project Costing installed. If not, only the Project ChartField is available.

Warning! If you have not licensed PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, deselect the check boxes for these products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to these products.

If you have not licensed Project Costing but have licensed Expenses, Resource Management, or Services Procurement and you still see Source Type, Category, or Subcategory on pages, deselect the check boxes for the unlicensed products on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. ChartFields that are not necessary can cause performance and other processing problems when they are allowed to remain active.

SpeedType Key	Enter a description that identifies your SpeedType key.
Type of SpeedType	<p>Select to restrict the key to a particular user or permission list. Values are:</p> <ul style="list-style-type: none"> • <i>Universal (All Users)</i>: All users are authorized to use this combination. To create a Universal SpeedType when adding a new value, do not enter a <i>User ID</i> or a <i>Primary Permission List</i> value. • <i>One User</i>: The user that you specify in the User ID field is authorized to use this combination. • <i>One Permission</i>: Permission that you specify in the Primary Permission List field is authorized to use this combination.
Currency Code	It is not necessary to select a value because the value defaults to the currency of the ledger. If you do specify a currency and you use the SpeedType in a journal for a ledger that has a different currency, the system does not use the Speed Type currency for the foreign currency in the journal line.

Note: The Publish Data check box is used if you want to send the ChartField values of the new or updated SpeedType to PeopleSoft HCM, which uses the values to update the Account Code (ACCT_CD_TBL) table. The check box is only available if the SpeedType is a *One User* Speed Type; and the HCM installation option is selected.

If the Publish Data check box is visible but unavailable on the SpeedType page, it indicates that the message object, HR_CHARTFIELD_COMBO_SYNC, is not activated. When the Publish Data check box is available, its default is not selected. The option is not part of the SpeedType data and is not saved with your SpeedType definition.

Note: The published data content includes detail project ChartField values, as the data source is the SpeedType record (SPEEDTYP_TBL).

Related Links

"Journal Entry - Header Page (*PeopleSoft FSCM 9.2: General Ledger*)"

SpeedType Delete Page

Use the SpeedType Delete page (SPEEDTYPE_DELETE) to delete one or more existing SpeedType at once.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Mass Delete SpeedTypes

Image: SpeedType Delete page

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

SpeedType Delete

Enter selection criteria to select SpeedTypes to be deleted. Click on the 'Search' button to review SpeedTypes to be deleted.

*SetID Type of SpeedType

SpeedType Values Personalize Find 1 of 1 Last

	Field Name	Selection Criteria	Value
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Delete](#)

Selected SpeedTypes

	SpeedType	User	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
<input type="checkbox"/>	PERIPHERAL	VP1	500000				21200				CONFIG
<input type="checkbox"/>	PREV		400000								
<input type="checkbox"/>	QCASH		100002								
<input type="checkbox"/>	SCASH		100001								
<input type="checkbox"/>	SREV		401000								

Select and delete one or more existing SpeedTypes in one action using the SpeedType Delete page. Situations that may warrant multiple SpeedTypes be deleted at once are account inactivation, user inactivation, or ChartField relationships that are no longer valid within the organization.

Search for the SpeedTypes that you want to delete. You must enter a setID. If you want a complete listing of the SpeedTypes within a setID, leave the Type of SpeedType, Field Name, Selection Criteria and Value fields blank. Otherwise, enter values in these fields to narrow your search and click the Search button to retrieve the SpeedTypes. From the result set, select those SpeedTypes that you want to delete, or click the Mark All button if you want to delete them all and click the Delete link.

Defining and Using ChartField Value Sets

To define and use ChartField value sets, use the ChartField Value Sets component (CF_VALUE_SET).

ChartField value sets enable you to define combinations of ChartField values to be used for source data during the general ledger closing process and the Commitment Control ledger closing process. They can also be used to define the source data for consolidations, equitization, and various other process.

For example, you can create one ChartField value set for the income statement accounts used in interim closing and a different set to be used in year-end closing. When you define closing rules for the interim close or the year-end close, you select which ChartField value sets to use.

Page Used to Define ChartField Value Sets

Page Name	Definition Name	Navigation	Usage
ChartField Value Set	CF_VALUE_SET	Set Up Financials/Supply Chain, Common Definitions, ChartField Value Sets, Set Up ChartField Value Sets, ChartField Value Set	Define sets of ChartField values to be used for such things as closing, commitment control budget close, equitization, and consolidation processing.

ChartField Value Set Page

Use the ChartField Value Set page (CF_VALUE_SET) to define sets of ChartField values to be used for such things as closing, commitment control budget close, equitization, and consolidation processing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, ChartField Value Sets, Set Up ChartField Value Sets, ChartField Value Set.

Image: ChartField Value Set page

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

ChartField Value Set

SetID SHARE ChartField Value Set CFS_NET_INCOME [Delete](#)

Effective Date 01/01/1900 **Status** Active [Find](#) | [View All](#) First 1 of 1 Last

***Effective Date** 01/01/1900 ***Status** Active

***Ledger Template** STANDARD

***Description** Net Income

Comments

Values by ChartFields [Find](#) | [View All](#) First 1 of 1 Last

***Field Name** Account ***How Specified** Detail - Selected Parents

Tree ACCTROLLUP **Level** Report Type



Tree Node Selector

First | Previous | Next | Last | Left | Right

- ALLACCOUNTS - Account
 - BALSHEET
 - INCSTMT
 - REVENUES
 - EXPENSES
 - STATISTICS

Select Values/Nodes [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

***Select Value** INCSTMT

Ledger Template	Identifies which ChartFields appear in the Field Name drop down list box.
Summary Ledger	If the Ledger Template that you selected is for a summary ledger, enter the summary ledger ID. This identifies which ChartField values are available for selection in the Select Values/Nodes group box.
Description	<p>Enter a short description of the ChartField value set to display on pages and in drop-down list boxes where display space is limited.</p> <p>In the following field, enter a longer description to identify the ChartField value set on reports, pages, prompt lists, or online inquiries. Include any comments or information regarding its use.</p> <p>In the Values by ChartFields group box, identify the values to be included in this value set.</p>
Field Name	Available ChartFields are based on the ledger template that you entered. Select the ChartField that you want to include in this value set.
How Specified	<p>Values are:</p> <ul style="list-style-type: none"> • <i>Selected Detail Values</i> if you want to select individual ChartField values to include in the set. • <i>Detail-Selected Parents</i> if you want to select values based on tree nodes. This option activates a Tree edit box where you can specify a tree from which to select nodes. This option also activates an optional Level edit box (if you select a tree that uses levels) enabling you to limit prompting to selected levels. • <i>Range of Values</i> to enter a value <i>from</i> and a value <i>To</i>.
Select Values/Nodes	<p>The system prompts you to enter accounts or tree nodes depending on the How Specified option that you selected. Click the Add button to add each account or node value.</p> <p> Click the Tree View button to access the tree referenced when using Selected Parents in How Specified.</p> <p> To the right of the How Specified field, click the Add button to add additional ChartFields to the value set; then complete the fields to select values to include for the ChartField as described.</p>

Producing ChartField Reports

Use the ChartField Reports (FS_CF_REPORT_HOME) component to access reports pages.

Below are listed standard ChartField reports to monitor your progress in implementing ChartFields and related functionality.

To run a report, select it from its menu and enter the necessary parameters. After you entered the report parameters, you use Process Scheduler to run the report. The Process Scheduler manages the processes, tracks the status, and generates the report.

To modify standard reports, create your own reports, or change the report output format, a variety of reporting options are available in PeopleTools. Refer to your PeopleTools documentation for more information.

Pages Used to Produce ChartField Reports

Page Name	Definition Name	Navigation	Usage
Account Types	RUN_FIN0004	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Types, Account Types	Specify parameters for running the Account Types report. The Account Types report (FSX0004) displays the account type, the long and short descriptive name and indicates whether the system carries forward the balance for that account type. It is a BI Publisher report and as such, if you have configured ChartFields, you avoid manual changes to the report.
List of Valid SpeedTypes	RUN_FIN0007	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes, Run, Process Scheduler Request, and select List of Valid Speed Types (Crystal report) Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes, Run, Process Scheduler Request, and select BI Publisher: List of Valid Speed Types	Specify parameters for running the SpeedTypes report. The SpeedTypes report (FSX0007) produces a list of valid SpeedTypes. A SpeedType enables you to enter <i>shorthand</i> keys to trigger the population of ChartField pre-specified values for one or more fields for a journal entry. It also shows if the SpeedType is to be used by a single user ID or an entire permission list. FSX0007 is an BI Publisher report and does not require manual changes to support ChartField configuration.

Page Name	Definition Name	Navigation	Usage
Account	RUN_FIN0010	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Account	<p>Specify parameters for running the List of Valid Accounts report. The List of Valid Accounts Report (FSX0010) is a BI Publisher report that you specify by setID and as of date and lists all valid account ChartFields.</p> <p>If you have configured ChartFields, you are able to avoid manual changes to the BI Publisher report.</p>
Department	RUN_FIN0011	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Department	<p>Specify parameters for running the Valid Department Codes report. The Valid Department Codes report (FSX0011) lists department information by setID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Product	RUN_FIN0012	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Product	<p>Specify parameters for running the Valid Product Codes report. The Valid Product Codes report (FSX0012) lists valid product codes for the specified setID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Project ID	RUN_FIN0013	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Project, Project ID	<p>Specify parameters for running the Valid Project Codes report. The Valid Project Codes report (FSX0013) lists valid project codes by setID. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>

Page Name	Definition Name	Navigation	Usage
Ledger Codes Report	RUN_GLC1001	General Ledger, Ledgers, Ledger Codes Report	<p>The Ledger Codes report (GLX1001) lists active ledger codes and associated book codes by setID.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Adjustment Type	RUN_GLC4004	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Adjustment Type	<p>Specify parameters for running the Adjustment Types report. The Adjustment Types report (GLX4004) lists adjustment types.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Book Code	RUN_GLC4005	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Book Code	<p>Specify parameters for running the Book Code report. The Book Code report (GLX4005) lists valid book codes.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Accounting Balancing Group	RUN_GLC4006	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Balancing Group	<p>Specify parameters for running the Account Balancing Group report. The Account Balancing Group report (GLX4006) lists your account balancing groups combinations of book code and balance sheet indicator.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>

Page Name	Definition Name	Navigation	Usage
Budget Reference	RUN_FIN0024	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Budget Reference	Specify parameters for running the Budget Reference Report. The Budget Reference report (FSX0024) lists valid budget reference values for the specified setID and as of date. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Scenario	RUN_FIN0025	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Scenario	Specify parameters for running the Scenario report. The Scenario report (FSX0025) lists valid budget scenarios. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Statistics Code	RUN_FIN0015	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Statistics Code	Specify parameters for running the Valid Statistics Code report. The Valid Statistics Code report (FSX0015) lists the contents of the statistic codes table. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
Operating Unit	RUN_FIN0032	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Operating Unit	Specify parameters for running the Valid Operating Units report. The Valid Operating Units report (FSX0032) list the valid operating units for a selected setID. It is a Crystal report. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.

Page Name	Definition Name	Navigation	Usage
Alternate Account	RUN_FIN0033	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Alternate Account	<p>Specify parameters for running the Alternate Account report. The Alternate Account report (FSX0033) lists the alternate accounts for a setID. It is a Crystal report.</p> <p>The account type indicates whether the account is an asset, debit, or other type.</p> <p>A yes or a no under the Open Item heading indicates whether the account has open items. A yes or a no under the Statistics Account heading indicates whether the account is a statistical account. The control flag indicates whether the alternate account with a yes or no is a control account.</p> <p>The effective status indicates the status of the account; the effective date displays when the status became effective.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
AltAcct Cross Reference	RUN_FIN0036	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Alt Account Cross Reference, AltAcct Cross Reference	<p>Specify parameters for running the Alternate Account Cross Reference report.</p> <p>The Alternate Account Cross Reference report (FIN0036) displays accounts and their corresponding cross-referenced alternate accounts.</p> <p>It is an SQR report.</p>
Chartfield 1	RUN_FIN0037	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 1	<p>Specify parameters for running the List of Valid Chartfield 1 report. The report (FSX0037) lists valid values for the specified setID and as of date.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>

Page Name	Definition Name	Navigation	Usage
Chartfield 2	RUN_FIN0038	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 2	<p>Specify parameters for running the List of Valid Chartfield 2 report. The report (FSX0038) lists valid values for the specified setID and as of date.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Chartfield 3	RUN_FIN0039	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 3	<p>Specify parameters for running the List of Valid Chartfield 3 report. The report (FSX0039) lists valid values for the specified setID and as of date.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Fund Code	RUN_FIN0050	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Fund Code	<p>Specify parameters for running the List of Valid Funds report. The List of Valid Funds report (FSX0050) lists valid values for the specified setID and as of date.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>
Program Code	RUN_FIN0052	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Program Code	<p>Specify parameters for running the List of Valid Programs report. The List of Valid Programs report (FSX0052) lists valid values for the setID and as of date you specify.</p> <p>It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.</p>

Page Name	Definition Name	Navigation	Usage
Class Field	RUN_FIN0053	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Class Field	Specify parameters for running the List of Valid Sub Classes report. The List of Valid Sub Classes report (FSX0053) lists valid values for the setID and as of date you specify. It is a BI Publisher report and, as such, if you have configured ChartFields, you are able to avoid manual changes to the report.
ChartField Attributes	RUN_FIN0061	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Attributes, ChartField Attributes	Specify parameters for running the ChartField Attributes report. The ChartField Attributes Report (FIN0061) is an SQR that you run by setID for a selected ChartField. It lists the ChartField attributes settings.
ChartField Report Options	FS_REPORT_CF_SETUP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report Options, ChartField Report Options	Select the ChartFields and define the sequence in which they appear in specific SQR reports for Billing.

Editing ChartField Combinations

Editing ChartField Combinations

This topic provides an overview of Oracle's PeopleSoft ChartField combination editing, lists common elements and prerequisites, and discusses how to:

- Set up combination editing
 - Run the build combination data process.
 - Use user-defined combination data.
 - Work with combination objects.
 - View combination editing data.
 - Run ChartField combination reports.
-

Understanding ChartField Combination Editing

Use this optional feature to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.

If you are using Commitment Control, you can also edit commitment control budget journals online separately from posting or during the batch posting processing as a part of the Budget Processor (FS_BP) Application Engine process, which edits and posts budget journal entries.

See "Combination Editing for Budget and Budget Adjustment Journals (*PeopleSoft FSCM 9.2: Commitment Control*)".

See "Using Combination Editing with Budget, Transfer, and Adjustment Journals (*PeopleSoft FSCM 9.2: Commitment Control*)".

You can implement ChartField combination editing by:

- Setting up combination editing in the general ledger feeder applications as described in the application-specific product documentation.
 - Setting up general ledger journal editing to execute combination editing.
-

Note: Combination editing does not apply to summary ledgers.

Note: Combination editing does not support the publishing of detail project ChartFields to HCM since the source record is the COMBO_DATA_TBL, which does not include the detail project ChartFields. The only project ChartField that is published is PROJECT_ID.

If you activate combination editing for the detail ledger group in which transactions are processed and recorded, when you run the Journal Edit process, it also calls the ChartField combination editing process.

ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that you define. For example, when you assign what PeopleSoft calls the anchor ChartField a value, and then associate it with nonanchor ChartFields and their values, ChartField Combination Editing uses something like an if-then test to ensure that entries conform to the ChartField combination rules and definitions. ChartField combinations can be set up for valid or invalid conditions depending on which is more efficient at precluding unwanted entries.

The decisions as to how to implement ChartField combination editing and what types of underlying tables to use greatly affect the efficiency, speed, and the ease of maintenance.

This section discusses:

- ChartFields, rules, and trees in combination editing.
- Advantages of using various table types in combination editing.
- Online and batch combination editing availability in PeopleSoft applications.
- Combination editing by transaction source.
- ChartField combination editing online.
- ChartField combination editing in batch or background processing.
- Retain detail values generated for master selector tables.
- Online combination editing for applications outside the financials database using a Web service.
- Combination editing in PeopleSoft Commitment Control.
- Master selector tables.
- ChartField combination editing templates.
- Combination editing groups.
- Various examples.

ChartFields, Rules, and Trees in Combination Editing

The following are general recommendations concerning efficiencies and ChartFields, rules, and trees.

How Many ChartFields to Use

For example, it might be required that only certain departments post to asset, liability, and equity accounts and that other departments post only to revenue and expense accounts. In the first instance, this involves defining editing rules for a combination that includes two ChartFields: Account and Department for department values that are limited to the balance sheet accounts.

You can also limit the departments that can post to income statement accounts to those recording particular product costs by introducing a third ChartField, Product, to the combination definition.

While any number of combinations is possible, limiting the combinations to three or fewer ChartFields optimizes performance.

How Many Combination Rules to Use

Analyze the proposed combination rules and decide which are critical and which are not. The more rules that you implement, the more time that it takes to edit the transactions and maintain the rules.

Ranges of ChartField Values in Trees for Combination Editing Rules

You can use PeopleSoft trees to set up combination edit rules having ranges of ChartField values rather than static values. Ranges of values can make it easier to keep ChartField combination edit rules current with changes in the ChartField values of your organization.

You can use spring, summer and winter trees with combination editing and you can further restrict values available from these trees through the use of tree levels and nodes.

Related Links

[Understanding PeopleSoft ChartFields](#)

Advantages of Using Various Table Types in Combination Editing

PeopleSoft uses several types of tables to support combination editing. The following compares their advantages and disadvantages:

Table Type	Advantage	Disadvantage
COMBO_DATA_TBL table	It is simple and provides relatively fast edits.	<p>Use this table type when the combinations do not change much and the table size, due to the number of combinations required, is moderate.</p> <p>It is a static table built during the combo build process. Once built there is no further processing that considers subsequent changes to your rules. Depending on the number of combinations, the table size can be very large and entail a slow build process.</p> <p>Supports online and background Combination Editing.</p>
User-defined table	It is simple and provides relatively fast edits.	It is a static table and can require high maintenance.

Table Type	Advantage	Disadvantage
Static master selector tables	Entails a simple, fast build of relatively small tables.	Compared to the COMBO_DATA_TBL, this table type more easily incorporates changes in ChartField values and has a faster build due to smaller tables. Results are less intuitive. They are still static tables, but not as restrictive as the COMBO_DATA_TBL. Static master selector tables support online and background processing in General Ledger and in subsystems.
Dynamic master selector tables	Nothing is static, so edits are consistent with the latest combination rules and ChartField values.	This table type deals more effectively with frequent changes in ChartFields. These tables are both created and deleted during the edit process for General Ledger background edits. This table applies only to background, or batch, processing in General Ledger.
PS_COMB_EXPLODED table	This option using Retain Detail Values is a variation on the use of Static Master Selector Tables and is of particularly value if tree nodes encompass large numbers of ChartField values. The build process might take longer but batch and online combination editing performance can be greatly improved. This is because detail values generated from the Master Selector Tables are retained in a permanent table (PS_COMB_EXPLODED) and the repeated exploding of detail values to temporary tables with each separate edit request is eliminated.	Changes within an exiting range of values that are included in a tree node are not reflected in a previously built PS_COMB_EXPLODED table. The table must be rebuilt after changes in trees and combination definitions and rules.
Mixed tables	You can tune the process by using different tables to get optimal performance and minimal maintenance. For example, use fewer unchanging combinations in a COMBO_DATA_TBL and use dynamic master selector tables for combination rules that change often.	Requires expertise to implement and maintain.

The following provides additional details about the tables and their advantages.

In general, master selector tables when compared with the other tables:

- Require less time to build and maintain.
- Take up less space in the database.
- Can be built for date ranges or periods that encompass any number of effective dated PeopleSoft trees.

Note: When you use ranges of values in trees, you only need to rebuild when you change nodes or ranges in the trees or change tree nodes that are used in the rules.

If you use detail values in the trees, you must rebuild the selector tables each time that you make changes to the detail values that are in the trees. However, the build for the master selector tables is much faster than that for the COMBO_DATA_TBL.

In PeopleSoft General Ledger feeder systems you can build a permanent set of static master selector tables that support both batch and subsystem online editing.

You have the option to use static master selector tables or dynamic selector tables in batch edits for General Ledger. If you do not run Combo Build by using the master selector table build option, the combination editing program then builds the dynamic selector tables during the batch edit process.

The system must explode the ranges of ChartField values defined in the tree nodes when you use static selector tables and store the values in additional temporary tables. The explosion process to populate the temporary tables is repeated each time a new transaction is edited. In addition, these temporary tables are not maintained by the system beyond the current edit; however, you can elect to retain the generated combinations for the detail values in a permanent table named PS_COMB_EXPLODED for use in subsequent combination edits. When using the PS_COMB_EXPLODED table, the build process might take longer but batch combination editing performance can be greatly improved because repeated exploding of values and creation of temporary tables is avoided.

You can also configure and maintain a user defined combination data table. Because this method gives you complete control over the population of the data table, you might be able to reduce the size of the table over other table types and increase efficiency.

However, over time user-defined tables usually require more attention to analysis and maintenance in a changing ChartField environment than either the COMBO_DATA_TBL or the master selector tables. PeopleSoft provides you with functionality to maintain the COMBO_DATA_TBL and master selector tables, however, you have complete responsibility for detecting or noting changes to the applicable ChartFields or values and cleaning out the old and adding new combinations for the user-defined tables.

You can combine these table approaches with different combination edit groups to increase efficiency. When ChartField combination definitions and rules do not change often, they are candidates for a user-defined data table, because you can afford to trade flexibility for the prospect of additional speed in processing. For situations when you expect periodic changes in combination definitions and rules, using master selector tables may improve both speed and flexibility. Exploding the COMBO_DATA_TBL is desirable when the volume of the table does not burden the system or unduly increase processing time and you only occasionally need to update the table for ChartField combination changes.

Both batch combination editing and online PeopleCode editing support your choice of combo editing option. Although you run a process to populate both types of tables, the advantage of using the master selector tables is that the process to rebuild them is much faster than the COMBO_DATA_TBL explosion. Also, if you use tree ranges, you do not need to build the dynamic selector tables when you add ChartField values or delete them from the chart of accounts as you do with the COMBO_DATA_TBL.

Both batch and online PeopleCode editing support multiple combination groups that are attached to a business unit, each using a different choice for the combo editing option.

Online and Batch Combination Editing Availability in PeopleSoft Applications

PeopleSoft applications can use ChartField combination editing online or in background (batch) processing, as shown for various applications in the following table.

<i>Application</i>	<i>Online Editing</i>	<i>Background Editing</i>
Asset Management	Yes	Yes
Billing	Yes	Yes
Contracts	Yes	Yes
Cost Management	Yes	No
eProcurement	Yes	No
Expenses	Yes	No
General Ledger	No *	Yes
Inventory	Yes	No
Manufacturing	Yes	No
Payables	Yes	Yes
Pay/Bill Management	Yes	No
Production Management	Yes	No
Project Costing	Yes	Yes
Purchasing	Yes	Yes
Receivables	Yes	Yes
sPro	Yes	No
Supplier Contract Management	Yes	No
Treasury	Yes	Yes
Work Order Management	Yes	No
Enterprise Learning Management	Yes **	No
Human Capital Management (HCM)	Yes **	No
Commitment Control ***	Yes	Yes

* Combination edits for online journal entries that are in General Ledger are performed when the journal is edited. Journal edit can be performed immediately after saving an online journal entry. The difference between General Ledger and the other applications is that General Ledger uses the background editing program while the other applications use the online routines to perform online editing.

** Because PeopleSoft Enterprise Learning Management (PeopleSoft ELM) and PeopleSoft Human Capital Management (HCM) run in a different database from that of Financials, you use the delivered web service to perform combination editing. You can use the combo edit request service that calls combo edit

online validation logic and returns the results to ELM before ELM sends entries to General Ledger for posting.

*** While Commitment Control is not an application, it is a major optional functionality that is used by several of the PeopleSoft applications. You can use combination editing in commitment control for budget journal editing. Combination editing of budget journals is discussed in the commitment control documentation.

For specific information on how ChartField combination editing is used and how errors are researched and corrected within those applications previously listed, as well as other PeopleSoft applications, see the application-specific product documentations.

Combination Editing by Transaction Source

In order to increase process efficiency, PeopleSoft Financials provides the ability to perform combination editing for a process group by transaction source. Transaction sources include Asset Management transactions, Payables accounting lines, Receivables items, General Ledger journals, and so on. You can associate a Transaction Source with a process group so that during combination edit processing, only the data for the designated transaction source is processed for that group of rules rather than processing all data for all sources.

See [Defining Combination Editing by Transaction Source](#).

ChartField Combination Editing Online

Typically, you click either an edit or a save button to initiate PeopleCode that starts an online edit for transactions that you enter in a particular application. For example, when you save Accounts Payable vouchers, many edits and processes occur automatically, including online combination editing if you implement this option.

Various underlying tables that are available to the Combination Editing process do support online editing. These underlying table options are described in a separate topic in this topic

After you decide on the table type and build the underlying table, the system can use the table to validate accounting and voucher lines against combinations in the table while online if the application supports online combination editing. This enables PeopleSoft General Ledger feeder systems, such as PeopleSoft Accounts Payable, to capture and correct errors as a standalone application before running the journal generator and performing journal edits. By performing the combination edit in the feeder system, you can correct errors promptly at the source before you post journals to the general ledger.

The online edit process edits one transaction line at a time. Each line is edited against all the process groups that are attached to the business units. The online edit process cannot dynamically build the tables, so you must build the COMBO_DATA_TBL, the master selector tables, the PS_COMB_EXPLODED table, or the user-defined table prior to using online edits in the feeder system applications.

The online combination editing process in the feeder systems does the following:

- If the combination exists in the table, it marks the line as valid or invalid depending on the Combination Group Defines option that you select.
- It analyzes transaction lines that are not found on the table to determine if the anchor ChartField has a value for which you have defined a combination rule.

- If the anchor ChartField value has a combination rule that is defined for it and if the entire combination is not found, the combination fails.
- On the ChartField Combination Group page, you can select a value for the Anchor Values Not in Rules field. This option determines if the system marks valid or invalid those journal lines having an anchor ChartField value that has no combination rule that is defined for it.

Feeder systems have three ways to initiate online logic:

- Use the edit_combo function in FUNCLIB_FS.EDIT_COMBINATION FieldFormula record PeopleCode.
- Use the ComboEdit application class in the FS_COMBO_EDIT application package.
- Use the combination edit service operation to perform edits on data originating from other than the financial database. The Web service calls ComboEdit to perform combination editing and returns the results to the requesting application whether PeopleSoft or third party application.

Every page component that uses the edit_combo function must include the COMBO_EDIT_WRK page. When you select the Save button, the system first populates the work page with information from combination editing groups and rules. Combination editing online uses the information that is on the work page to process the transaction lines. The system refreshes the work page when the business unit changes.

Components that use the ComboEdit application class do not need the COMBO_EDIT_WRK page. The ComboEdit application class should be instantiated at the component level so that the combination editing groups and rules that are stored in the class object can be reused for all transactions that are going to the same business unit. PeopleSoft recommends that feeder systems use the ComboEdit application package instead of the edit_combo function.

ChartField Combination Editing in Batch or Background Processing

To make combination editing background processing generic to all PeopleSoft applications, combination editing uses a ChartField Combination Editing template, which is discussed in a separate topic in this topic. The template defines the table structure of the various application transaction records. The combination editing process uses this structural information to perform its edit.

Record templates have a unique name that is applicable to a particular PeopleSoft application. You supply that name for your application to enable background combination editing.

Select the name of the combination edit template on the ChartField Combination Template page, in the Template field. The template is used only for background, or batch, editing.

Various underlying tables are available to combination editing that support batch editing. These underlying table options are also described in a separate topic in this topic.

The system performs batch, or background, combination editing at the time of journal editing or during accounting line and voucher line edits in the various PeopleSoft General Ledger feeder systems. In any case, editing occurs before posting journals to the general ledger.

Note: During journal editing, the Transaction Set Editor (TSE) determines whether a journal line is valid by finding a ChartField on a line, and then checking the ChartField against its ChartField table to make sure that the ChartField itself is valid. If the ChartField is invalid, the TSE marks it invalid and immediately excludes the journal line from the combination editing process.

Combination editing also validates whether a combination group is associated with a business unit and ledger group during a batch combination edit process.

Batch Validation of Project Costing ChartFields

The following PeopleSoft applications have the ability to perform Project Costing ChartField validation through the batch Combination Edit process:

- Asset Management
- General Ledger
- Grants
- Payables
- Receivables
- Purchasing
- Project Costing

Similar to the online validation of detail Project ChartFields, PeopleSoft enables validation of Project ChartFields through batch combination edit by calling PC_EDIT. The online Combination Edit does not call project validation; however, the existing online project edits handle the validation.

The following Project Costing edits are included in the batch combination edit:

- Validation of the Project Costing Business Unit, Project ID, and Activity ID combination
- Enforcement of Project and Activity Status Control check (Set Up Financials/Supply Chain, Install, Installation Options, Project Costing Integration)
- Enforcement of the Input Control option (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options)
- Enforcement of the Dynamic Edit Tables option (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Definition)
- Validation of Project Costing and General Ledger Business Unit mapping via the Project Costing Integration Template (Set Up Financials/Supply Chain, Product Related, Project Costing, Project Options, Integration Templates, General Ledger Integration)
- Enforcement of the Analysis Type is required (for General Ledger journals only)

To implement the validation of Project Costing ChartFields through batch combination edit,

- Project Costing must be an installed product.

- Use the Project Costing Options page to Establish project-related transaction fields that are required for importing transactions from other PeopleSoft applications (Set Up Financials/Supply Chain, Business Unit Related, Project Costing, Project Costing Options).

In General Ledger, you can perform validation of Project Costing ChartFields of Spreadsheet journals or from Flat File Journal Import using batch edit, for example. In Payables, the batch edit occurs during the Voucher Build process, for example.

See PeopleSoft General Ledger 9.1 Documentation Update: Project Costing Edit, Note number 1063525.1, on My Oracle Support, at: <https://support.oracle.com/CSP/ui/flash.html>.

Batch Combination Editing Using the Combo Data Table or a User-Defined Data Table

The combination editing process repeats the following steps for each combination group that you associate with a business unit and ledger group for which you select either the Combo Data table or a user-defined combination data table:

- Combination editing compares all transaction lines against the table.

If the combination exists in the data table, it marks the line as valid or invalid depending on the Combination Group Defines option that you select.

If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails the edit.

If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state that you select—either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page for the Anchor Values Not in Rules field.

- When the program encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records that are defined in the Combination template.

Batch Combination Editing Using the Master Selector Tables Option

If you select the master selector tables option for the combination group, the batch combination editing process does the following:

- It retrieves the combination groups that are attached to the business unit and ledger group that you specify.
- It loops through the combination groups and determines if the master selector tables are built for a group. If you have not built them, it builds them dynamically according to the rules, using Application Engine temporary tables.
- It expands the master selector tables to create an Application Engine temporary COMB_EXP_TAO table that contains the permutations of values for the combinations.
- It compares each journal line against the COMB_EXP_TAO table and if the combination exists in the table, it marks the line as valid or invalid depending on the option that you select in the Combination Group Defines field.
- It analyzes transaction lines that are not found on the table to determine if an anchor ChartField has a value for which you have defined a combination rule.

- If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails.
- If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state you select, - either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page in the Anchor Values Not in Rules field.

Note: In other words, if the combination fails, it is marked valid or invalid depending on the attribute that is selected for this field.

- If the process encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records defined in the ChartField Combination Editing Template.
- When the edits are complete, the process deletes the COMB_EXP_TAO tables.

Retain Detail Values Generated for Master Selector Tables

When using master selector tables and trees to specify ChartField combination values, the build process for static master selector tables stores only the range of values described by the tree nodes. The build process does not store the detail values encompassed by the nodes. It is when transactions are edited during combination editing batch processing that the range of values for each ChartField is exploded and stored in temporary tables for each editing request. Because the process deletes the temporary tables when the edits are complete, the temporary tables must be rebuilt for each separate edit request.

However, if you select the Retain Detail Values option for master selector tables on the ChartField Combination Editing Group page, combinations for the detail values are retained in a permanent table, PS_COMB_EXPLODED, after the values are generated during the build process. This precluding the repeated generation of combination detail values that were previously generated.

The Retain Detail Values option is of particularly value if the tree nodes encompass large numbers of ChartField values. When you use this option, the build process might take longer but batch combination editing performance is greatly improved because repeated exploding of values is eliminated.

However, if a new value is added within a ChartField range that is setup for a tree node, it does not cause the new value to be automatically included in the permanent ChartField value combination table even if the Increment option is selected on the ChartField Combination Editing Group setup page. Addition of a new value to a range does not in itself cause a rebuild of the detail values for the master selector table because the tree version is not changed.

If you add a new ChartField value within a range of values in a tree node and if you have selected the Retain Detail Values option and have already built the combination data, you must run the combination build process again to include the newly added values in the PS_COMB_EXPLODED table.

Note: The Review Combination Selector table inquiry displays the result from the selector tables and not the detail values even if a Combination Group has the Retain Detail Values check box selected.

Online Combination Editing for Applications Outside the Financials Database Using a Web Service

Using a PeopleSoft synchronous web service, COMBO_CF_EDIT_REQUEST, systems and products that run outside of the financials core database can validate ChartField combinations. The service exposes ChartField combination editing as a black box service to the other systems. This is provided to third party and PeopleSoft products running outside of the financials database, such as PeopleSoft Enterprise Learning Management (PeopleSoft ELM).

The following is the processing logic using PeopleSoft Enterprise Learning Management (ELM) as an example:

- ELM initiates ChartField Combination Editing from its transactions by sending a synchronous request COMBO_CF_EDIT_REQUEST service to the financials database for General Ledger and waits for the reply.
- General Ledger listens to the service and calls the Combo Edit application class to validate the transactions that it receives.
- General Ledger returns the results in a synchronous reply to the ELM process that is waiting for the reply.
- ELM then proceeds with its transaction according to the Combination Editing result.

Note: While you can use the Web service with third-party products, PeopleSoft does not officially support third-party products.

See *PeopleSoft Enterprise Learning Management: Managing Person and Organization Data, Setting Up Financial ChartField Data*

See "General Ledger Integrations (*PeopleSoft FSCM 9.2: General Ledger*)".

Combination Editing in PeopleSoft Commitment Control

Commitment Control is an optional functionality providing commitment accounting and budget control and is available to many PeopleSoft applications. If you are using commitment control you can also use combination editing for budget and budget adjustment journal entries.

Note: You can specify winter and spring trees, which facilitates combination editing of control budgets by eliminating the need for multiple trees to accommodate commitment control combination editing.

Combination editing for commitment control is fully discussed in the commitment control documentation.

See "Combination Editing for Budget and Budget Adjustment Journals (*PeopleSoft FSCM 9.2: Commitment Control*)".

See "Using Combination Editing with Budget, Transfer, and Adjustment Journals (*PeopleSoft FSCM 9.2: Commitment Control*)".

Master Selector Tables

As an alternative to the COMBO_DATA_TBL, you can build static or dynamic master selector tables. Make the decision about the combination build option based on the nature of the combination rules. Consider both the number of rules and expected changes in the relationships of the underlying values.

You build a static set of master selector tables to support online and batch PeopleCode editing that is done in general ledger feeder systems when it is not practical to build the COMBO_DATA_TBL. This is usually due to the number of combinations that are generated or due to the time it takes to clear and rebuild the COMBO_DATA_TBL when you make changes in the combination values.

Static master selector tables are not maintained dynamically by the online PeopleCode or the batch editing process and must be rebuilt each time that you change a tree or a combination rule. However, they still have an advantage over the COMBO_DATA_TBL, which must be built every time you add a ChartField value to the system. You do not need to rebuild the master selector tables when you add a ChartField value if it falls within a range of values that are defined in a tree that is used by the combination rules.

When you use trees to define the combination rule, the system stores the ranges of values in the tree that you specify for the master selector tables when you build the tables. You only need to rebuild the tables when certain data on which they are based changes. For example, rebuild the tables when you change the combination rule to reference a different node of a tree, or if you change a tree originally having a range of accounts from 100001-100099 to a new range of 100004-100099 in a particular node.

You can build master selector tables for a range of time spanning a period as long as you want. The transactions during the specified date range are correctly edited. The tables contain data from the PeopleSoft trees you referenced in your combination rules. If you do not have many effective dated versions of trees, you can build the Master Selector Tables for a very large date range, for example January 1, 1900 to January 1, 2999.

However, if you change the trees often and create new effective dated versions of trees when you make changes to the trees, you can build the master selector tables more often, and have the tables span shorter periods of time. The amount of data that is in the master selector tables grows according to the number of effective dated trees in the time period that you specify. We recommend that you build master selector tables only for the time period for which journals or transactions are most actively being edited. For example, build them for one or two accounting periods or for one fiscal year at a time.

Batch editing, such as for journal edits, use the master selector tables if they are built for a time period that includes the date of the journals or vouchers being edited. If they are not built, batch edit builds the tables dynamically. You may want to build the master selector tables even if you are only using batch editing to improve the performance of the edits.

Run Build Combination Data Request Page for Master Selector Tables

Use the Build Combination Data Request page to run the process to build master selector tables.

Before you can run the Build Combination Data process, you must first define the detail ledger group for the business unit, and then tie the combination editing group to that ledger group.

Select *Build Selector Tables* in the Build Option field, and the From Date and To Date fields become available for you to specify a time period. All trees that are in the rules that have effective dates that are within the range of this time period are included in building the Master Selector tables.

Related Links

[Linking Ledgers to a Ledger Group](#)

ChartField Combination Editing Templates

The ChartField Combination Editing Template page defines the structure for each transaction record for each PeopleSoft application that uses the background, or batch, ChartField Combination Editing process. The ChartField Combination Editing Template is not used in online processing.

PeopleSoft delivers specific templates that are needed to run background combination editing. For example, the JOURNALS ChartField Combination Editing Template is used in the PeopleSoft Journal Edit process in general ledger, and the VCHREDIT template is used in the voucher edit process that is in PeopleSoft Accounts Payable.

The following is a list of delivered templates:

Template	Description
AMEDIT	Template for PeopleSoft asset management accounting.
AREdit	Template for receivables accounting.
BD_COMMIT	Commitment Control Edit template for budget journals.
BI_ACCT	Combination template for billing transactions.
CA_TXN	Combination template for contract transactions.
JOURNALS	Combination template for journals.
POBATCH	Template for batch purchase order creation.
POCCLOADLD	Template for procurement card load statement process.
POREQBATCH	Template for batch requisition creation.
PROJECTS	Template for projects accounting.
PROJECTS_A	Services accounting model template
PROJECTS_I	Projects interface template.
PROJECTS_P	Projects pricing template.
TREASURY	Template for treasury accounting.
VCHREDIT	Voucher Edit template.

Note: PeopleSoft provides the ChartField Combination Editing templates for the PeopleSoft applications that use combination editing background processing, and you do not need to change them unless you modify a related table or field name.

Combination Editing Groups

Combination editing groups define a set of combination rules. You can use the Combination Group page to associate multiple combination rules with a combination group definition. The system then applies the rules as a group during the journal edit process.

For example, if you create a combination definition in which you specify ACCOUNT as the anchor ChartField and DEPTID and PRODUCT as the nonanchor ChartFields for the rules, all the rules that are in a common group must use this combination definition. If you create a combination definition for PROJECT_ID and AFFILIATE, you must create another group for the rules with this combination definition.

Note: You can define several groups by using the same ChartField combination definition and attach all of these groups to a ledger group for a given business unit. However, PeopleSoft recommends that you keep all the rules that have the same combination definition within the same group if possible. This increases performance of the combination editing process, because it reduces the number of groups that are being processed. Within the Ledgers For A Unit component, you can select to process a combination edit group (Process Group) by transaction source, which also increases processing efficiency by eliminating unnecessary validation against process groups that are not applicable.

See [Defining Combination Editing by Transaction Source](#).

Various Examples

Before examining the various representative examples that are presented, keep in mind the following:

- Combination *definitions* define the *ChartFields* that are involved in the combination editing.
- Combination *rules* define the valid ChartField *values* for the combination definitions.
- Combination groups require that all combination rules that are within a group have the same combination definition.

Also, when the same anchor ChartFields are specified in different combination rules that are within a combination group, careful consideration is required to avoid problems.

- Combinations that are found to match the rules and definitions can be marked valid or invalid at your option.
- Combinations that do not match the rules and definitions are invalid and they cannot be marked as valid.

The following examples illustrate some logic and functional considerations when you define the combination groups and apply the various parameters.

Grouping When There is the Same Anchor ChartField in Different Rules

If the same anchor ChartField exists in multiple rules that you include in the same group, and if the values that you define for the anchor and nonanchor ChartFields are sets or subsets of one another, it can easily cause confusion.

In the following example, rule 1 and rule 2 share the same anchor ChartField, account. The anchor account value of 614000 in rule 2 also exists in the range of account values that are described by the

INCSTMT tree node, and the DeptID value 10000 also exists in the set of values that are described by any value that is valid:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Combo Defines Valid or Invalid Combinations
Rule 1	Account	INCSTMT	DeptID	Any Value	Valid
Rule 2	Account	614000	DeptID	10000	Valid

When the rules are included in the same combination group, the system marks a row valid when either of the if-then conditions that are specified by the anchor and nonanchor values in either rule 1 or rule 2 is met. The result is that any row is valid if it meets the conditions of rule 1 or rule 2. These rules are redundant when they are included in the same combination group.

If the rules are included in different combination groups, the system marks a row valid only if it satisfies the requirements of all rules. In this scenario 614000 is valid only with DeptID 10000. So, when rules 1 and 2 are in different combination groups, boolean and logic applies whether both combination groups use the same combination definition, or whether the combination groups define valid combinations, invalid combinations or a mix of both.

Dealing With Anchor Values Not Included When There are Multiple Rules Having the Same Anchor ChartField

Whenever a combination group specifies that anchor values that are not included in rules are to be marked invalid, this criteria overrides other rules that may specify valid combinations for values that are not included in the original rule:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Defines Valid or Invalid Combinations	Anchor Values Not Included in Rules
Rule 3	Account	BALSHEET	DeptID	Blank	Valid	Mark Invalid
Rule 2	Account	614000	DeptID	10000	Valid	Mark Valid

In this scenario, anchor account 614000 in rule 2 is an income statement account and as such is not part of the BALSHEET tree node that is specified in rule 3. Rows using account 614000 are always marked invalid, regardless of the fact that another rule specifically identifies it as a valid account when used with department 10000. You can see that marking anchor values that are not included as invalid should be thoroughly analyzed if more than one rule that is in a group has the same anchor ChartField.

Comparing Valid and Invalid Rules

When combination definitions are comprised of two ChartFields, there may be times when defining an invalid combination is more efficient than defining a valid combination. However, if the combination definition uses three ChartFields, there are distinct differences when defining a combination group as valid or invalid:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Combo Defines Valid or Invalid Combinations
Rule 4	Account	BALSHEET	DeptID	Any Value	Valid
			Product	Any Value	Valid
Rule 5	Account	BALSHEET	DeptID	Blank	Invalid
			Product	Blank	Invalid

In this example, both rule 4 and rule 5 might seem as though they generate about the same results. However, rule 4 specifies that BALSHEET accounts need both a valid DeptID and product.

Rule 5 specifies that BALSHEET accounts must not have a blank department ID and blank product. If the combination that is edited in rule 5 meets the condition, then it is marked invalid.

The difference in the rules is that rule 5 marks as valid a BALSHEET account with either a blank department ID or a blank product. The rule states that only a blank department ID and a blank product are invalid with BALSHEET accounts. Specifying invalid combinations when the combination definition includes more than two ChartFields should be done with careful analysis of the intended result.

ChartField Combination Group, Anchor Values Not In Rules:

When you run the following journal line ChartField values through the Journal Edit process:

Journal Line	Account	Department ID	Product	Amount
1	110100	0100	GLDB2	500.00
2	200002	0500	GLORACLE	<250.00>
3	200003	0400	GLORACLE	<250.00>

In this example, Account is the anchor ChartField, with department ID and product as the nonanchor combinations for a group of rules. You specify the following exact value combinations as valid:

Example Reference	Account	Department ID	Product
Combination 1	110100	0100	GLDB2
Combination 2	110100	0400	GLDB2
Combination 3	200002	0100	GLORACLE
Combination 4	200002	0400	GLORACLE

These combinations are contained in one combination group. When you run the Journal Edit process, different combination editing results occur depending on which Anchor Values Not in Rules option you select.

Mark Valid

If you select this option, the program marks as valid journal line 1 because it contains the exact values that you specify in combination 1. It marks as invalid journal line 2 because the line contains one of the anchor values that you specify in the combination rules, but does not have the matching department ID and product values that you specify in the combinations. It marks valid journal line 3, marking it valid since no rule exists for account 200003.

Mark Invalid

If you select this option, the program marks as valid journal line 1 because the combination values that are on the journal line match the exact values for account, department ID, and product in combination 1. It marks as invalid all lines that have an anchor value that does not have an exact combination that you define in the rules, such as journal line 2. No rule exists for account 200003, so it marks journal line 3 as invalid.

You can define the combination direction by using the Combination Group Defines options to specify whether the combinations that you define should be marked as valid combinations or invalid combinations. In some cases it is possible to greatly reduce the number of combinations that you must define by taking either an inclusive or exclusive approach. Rather than editing across a large number of valid combinations, you might edit against a relatively small number of invalid combinations.

Whether the system marks the combination valid or invalid depends on the combination direction option that you select for the combination group. The choice is applicable to all rules that are within the group.

- If you take the inclusive approach, the system marks as valid all the lines that have the same values as those that are in the combination rule and marks as invalid all the lines that have the same anchor value but different nonanchor values.
- If you choose the exclusive approach, the system marks as invalid all the lines that have the same values as those that are in the combination rule and marks as valid all the lines that have the same anchor value but different nonanchor values.

Since you can define a combination with a blank nonanchor ChartField value as an invalid combination, you can use this option in place of the Value Required flag. You can only define a combination with a blank value by using trees.

Note: To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Common Elements Used in Editing ChartField Combinations

Anchor ChartField

The first ChartField that you enter on the Combination Definition page becomes the anchor ChartField. When you run the Combination Editing process, the system first searches for

the anchor ChartField and then matches the other ChartFields in your combination.

Prerequisites

Although it is best to initiate ChartField combination editing when you first begin to use the new system, you can put it in place at any time after implementation. Implementation prerequisites are:

- General ledger and subsystem applications exist.
- Summarization rules and reporting structure for ChartFields using PeopleSoft trees are in place.

You must understand how to create and use PeopleSoft trees. Trees enable you to create combination edit rules that reference a range of ChartField values rather than static values.

See also *PeopleTools: PeopleSoft Tree Manager*.

Defining Combination Editing by Transaction Source

PeopleSoft allows you to define different combination edit rules and groups for different transaction sources and gives you the option to limit the combination edit process to one transaction source by process group. This effectively reduces processing overhead and time as it targets only those transactions of a given transaction source, avoiding unnecessary processing of data.

When you associate the combination edit groups (process groups) to a specific Business Unit and Ledger Group on the Ledgers For A Unit – Journal Edit Options page, you can specify a transaction source to apply to certain process groups. If you do not select a specific transaction source for a process group, the combination edit process will apply the combination rules of that process group to all transactions.

See [Journal Edit Options Page](#).

The following transaction sources are delivered:

Transaction Source Value	Transaction Source Description
AMT	Asset Management Transaction
APA	Payables Accounting Line
ARI	Accounts Receivable Item
BDJ	Commitment Control Bud Journal
BIA	Billing Accounting Line
CAA	Contracts Accounting Line
CMA	Cost Management

Transaction Source Value	Transaction Source Description
CSF	Campus Solutions SF Accounting Line
CSC	Campus Solutions CR Accounting Line
GLJ	General Ledger Journal (includes Oracle Retail integration accounting lines)
GMA	Grants Accounting Line
HCM	Human Capital Management
INV	Inventory
PCA	Project Accounting Line
PCI	Project Resource Interface
PCP	Project Pricing
POA	Purchasing Accounting Line
POP	Purchasing ProCard Transaction
POR	Purchasing Requisition
TRA	Treasury Accounting Line

Note: The delivered values are defined based on the existing ChartField Editing templates. You can add more values as needed. The first two letters represent the product or common feature, and the last letter is for a specific transaction source within that product.

Setting Up Combination Editing

To set up combination editing, use the following components:

- ChartField Editing Template (COMBO_EDIT_TMPL1).
- Templates (LEDGER_TEMPLATE).
- Combination Definition (COMBO_CF_DEFN).
- Combination Rule (COMBO_RULE).
- Combination Group (COMBO_GROUP).
- Ledgers For A Unit (BUSINESS_UNIT_LED).

Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

This section provides an overview of combination editing setup and discusses how to:

- Define the ChartField combination editing template.
- Link templates.
- Define combinations of ChartFields to edit.
- Define the combination rule.
- Define the combinations for editing ChartField values.
- Link combination rules in a combination group.
- Associate combination editing groups to ledger groups.

Use the Combo Edit Transaction Source (display only) page (COMBO_TRAN_SRC_COB) to (Display only) Displays all Combo Transaction Sources attached to a particular Process Group.

This page is accessed from the Build Combination Data Request page.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data, Build Combination Data Request. Click the Process Groups link for the business unit and then the specific process group link.

Pages Used to Set Up Combination Editing

Page Name	Definition Name	Navigation	Usage
ChartField Combination Editing Template	COMBO_EDIT_TMPL1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, ChartField Editing Template, ChartField Combination Editing Template	Define a template to tell the combination editing process which tables and fields to process and how to process them.
Ledger Template - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions	Link a ChartField combination editing template for the applicable application to a ledger template for combination ChartField editing during journal edit; it is also required for ChartField validation during journal edit whether you are using combination editing or not.
ChartField Combination Editing Definition	COMBO_CF_DEFN	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Definition, ChartField Combination Editing Definition	Define the combination of ChartFields to edit.

Page Name	Definition Name	Navigation	Usage
Rule Definition	COMBO_RULE1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, Rule Definition	Define the combination rule by specifying the setID, naming the combination rule, and specifying the combination definition and effective dates that are for the rule.
ChartField Combinations	COMBO_RULE2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, ChartField Combinations	Define the anchor ChartField and nonanchor ChartField values to include in the rule.
ChartField Combination Editing Group	COMBO_GROUP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group, ChartField Combination Editing Group	Link combination rules together in a combination group.
Journal Edit Options	BUSINESS_UNIT_LED2	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options	Link a process group to ledger groups. Assign a transaction source by process group if you want to limit combination edit processing for efficiency.
Combo Edit Transaction Source	COMBO_TRAN_SOURCE	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options. Select the Specific Transaction Source option and click the Transaction Source link.	Define the name of the transaction source that is associated with a given process group.
Combo Edit Transaction Source (display only)	COMBO_TRAN_SRC_COB	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data, Build Combination Data Request. Click the Process Groups link for the business unit and then the specific process group link.	(Display only) Displays all Combo Transaction Sources attached to a particular Process Group. This page is accessed from the Build Combination Data Request page.

Understanding Combination Editing Setup

To set up the combination editing process, complete the following setup steps:

1. Enable combination editing in the applications, for example Accounts Payable and Billing.

2. Select or define the ChartField combination editing template that is specific to the application for performing background combination editing.
3. Link the combination edit template to the applicable ledger template for People Soft General Ledger.
4. Set up combination definitions that specify two or more ChartFields that you want to edit in combination for a business unit and ledger group.
5. Define combination rules 1 and 2 that link ChartField combination values for journal entries.

These rules determine the combinations of ChartField values that pass the Journal Editing process. Consider the following:

- Whether to edit for valid or invalid combinations, after analyzing which is more efficient in the circumstances.
- Whether to define ChartField values as specific values or as a range of values using PeopleSoft tree-based criteria.
- Which rules, and how many, to define for each ledger group.

An unlimited number of rules is possible, but the more rules there are, the slower the process. This is especially true when you have required ChartFields in the combination rules.

- You must update the rules whenever the accounting control requirements change.
6. Define combination editing groups.

Associate multiple combination rules with a combination group definition. Include combination editing rules that belong to each group. The system uses these related combinations for validating journal entries during the journal edit process.
 7. Tie a combination group to a ledger group on the Ledgers for a Unit — Journal Edit page. Decide whether to assign a transaction source to the combination group or not. Assigning a specific transaction source to the process group can avoid unnecessary processing of data.
 8. Run the process to build the COMBO_DATA_TBL or master selector tables from the Build Combination Data page.
 9. Build a user-defined data table if it fills your needs.
 10. Run the Journal Edit process to generate selector tables dynamically and validate ChartField combinations.
 11. Use the Retain Detail Values options to create a permanent table of combination ChartField Values from the master selector table.
 12. Maintain the system by changing combination rules and regenerating the tables as necessary.

ChartField Combination Editing Template Page

Use the ChartField Combination Editing Template page (COMBO_EDIT_TMPL1) to define a template to tell the combination editing process which tables and fields to process and how to process them.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, ChartField Editing Template, ChartField Combination Editing Template

Image: ChartField Combination Editing Template page

This example illustrates the fields and controls on the ChartField Combination Editing Template page. You can find definitions for the fields and controls later on this page.

ChartField Combination Editing Template

Template: AMEDIT *Descr: AM ComboEdit Template

Record Names

Line Record: AMIF_CE2_TMP Line Error Log: TSE_AM_LN_FLD

Header Record: AMIF_CE2_TMP *Map Option: PS/AM

Field Names

Transaction Date: ACCOUNTING_DT Foreign Currency: CURRENCY_CD

GL Business Unit: BUSINESS_UNIT_GL

Line Status Personalize | Find | View All | First 1-3 of 3 Last

Field Name	*Status Code	Status Value		
CF_EDIT_STATUS	Invalid	I	+	-
CF_EDIT_STATUS	Process	P	+	-
CF_EDIT_STATUS	Valid	V	+	-

In the example screen shot, the JOURNALS combination template appears. This is a delivered template that is used in the background combination editing as well as the journal edit process. PeopleSoft delivers several templates for its applications that define the record names, field names, and line status values that are to be used in combination editing.

Note: You do not need to change the delivered templates for the various PeopleSoft application or create new templates unless you customize the system.

Line Record

The name of the record that contains the ChartField combinations (journal lines) that the combination editing process edits.

Header Record

The name of the record that contains the journal header of the accounting line entries that the combination editing process edits. This field is optional and you can leave it blank.

Line Error Log

The name of the record that stores the error messages for individual lines of combinations for the combination editing error-checking process.

Map Option

Designates the application to which the template applies.

Transaction Date

The field name that the system uses for the transaction date.

GL Business Unit

The field name that the system uses for the General Ledger business unit.

Foreign Currency	The field name that the application uses for the foreign currency code.
Field Name	The name of the field in which the status of the combination line is recorded.
Status Code	<p>The combination editing process updates the lines with the status of each transaction by using the values that are specified.</p> <p><i>Invalid:</i> Indicates that the transaction failed due to an error.</p> <p><i>Process:</i> Indicates that the transaction is processing (not currently used).</p> <p><i>Valid:</i> Indicates a valid or passed transaction.</p>
Status Value	Supply the value that the application uses to represent the corresponding status code for the combination, such as <i>0</i> for valid, or an <i>1</i> for invalid.

Ledger Template - Field Definitions Page

Use the Ledger Template - Field Definitions page (LEDGER_TEMPLATE2) to link a ChartField combination editing template for the applicable application to a ledger template for combination ChartField editing during journal edit; it is also required for ChartField validation during journal edit whether you are using combination editing or not.

Navigation

General Ledger, Ledgers, Templates, Field Definitions

Image: Ledger Template - Field Definitions page

This example illustrates the fields and controls on the Ledger Template - Field Definitions page . You can find definitions for the fields and controls later on this page.

Record Definitions		Field Definitions	
Ledger Template	STANDARD	Description	Standard Detail Ledger
Account	<input type="text" value="ACCOUNT"/>		
Monetary Amount	<input type="text" value="MONETARY_AMOUNT"/>		
Statistical Amount	<input type="text" value="STATISTIC_AMOUNT"/>		
*Posted Total Amount	<input type="text" value="POSTED_TOTAL_AMT"/>		
Posted Total Debits	<input type="text" value="POSTED_TOTAL_DR"/>		
Posted Total Credits	<input type="text" value="POSTED_TOTAL_CR"/>		
Combination Edit Template		<input type="text" value="JOURNALS"/>	

For PeopleSoft applications that use the background combination editing process, you must link the combination edit template for the application to a ledger template on the Ledger Template - Fields Definition page. The Journal Edit process uses the specified combination edit template for ChartField validation during journal editing.

Combination Edit Template

Select the templates that are applicable to the ledger template from the drop-down list box.

Warning! The Journal Edit process requires this template for ChartField validation. The Journal Edit process fails if this field is blank.

ChartField Combination Editing Definition Page

Use the ChartField Combination Editing Definition page (COMBO_CF_DEFN) to define the combination of ChartFields to edit.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Definition, ChartField Combination Editing Definition

Image: ChartField Combination Editing Definition page

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

ChartField Combination Editing Definition

SetID: SHARE Combination Definition: AM_COM_DEF

*Description: Combo edit setup

Long Description: [Empty text area]

Combination ChartFields		Personalize Find View All [Icons]		First	1-2 of 2	Last
*ChartField	Anchor ChartField					
Fund Code	<input checked="" type="checkbox"/>					
Department	<input type="checkbox"/>					

Combination Definition

Name each unique set of ChartFields for the new combination definition by setID.

ChartField

Specify the ChartFields that you want in the combination.

Note: The first ChartField that you enter is selected by default as the anchor ChartField.

Anchor ChartField

The anchor ChartField drives the combination edit rule. The system automatically designates the first ChartField that you list as the anchor ChartField.

When you run the Combination Editing process, the system first searches for the anchor ChartField that you define in the combination definition and then matches the other nonanchor ChartFields in the combination.

For example, you define ACCOUNT as the anchor ChartField for the definition, with DEPTID and PRODUCT as valid ChartField combinations that are associated with the anchor.

You can then create ChartField value combinations using the Rule Definition page that you determine to be valid for this ACCOUNT, DEPTID and PRODUCT ChartField combination definition. The anchor ChartField drives the combination rule dealing with ChartField values that you define in the next step.

Note: For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Subcategory (RESOURCE_SUB_CAT) (Project Costing-related detail ChartFields), are not supported.

Rule Definition Page

Use the Rule Definition page (COMBO_RULE1) to define the combination rule by specifying the setID, naming the combination rule, and specifying the combination definition and effective dates that are for the rule.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, Rule Definition

Image: Rule Definition page

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

Non-Anchor ChartField Option	
ChartField	Value Required
Department	<input type="checkbox"/>

Effective Date From and Effective Date To

Specify the effective date range that determines the time frame in which the rule is valid. During journal editing, the program, by using journal date as its criteria, applies only valid combination rules to combinations that fall within this range.

Open Effective Date To	Select this option to specify an open-ended date for effective date to. The Effective Date To field becomes unavailable for entry and displays <i>01/01/2099</i> .
Combination Definition	Identifies which ChartFields are included in this combination rule. You can modify this as long as no combination rules are based on this definition.
Effective Date for Prompting	<p>Enter an effective date for prompting detail ChartField values and PeopleSoft trees that are dated on or prior to this date.</p> <p>Because there is a range of dates rather than an effective date on the page, you might want to enter ChartFields from any time period within the range. You can specify the date from which to prompt for these ChartFields, but the default is to the current date.</p>
Non-Anchor ChartField Option	When you define a rule for the first time, the system displays the nonanchor ChartFields. You enter these ChartFields on the ChartField Combination Editing Definition page; however, the first ChartField that is entered is the anchor ChartField and does not appear on this page.
Value Required	<p>Select this check box for nonanchor ChartFields to specify that any nonblank valid value is required. When you select this check box, the system restricts you from entering values or tree nodes in the rule for the related nonanchor ChartField.</p> <hr/> <p>Note: Selecting this check box provides an easy way for you to require a valid value for a ChartField without having to define each valid value in the rule.</p> <p>Using a blank tree node or level, you can accomplish much the same thing by defining a combination with a blank ChartField value as an Invalid Combination on the ChartField Combination Group page.</p> <hr/>

ChartField Combinations Page

Use the ChartField Combinations page (COMBO_RULE2) to define the anchor ChartField and nonanchor ChartField values to include in the rule.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, ChartField Combinations

Image: ChartField Combinations page

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

If you select the Value Required check box on the Rule Definition page, this page is automatically populated.

Ascending Order

Select to sort the anchor ChartField in ascending order.

Descending Order

Select to sort the anchor ChartField in descending order.

Sort Anchor

Click to sort the anchor ChartField in the selected order.

Anchor ChartFields

This first level is the basis for the combination and cannot be changed.

Non-Anchor ChartFields

This second level identifies the nonanchor ChartFields that form combinations with the anchor ChartField.

Tree and Level

These fields and the Node/Value field define the node prompts if the combination rule is based on a tree definition. This field identifies the tree and level that is the source of the ChartField values for the anchor and nonanchor ChartFields.

You can select summer, winter, or spring trees.

How Specified

Use the How Specified radio buttons to point to one of the following sources of ChartField values for the selected anchor and nonanchor ChartFields:

Click Selected Detail Values to include the individual ChartField values that you select in the Value/Node field.

Click Selected Tree Nodes to activate the edit boxes where you can specify a tree name and level for trees with levels. Specify the node of the tree in the Value/Node field. You have the option to set up a tree with a node that contains an empty detail value.

Node/Value

This field and the Tree and Level fields define the node prompts if the combination rule is based on a tree definition. Enter individual ChartField values when specifying selected detail ChartField values.

Note: If the tree you select has a tree structure whose nodes are built on a view that references the delivered tree node record (rather than using the delivered record for tree node structures, TREE_NODE_TBL), you must customize these views.

ChartField Combination Editing Group Page

Use the ChartField Combination Editing Group page (COMBO_GROUP) to link combination rules together in a combination group.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group, ChartField Combination Editing Group

Image: ChartField Combination Editing Group page

This example illustrates the fields and controls on the ChartField Combination Editing Group page. You can find definitions for the fields and controls later on this page.

ChartField Combination Editing Group

SetID: SHARE Process Group: AM_COM_GRP

*Description: AM Combo edit setup

Long Description: [Text Area]

*Combination Definition: AM_COM_DEF

*Combo Editing Option: Combo Data Table ☐ User Defined

*Anchor Values Not in Rules: Mark Valid

*Combination Group Defines: Invalid Combinations

Combination Rule		Personalize	Find	View All	First	1 of 1	Last
*Combination Rule	Description						
AM_COM_RUL	AM combo edit setup						

Combination Definition

Select the appropriate combination definition. This field is available when you create a new process group. It is a required

field and must be the same as that defined for the rules in the group.

Combo Editing Option

Specify one of the following types of table that you want to use:

- *Combo Data Table*: Use the COMBO_DATA_TBL to edit your ChartField combinations.
- *Master Selector Tables*: Use a set of master selector tables.

Batch editing edits the accounting, voucher line, or journal line combinations using one of the following :

- COMBO_DATA_TBL that contains many rows of detail combinations.
- Master selector tables that are multiple tables which store PeopleSoft tree ranges.

Both batch and online PeopleCode editing support multiple combo groups that are attached to a business unit, each using a different choice for the combo editing option.

User Defined

This check box becomes available if you select *Combo Data Table* in the Combo Editing Options field. Select if you want to use the user-defined prepopulated combination data table during the Journal Edit process. Use this feature if you make modifications to meet the requirements by creating an approach to defining and maintaining a table of valid combinations.

When you select this option, the system requires and prompts for a combination definition to identify which combination of ChartFields to validate.

Do not select this check box for combination data if you want the Journal Edit process to consider the combination rules. The User Defined option recognizes the Anchor Values Not in Rules option and the Combination Group Defines option for either valid or invalid.

Increment

This check box becomes available when you select the *Master Selector Tables* option in the Combo Editing Option field.

Select if you want the master selector tables to be incrementally updated. After you make changes to ChartField trees or to combination rules, the master selector tables are incrementally updated during combination build or batch journal editing.

This field is only available for process groups that use static master selector tables.

By default this check box is not selected, which disables the process.

Retain Detail Values

This check box becomes available when you select the *Master Selector Tables* option in the Combo Editing Option field.

Select this option to retain the combinations for the detail values in a permanent table called PS_COMB_EXPLODED after they are generated from the master selector tables during the build process. If this option is not selected, detail values are generated and cleared from temporary tables each time master selector tables are used to perform a combination edit.

By default this check box is not selected.

Note: Note. If you add a new value within a ChartField range that is setup for a tree node, selecting Retain Detail Values will not cause the new value to be included in the combination even when the Increment option for the Combination Group setup is selected.

New values are included in the PS_COMB_EXPLODED table when the master selector table is rebuilt with the Retain Detail values option selected.

Anchor Values Not In Rules

This option defines what happens to those combinations that contain anchor ChartField values that are not included in the rules. Validation is always limited to the specified anchors; this option affects what you do with the other anchor values.

Mark Valid: Lines containing anchor ChartField values that are not included in a rule are marked valid by the system.

Mark Invalid: Lines containing anchor ChartField values that are not included in a rule are marked invalid by the system.

Combination Group Defines

This option defines whether the combinations that are defined in the group are valid or invalid combinations.

Note: Never set the Anchor Values Not In Rules field to *Mark Invalid* and the Combination Group Defines field to *Invalid Combinations* because the system invalidate all combinations in this case.

You can set this field to:

Valid Combinations: Lines containing any combination in the group are marked valid by the system.

Invalid Combinations: Lines containing any combination in the group are marked invalid by the system.

Note: To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Journal Edit Options Page

Use the Journal Edit Options page (BUSINESS_UNIT_LED2) to Link a process group to ledger groups.

Assign a transaction source by process group if you want to limit combination edit processing for efficiency.

Navigation

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

Image: Ledgers For A Unit - Journal Edit Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Journal Edit Options page. You can find definitions for the fields and controls later on this page.

Designate which combination editing rules apply to specific transactions by tying combination editing groups (process groups) to ledger groups on this page. During the Journal Edit process, the system looks to the ledger group that is indicated on the journal to see which rules apply. The system also looks at the Source Option to determine which groups of transactions to process for each process group.

Warning! For subsystems that do not pass ledger groups with the accounting entry lines (for example, PeopleSoft Billing), be sure that you set up the ledger group as a journal generator default ledger group on the Ledgers For A Unit Definition page.

ChartField Combo Edit

Add any number of process groups by inserting additional rows.

Process Group

After you specify a combination editing process group, the transaction editing process edits each applicable transaction against each combination group individually to determine if it is valid or invalid.

You can attach process groups with different editing options—including the Combination Group Defines option as either valid or invalid—for the same business unit and ledger group.

This field is not available for summary ledgers.

Source Option

Select one of the following options:

Specific Transaction Source – Select this option to specify the transaction source (or sources) of the transactions to be edited by combination edit process. This option increases processing efficiency by validating only those transactions with sources that are applicable for the rules defined in the process group.

All Transaction Sources - (default value) This option edits all transactions against the process group during the combination edit process.

Transaction Source

This link appears if you select the *Specific Transaction Source* option. Click this link to access the Combo Edit Transaction Source page where you define the transaction source (or sources) of the transactions to process for a given process group. The combination edit program only processes those sources that are defined for the process group.

Note: If you do not want to use combination editing, turn it off by not entering combination editing groups in the Process Group field on the Journal Edit Options page. If no process groups are entered in this field, the system does not apply any combination editing rules. If you receive a combination editing error after you remove all groups, check to ensure that the combination template is attached to the ledger template. This template applies only to journals, not to feeder system transactions.

Combo Edit Transaction Source Page

Image: Combo Edit Transaction Source page

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

Business Unit: US001 Ledger Group: RECORDING Process Group: AM_COM_GRP

Transaction Source			Personalize	Find	View All	First	1-4 of 4	Last
Combo Edit Transaction Source								
1	Asset Management Transaction	+	-					
2	Commitment Control Bud Journal	+	-					
3	Human Capital Management	+	-					
4	Project Accounting Line	+	-					

OK Cancel

Select one or more Combo Edit Transaction Sources to associate with a given process group. The combination edit program processes for validation only those transactions for this process group.

For a list of the delivered Combo Edit Transaction Sources,

See [Defining Combination Editing by Transaction Source](#).

Note: You can add new transaction sources, if necessary, by adding new translate values to the `COMBO_TRAN_SRC` field.

Related Links

[Defining Ledgers for a Business Unit](#)

Running the Build Combination Data Process

To run the Build Combination Data process, use the Build Combination Data component (`COMBO_BUILD_REQ`).

Run the Build Combination Data process (`FS_CEBD`) to build either of the following:

- `COMBO_DATA_TBL`, which is populated by the combination explode process.
- A static set of master selector tables.

You can then edit voucher lines or accounting entry lines against these tables in the feeder systems as well as journal lines as part of the journal editing process in General Ledger. Combination editing uses either the `COMBO_DATA_TBL` or a static set of master selector tables but not both in a particular edit, for both online or background combination editing.

Page Used to Run the Build Combination Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Build Combination Data Request	<code>COMBO_BUILD_REQ</code>	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data, Build Combination Data Request	Run the process to build either the <code>COMBO_DATA_TBL</code> or the master selector tables.

Build Combination Data Request Page

Use the Build Combination Data Request page (`COMBO_BUILD_REQ`) to run the process to build either the `COMBO_DATA_TBL` or the master selector tables.

Navigation

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

Image: Build Combination Data Request page

This example illustrates the fields and controls on the Build Combination Data Request page. You can find definitions for the fields and controls later on this page.

Request Number	Process Frequency	*Business Unit	*Ledger Group	Build Option	As of Date	Use Wildcard in Combination	Use Active Values Only	Run Publish Only	Publish to HRMS/SA
1	Always	US001	RECORDING	Build Data Table	11/30/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Process Groups

Note: You can run the explosion process at any time to maintain valid combinations. However, check the system space limitations before running the explosion process in PeopleSoft applications to avoid exceeding available space.

The build combination data process populates either the COMBO_DATA_TBL or the master selector tables.

If you choose the build data table option, the process analyzes the rules for a business unit and ledger group to produce all possible combinations of ChartField values and inserts these combinations into the data table. This is referred to as exploding the COMBO_DATA_TBL. The benefit of exploding the combination rules can be an increase in performance at Journal Edit time.

If you choose the build selector tables option, the process analyzes the rules and trees to produce valid ranges of ChartField values and stores the ranges in the master selector tables. The master selector tables are smaller and easier to maintain.

Note: By using the Retain Detail Values option with the master selector tables you can gain additional efficiency by retaining the tables for future use rather than expanding the tree ranges and repopulating the TAO tables with each edit.

After you define the detail ledger group for the business unit, and after you tie the combination editing group to that ledger, you are ready to run the Build Combination Data request.

As of Date

Determines that the COMBO_DATA_TBL are built for the ChartFields and ChartField values as they exist on that particular date. Use the Update button to update the As of Date for all rows.

Process Frequency

Once: Select to process the current request the next time that build combination data processing is executed.

Don't: Once executed, the process changes frequency to this value.

Always: Select to process each time that build combination data is executed.

Build Option

Build Data Table: Select to process the combination groups that are associated with the business unit and ledger group that have COMBO_DATA_TBL as their combination edit option. This option explodes all the valid combinations that are defined in the combination rules to the data table. This normally enhances performance of the Journal Edit process. But you must balance the decision to use this option with the projected number of combinations that you have and the system space limitations to avoid exceeding available space.

Build Selector Table: Select to process the combination groups that are associated with the business unit and ledger group that have master selector tables as their combination edit option.

Build the combination rules and tree definitions into ranges of ChartField values and store the ranges in the master selector tables. The As of Date field is replaced by the From Date and To Date fields when you select this option. Use the From Date and To Date fields to limit the effective-dated trees and tree ranges that you want to include in the master selector tables.

Use Wildcard in Combination

Select this option to reduce the number of combinations that are within the combination data table. With this option selected, the system uses the wildcard character % to represent a ChartField that has the value required option that is selected for that rule.

Select this option when you explode the data table if many of the rules use the value required option. This option is not available when you build master selector tables.

Use Active Values Only

Select to use only the active ChartField values as of the as of date when building the COMBO_DATA_TBL. If you select this option, combination editing considers the ChartField combination invalid even if the ChartField values that you use are active at the date of the transaction. Use this option to reduce the COMBO_DATA_TBL size. However, you should not select this option if you need to edit transactions earlier than the inactive date.

Run Publish Only

This option is available only when you have PeopleSoft HCM applications installed. You have the option to run the Application Engine program HR_ACCT_CD, which publishes combination editing information for HCM application needs.

Select this option if you want to bypass the combination editing build process and run only the publish process.

Publish to HRMS/SA (publish to Human Resources Management System/Services Accounting)

This option is available when you have PeopleSoft HCM applications installed or processing specific transaction sources.

Select the Process Group link to transfer to another page (COMB_BLD_PG_REQ) or COMBO_TRAN_SRC_COB to select the process groups to publish or process . This runs the Application Engine program, HR_ACCT_CD, to publish

selected data from COMBO_DATA_TBL by using the HR_ACCT_CD_LOAD application service.

Because the system does not consider the combination rules during the actual editing while using the COMBO_DATA_TBL, you must ensure that the data table is always in sync with the combination rules whenever you modify combination rule tree information or add or inactivate a ChartField. The COMBO_DATA_TBL does not update automatically if new ChartFields are added to a combination rule or a tree. You must rebuild the table to maintain consistency with the chart of accounts.

Note: If you choose the option to build the master selector tables for a business unit in error, but all the combination edit groups that are attached to the business units have an edit option of COMBO DATA TABLE, nothing happens in the explode process.

Selecting the Process Groups

To select the process groups that the combination build will use for a given business unit, select the Process Groups link from the Build Combination Data Request page:

Image: Select process groups to publish page

This example illustrates the fields and controls on the Select process groups to publish page. You can find definitions for the fields and controls later on this page.

Combo Edit Transaction Source: Treasury Accounting Line

Select process groups to publish to HRMS/SA

Request Number	Business Unit	Ledger Group	Process Group	Select
1	US003	RECORDING	AFFILIATES	<input checked="" type="checkbox"/>
1	US003	RECORDING	BSACCTS	<input checked="" type="checkbox"/>
1	US003	RECORDING	EXP-CE	<input type="checkbox"/>
1	US003	RECORDING	INCSTMT	<input type="checkbox"/>
1	US003	RECORDING	TEST3	<input checked="" type="checkbox"/>
2	US001	RECORDING	TEST1	<input type="checkbox"/>
2	US001	RECORDING	TEST2	<input checked="" type="checkbox"/>
2	US001	RECORDING	TEST3	<input type="checkbox"/>

Go Back Select All Deselect All

Select individual process groups for processing. You can also click Select All or Deselect All process groups.

Combo Edit Transaction Source

Select a transaction source to refine your search. If this field is blank, all the process groups are displayed, irrespective of the combo edit transaction source.

Click on the Process Group link to view the Combo Edit Transaction Sources that are defined for a particular process group.

Image: Combo Edit Transaction Source page (display only)

This example illustrates the fields and controls on the Combo Edit Transaction Source page (display only). You can find definitions for the fields and controls later on this page.

Business Unit: US001 Ledger Group: RECORDING Process Group: AM_COM_GRP

Transaction Source		Personalize	Find	View All	First	1-4 of 4	Last
Combo Edit Transaction Source							
1	Asset Management Transaction						
2	Commitment Control Bud Journal						
3	Human Capital Management						
4	Project Accounting Line						

OK Cancel

See also *PeopleSoft Human Resources Documentation: Manage Commitment Accounting*

See also *PeopleSoft Payroll for North America Documentation: Setting Up the Payroll Process*

Related Links

[Defining Combination Editing by Transaction Source](#)

[Ledgers For A Unit - Journal Edit Options Page](#)

Using User-Defined Combination Data

The user-defined combination data feature in combination editing enables you to use your own prepopulated combination data table during the journal editing process. You enter the data by specifying valid ChartField combinations in the data table without using the combination rules. Journal edit validates journal lines against this table and does not consider any combination rules. If you want the Journal Edit process to consider the combination rules, you cannot use this option.

Note: If you use the user-defined combination data feature, you are fully responsible for maintaining the integrity of the data in the combination data table.

To use a user-defined combination table:

1. Specify the combination table name in the Combo Data field on the Ledger Template - Record Definitions Page.

2. Store the combination data in the combination table.

PeopleSoft supports combination editing on any table that is in the system, but the table must conform to the same structure as the default table COMBO_DATA_TBL. You can use the default table (COMBO_DATA_TBL) or change to a table of any name having the same structure. You can also use several different tables, one for each ledger template.

3. Create a combination definition with the ChartFields that are to be edited.
4. Create a combination group by using the combination definition that is defined in step 2.
5. Select the Combo Editing Option and click the User Defined check box on the ChartField Combination Editing Group page.
6. Tie the combination group that is defined in step 3 to the appropriate ledger group on the Ledgers for A Unit page.

Verify that the PROCESS_GROUP field on the combination table contains the name of the combination group that is defined in step 3.

7. The COMBINATION field on the combination table must be populated with the same name as the PROCESS_GROUP field.

Working with Combination Objects

To copy, rename, or delete combination objects, use the Combo Copy/Rename/Delete component (RUN_GLS4003).

You can implement user ID security to restrict access to this page. If you have permission, you can enter a run control ID and access this page.

Page Used to Copy, Rename, or Delete Combination Objects

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Combination Copy/Rename/Delete	RUN_GLS4003	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combo Copy/Rename/Delete, Combination Copy/Rename/Delete	Use this page to copy, rename, or delete combination rules.

Combination Copy/Rename/Delete Page

Use the Combination Copy/Rename/Delete page (RUN_GLS4003) to copy, rename, or delete combination rules.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combo Copy/Rename/Delete, Combination Copy/Rename/Delete

Image: Combination Copy/Rename/Delete page (1 of 2)

This example illustrates the fields and controls on the Combination Copy/Rename/Delete page (1 of 2). You can find definitions for the fields and controls later on this page.

Image: Combination Copy/Rename/Delete page (2 of 2)

This example illustrates the fields and controls on the Combination Copy/Rename/Delete page (2 of 2). You can find definitions for the fields and controls later on this page.

Action Code

Use to specify whether to *Copy*, *Rename*, or *Delete* a combination object.

Combination Object

Specify the type of combination object that you want to copy, rename, or delete: *Definition*, *Group*, or *Rule*.

When you select a value, the system dynamically makes available the objects that you specify in the drop-down list box

and correctly labels the field and the new object field. If you are copying or renaming an object, enter the new name in the field that becomes available.

SetID

Specify the setID for the combination object. This is a required field.

Combination Rule, Definition, or Process Group

The name of this field changes depending on the selected combination object. Select the combination definition, process group, or rule that you want to rename, copy, or delete.

New Definition, New Group Name, or New Rule Name

This field appears if you are copying or renaming a combination object. The name of the field changes depending on the selected combination object. Enter the new name for the new combination definition, group, or rule.

Clear Master Selector Tables

Click this check box to delete the contents of the master selector tables.

You can delete the data from the PS_COMB_EXPLODED table by clicking the Clear Master Selector Tables check box and selecting the Delete action code.

Clear Combo Data Table

Select this check box to delete the contents of the combo data table.

Viewing Combination Editing Data

PeopleSoft provides functionality for viewing the combination editing data.

This topic discusses how to:

- Review combination groups.
- Query combination data.
- Create a query online and download results to a spreadsheet.

Pages Used to View Combination Editing Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Selector Tables	COMBO_SEL_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Build, Selector Tables	Review a listing of the combination groups that you create for a business unit and ledger group that use the master selector tables.

Page Name	Definition Name	Navigation	Usage
Combo Data	COMBO_BLD_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Build, Combo Data	Review a listing of the combination groups that you have create for a business unit and ledger group that use the COMBO_DATA_TBL.
Review Combination Data	COMBO_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Data, Review Combination Data	Query the contents of the combination tables to review valid combinations. Use % as wildcard character.
Review Budgets Combination Data	COMBO_INQ_BUDG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Budgets Combo Data, Review Budgets Combination Data	<p>Query the contents of the Commitment Control budget combination tables to review valid combinations. Use % as wildcard character.</p> <p>For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Sub-Category (RESOURCE_SUB_CAT), Project Costing related ChartFields, are not supported. Only PC Business Unit, Project, Activity and Resource Type ChartFields are supported by commitment control budget journal editing.</p>
Review Combination Selector Table Data	COMBO_INQ_SEL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combo Selector Tbl Data, Review Combination Selector Table Data	<p>Query ChartField combinations that are stored in the master selector table.</p> <p>Use % as wildcard or nonblank character.</p>

Selector Tables Page

Use the Selector Tables page (COMBO_SEL_INQ) to review a listing of the combination groups that you create for a business unit and ledger group that use the master selector tables.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Build, Selector Tables

Image: Selector Tables page

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

The screenshot shows the 'Selector Tables' page with two tabs: 'Selector Tables' and 'Combo Data'. Below the tabs are search filters for 'Business Unit' (containing '%'), 'Ledger Group' (containing '%'), and 'Combo Edit Transaction Source' (a dropdown menu). A 'Search' button is to the right. Below the filters is a table titled 'Combination Groups' with columns: Business Unit, Ledger Group, SetID, Process Group, Date From, and Date To. The table contains three rows of data.

Business Unit	Ledger Group	SetID	Process Group	Date From	Date To
US003	RECORDING	SHARE	BSACCTS	01/01/1900	01/01/2099
US003	RECORDING	SHARE	INCSTMT	01/01/1900	01/01/2099
US004	RECORDING	SHARE	IS_EXCP	01/01/1900	01/01/2099

Use the:

- Selector Tables page for reviewing combination groups that use master selector tables.
- Combo Data page for reviewing combination groups that use the COMBO_DATA_TBL.

Business Unit and Ledger Group

These are required fields. Use the wildcard character (%) to view a listing of all business unit and ledger group combinations.

Search

Click to retrieve a listing of valid combination groups.

Review Combination Data Page

Use the Review Combination Build - Combo Data page (COMBO_BLD_INQ) to review a listing of the combination groups that you have created for a business unit and ledger group that use the COMBO_DATA_TBL.

Navigation

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

You can use the appropriate inquiry page, either the Review Combination Data page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Data, Review Combination Data) or the Review Budgets Combination Data page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Budgets Combo Data, Review Budgets Combination Data).

Use the Review Combination Data page (COMBO_INQ) to query the contents of the combination tables to review valid combinations.

Use % as wildcard character.

Navigation

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

Image: Review Combination Data page

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

Review Combination Data

*SetID
SHARE

*Group
AFFILIATES

Rule

Business Unit for Prompting

Search

ChartField Values

Personalize | First 1 of 1 Last

Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate

Combination Groups and Rules

Find | View All | First 1 of 1 Last

Group	Rule	Definition	From Date	To Date	Group Defines
AFFILIATES	AFFILIATES	AFFILIATE	01/01/1990	01/01/2099	Valid

Max Rows Displayed
10

Number of Rows Retrieved 16

Combination Data

Personalize | Find | View All | First 1-10 of 10 Last

Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil
100103										US001	
100105										US003	
100106										US004	
100107										US005	
100108										US006	
100109										FRA01	
100110										GBR01	

SetID and Group

These are required fields. Select the setID and combination group you want to query. You can click the Search button at this point to return all combination data for the entered setID and group.



Click the Informational only button to view details of the combination group

Rule

You can further limit the results that the query returns by selecting a specific combination rule.

Business Unit for Prompting

Enter a business unit to provide the correct set ID for ChartField prompting. The business unit entered in this field does not provide criteria to further refine or limit the query but is necessary because the set ID for combination data might be different than the set ID for the relevant ChartFields.

Account, Alt Account, Oper Unit, Fund, Dept, Program Code, Class, Budget Reference, Product, Project, Affiliate, Fund Affiliate, Operating Unit Affiliate, Book Code, Stat, or Currency

Further refine the query by limiting it to a specific ChartField value.

Search

Click the Search button to retrieve a listing of value combinations based on the search criteria.

You can navigate to specific rows that are retrieved by using the first row, last row, next and previous buttons. You can also limit or increase the number of rows returned by using the Max Rows Displayed field.

Review Combination Selector Table Data Page

Use the Review Combination Selector Table Data page (COMBO_INQ_SEL) to query ChartField combinations that are stored in the master selector table.

Use % as wildcard or nonblank character.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combo Selector Tbl Data, Review Combination Selector Table Data

Image: Review Combination Selector Table Data page

This example illustrates the fields and controls on the Review Combination Selector Table Data page. You can find definitions for the fields and controls later on this page.

SetID and Group

These are required fields. Select the setID and combination group that you want to query. You can click the Search button at that point to return all rules that are for the entered setID and group.



Click the Informational only button to view details of the combination group

Rule and As of Date

Enter values in these option fields to further refine the query.

Business Unit

Enter a business unit for the purpose of providing correct prompting for the ChartField selection criteria fields.

Max Rows (Maximum Rows)

Use to limit the number of rows that the search returns. The default is 25.

Account, Department, Product, Affiliate, Fund Code, and Book Code

Use these fields as needed to further refine the query.

View ChartField Tree Effdt (view ChartField tree effective date)

Select this check box to display the effective dates for the ChartFields in the results.

Search

After you enter the search criteria, click this button. The system returns rows matching the search criteria for the entered setID and group to the Combination Data grid.

Note: The inquiry displays the result from the selector tables and not the detail values even if a Combination Group has the Retain Detail Values check box selected.



Click the Download button to download the results from the selector tables query to a Microsoft Excel spreadsheet as shown below.

Query results downloaded to a Microsoft Excel spreadsheet:

Image: Results of the query downloaded to a Microsoft Excel spreadsheet

Results of the query downloaded to a Microsoft Excel spreadsheet

A1	fx Rule							
	A	B	C	D	E	F	G	H
1	Rule	Seq	Account From	Account To	Department From	Department To	Product From	Product To
2	REVENUE	3	401000	401000	27000	27999		
3	REVENUE	3	401000	401000	27000	27999	CONFIG	CONFIG
4	REVENUE	3	401000	401000	27000	27999	INSTAL	INSTAL
5	REVENUE	3	401000	401000	27000	27999	MAINT	MAINT
6	REVENUE	5	400000	400000				

In this example, the query is created for the demo data ChartField combination group called *INCSTMT* and the combination rule called *REVENUE*. In this example, the page displays the ChartFields that are associated with this process group, rule, account, department, and product. Other combination groups using different ChartFields, display those ChartFields.

Running ChartField Combination Reports

The table below lists pages that are used to specify parameters for running standard ChartField combination reports. Navigate to the page, then enter the report parameters, and use Process Scheduler to run the report.

Pages Used to Run ChartField Combination Reports

Page Name	Definition Name	Navigation	Usage
ChartField Combination Editing Rule Report	RUN_GLS4002	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule Report, Combination Rule	Specify the run parameters for the Combination Rule SQR Report (GLS4002), which lists information on a combination edit rule for a selected setID.

Page Name	Definition Name	Navigation	Usage
ChartField Combination Editing Group Report	RUN_GLC4003	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group Report, ChartField Combination Editing Group Report	Specify the run parameters for the Combination Group Crystal Report (GLC4003), which lists information on combination edit groups for a selected setID.
ChartField Combination Editing Group Report (BI Publisher)	RUN_GLC4003	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group Report, ChartField Combination Editing Group Report	Specify the run parameters for the Combination Group Crystal Report (GLX4003), which lists information on combination edit groups for a selected setID.

Configuring ChartFields

Configuring ChartFields

This topic provides an overview of ChartField Configuration and discusses how to:

- Use Standard ChartField Configuration.
 - Use Advanced ChartField Configuration.
 - Run and verify the ChartField Configuration program.
 - Perform manual configuration tasks.
 - Perform ChartField configuration for new products and application fixes.
 - Review ChartField Configuration programs and processes.
-

Understanding PeopleSoft ChartField Configuration

Oracle's PeopleSoft applications deliver a full suite of commercial, education, and government functionality and supports it with a comprehensive set of ChartFields. However, you can use ChartField configuration to perform various modifications to these ChartFields to better serve your particular accounting model.

ChartField configuration involves the following major tasks:

- Analyzing your reporting requirements and determining the ChartFields needed to support them.
- Completing the Standard ChartField Configuration or, if necessary, the Advanced ChartField Configuration page.
- Running the ChartField Configuration process to apply your configurations to the system.
- Performing any manual tasks associated with your configurations.
- Performing product-specific analysis and ChartField configuration tasks, such as those for PeopleSoft Mobile Time and Expense.

This section discusses:

- Checklist for a successful configuration.
- ChartField configuration and ChartField types.
- Project ChartFields.

- ChartField configuration scope and levels.
- ChartField reporting requirements analysis.

Note: The following instructions assume a high level of competence in PeopleTools and use of Application Designer.

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide*

Checklist for a Successful Configuration

Use this section as a checklist to focus on areas of particular importance and in gathering information needed to plan and perform your ChartField configuration. This section also helps to identify areas where mistakes are commonly made.

Important! Oracle strongly recommends that you read this section and understand the full implications of each point before proceeding with the actual configuration.

Before running the full configuration:

- Access Oracle's My Oracle Support website for information about configuration of ChartFields for Mobile Time and Expense.
- If you are upgrading from a previous PeopleSoft release, thoroughly read the Upgrade documentation for your upgrade path—this is critical.
- Thoroughly read this topic on configuring ChartFields—this is also critical.
- Get agreement functionally and technically as to how to use each of the delivered ChartFields and which configuration actions are appropriate, such as activate and relabel.
- Consider taking the ChartField Assessment Fit-Gap Workshop offered by PeopleSoft Global Services.
- Do not approach ChartField configuration as an iterative process. Thoroughly plan and implement it in a single configuration process if possible.
- Run the PeopleSoft Full Configuration AE (Application Engine) process (FS_CFCONFIG) before using the system if you make any changes to the Standard Configuration or Advanced Configuration pages. Deselect any unlicensed Project Costing, Expense, Resource Management product, and Services Procurement check boxes on the Installation Options Products page before running the Configure process so that ChartFields related to these products are automatically inactivated and do not appear on pages containing these ChartFields.
- Do not load new ChartField values (such as Accounts or Departments) until the configuration is complete and indexes have been rebuilt per the Configuration Steps report.
- Note that objects modified by the full configuration will be reported as *changed* on Upgrade Compare reports.

Note: To segregate these changes from your inhouse customizations, create a new user ID that is used only to run the configuration. Objects modified by that configuration user can then be isolated in compares.

- Before running the process, ensure that your environment has the recommended database settings for ChartField Configuration.
- If you are set up for multilanguage and plan to relabel or add new ChartFields, sign in using the base language and ensure that the language code on the User Profile page is also set to the base language so that base and foreign language labels are applied accordingly.
- Ensure that your Structured Query Report (SQR) environment has been configured correctly (PeopleSoft Asset Management installations only).
- Ensure that your Crystal environment has been configured correctly.
- Run SYSAUDIT and verify that all errors have been corrected.
- Run the Preview Configuration process to preview the manual steps that will be required.
- Back up your database.
- Turn off process scheduler traces (TraceAE=0, TraceSQL=0, and TracePC=0 in psprcs.cfg file).
Turning the trace on can double processing time.
- Ensure that all users are signed out of the system before running the full configuration process.
This applies to standard and advanced configuration as explained in this topic.
- After initiating the full configuration, shut down the app server and monitor the progress of the process using your OS monitor (Task Manager) or the timestamp on the AE logs produced by the process.

After running the full configuration:

- Check the message log in PeopleSoft Process Monitor for error messages.
- Check the PeopleSoft Application Engine log files (.stdout and .trc files) for error messages.
- If reordering ChartFields, check the Bulkops.log file for "unable to process <page>" error messages.
Skipping certain pages is normal for the process.
- Verify that all configuration actions have a Complete (standard actions) or Auto Configuration Complete (advanced actions) status using the Configuration Status - Action Status page.
- If the full configuration process fails before completion, correct the error and restart the process using the Process Monitor.
Do not initiate a new process instance until the first instance is successfully completed.
- If the standard AE logs do not provide sufficient information about an error, setting TraceAE=3 in the psprcs.cfg will produce a detailed AET trace file.
- Copy AMCHARTS.SQC to your SQR directory (Asset Management installations only).
- Perform the required manual steps outlined on the Configuration Steps Crystal report and when completed, set the status in the Product Status page from Auto Configuration Complete to Complete.

ChartField Configuration and ChartField Types

Each ChartField falls into one of the following three categories based on its ability to be configured:

- Fully Configurable—Any ChartField configuration action can be taken.
- Partially Configurable—Only selective ChartField configuration actions can be taken.
- Non-Configurable—These ChartFields are required and cannot be configured.

In addition, a ChartField is either a standard or affiliate ChartField.

While both standard and affiliate ChartFields are used to classify and report on financial transactions, affiliate ChartFields do not have their own set of values. Instead, they use values from a related standard ChartField to facilitate interunit and intraunit accounting. After a ChartField is defined as standard or affiliate, it cannot be changed to the other type.

The following table summarizes the configuration characteristics of the delivered set of ChartFields:

ChartFields	Valid Configuration Actions
<p>The following are fully configurable standard ChartFields:</p> <ul style="list-style-type: none"> • Operating Unit • Fund Code • Program Code • Class Field • Budget Reference • Product • ChartField 1 (expansion ChartField) • ChartField 2 (expansion ChartField) • ChartField 3 (expansion ChartField) 	<ul style="list-style-type: none"> • Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Rename • Delete • Change Field Length
<p>Account is a partially configurable standard ChartField.</p>	<ul style="list-style-type: none"> • Change Display Order • Relabel • Change Display Length • Change Field Length

ChartFields	Valid Configuration Actions
Alternate Account is a partially configurable standard ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Change Field Length <p>(Cannot inactivate if Enable Alternate Account is a selected installation option.)</p>
Department is a partially configurable standard ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Change Display Order • Relabel • Change Display Length <p>(Cannot inactivate if PeopleSoft Asset Management, Expenses, or Resource Management is installed.)</p>
PC Business Unit is a partially configurable standard project ChartField.	<ul style="list-style-type: none"> • Relabel • Change Display Length
Project (also used as the Grant ChartField) is a partially configurable standard ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Change Display Order • Relabel • Change Display Length <p>(Cannot inactivate if PeopleSoft Project Costing, Expenses, and Resource Management applications are installed.)</p>
Activity is a partially configurable standard project ChartField.	<ul style="list-style-type: none"> • Relabel • Change Display Length
Source Type is a partially configurable standard project ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Relabel • Change Display Length <p>(Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.)</p>

ChartFields	Valid Configuration Actions
Category is a partially configurable standard project ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Relabel • Change Display Length <p>(Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.)</p>
Subcategory is a partially configurable standard project ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Relabel • Change Display Length <p>(Cannot be inactivated if a PC Business Unit requires it or if the Related Edit Option is specified.)</p>
Affiliate is a partially configurable affiliate ChartField.	<ul style="list-style-type: none"> • Activate or Inactivate • Change Display Order • Relabel • Change Display Length
<p>The following are fully configurable affiliate ChartFields:</p> <ul style="list-style-type: none"> • Fund Affiliate • Operating Unit Affiliate 	<ul style="list-style-type: none"> • Activate or inactivate • Change Display Order • Relabel • Change Display Length • Change IntraUnit Related ChartField • Rename • Delete • Change Field Length
<p>The following standard ChartFields are not configurable:</p> <ul style="list-style-type: none"> • Statistics Code • Currency Code • Scenario • Book Code • Adjustment Type • Resource Analysis Type 	Not configurable

Project ChartFields

The project ChartFields are related ChartFields, which have the following display order:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

Project ChartFields are unique in that their display order in the overall sequence of all ChartFields is always the same in relation to the position of the Project ChartField. While you cannot directly change the display order of the other five project ChartFields, you can change the display order of the Project ChartField and the other five project ChartFields maintain their relative positions with respect to the Project ChartField. Their relative positions are as shown in the previous listing of ChartFields. The six project ChartFields must move as a group with any reordering of the display sequence for the Project ChartField and all other ChartFields reordered around this requirement.

Additionally, Resource Analysis Type is not considered a ChartField and as such is not included in the previous list of project ChartFields, nor is it included on either the Standard or Advanced Configuration pages.

While the project ChartFields are displayed on both the Standard and Advanced Configuration pages, project ChartFields are subject only to standard configuration. Because standard configuration can be done using either the Standard or Advanced Configuration page, the project ChartFields are available on both configuration pages.

Note: If you have not licensed the PeopleSoft Project Costing, Expenses, Resource Management or Services Procurement products, deselect the check boxes on the Installation Options Products page for any unlicensed products before running the Configure process so that ChartFields related to these products are automatically inactivated and are no longer available on pages that would otherwise contain the related ChartFields.

See [Project ChartFields](#).

See [Installation Options - Products Page](#).

Resource Analysis Type

Resource Analysis Type is displayed between the Activity and Source Type ChartFields on the Journal Line page. The value of this field is typically derived programmatically based on the transaction and is not available for input on most transaction entry pages. However, an exception to this is Journal Entry, where this field is available for input. Consequently, this field is added to the Journal Entry line page between the Activity and Source Type ChartFields.

If the Project ChartField is reordered during ChartField configuration, the Resource Analysis Type also retains this relative position and is reordered along with the Projects ChartFields in the display.

Like the Projects ChartFields (other than Project ID), Resource Analysis Type is not available if the PeopleSoft Project Costing application is not installed.

Activation and Inactivation of Projects ChartFields

Projects ChartFields are delivered already activated. If any of the PeopleSoft Project Costing, Expenses, or Resource Management applications are not installed, some of the Projects ChartFields are automatically inactivated by navigating to the Configuration page, saving, and then running the Configure process:

- If the Project Costing application is installed, all project ChartFields remain activated.
- If the Project Costing application is not installed and either the PeopleSoft Expenses or Resource Management application is installed, PC Business Unit, Activity, and the Project ChartField remain activated, and Source Type, Resource Category, and Subcategory are inactivated.
- If none of the Project Costing, Expenses, or Resource Management applications are installed, the system inactivates the PC Business Unit, Activity, Source Type, Resource Category, and Subcategory ChartFields if they are not already inactivated.

Inactivation of the Project ChartField is not allowed if the PeopleSoft Project Costing, Expenses, or Resource Management applications are installed .

Inactivation of Source Type is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Category Edit Option (CAT_EDIT_OPTION) set to Related (REL).

Inactivation of Category is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Subcategory Edit Option (SUB_EDIT_OPTION) set to Related (REL).

Assumptions and Restrictions on Display Lengths of Project ChartFields

In the PeopleSoft system ChartFields normally reside in a grid. However, in some applications the PC Business Unit, Project, and Activity ChartFields typically reside outside a grid, as in the PeopleSoft Project Costing application. This prevents the configuration process from changing the display length of these fields. However, though the display length of ChartFields cannot be changed when they appear outside a grid, data entry is restricted to the display length specified on the Standard Configuration page. For example, even though Project appears as a 15-character field in the grid, data entry can be restricted to 10 characters if that is the display length that you specify on the Standard Configuration page.

Balancing and Interunit Restrictions on Project ChartFields

No balancing occurs on the Projects ChartFields. Although the Project ChartField can be specified as a balancing ChartField, this is not true of the other five Projects ChartFields. Therefore, they do not appear in the IntraUnit Related ChartField drop-down list box on the configuration page.

Other Project ChartField Configuration Restrictions

ChartField Inheritance is supported for fully configurable ChartFields only. It is not supported for project ChartFields because they are partially configurable.

If a PeopleSoft application maintains grid tabs that are embedded between ChartFields, a manual step is necessary in the ChartField configuration process that requires you to review and modify these pages. This is because the configuration process automatically moves embedded grid tabs to the end of the ChartField block.

ChartField Configuration Scope and Levels

The ChartField Configuration process can be used to configure ChartFields for:

- *Products installed during your initial PeopleSoft implementation.* The full configuration process updates all records and pages in the database containing ChartFields. It also produces a Configuration Steps report that lists the definitions or programs that must be updated manually for each installed product. Use the Standard ChartField or Advanced ChartField Configuration component.
- *Products installed after the initial ChartField Configuration.* The full configuration process updates all records and pages in the database containing ChartFields if any additional configuration actions have been requested since the initial ChartField Configuration. It also produces a Configuration Steps report that lists the definitions and programs that must be updated manually for each installed product. Use the Standard ChartField or Advanced ChartField Configuration component.
- *Projects containing upgrade objects or application updates and fixes.* Depending on the configuration actions selected when your products were configured, you might need to apply those actions in the future to projects containing upgrade objects or application updates and fixes. Oracle will inform you when this is required. Use the CF Configuration by Project page.

ChartField Reporting Requirements Analysis

When planning how to configure your ChartFields to meet your reporting requirements, consider the following questions:

- How many ChartFields do you need?
- Can the existing active ChartFields meet your requirements or do you need to activate any of the expansion ChartFields 1, 2, or 3?
- Do you need to add additional ChartFields beyond the expansion ChartFields? This affects future upgrades and application fixes, making them more complex. Oracle recommends using all of the delivered ChartFields first before considering adding a new one.
- What should the length of each ChartField be?
- What descriptive labels (long and short) do you want to appear on pages and reports for each ChartField?
- In what order do you want the ChartFields to be displayed?
- Do you use alternate account functionality? If so, the alternate account must be active.
- Have you implemented PeopleSoft Project Costing, Expenses, Resource Management, or Services Procurement? If so, PC Business Unit & Activity must be active.
- Have you implemented PeopleSoft Expenses, Asset Management, or Resource Management? If so, the Department ChartField must be active.
- Are you using the InterUnit functionality? If so, Affiliate must be active.
- Are you using the IntraUnit functionality? If so, one or both IntraUnit Affiliate ChartFields must be active.

- How many intraunit balancing ChartFields do you require, if any, and what are their related ChartFields?
- Do you want to rename any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you relabel the ChartField.
- Do you want to delete any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you inactivate the ChartField.
- Do you want to reduce the field length of any of the delivered ChartFields? Oracle strongly discourages this because it makes applying future upgrades and application fixes more complex. Instead, Oracle recommends that you reduce the display length of the ChartField.

Using Standard ChartField Configuration

This topic discusses how to complete the Standard ChartField Configuration page.

To configure your ChartFields, use the Standard Configuration component (STANDARD_CF_TMPLT).

The following configuration actions can be performed using the standard configuration:

- Change the display order of ChartFields on pages and reports.
- Relabel long and short names (descriptions) of ChartFields.
- Inactivate or activate ChartFields.
- Change the display length of ChartFields on pages and reports.
- Change Related ChartFields for IntraUnit Affiliate ChartFields.

Inactivated ChartFields are not displayed on pages, reports, or prompt lists and are not included in indexes. While not displayed, they are not removed from records or pages. This significantly reduces configuration time and effort.

After a standard configuration, no additional manual database changes are required other than rebuilding indexes, recreating views, and updating Crystal reports if you use them instead of the BI Publisher reports.

Note: Oracle recommends that, if possible, the standard configuration be used exclusively, because it minimizes the need to reapply ChartField configuration actions when you subsequently upgrade or apply application fixes.

Pages Used for Standard ChartField Configuration

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Standard ChartField Configuration	STANDARD_CF_TMPLT	<ul style="list-style-type: none"> Set Up Financials/ Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Standard ChartField Configuration Alternatively, select the Standard Configuration tab on the Advanced Configuration page. 	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Change ChartField Labels	FS_CF_TMPLT_CONFIG	Click the Relabel link for Projects on the Standard ChartField Configuration page	Add long and short names for the Project ChartField.
Preview Configuration	FS_CF_PAGE_DEMO	Click the Preview button on the Standard ChartField Configuration page.	Preview the results before completing configuration.

Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.



Navigation

- Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Standard ChartField Configuration
- Alternatively, select the Standard Configuration tab on the Advanced Configuration page.

Image: Standard ChartField Configuration page

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

Standard ChartField Configuration

List of Chartfields Personalize | Find |   First 1-21 of 21 Last

Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/> Active ChartField	1	Account	Account	Relabel	10		
<input type="checkbox"/> Active ChartField	2	Alternate Account	Alt Acct	Relabel	10		
<input type="checkbox"/> Active ChartField	3	Operating Unit	Oper Unit	Relabel	8		
<input type="checkbox"/> Active ChartField	4	Fund Code	Fund	Relabel	5		
<input type="checkbox"/> Active ChartField	5	Department	Dept	Relabel	10		
<input type="checkbox"/> Active ChartField	6	Program Code	Program	Relabel	5		
<input type="checkbox"/> Active ChartField	7	Class Field	Class	Relabel	5		
<input type="checkbox"/> Active ChartField	8	Budget Reference	Bud Ref	Relabel	8		
<input type="checkbox"/> Active ChartField	9	Product	Product	Relabel	6		
<input type="checkbox"/> Active ChartField	10	PC Business Unit	PC Bus Unit	Relabel	5		
<input type="checkbox"/> Active ChartField	11	Project	Project	Relabel	15		
<input type="checkbox"/> Active ChartField	12	Activity	Activity	Relabel	15		
<input type="checkbox"/> Active ChartField	13	Source Type	Source Type	Relabel	5		
<input type="checkbox"/> Active ChartField	14	Category	Category	Relabel	5		
<input type="checkbox"/> Active ChartField	15	Subcategory	Subcategory	Relabel	5		

[Configuration Status](#)
[Configuration Report](#)
[Process Monitor](#)

This page initially displays the ChartFields as delivered.

Status

An *Active* ChartField appears on pages, reports, and prompt lists.

An *Inactive* ChartField does not appear on pages, reports, and prompt lists. However, it is not removed from records and pages.

Expansion ChartFields 1, 2, and 3 are delivered inactive but can be activated if the delivered active ChartFields are not sufficient for your requirements.

Warning! Do not change the status of a ChartField after you have run the full configuration and are using the system in production. Status determines whether ChartFields are displayed on pages, reports, and prompt lists throughout the system.

Order	You change the order of display by directly changing the sequence of order numbers in this field. Inactive ChartFields are given the order value of 99. An order number is required when a ChartField is <i>Active</i> . When you activate an inactive ChartField, the system assigns it the next available number, which you can change to place the newly activated ChartField in any desired sequence. Final reordering is done when you save the page or press the Configure button to remove gaps or duplicates in the numbering sequence as well as when you reposition the project ChartFields as a group.
Long Name and Short Name	Enter a new long name and short name to relabel the description of a ChartField. These names, rather than the database field name of the ChartField, will appear on pages, reports, and prompt lists.
Relabel	If multiple base language labels exist or foreign language translations exist for the labels of a ChartField, this link becomes available to allow editing of these labels.
Display Length	Enter a new value to change display length on pages. The display length cannot be greater than the actual field length of the ChartField. For added ChartFields, this value becomes the ChartField length by default. You can later change the value.
Affiliate Type	Standard ChartFields have no affiliate type. An Affiliate ChartField is either an interunit or intraunit affiliate.
IntraUnit Related ChartField	A unique IntraUnit Related ChartField of the same or smaller ChartField length must be specified for each IntraUnit Affiliate ChartField that is Active. If this represents a new ChartField that is being added in the same configuration process run, you must wait to specify it as an IntraUnit Related ChartField until you have completed all of the steps required to add the ChartField. When the ChartField is successfully added, you can specify it as an IntraUnit Related ChartField and run a separate configuration process. (The Business Unit field is required for the InterUnit Affiliate ChartField.)
Activate	Click the check boxes next to the fields that you want to activate and then click the Activate button.
Inactivate	Click the check boxes next to the fields that you want to inactivate, and then click the Inactivate button.

Note: You cannot inactivate the Project ChartField if you have installed any the following PeopleSoft applications: Project Costing, Expenses, and Resource Management.

You can inactivate the Source Type, Category, and Subcategory ChartFields only when they are not associated with the Project Costing business unit.

You cannot inactivate the Source Type and Category ChartFields if they are defined as required input controls on the Project Costing Options page (BUS_UNIT_OPT_PC).

Preview

Click the Preview button prior to clicking the Configure button to preview what the ChartField grid display will look like after configuration.

Configure

Refer to the section on running and verifying the ChartField configuration before initiating the configuration using the Configure button.

See [Running and Verifying the ChartField Configuration Program](#).

Warning! Do not inactivate or delete a ChartField if you have transaction data posted to that ChartField. If you do so, you will not be able to view that ChartField on pages and reports and might errors might occur when you are altering tables for which that ChartField is defined as a key.

Warning! If you make any changes to the Standard or Advanced Configuration pages, you must run the Full Configuration process to implement those changes before using the system. If you have saved changes but want to cancel them before running the Full Configuration, use the Configuration Status - Action Status page to cancel the undesired configuration actions. This will reset the ChartField to its previous configuration.

Using Advanced ChartField Configuration

The following configuration actions can be performed using Advanced Configuration:

- Add new ChartFields.
- Delete ChartFields.
- Resize ChartFields.
- Rename ChartFields.

Use advanced configuration when the standard configuration and delivered ChartFields do not meet your requirements. Note that these configuration actions must be applied to new objects containing ChartFields received using an upgrade or by applying application fixes. Therefore, Oracle recommends that the standard configuration be used exclusively, if possible, to meet your ChartField requirements.

This list suggests ways to use the Standard Configuration in place of the Advanced Configuration:

- Activate an inactive ChartField instead of adding a new ChartField.

- Inactivate a ChartField instead of deleting it.
- Change the display length rather than the field length when reducing the size of a ChartField.
- Relabel a ChartField instead of renaming it.

PeopleSoft software enables you to have an unlimited number of ChartFields, each of which may be up to 30 characters in length. Due to platform-specific index length limitations, however, the combined field length of your ChartFields might cause this limit to be exceeded on a given table, although this is highly unlikely. These index limits are shown below and represent the total length of all key fields on a table excluding inactive ChartFields because inactive fields are not included in the index:

<i>RDBMS Platform</i>	<i>Max Index Length ANSI</i>	<i>Max Index Length Unicode</i>	<i>Max # of Columns in an Index</i>	<i>Max # of Columns in a Table</i>
MSSQLServerVersion 2000	900	450	16	1024
DB2/Unix Versions 7.0, 8.0	1024 *	1024 **	16	500 with 4K page. 1012 with 8, 16, 32K page.
DB2/OS390 Versions 6.1, 7.1	255 *	Unicode is not supported.	64	750
Oracle Versions 8i, 9i	40% of the database block size minus some overhead. Block size can be 4K or 8K.	40% of the database block size minus some overhead. Block size 8K is recommended.	32	1000
Sybase ASEVersion 12.5.03 ESD#4 for Unicode	600 for Page size 2K. 1250 for Page size 4K. 2600 for Page size 8K.	2600 for Page size 8K	31	1024 for DOL (Row level lock)
Informix Versions 9.2, 9.3	390	Unicode is not supported.	16	32K

* Subtract one byte for each key field defined as a Date, Time, Datetime, or Long Character field (key columns that allow NULL).

** Subtract one byte for each key field defined as Date, Time, Datetime or Long Character. Subtract four bytes for each key field defined as Character. When summing the field lengths of the key fields, double the field length of each key field defined as Character.

For example, if FLD1 is a character key field with length 3, during the index size calculation the length is doubled to 6. You must also add four bytes so that the final length is ten bytes for the index size calculation.

Pages Used for Advanced ChartField Configuration

Page Name	Definition Name	Navigation	Usage
Advanced Configuration	FS_CF_TEMPLATE	<p>Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration, Advanced Configuration</p> <p>You can also access the Standard Configuration page from this page by selecting the Standard Configuration tab.</p>	Perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.
Change ChartField Name	FS_CF_TMPLT_CONFIG	<p>Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration</p> <p>Click the Change Name link.</p>	Change a ChartField name. Also use to change the description, short name and names of associated prompt tables.
Add New ChartField	FS_CF_ADD_MODEL	<p>Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration</p> <p>Click the Add New ChartField button.</p>	Add an IntraUnit Affiliate ChartField or Standard ChartFields.
Add New ChartField	FS_CF_TMPLT_CONFIG	<p>Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration</p> <p>Click the Add New ChartField button.</p>	Add a new ChartField.
Preview Configuration	FS_CF_PAGE_DEMO	Click the Preview button on the Advanced Configuration page.	Preview before completing configuration.

Advanced Configuration Page

Use the Advanced Configuration page (FS_CF_TEMPLATE) to perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.

Navigation

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

You can also access the Standard Configuration page from this page by selecting the Standard Configuration tab.

Image: Advanced Configuration page

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

Configure Chartfields Personalize | Find | 1-21 of 21 First 1-21 of 21 Last

Advanced Configuration | Standard Configuration

Status	Order	ChartField	Field Long Name	Field Length	
<input type="checkbox"/> Active ChartField	1	ACCOUNT	Account	10	
<input type="checkbox"/> Active ChartField	2	ALTACCT	Alternate Account	10	
<input type="checkbox"/> Active ChartField	3	OPERATING_UNIT	Operating Unit	8	Change Name
<input type="checkbox"/> Active ChartField	4	FUND_CODE	Fund Code	5	Change Name
<input type="checkbox"/> Active ChartField	5	DEPTID	Department	10	
<input type="checkbox"/> Active ChartField	6	PROGRAM_CODE	Program Code	5	Change Name
<input type="checkbox"/> Active ChartField	7	CLASS_FLD	Class Field	5	Change Name
<input type="checkbox"/> Active ChartField	8	BUDGET_REF	Budget Reference	8	Change Name
<input type="checkbox"/> Active ChartField	9	PRODUCT	Product	6	Change Name
<input type="checkbox"/> Active ChartField	10	BUSINESS_UNIT_PC	PC Business Unit	5	
<input type="checkbox"/> Active ChartField	11	PROJECT_ID	Project	15	
<input type="checkbox"/> Active ChartField	12	ACTIVITY_ID	Activity	15	
<input type="checkbox"/> Active ChartField	13	RESOURCE_TYPE	Source Type	5	
<input type="checkbox"/> Active ChartField	14	RESOURCE_CATEGORY	Category	5	
<input type="checkbox"/> Active ChartField	15	RESOURCE_SUB_CAT	Subcategory	5	

[Configuration Status](#)
[Configuration Report](#)
[Process Monitor](#)

Select one or more advanced actions.

Field Length

Enter a value of up to 30 characters to change the length of a ChartField in the database. (Display size will automatically adjust to a new field size of fewer characters.)

Change Name

Select to access the Change ChartField Name secondary page. Enter a unique new CF name and change the long name and short name accordingly.

Activate

Click the check boxes next to the fields that you want to activate, and then click the Activate button.

Inactivate

Click the check boxes next to the fields that you want to inactivate, and then click the Inactivate button.

Delete

Click the check boxes next to the fields that you want to delete, and then click the Delete button. Account, alternate account, department, project, and affiliate cannot be deleted. Also, you cannot delete your last remaining standard or affiliate ChartField.

Oracle recommends that you inactivate a ChartField rather than delete it.

Add New ChartField

Click this button to access the Add New ChartField dialog box and then select either to add a Standard or IntraUnit Affiliate ChartField. Click OK to access the Add New ChartField secondary page.

Enter the field length of the new ChartField that will be added to the database by the configuration process.

If you selected the IntraUnit Affiliate check box, IntraUnit Affiliate is also selected by the system on the Add New ChartField secondary page, indicating that you are adding an IntraUnit Affiliate ChartField. In this case, you must also select an IntraUnit Related ChartField. These two fields do not appear on the page when you are adding a Standard ChartField. You cannot add additional *Interunit* ChartFields.

Model lists the prompt tables that exist for a selected ChartField that are also copied to the New Name column. Because counterpart prompt tables are required for the new ChartField, modify the New Name prompt table names to reflect the name of the new ChartField.

The new prompt table names entered have to be manually created in the PeopleSoft Application Designer and will be listed in the Configuration Steps Report. Make sure that the prompt tables are created before opening any of the records containing ChartFields.

Preview

Select the Preview button prior to clicking the Configure button to preview what the ChartField grid display will look like after configuration.

Configure

Refer to the section on running and verifying the ChartField configuration before initiating the configuration using the Configure button.

See [Running and Verifying the ChartField Configuration Program](#).

Running and Verifying the ChartField Configuration Program

To run and verify the ChartField configuration program, use the Standard Configuration (STANDARD_CF_TMPLT) and ChartField Definition (CF_CHRTFLD_DEFN) components.

After setting up either a standard or advanced ChartField configuration, you are ready to:

- Run the ChartField configuration program.
- Monitor the progress of the configuration by ChartField configuration action and product.
- Cancel an action that has not been processed.
- Mark products complete when all manual steps have been performed for advanced configuration actions.
- Verify the success of the standard or advanced ChartField configuration.

Pages Used to Run and Verify the ChartField Configuration Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Standard ChartField Configuration	STANDARD_CF_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Standard ChartField Configuration You can also access the Standard ChartField Configuration page by selecting the Standard Configuration tab on the Advanced Configuration page.	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Advanced Configuration	FS_CF_TEMPLATE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration	Perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields. (You can access the Standard Configuration page from this page by selecting the Standard Configuration tab.)

Page Name	Definition Name	Navigation	Usage
Dynamic Edit Tables	FS_FLD_PROMPT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Dynamic Edit Tables	Dynamic Edit Tables are used by the Get Edit Tables PeopleCode function to retrieve prompt table names that are to be assigned dynamically through PeopleCode. For example, when ChartFields are refreshed in the Ledger Group component in General Ledger, their associated prompt tables are assigned from here. This page is automatically maintained by the ChartField Configuration Utility. You should not need to update this page unless you are performing a customization that requires the Get Edit Tables function.
Define ChartField	CF_CHRTFLD_DEFN	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition, Define ChartField	The ChartField Configuration utility references the fields on this page. You should not need to modify the page.
COBOL	CF_COBOL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, COBOL	The ChartField Configuration utility references this page to derive any COBOL programs that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
CF Crystal	CF_CRYSTAL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, CF Crystal	<p>The ChartField Configuration utility references this page to derive any Crystal reports that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.</p> <p>PeopleSoft delivers selected BI Publisher reports to supplement some Crystal reports, which require manual changes if you implement ChartField configuration. These delivered BI Publisher reports do not require manual changes to support ChartField configuration and use the same criteria as the Crystal reports.</p>

Page Name	Definition Name	Navigation	Usage
nVision	CF_NVISION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, nVision	The ChartField Configuration utility references this page to derive any nVision reports that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
SQR/SQC	CF_SQR	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, SQR/SQC	The ChartField Configuration utility references this page to derive any SQRs that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
MC Templates	CF_MC_TEMPLATE_2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Mass Change Programs, MC Templates	The ChartField Configuration utility references this page to derive any Mass Change templates that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
MC Type	CF_MC_TYPE2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Mass Change Programs, MC Type	The ChartField Configuration utility references this page to derive any Mass Change types that must be changed manually and lists them on the Configuration Steps report. You should not need to modify the page.
Run AMCFBULD	RUN_AMCFBULD_RQST	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Update AM ChartField SQC, Run AMCFBULD	The configuration process normally schedules an SQR called AMCFBULD. If this SQR is unsuccessful, even though the configuration process itself is successful, you can use this page to resubmit the SQR alone when the problem has been resolved.
Action Status	INQ_CFHDRLOG_SUM	Click the Configuration Status link on either the Advanced Configuration or Standard Configuration page.	Inquire on the status of a ChartField configuration action.

Page Name	Definition Name	Navigation	Usage
Product Status	INQ_CFLNLOG_DTL	Click the All Products Status link on the bottom of the Actions page or click the Product Status link for a row on the Actions Status page.	Inquire on the status of a ChartField configuration action by installed product. Also use to mark the status of products complete for a particular ChartField configuration action.

Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.

Navigation

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

You can also access the Standard ChartField Configuration page by selecting the Standard Configuration tab on the Advanced Configuration page.

Use the Advanced Configuration page (FS_CF_TEMPLATE) to perform advanced ChartField configuration such as adding, deleting, renaming and resizing of ChartFields.

(You can access the Standard Configuration page from this page by selecting the Standard Configuration tab.)

Configure

Click the Configure button to access the Process Scheduler Request page and initiate the configuration process.

Click the Run Full Configuration button and then the OK button to run the configuration process and produce the Configuration Steps report of required manual steps.

The ChartField Configuration program accesses and processes several pages.

[See Pages Used to Run and Verify the ChartField Configuration Process](#).

If you want to review the required manual steps prior to committing to a full configuration, select Preview Configuration Steps and click OK. This generates only the Configuration Steps report.

After you run the full configuration, you cannot change the ChartField Configuration Pages or cancel requested configuration actions until the configuration process is successfully completed.

Warning! Because the process performs large numbers of updates to PeopleTools tables, no users should be logged on to the database while the process runs to avoid potential locking issues. For the same reason, after you initiate the full configuration process, you should immediately shut down the application server until the process finishes. You can monitor the progress of the process using the monitoring facility provided by your operating system (such as Task Manager on NT). The process also updates the AE_FS_CFCONFIG_XXX.STDOUT file (where XXX is your Process Instance number). The size of this file remains 0 until the process finishes.

Before running the process, ensure that your environment has the following recommended database settings:

Oracle

- Rollback Tablespace = 1536MB.
- Rollback Segment sizing: Initial Extent + (Next Extent * Maxextents) = 1024MB (approximate).
- dml_locks = 1024 (set in init.ora).
- Changing the dml_locks setting requires recycling the instance.

Informix

- Log Space = 1800MB.
- LOCKS = 2,500,000.

Sybase—Log Space = 2000MB.

DB2/Unix

- Update the locking mode to share: db2set DB2_RR_TO_RS=yes (This sets Lock mode requested = Next Key Share (NS)).
- Include the following command in the DBMCFG.SQL configuration file: UPDATE DBM CFG USING QUERY_HEAP_SZ 64000.
- Log file size (4KB) (LOGFILSIZ) = 24000
- Number of primary log files (LOGPRIMARY) = 20
- Use the following minimum TableSpace sizes (these might need to be increased):
 - BDAPP: 9720
 - BDAPPIDX: 2680
 - BDLARGE: 1191
 - FAAP: 11312
 - FSLARGEIDX: 13568
 - LCAPP: 28572
 - LCAPPIDX: 2600

- Recycle the instance after changing the setting.

DB2/OS390—No changes recommended.

MSS 2000—Log Space = 1500MB.

See also *PeopleTools: PeopleSoft Process Scheduler*

Action Status Page

Use the Action Status page (INQ_CFHDRLOG_SUM) to inquire on the status of a ChartField configuration action.

Navigation

Click the Configuration Status link on either the Advanced Configuration or Standard Configuration page.

Access the Action Status page (click the Configuration Status link on either the Advanced Configuration or Standard Configuration page).

The following statuses can appear on both the Action Status and Product Status pages:

Not Yet Begun

A ChartField configuration action has been requested and saved on the Standard Configuration or Advanced page but the full configuration has not been successfully completed.

Auto Configuration Complete

The full Configuration process has finished successfully. This status is used only for advanced ChartField configuration actions.

Complete

For standard ChartField configuration actions, this status is set by the full Configuration process and indicates that it has finished successfully. Manual tasks listed on the Configuration Steps report must still be completed.

For advanced ChartField configuration actions, this status is set manually by means of the Mark Complete button on the Product Status page. When all products are complete for a ChartField configuration action, the status of the action is automatically changed to Complete on the Action Status page.

Note: When the full configuration has successfully finished, standard actions will be marked complete although they might still require manual steps, such as rebuilding indexes or updating Crystal reports. Make sure that you review the Configuration Steps Report to determine the additional manual steps necessary to complete the configuration.

Product Status

Select to access the Product Status page and display the status of each installed product for the ChartField configuration action selected. Update the Product Status page by running either the full Configuration or preview Configuration steps process.

Cancel

Click the Cancel button to cancel ChartField configuration actions that you do not want to be processed by the full

Configuration program. After this program has been run for a ChartField configuration action, that action cannot be canceled.

In addition, you cannot cancel a Reorder action. Instead, specify the desired order on the Standard Configuration page.

When canceling an inactivate, add, or delete action, verify the order on the Standard Configuration page and make adjustments as necessary.

When canceling a relabel action, only the default label is reset to its previous value. Any additional base language or foreign language labels need to be updated manually.

Product Status Page

Use the Product Status page (INQ_CFLNLOG_DTL) to inquire on the status of a ChartField configuration action by installed product.

Also use to mark the status of products complete for a particular ChartField configuration action. You update the Product Status page by running either the full Configuration or preview Configuration steps process.

Navigation

Click the All Products Status link on the bottom of the Actions page or click the Product Status link for a row on the Action Status page.

Mark Complete

When you complete the manual steps associated with an advanced ChartField configuration action for a product, click the Mark Complete button to mark the product complete.

This changes the status from Auto Configuration Complete to Complete and allows additional ChartField configuration actions to be requested when all products are marked complete.

Configuration Status Action Status Page

Access the Configuration Status Action Status page and verify that the configuration program has successfully processed each configuration action. No configuration actions with a status of *Not Yet Begun* should exist. If they do, the configuration process might not have finished successfully and following the steps below will help you identify the problem.

Review the Message Log produced by the Full Configuration Application Engine process for any errors that might have occurred. Any errors should be corrected and the process restarted (if it did not finish successfully) before proceeding to the manual configuration tasks.

Note: Do not make additional changes to the Standard Configuration or Advanced Configuration pages until this process finishes successfully.

The full configuration process uses the PeopleSoft PeopleTools Bulk Operations feature to modify records and pages for the Add, Delete, and Reorder configuration actions. When the full configuration

has finished, review the Bulk Operations log file (BulkOps.log) for any errors and a record of what has or has not been processed. The log is located in %PS_CFG_HOME%/appserv/prcs/<domain>/log_output or (if that directory cannot be updated) in %PS_HOME%. Skipping certain records and pages that do not require updating is normal for the utility. If the utility updates a record or page that is questionable due to the complexity of the object, the record or page is written to a project called BLK_*FieldName*. Review the contents of any BLK_*FieldName* project created by the utility.

If you have requested a Reorder or Change Display Length configuration action and the Message Log contains an error message indicating that the process was unable to update order or display length on one or more pages, review the BulkOps.log file to identify the specific pages that were not processed. You must update these pages manually.

Finally, if you have activated or inactivated ChartFields, review the Application Engine TRC file for the process instance for any error messages to ensure that all index definitions were updated properly. Any indexes not updated by the configuration process can be updated in Application Designer by opening and resaving the record definition and then rebuilding the index.

Note: For more information about the Bulk Operations feature, consult the PeopleTools documentation.

For more information, see *PeopleTools: PeopleSoft Application Designer*

Performing Manual Configuration Tasks

This topic provides an overview and discusses how to:

- Perform one-time manual configuration tasks.
- Perform product-specific manual configuration tasks.
- Running the Configuration Steps report and inquiry.

Understanding a Manual Configuration

Generally, the following items do not require manual modification as a result of performing a ChartField configuration:

- Record definitions
- Pages
- PeopleCode
- SQL Objects
- View Text
- Application Engine
- COBOL
- SQR

Depending on the configuration actions that you request, the following objects might require manual modification:

- Queries
- Message Definitions
- Component Interfaces
- Crystal Reports (BI Publisher reports do not require modification)
- File Layouts
- Mass Change Types/Templates
- Delivered PS/nVision layouts

All ChartField configuration actions require that certain manual steps be performed to complete the configuration. Standard actions typically require many fewer steps than advanced actions. The manual steps are listed in the order they should be performed on the Configuration Steps report that is produced by running either the full configuration process or the preview configuration steps process.

The Preview Configuration Steps process produces the report without performing any database updates. This enables you to make changes to your ChartField configuration actions prior to running the full configuration. The full configuration process produces the same report in addition to applying the appropriate database updates.

The Configuration Steps Report first lists the tasks that need to be performed only *one-time* for all installed products, and then the *product* tasks that need to be performed for each installed product. If product is blank, that definition is used in multiple products and will be listed only once.

The manual tasks listed and discussed subsequently are a comprehensive listing of tasks for all ChartField configuration actions. The Configuration Steps report lists only the tasks that are appropriate for the actions that are requested.

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide*.

Performing One-Time Manual Configuration Tasks

The following table summarizes the manual configuration tasks listed on the Configuration Steps report that typically need to be performed only once regardless of the number of products installed. However, some of these tasks might need to be repeated during a subsequent project-based configuration.

Required steps must be performed for the system to function properly. Optional steps do not affect the functioning of the system, but typically affect the appearance of pages and reports.

This table of sample sequence numbers indicates the order in which the steps are performed. (Gaps occur in the number sequence.)

Seq #	Common Tasks	Notes/Require/Optional
00010	Run Full Configuration Process	Applies only when the Preview Configuration Steps process is run Required for all actions except changing the IntraUnit Affiliate Related ChartField.
00020	Define new ChartField Validation Table	Required only for an Add action. Does not apply to IntraUnit Affiliate ChartFields.
00040	Create new ChartField Prompt Views	Required only for an Add action.
00060	Define new ChartField Definition page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition). (may need to create component in Application Designer first).	Required only for an Add action. Does not apply to the IntraUnit Affiliate ChartField.
00070	Create a table listing Query and Crystal report	Add action only (optional). Does not apply to the IntraUnit Affiliate ChartField.
10010	Alter Tables/Create Indexes	Required for: <ul style="list-style-type: none"> • Add • Delete • Rename • Resize
10020	Create Indexes	Applies only when Activate/Inactivate is requested without an Add, Delete, Rename, or Resize.
10040	Create Views	Required for: <ul style="list-style-type: none"> • Add • Delete • Rename • Change IntraUnit Related CF • Resize
10050	Add new TableSet Record Group	Required for Add (does not apply to IntraUnit Affiliate ChartFields)
10060	Update the Table Listing Crystal Report	Required for Resize and Rename. Optional for Relabel.

Note: Create the related language tables first. These tables have a suffix of *Lxxx*, for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Define New ChartField Validation Tables (Seq.# 00020)

In the PeopleSoft Application Designer, copy the Model table listed in the Configuration Steps Report by selecting File, Save As, and name the new validation table as shown in the report. If the table already exists, replace it. Complete the following steps:

When prompted whether to save a copy of the PeopleCode, answer *Yes*.

When the new validation table is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one, and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField to the new ChartField and modify it as needed.

Delete the model ChartField from the new validation table.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the table in Record Properties.

Save the new validation table.

Use Build, Current Object to create the new table. Acknowledge any warning messages by clicking OK.

Follow the same procedure for each new validation table listed.

Note: Create the related language tables first. These tables have a suffix of *_Lxxx*, for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Create New ChartField Prompt Views (Seq.# 00040)

In the Application Designer, copy the Model prompt view listed in the Configuration Steps Report by selecting File, Save As, and name the new prompt view as shown in the report.

When prompted whether to save a copy of the PeopleCode, answer *Yes*.

When the new prompt view is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField over to the new ChartField and modify it as needed.

Delete the model ChartField from the new prompt view.

Modify the view text to reference the new ChartField name. Ensure that the SQL Objects (%Sql) reference the new ChartField name or new validation table name as appropriate.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the prompt view in the Record Properties.

Save the new prompt view.

Follow the same procedure outlined for each new prompt view listed.

The views will be built in Seq.# 10040.

Warning! Complete this step before opening records containing ChartFields in Application Designer or you might receive an error stating that a prompt table cannot be found.

Define New ChartField Definition Page and Component (Seq.# 00060)

Copy the Model page listed in the report and use the name provided for the new page.

When prompted whether to save the associated PeopleCode, answer *Yes*.

Ensure that all references to the old validation table are replaced.

Review any Page PeopleCode that was copied from the existing page and modify or delete it as appropriate.

Copy the Model component, including PeopleCode, replacing references to the Model ChartField and validation table with the new ChartField and validation table. Use the same name as the new page and add the new page to it.

Copy the following two message definitions, including PeopleCode, replacing references to the Model ChartField and validation table with the new ChartField and validation table:

- <model ChartField name>_CF_FULLSYNC
- <model ChartField name>_CF_SYNC

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry, and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included in the following list:

- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: USE
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_OPERATING_UNIT_GBL)
- Content Reference Label: <Long Name of the new ChartField>

- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP
- Permission Lists: <select based on your security setup>

Create a Table Listing Query and Crystal Report (Seq.# 00070)

Access PeopleTools, Security, Query Security, Query Access Manager and open QUERY_TREE_ERP.

Click the ChartFields Access Group, click the Insert Child Record icon, enter the name of the validation table for the new ChartField, click Add, and save the tree.

Access Reporting Tools, Query, Query Manager and select the Model query listed in the report. Using this query as a model, build a new query to represent the new ChartField using the name specified on the report. Do *not* copy this query to make the new query, because the new query should refer to the validation table of the new ChartField.

Open the Crystal Reports program and select the model Crystal report listed in the Configuration Steps report. Using this model report, build a new report for the new ChartField using the new name specified on the Configuration Steps report.

Note: Oracle delivers selected BI Publisher reports to supplement some Crystal reports, which require manual changes if you implement ChartField configuration. These delivered BI Publisher reports do not require manual changes to support ChartField configuration and they use the same criteria as the Crystal reports.

See [Managing ChartFields for Reports](#).

Open the Run Control page for the model Crystal report listed in the Configuration Steps report. The name of this page will be RUN_XXXX, where XXXX is the name of the model Crystal report. Copy this page and use the new name specified on the Configuration Steps report for XXXX (for example, RUN_FIN9000).

Create a component with the same name as the new Run Control page and add the page to it. Clone the attributes of the model Crystal report component.

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry, and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included in the following list:

- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: REPORT
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_RUN_FIN9000_GBL)

- Content Reference Label: <Long Name of the new ChartField>
- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP
- Permission Lists: <select based on your security setup>

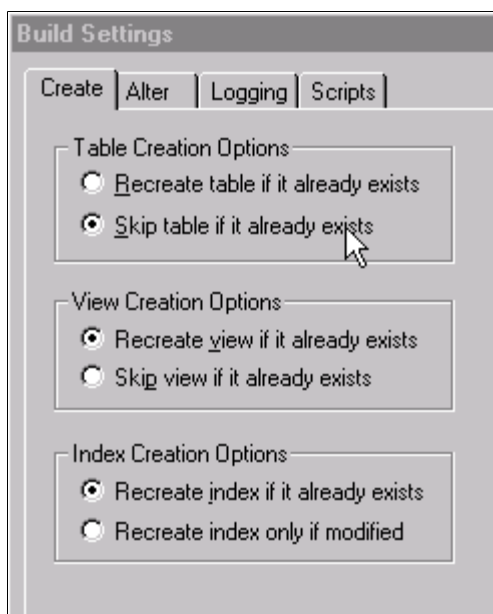
Modify FS_PANELS_WRK.PB_SELECT_CF FieldChange PeopleCode to include the new ChartField by cloning all PeopleCode related to the Model ChartField. The CheckSecurity and Xfer2Page functions parameters are Menu Bar Name, Menu Item Name, and Component Item Name respectively.

Alter Tables/Create Indexes (Seq. #10010)

Build the objects in the project listed on the report. Verify the Build Settings by selecting the Create tab on the Build Settings page:

Image: Verifying Build Settings: Create tab

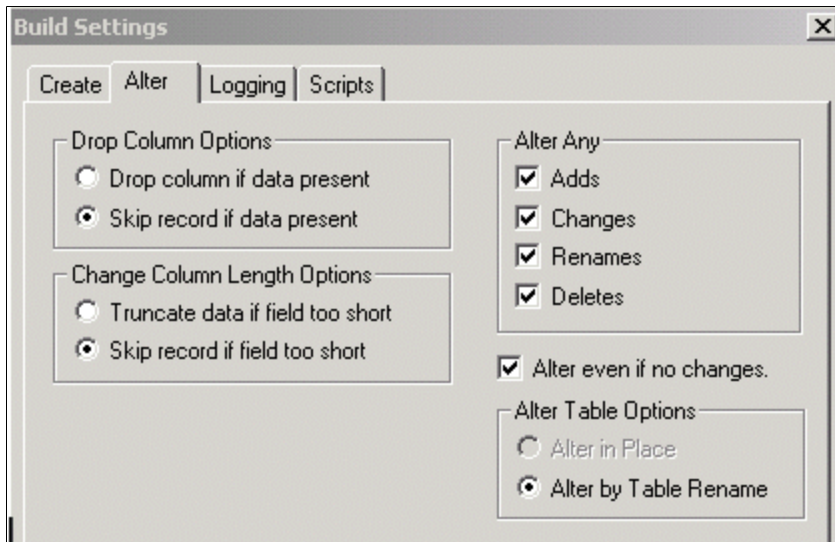
Verifying Build Settings: Create tab



Select the Alter tab to verify build settings:

Image: Verifying Build Settings: Alter tab

Verifying Build Settings: Alter tab



Acknowledge any warning messages by clicking OK.

Create Indexes (Seq.# 10020)

Build the objects in the project listed on the report.

Select the Create Indexes check box.

Verify that Build Settings are set as indicated in Seq #10010.

This task and Seq.# 10010 are mutually exclusive.

Create Views (Seq.# 10040)

Build the objects in the project listed on the report.

Select the Create Views check box.

Verify that Build Settings are set as indicated in step #10010.

Add a New TableSet Record Group (Seq.# 10050)

Add a new record group for each new ChartField you are adding under PeopleTools, Utilities, Administration, Record Group using FS_ and select the next available number. Add all the records and views listed in the report to the appropriate record group.

Update the Table Listing Crystal Report (Seq.# 10060)

Update the Crystal Report listed to reflect the ChartField configuration actions requested.

Performing Product-Specific Configuration Tasks

The following table summarizes the *product-specific* manual configuration tasks that might be listed on the report:

Seq #	Product Tasks	Notes/Require/Optional
20010	Update Pages	Optional for: <ul style="list-style-type: none"> • Reorder • Change Display Size
40010	Update Queries	Required for: <ul style="list-style-type: none"> • Add • Delete
40020	Update Crystal Reports and Queries PeopleSoft delivers selected BI Publisher reports to supplement some Crystal reports, which require manual changes if you implement ChartField configuration. These delivered BI Publisher reports do not require manual changes to support ChartField configuration and they use the same criteria as the Crystal reports. See Managing ChartFields for Reports .	Required for: <ul style="list-style-type: none"> • Add • Delete • Rename • Resize Optional for: <ul style="list-style-type: none"> • Activate/Inactivate • Relabel • Reorder • Change display size
70030	Copy AMCHARTS.SQC to your SQR folder	Required for: <ul style="list-style-type: none"> • Add • Delete • Rename
80010	Update Mass Change Templates	Required for: <ul style="list-style-type: none"> • Add • Delete
80020	Update Mass Change Types	Required for: <ul style="list-style-type: none"> • Add • Delete

Seq #	Product Tasks	Notes/Require/Optional
80030	Update Delivered PS/nVision Layouts	Required for: <ul style="list-style-type: none"> • Add • Rename • Delete Optional for Resize.
80040	Update Message Definitions	Optional for Activate/Inactivate.
80050	Update File Layouts	Required for: <ul style="list-style-type: none"> • Add • Rename • Delete • Resize Optional for Activate /Inactivate.
80070	Update Component Interfaces	Required for: <ul style="list-style-type: none"> • Add • Delete Optional for Activate/Inactivate.
90010	Mark Actions complete on the Configuration Status - Action Status page.	Required for: <ul style="list-style-type: none"> • Add • Rename • Delete • Resize

Note: Review System Setup Data - If using the Business Request and Approval process for ChartFields, update the Business Request Setup and Core Table Fields pages. This is required for Add, Rename, and Delete.

See [Setting Up and Using Business Request and Approval](#).

Update Pages (Seq.# 20010)

Update the pages listed to reflect the ChartField configuration actions requested.

Update Queries (Seq.# 40010)

Access PeopleTools and update the queries listed to reflect the ChartField configuration actions requested.

For newly added ChartFields, select the new field to be included in the query. Click the Edit button for the new ChartField and change the column number to reflect the desired position of the ChartField. Edit the field properties and criteria and make any changes necessary to match the model ChartField.

Update Crystal Reports and Queries (Seq.# 40020)

For added or deleted ChartFields, update the query associated with each Crystal report listed. Update the Crystal reports listed to reflect the ChartField configuration actions requested.

You must modify the reports listed if any ChartFields are set to an Inactive status. You must remove Inactive ChartFields from these reports. You can do this by opening each report in the Crystal Reports program and using the Verify Database function, remove the Inactive fields.

Note: Oracle delivers selected BI Publisher reports to supplement some Crystal reports, which require manual changes if you implement ChartField configuration. These delivered BI Publisher reports do not require manual changes to support ChartField configuration and they use the same criteria as the Crystal reports.

See [Managing ChartFields for Reports](#).

Copy AMCHARTS.SQC to your SQR Folder (Seq. # 70030)

This step is required only if PeopleSoft Asset Management is installed.

In Process Monitor, click the Details link for the AMCFBULD SQR Report process and then select the View Log/Trace link. Right-click the AMCHARTS.SQC entry and copy that file to your %HOME%\SQR folder.

Update Mass Change Templates (Seq.# 80010)

Access PeopleTools, Mass Changes, and select Templates.

For newly added ChartFields, access each template listed and select the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField.

Update Mass Change Types (Seq.# 80020)

Access PeopleTools, Mass Changes, Types, and select the Record and Join Fields tab.

For newly added ChartFields, access each type listed and select the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField. Also update the other pages in the component.

Update Delivered PS/nVision Layouts (Seq.# 80030)

Access PS/nVision from Application Designer. For newly added or renamed fields, open each layout listed and enter the new name or new ChartField on the layout, if appropriate.

For deleted ChartFields, remove each reference to the deleted ChartField.

For resized ChartFields, verify that the new length will fit the space provided.

Update Message Definitions (Seq.# 80040)

If you are inactivating any of the delivered ChartFields, you might also want to exclude them from Message Definitions. If so, open the Messages listed and disable the Include flag on the inactivated ChartField.

Update File Layouts (Seq.# 80050)

Update the file layouts listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you might also want to exclude them from File Layout Definitions. If so, delete the inactivated ChartField from the definitions listed.

Update Component Interfaces (Seq.# 80070)

Update the component interfaces listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you can also delete the inactivated ChartField from the listed component interfaces.

Oracle delivers a component interface for each ChartField that can be used to load values for the ChartField rather than having you enter the values through its online page.

When you add a new ChartField, you can create an associated component interface by copying the component interface for one of the delivered fully configurable ChartFields, such as Operating Unit, and updating the copy to use the new ChartField.

Mark Actions Complete (Seq.# 90010)

When you complete the manual steps associated with an Advanced ChartField action for a product, mark the product complete using the Mark Complete button on the Configuration Status - Action Status page under the Product Status link. This changes the status from Auto Configuration Complete to Complete.

When all products are marked complete for a particular Advanced ChartField action, the status of the action is set to Complete. This step does not apply to Standard ChartField actions because their status is set to *Complete* by the full configuration process.

Review System Setup Data

If you are using the Business Request and Approval process, follow the steps for adding a new ChartField as documented in the Application Fundamentals documentation, [Setting Up and Using Business Request and Approval](#), to add the new ChartField to the Business Request Setup and Core Table Fields pages.

When deleting an existing ChartField, navigate to the Business Request Setup page (Set Up Financials/ Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Business Request Setup), and deselect its Enabled check box if it is selected.

When renaming an existing ChartField, deselect the Enabled check box on the Business Request Setup page as described in the previous paragraph (for deleting the ChartField with the old name); then follow the Business Request setup process as described in the first paragraph for adding the new row for the new ChartField name. You can clone all the information from the old (disabled) ChartField name.

Verify Results

Review your most frequently used pages, enter transactions, and run critical processes to verify that your requested ChartField actions have been applied properly.

If you have installed General Ledger, also verify that:

- If you are using the Journal Import feature, you update the Excel file JRNL1.XLS to reflect the ChartField configuration actions requested.
- If you are using summary ledgers, you review your summary ledger definitions and update as appropriate.

Running the Configuration Steps Report and Inquiry

The Configuration Steps Report lists the manual steps that are necessary to complete the configuration process and the objects and definitions that require modification. It is automatically initiated from both the Preview Configuration Steps and full configuration processes. The report is grouped by PeopleSoft product. Objects common to multiple products are separately grouped together and listed first. These common objects have no product indicated.

The manual steps can also be accessed through the Configuration Steps inquiry page.

Performing ChartField Configurations for New Products and Application Fixes

This topic discusses how to:

- Configure ChartFields for projects containing application fixes.
- Configure ChartFields for products installed after an initial configuration.

Page Used to Configure ChartFields for Projects Containing Application Fixes

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Configuration by Project	RUN_CF_CONFIG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Configuration by Project, CF Configuration by Project	Configure updates and fixes to conform to your ChartField configurations before applying the update or fix to your system.

Configuration by Project Page

Use the Configuration by Project page (RUN_CF_CONFIG) to configure updates and fixes to conform to your ChartField configurations before applying the update or fix to your system.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Configuration by Project, Configuration by Project

Image: Configuration by Project page

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

Use this page to configure objects delivered through a software fix to conform to your ChartField configuration

CF Configuration ID:

Enter values to differentiate between runs if you want to run a configuration on each Project you are applying. In this way, you generate a Configuration report for each CF configuration ID without overwriting a previous configuration report.

Project

Enter the project name delivered with a software update or fix.

The project configuration processes only the configuration actions that are in a *Complete* status. It compares the object list from the project against the CF_XXXX project and lists the objects that need manual changes. Crystal Reports and nVision included in the fix need to be looked at manually.

Configuring ChartFields for Products Installed After an Initial Configuration

When a configuration of all installed products has been done previously and a new product is installed, the full configuration process must be run again to apply the requested configuration actions to the new product or products.

Reviewing ChartField Configuration Programs and Processes

This section discusses:

- The ChartField configuration driver.
- The ChartField manual configuration program.
- The ChartField auto configuration program.

Both standard and advanced configuration use the PeopleSoft Auto Configuration and Manual Configuration programs. Two modes are available:

- Full Configuration is initiated from the ChartField templates and applies all incomplete template actions to the entire database. This would normally be done when the system is first implemented or when new ChartField actions are made on the template.
- Project Configuration is initiated from the CF Configuration by Project page and applies completed template actions to objects that are contained in the projects listed on the run control page. You would normally use project configuration when applying fixes.

The ChartField Configuration Driver

Full Configuration uses the PeopleSoft Application Engine Program FS_CFCONFIG to call the Manual and Auto-Configuration programs. It also schedules the Crystal Configuration report. This driver enables both programs to run as one process.

A commit is taken after each step. In the event of a program abend, you should investigate the reason for the problem, correct it, and then restart the program. This enables the program to restart from the last step that was committed.

Two reasons exist for restarting the program:

Some of the configuration actions (for example, Add a new ChartField) are long-running because they update many database records. Restarting will cut down overall processing time.

The content of the Configuration Crystal report is determined by the Manual Configuration and is based on the outstanding actions. If you cancel the program that ended abnormally and start a new program instance, the reporting will show only the outstanding actions at the time the program was started. All actions that were successfully processed prior to the abend will no longer be listed.

The program is structured in the following way:

- Initialization: This step determines whether the processing is for a Full Configuration or a Project Configuration. If a Project Configuration, the list of projects is held in a global array that is passed to both the manual and automatic configuration programs. It also determines the model and partially configurable ChartFields. These are loaded into strings that are used in later processing to determine the records that will need to be built (for example, create views and indexes and alter tables).
- Calls the Manual Configuration program.
- Calls the Automatic Configuration program.
- Schedules the Configuration Crystal report (CFC001) or BI Publisher report (CFX001).

ChartField Manual Configuration Program

Manual Configuration uses an Application Engine program (FS_CFMANUAL) to create a report listing all the manual steps that you need to perform to complete the configuration process for both Standard and Advanced Configurations. The Manual Configuration program is always run prior to the Auto Configuration program.

The program enables you to run the configuration for all installed products or for a newly installed product, or you can run it for a specific project containing objects intended to be applied as a software fix.

Initiate the program through the Standard or Advanced Configuration pages by selecting the Preview Configuration Steps process if you want to initially just preview the manual steps needed. You can also choose the Run Full Configuration process if you want to proceed with database updates by calling the ChartField Auto Configuration program.

The program removes any actions that are not necessary because the ChartField might already be in the state specified by that action. This cuts down processing time and reduces the number of manual tasks reported on the Configuration report. Product Logs are then created for each combination of a noncompleted action and an installed product.

The program then looks at each of the Manual Configuration tasks and the Product Log and checks to determine whether the action or actions selected apply for that task. If they do, the task is listed including all the objects affected that need to be acted upon. The objects are grouped by product if it is product-specific with common objects to multiple products listed first. To determine the product that the object is used for, the program looks at the CF_xxx (where xxx is the product code) project for a list of exception objects as well as the FS_CF_ADD, FS_CF_DELETE and FS_CF_REORDER projects. These projects include objects that are not currently dynamic or sensitive to record changes. It also looks at the ChartField Related Program page for Crystal Reports and nVision. COBOL and SQR programs in the ChartField Related program are currently empty. It also looks at the Mass Change programs page.

The program also looks at the ChartField Definition page for non product-specific tasks such as ChartField validation records, definition pages, and Crystal Report and Query for the single ChartField.

The program changes the status of the ChartField actions and Product Log from N to P at completion.

ChartField Auto Configuration Program

Auto Configuration is an Application Engine program (FS_CFUPDATE) that automatically performs application metadata updates. These are the direct and related updates that are necessary for records and pages that are required to accommodate the additions or changes that you make on the ChartField Configuration pages.

Within the Application Engine process, the system uses built-in PeopleCode functions to update metadata and perform your specified configurations such as changing field labels, renaming tables, resizing grid field display, changing actual field size, and inserting or deleting fields in records and pages. This ensures that the caching of modified PeopleTools objects is correctly observed.

Full configuration will process ChartField Actions only that have a status of P. This status value indicates to the program that the prerequisite Manual Configuration program has been run. On completion of the process, the status is set to Complete (U for advanced actions and C for standard actions).

Project Configuration processes only completed ChartField actions (for example, status values U and C) and leaves their status unchanged at the end of the run.

For installations that use PeopleSoft Asset Management, this program also schedules the AMCFBULD SQR process. The SQR creates the AMCHARTS.SQC required by Asset Management.

The SQC contains the ChartField definitions, as specified on the template, that are used in Asset Management SQR processing.

The program is structured by ChartField configuration action. It uses a *restartable* Do/Select of each ChartField for the chosen action. In the event of program failure, this enables the program to be restarted in the middle of a Do/Select loop.

A database commit is performed after each step. The PeopleCode functions that are used to update the application metadata commit their changes on completion independent of the commit scheme specified for the Application Engine program.

In the event of a restart following a program failure, the same PeopleCode function can be called again to perform an update that it previously completed. This is not problematic because the PeopleCode functions used by the program have been developed to handle the scenario without throwing any further errors.

However, in the event of a program failure, you might see some of the metadata changes that have been made because of the PeopleCode commit policy. Therefore, the ChartField Configuration Process *must* continue to completion before you permit general access to the Application Designer and other PeopleTools that affect metadata.

The program is structured in the following way:

- **Initialization:** In addition to setting some global variables used throughout the program, it also generates two sets of application designer projects, Bulk Operations Projects and Build Projects that facilitate the creation of database objects (Tables, Views, Indexes). If project configuration has been initiated, the bulk operation projects are generated from any records and pages contained in the projects on the run control page. If full configuration has been initiated, the system automatically determines the records and pages that will be affected by the chosen bulk operation. It does this by cross-referencing the records and pages that incorporate the model and partially configurable ChartFields. Due to some technical considerations, bulk operation APIs might not be able to automatically modify every record or page that is delivered by Oracle. A number of exclusion projects are reserved that identify these objects, such as:

Note: Exclusion projects might not exist in your system. They are delivered only if the PeopleSoft software has specific pages that must be excluded for an action.

- FS_CF_ADD - excludes objects that cannot be processed by BulkInsertField().
- FS_CF_DELETE - excludes objects that cannot be processed by BulkDeleteField().
- FS_CF_REORDER - excludes objects that cannot be processed by BulkModifyPageFieldOrder().

This step also builds the following Application Designer projects that facilitate database administration and must be performed before the system is ready for use. It does this by analyzing the ChartField actions that are going to be processed. The projects are:

- FS_CF_ALTER_TABLE - tables containing ChartFields that must be altered. This contains records (parent records if the field is held in a subrecord) that include the model ChartField and deleted, renamed, and resized ChartFields.
- FS_CF_CREATE_INDEX - tables containing ChartFields that require their indexes to be created. This contains records (parent records if the field is held in a subrecord) that include ChartFields that have been activated or inactivated.
- FS_CF_CREATE_VIEW - views containing ChartFields that must be created. This contains records (parent records if the field is held in a subrecord) that include the model ChartField and deleted and renamed ChartFields. It also includes views affected by the intraunit related ChartField changes. Additional views that do not contain ChartFields but reference other views in their view text also need to be built but cannot easily be identified programmatically. They are defined in a PeopleSoft-delivered project called FS_CF_VIEW_EXCEPTIONS. The records in this project are also added to the view build project.

- **Activate/Inactivate** - This step updates the contents of the ChartField inheritance and the bank ChartField inheritance application tables. If the ChartField is activated, records are added to these tables. Inactivating a ChartField removes corresponding data from these tables. The ChartField metadata properties are updated using the PeopleCode function `SetDBFieldNotUsed()`. This action applies only to full configuration.
- **Delete** - This step deletes data from the ledger group ChartField, ChartField inheritance, and bank ChartField inheritance application tables. The ChartField is removed from all records and pages contained in the projects built during the initialization step using PeopleCode function `BulkDeleteField()`. The ChartField metadata properties are made inactive by the PeopleCode function `SetDBFieldNotUsed()`. The results of the bulk operation are reported in a file called `BulkOps.Log`.
- **Add** - This step adds data to the ledger group ChartField, ChartField inheritance, and bank ChartField inheritance application tables. If the field does not already exist, it creates a new field using the PeopleCode functions `SetDBFieldCharDefn()`, `SetDBFieldAuxFlag`, `SetDBFieldFormatLength()`, and `SetDBFieldLabel()`. The field is then added to all records and pages contained in the projects built during the initialization step using PeopleCode functions `BulkInsertField()` and `SetRecFieldEditTable()`. If the new field is an Intraunit ChartField, it will also put the prompt tables whose names were entered on the ChartField Template into the TableSet Record Group of the related ChartField. The prompt tables are added to the ChartField record listing that PeopleSoft maintains for internal processing purposes and also updates the dynamic edit prompt table. The results of the bulk operation are reported in a file called `BulkOps.Log`.
- **Relabel** - This step updates the base and, if appropriate, the foreign language labels that were modified on the template. It uses PeopleCode function `SetDBFieldLabel()`. This action applies only to full configuration.
- **Resize** - This step updates the field length for a ChartField using PeopleCode function `SetDBFieldLength()`. This action applies only to full configuration.
- **Reorder** - This step changes the order and display size of the ChartFields on pages contained in the projects built during the initialization step. It uses PeopleCode function `BulkModifyPageFieldOrder()` to modify the order and display length of ChartFields contained in Grids. It also uses PeopleCode function `SetDBFieldFormatLength()` to change the display length of the ChartField when the field appears in a nongrid edit box. The results of the bulk operation are reported in a file called `BulkOps.Log`.
- **IntraUnit** - This step moves the setID records that are associated with the IntraUnit ChartField from the record group of the previous related ChartField into the record group of new related ChartField.
- **Rename** - This step renames the field using the PeopleCode function `RenameDBField()`. It also modifies the page field name on all pages contained in the projects built during the initialization step using PeopleCode function `SetPageFieldPageFieldName()`. Rename will change all metadata referencing the old field name as well as application data that uses the field `FIELDNAME` in its record. Some ChartField names are held in application tables in records that do not use the field `FIELDNAME`. Additional processing in this step modifies the data in these application tables.
- **Product Log** - This step updates the status on the Product Log files that are viewable through the Product Status page.
- **SQL** - This step generates the common SQL objects used throughout PeopleSoft software that enable the software to dynamically react to your ChartField Configuration. It also schedules the AM SQR referred to previously.

Summarizing ChartFields Using Trees

Summarizing ChartFields Using Trees

This topic provides an overview of Oracle's PeopleSoft ChartField summarization with trees and discusses how to create and maintain trees.

Understanding ChartField Summarization with Trees

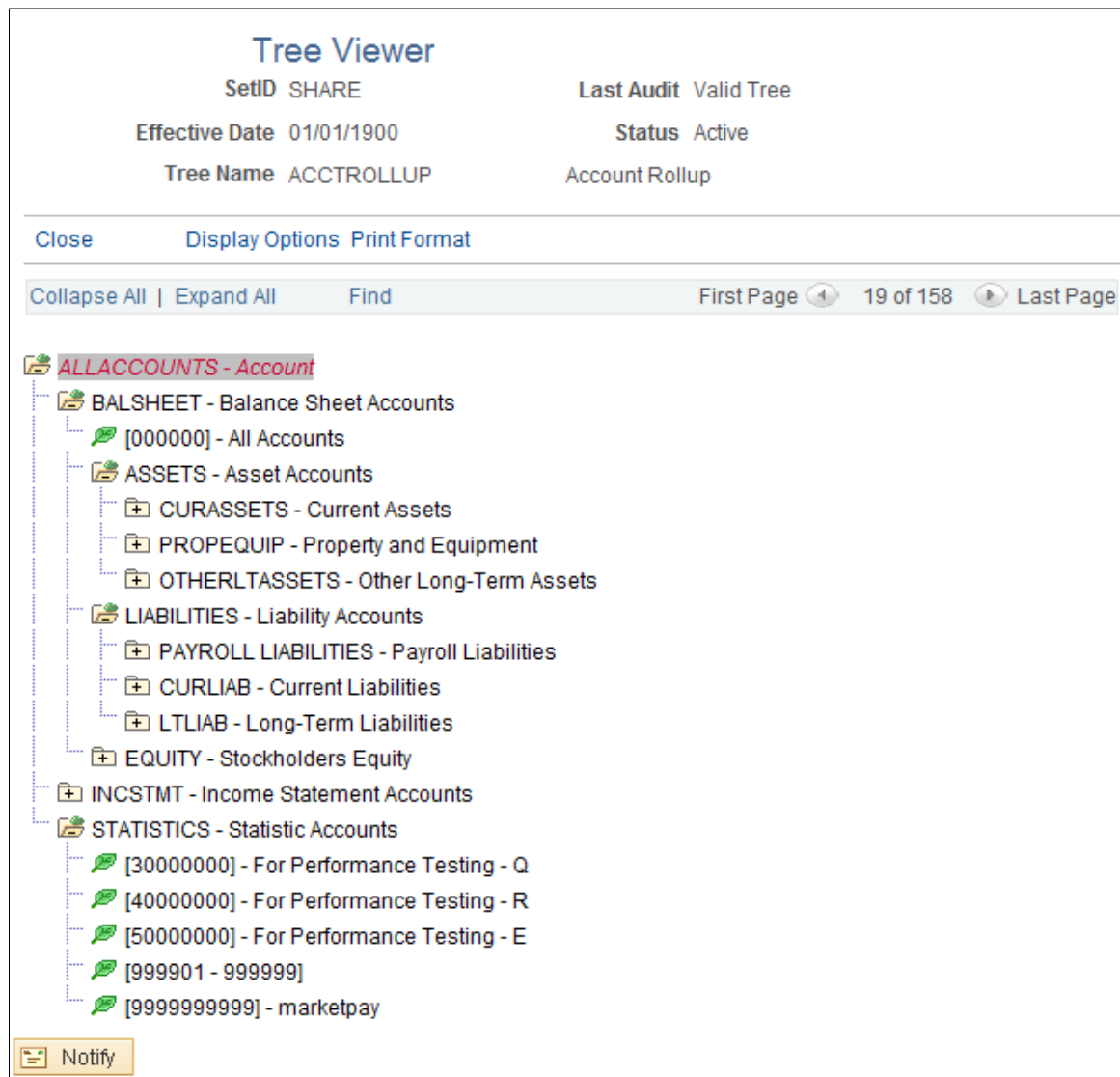
It is advisable to use trees for organizing and maintaining the ChartFields for completeness as well as for efficiency in reporting. Trees provide an intuitive, visual representation of how detail values in the chart of accounts fit into the big picture or reporting structure. Design tree structures, either detail or summary, from the top down by using PeopleSoft Tree Manager. Next, add ChartField values as leaves to the branches of the tree. In the following example of a balance sheet detail tree, The BALSHEET tree node is a child node of the ALLACCOUNTS tree node, and the (000000) - All Accounts, is a detail value reporting to the BALSHEET tree node. If you click the ASSETS -Asset Accounts, a range of detail asset accounts appears. You can create one or more trees for each ChartField, depending on your reporting needs. Ideally, design your trees with all of your reporting needs in mind so that each tree can be used for the majority of your reports and processes. Create additional trees for a ChartField if the primary tree classifies values differently than is required by a given report.

When new ChartField values are added to control tables, they should be added to the trees; if not, the tree becomes invalid until the missing values are added to the tree. It is good practice to build trees with ranges of detail values wherever possible to avoid having to update the trees with individual new values often. To create financial reports or generate rules for processes such as summary ledgers, allocations, ChartField combination editing, or year end close, specify the appropriate tree and indicate the level, node or branch from which data is to be used.

The following image shows a portion of the ACCTROLLUP tree, which uses the ACCOUNT structure for the ACCOUNT ChartField:

Image: Tree Viewer page - example of an Account tree

This example illustrates the fields and controls on the Tree Viewer page - example of an Account tree. You can find definitions for the fields and controls later on this page.



You can copy a tree and modify it for various other uses. When you modify a tree within PeopleSoft Tree Manager, the system automatically accesses the updated tree.

See the product documentation for *PeopleTools: PeopleSoft Tree Manager*

Related Links

[Using Trees to Summarize ChartFields](#)

Prerequisites

Before you use PeopleSoft Tree Manager to create your trees, do the following:

- Define all ChartFields and ChartField values to be used.
- Define the organizational structure.
- Define ChartField summarization levels.
- Define reporting relationships.

Creating and Maintaining Trees

The following topic lists the steps that are used in creating PeopleSoft trees:

- Use PeopleSoft Tree Manager.
- Define tree structures.
- Create a new tree.
- Branch tree nodes.
- Copy trees.
- Maintain ChartFields in PeopleSoft Tree Manager.
- Maintain trees.

These steps are detailed within the PeopleTools documentation referenced below.

See *PeopleTools: PeopleSoft Tree Manager*

Related Links

[Using Trees to Summarize ChartFields](#)

Setting Up and Using Business Request and Approval

Understanding the Business Request and Approval Process

This topic provides an overview of the Business Request and Approval process and discusses how to:

- [Set up Business Requests.](#)
- [Configure the Approval Framework for Business Requests.](#)
- [Define and use ChartField Request and Approval.](#)
- [Manage the Business Request Approval process.](#)
- [Inquire on Business Requests.](#)

Business Request and Approval is a configurable workflow process for requesting the setup of set ID-driven fields and values for such fields as ChartFields. You can request additions or modifications to field values and submit them for approval. Upon final approval, the process saves the new field value and commits changes to the corresponding base tables. It also provides an audit trail of the setup and approval of these values.

Perform the following high-level steps to set up and use the Business Request and Approval process:

1. Set up the Business Request functionality to enable the field or fields to be used in the request and approval process.
2. Set up the Business Request Template(s) to define field information for the enabled fields, such as business justification and associated trees, for example.
3. Configure the approval workflow according to your organization's requirements for approval of requests for new or modified field values.
4. Define and use ChartField Request and Approval.
5. Approve and manage ChartField requests.
6. Inquire on Business Requests.

Setting Up and Using Business Request and Approval

This topic provides an overview of the Business Request and Approval process and discusses:

- [Setting Up Business Requests.](#)

- [Setting Up Business Request Templates.](#)

Pages Used in Setting Up the Business Request

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Business Request Setup	FLD_REQ_SETUP	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Business Request Setup	Enable each field that you want to use in the request-approval process.
Core Table Fields	FLD_REQ_S_FLDS	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Core Table Fields	Includes the core table information for each field on the Business Request Setup page.
Business Request Template	FLD_REQ_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Template, Business Request Template	Define the business justification, trees and questions information that you need to setup the process.

Understanding the Business Request and Approval Process

Business Request and Approval is a configurable workflow process for requesting the setup of set ID-driven fields and values for such fields as ChartFields. You can request additions or modifications to field values and submit them for approval. Upon final approval, the process saves the new field value and commits changes to the corresponding base tables. It also provides an audit trail of the setup and approval of these values.

Perform the following high-level steps to set up and use the Business Request and Approval functionality:

1. Set up the Business Request functionality to enable the field or fields to be used in the request-approval process.
2. Set up the Business Request Template(s) to define field information for the enabled fields, such as business justification and trees, for example.
3. Configure the Approval workflow.
4. Define and use the ChartField Request and Approval.
5. Inquire on Business Request.

Business Request Setup Page

Use the Business Request page (FLD_REQ_SETUP) to enable each field that you want to use in the request-approval process. This is the starting point for the Business Request and Approval functionality.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Business Request Setup.

Image: Business Request Setup - Request Fields tab

This example illustrates the fields and controls on the Business Request Setup - Request Fields tab. You can find definitions for the fields and controls later on this page.

Business Request Setup

Core Table Fields

Request Fields

Personalize | Find | | | First 1-9 of 9 Last

Request Fields

Page Transfer Details

*Field Name	*Functional Area	Field Long Name	*Core Table	*Component Interface Name	*Edit Table	Enabled	
1 ACCOUNT	ChartField	Account	GL_ACCOUNT_TBL	ACCOUNT_CF	<input type="text" value="GL_ACCOUNT_TBL"/>	<input checked="" type="checkbox"/>	
2 ALTACCT	ChartField	Alternate Account	ALTACCT_TBL	ALTACCT_CF	<input type="text" value="ALTACCT_TBL"/>	<input type="checkbox"/>	
3 BUDGET_REF	ChartField	Budget Reference	BUD_REF_TBL	BUDGET_REF_CF	<input type="text" value="BUD_REF_TBL"/>	<input type="checkbox"/>	
4 CLASS_FLD	ChartField	Class Field	CLASS_CF_TBL	CLASS_CF	<input type="text" value="CLASS_CF_TBL"/>	<input type="checkbox"/>	
5 DEPTID	ChartField	Department	DEPT_TBL	DEPT_CF	<input type="text" value="DEPT_TBL"/>	<input checked="" type="checkbox"/>	
6 FUND_CODE	ChartField	Fund Code	FUND_TBL	FUND_CF	<input type="text" value="FUND_TBL"/>	<input checked="" type="checkbox"/>	
7 OPERATING_UNIT	ChartField	Operating Unit	OPER_UNIT_TBL	OPER_UNIT_CF	<input type="text" value="OPER_UNIT_TBL"/>	<input checked="" type="checkbox"/>	
8 PRODUCT	ChartField	Product	PRODUCT_TBL	PRODUCT_CF	<input type="text" value="PRODUCT_TBL"/>	<input checked="" type="checkbox"/>	
9 PROGRAM_CODE	ChartField	Program Code	PROGRAM_TBL	PROGRAM_CF	<input type="text" value="PROGRAM_TBL"/>	<input type="checkbox"/>	

Request Fields tab

Thirteen ChartFields are delivered on the Request Fields page and the rows cannot be deleted using this page. Account, Department, Fund Code, Operating Unit and Product are delivered as enabled, as they are the most commonly used.

Note: If Project Costing is installed, the Project ID field is hidden. Also, if ChartField 1, ChartField 2, and ChartField 3 are not activated in ChartField Configuration, those rows are hidden as well.



(Add a new row at row
<number>)

The button at the bottom of the grid leaves room for future field additions and customizations. In order to add to this page, you must have full technical understanding of this functionality.

Page Transfer Details tab

Click the Page Transfer Details tab on the Business Request Setup page to access the navigational details for each field's entry page, which will be used by the system when performing the page transfer from the ChartField Request page to that field's entry page:

Image: Business Request Setup - Page Transfer Details tab

This example illustrates the fields and controls on the Business Request Setup - Page Transfer Details tab.

Business Request Setup		Core Table Fields		
Request Fields		Personalize Find First 1-9 of 9 Last		
Request Fields		Page Transfer Details		
*Field Name	*Menu Name	*Menu Bar Name	*Item Name	*Panel Name
1 ACCOUNT	DESIGN_CHARTFIELDS	USE	ACCOUNT	ACCOUNT
2 ALTACCT	DESIGN_CHARTFIELDS	USE	ALTACCT	ALTACCT
3 BUDGET_REF	DESIGN_CHARTFIELDS	USE	BUDREF_PNL	BUDREF_PNL
4 CLASS_FLD	DESIGN_CHARTFIELDS	USE	CLASS_PNL	CLASS_PNL
5 DEPTID	DESIGN_CHARTFIELDS	USE	DEPARTMENT	DEPARTMENT
6 FUND_CODE	DESIGN_CHARTFIELDS	USE	FUND_DEFINITION	FUND_DEFINITION
7 OPERATING_UNIT	DESIGN_CHARTFIELDS	USE	OPERATING_UNIT	OPERATING_UNIT
8 PRODUCT	DESIGN_CHARTFIELDS	USE	PRODUCT	PRODUCT
9 PROGRAM_CODE	DESIGN_CHARTFIELDS	USE	PROGRAM_DEFINITION	PROGRAM

Core Table Fields Page

Use the Core Table Fields page (FLD_REQ_S_FLDS) to enter the core table information for each field on the Business Request Setup page.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Setup, Core Table Fields.

Image: Core Table Fields Page

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

Business Request Setup

Core Table Fields

Request Fields

Find | View All

First 1 of 9 Last

Field Name ACCOUNT

Account

Core Table GL_ACCOUNT_TBL

Core Information

Personalize | Find | View All

First 1-27 of 27 Last

*Field Name	*Field Label	*Category	*Display Type	Edit Table	*Display Option	
1 BUDGETARY_ONLY	<input type="text" value="Budgetary Only"/>	Commitment Control	Check Box		<input type="text" value="Optional"/>	<input type="checkbox"/>
2 KK_OVERRIDE_ACCT	<input type="text" value="Commitment Control Override"/>	Commitment Control	Check Box		<input type="text" value="Optional"/>	<input type="checkbox"/>
3 GL_ACC_ALT_LNK	Account / Alt-Account Mapping	General	Hyperlink		<input type="text" value="Optional"/>	<input type="checkbox"/>
4 CF_ATTRIB_PB	Attributes	General	Hyperlink		<input type="text" value="Optional"/>	<input type="checkbox"/>
5 BALANCE_FWD_SW	<input type="text" value="Balance Forward"/>	General	Check Box		<input type="text" value="Optional"/>	<input type="checkbox"/>
6 CONTROL_FLAG	<input type="text" value="Control Account"/>	General	Check Box		Optional	<input type="checkbox"/>
7 DESCR	<input type="text" value="Description"/>	General	Character		Required	<input type="checkbox"/>
8 EFFDT	<input type="text" value="Effective Date"/>	General	Date		Required	<input type="checkbox"/>
9 DESCRLONG	Long Description	General	Hyperlink		<input type="text" value="Optional"/>	<input type="checkbox"/>
10 ACCOUNT_TYPE	<input type="text" value="Monetary Account Type"/>	General	Prompt	<input type="text" value="ACCT_TYPE_TBL"/>	Optional	<input type="checkbox"/>
11 DESCRSHORT	<input type="text" value="Short Description"/>	General	Character		Required	<input type="checkbox"/>
12 STATISTICS_ACCOUNT	<input type="text" value="Statistical Account"/>	General	Check Box		Optional	<input type="checkbox"/>
13 EFF_STATUS	<input type="text" value="Status"/>	General	Drop Down List		Required	<input type="checkbox"/>
14 UNIT_OF_MEASURE	<input type="text" value="Unit of Measure"/>	General	Prompt	<input type="text" value="UNITS_TBL"/>	Optional	<input type="checkbox"/>
15 OPEN_ITEM	<input type="text" value="OpenItem Account"/>	Open Item	Check Box		<input type="text" value="Optional"/>	<input type="checkbox"/>

This page contains the core table field information of each field on the Business Request Setup page. For the delivered ChartFields, the core table fields that are currently available on the corresponding entry page cannot be deleted from the page.

Field Label

The default field labels appear as delivered. You can change the field label for any field (except those with a Hyperlink display type). For English, it is good practice to keep the delivered field labels unchanged, as they match those currently implemented on the delivered ChartField entry pages. For language implementations other than English, however, you must enter that language's field labels here so that they may appear on the ChartField Request page.

Edit Table

Enter an edit record for the Prompt display type field names to be used for validation.

Display Option

If the core table field is required on the base table and has no default value defined on the record definition, its Display Option is set to *Required* and the field is disabled on this page. All other fields are delivered as *Optional*.

There are some fields for the Account and Alternate Account tables that are set to *Optional* but are also disabled on this

page. Due to the complicated relationships of those fields, the validations have to be handled by the ChartField Request page.

If a core table field's Display Option is not disabled on the Business Request Setup page, it can be overridden on the Business Request Template page, which is set ID-driven.

Business Request Template Page

Use the Business Request Template page (FLD_REQ_TMPLT) to create or update a template for each field for which you want to create business requests for approval of new values or updates to existing values. You can copy a template for a given field to another setID as well.

The Business Request Template page is set ID-driven and contains not only the core information that is copied from the Business Request Setup – Core Table Fields page when creating a new template, but also includes the business justification, trees and questions that you need to set up the process.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Template, Business Request Template

Image: Business Request Template Page

This example illustrates the fields and controls on the Business Request Template Page. You can find definitions for the fields and controls later on this page.

SetID: SHARE Field Name: OPERATING_UNIT Operating Unit

*Edit Table: OPER_UNIT_TBL Copy to SetID: Copy

Core Information						Personalize Find View All First 1-7 of 7 Last
*Field Name	Field Label	Category	Display Type	Edit Table	*Display Option	
1 CF_ATTRIB_PB	Attributes	General	Hyperlink		Optional	[-]
2 BUDGETARY_ONLY	Budgetary Only	General	Check Box		Optional	[-]
3 DESCR	Description	General	Character		Required	[-]
4 EFFDT	Effective Date	General	Date		Required	[-]
5 DESCRLONG	Long Description	General	Hyperlink		Optional	[-]
6 DESCRSHORT	Short Description	General	Character		Required	[-]
7 EFF_STATUS	Status	General	Drop Down List		Required	[-]

+

Business Justification				Personalize Find View All First 1-5 of 5 Last
*Field Name	*Field Label		Required	
1 FLD_REQ_U_CHAR1	Operating Unit User Char		<input type="checkbox"/>	[+] [-]
2 FLD_REQ_U_CHKBOX1	Operating Unit User Checkbox		<input type="checkbox"/>	[+] [-]
3 FLD_REQ_U_DATE1	Operating Unit User Date		<input type="checkbox"/>	[+] [-]
4 FLD_REQ_U_DDLST1	Operating Unit User DD List		<input type="checkbox"/>	[+] [-]
5 FLD_REQ_U_NBR1	Operating Unit User Number		<input type="checkbox"/>	[+] [-]

Trees			Personalize Find View All First 1 of 1 Last
*Tree Name	*Effective Date	Tree Description	
1 OPERUNIT	01/01/1900	Operating Unit	[+] [-]

Questions			Personalize Find View All First 1 of 1 Last
Question		Required	
1 If adding a new Operating Unit, does it need to be added to any existing SpeedTypes?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[+] [-]

Edit Table

Enter an edit record for the Field Name to be used for validation. This field is populated by default with the base table for the field.

Copy to SetID

This field is only visible after you have saved a new Business Request Template. Select the setID for which you want to copy the existing template for a given field, thus creating a new template under the new setID that you supply.

Copy

Once you select a setID for the Copy to SetID field, and tab out of the field, the Copy button is enabled. Click the Copy button to create the new template for the field under the new setID.

Note: The Tree information is not copied to the new template, as Tree is SetID-driven and the trees appropriate for the current setID may not be valid for the new setID.

Core Information**Display Option**

Display Option values are:

- *Do Not Display* - Field does not appear on the ChartField Request page.
- *Optional* - Field appears on the ChartField Request page, but its value is not required.
- *Required* - Field appears on the ChartField Request page and its value is required.

Business Justification

The following are the delivered fields that you can choose for the Business Justification grid. You are required to enter their field labels here, which will appear on the ChartField Request page. You can add more fields using Application Designer; however, you must follow the naming convention, field type and length below:

Display Type	Field Name Prefix	Delivered Number	Field Type and Length
Character	FLD_REQ_U_CHAR	1, 2, 3, 4	Character 254
Check Box	FLD_REQ_U_CHKBX	1, 2, 3, 4	Character 1
Date	FLD_REQ_U_DATE	1, 2, 3, 4	Date 10
Drop Down List	FLD_REQ_U_DDLST	1, 2, 3, 4	Character 4
Number	FLD_REQ_U_NBR	1, 2, 3, 4	Signed Number 23.3

Note: To be able to select these Drop Down List fields, you need to define the corresponding translate values first in Application Designer. Otherwise, you are not able to select those fields.

For more information, see *PeopleTools: PeopleSoft Application Designer Developer's Guide*.

Note: Any changes that you make to the Business Request Setup page are not carried over to templates that already exist; you must manually apply those changes to the templates, if required.

Configuring the Approval Framework for Business Requests

This topic discusses how to:

- Complete the Field Approval Transaction Registry and Configuration.
- Create and modify Notification Template Definitions.
- Define approval roles and User Lists for Approval Framework.
- Set up approval Process Definitions (rules).

Related Links

"Understanding Configurable Workflow (*PeopleSoft FSCM 9.2: General Ledger*)"

Pages Used to Configure Approval Framework for Business Requests

Page Name	Definition Name	Navigation	Usage
Register Transactions	EOAW_TXN	Enterprise Components, Approvals, Approvals, Transaction Registry, Register Transactions	Register the Business Request approval transaction.
Configure Transactions	EOAW_TXN_NOTIFY	Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions	Configure the Business Request approval transaction
Generic Template Definition	WL_TEMPLATE_GEN	PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition	Create or modify field values using the Business Request and Approval notification template.
Roles - Members	ROLE_MEMBER	PeopleTools, Security, Permissions and Roles, Roles	List the users that are to be approvers for a given role that is accessed by a User List Definition within the Approval Framework.
User List Definition	EOAW_USER_LIST	Enterprise Components, Approvals, Approvals, User List Setup, User List Definition	Define Approval User Lists for use in the AF approval process.

Page Name	Definition Name	Navigation	Usage
Setup Process Definitions	EOAW_PRC MAIN	Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions	Define the stages, paths and steps of the Business Request approval definition process.
Criteria Definition	EOAW_CRITERIA	Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions. Click the Definition Criteria link.	Define field and monetary criteria to be used in the Business Request approval process.
Approval Path Definition	EOAW_PATH_SEC	Enterprise Components, Approvals, Approvals, Approval Process Setup. Click the Details link within the Paths group box of the Setup Process Definitions page.	Define Business Request approval path details, such as time-related escalation options and reassignment.
Approval Step Definition	EOAW_STEP_SEC	Enterprise Components, Approvals, Approvals, Approval Process Setup. Click the Details icon within the Steps group box of the Setup Process Definitions page.	Define Business Request approval step details, such as approvers and approver requirements.

Completing the Field Approval Transaction Registry and Configuration

Use the Approval Framework Register (EOAW_TXN) and Configure Transaction (EOAW_TXN_CONFIG) components to initiate the request-approval process for fields enabled on the Business Request Setup page.

Register Transactions Page

Use the Register Transactions page (EOAW_TXN) to register the Business Request approval transaction.

Navigation

Enterprise Components, Approvals, Approvals, Transaction Registry, Register Transactions. Select the FieldRequestApproval value.

Image: Register Transactions page - FieldRequestApproval value (1 of 2)

This example illustrates the fields and controls on the Register Transactions page - FieldRequestApproval value (1 of 2).

Register Transactions

Process ID FieldRequestApproval

*Description Field Request Approval Process

Owner ID General Ledger

*Cross Reference Table FLD_REQ_AF_XREF

Worklist Prefix

Notification Options

*Enable Notifications Enable Email and Worklist

*Notification Strategy Online Processing

Use Email Approvals: ☐

Form Generator Package Root

Form Generator Class Path

Internal URL Definition

Internal URL Base

Internal Portal Name

Internal Node Name

External URL Definitions

External URL Base

External Portal Name

External Node Name

Default Approval Component

*Menu Name MANAGE_FIELD_REQUEST

*Approval Component FLD_REQ_APPROVAL

Approval Event Handler Class

Root Package ID GL_APPROVAL

Class Path FieldRequestApprovalHandler

Image: Register Transactions page - FieldRequestApproval value (2 of 2)

This example illustrates the fields and controls on the Register Transactions page - FieldRequestApproval value (2 of 2). You can find definitions for the fields and controls later on this page.

Approval Status Monitor			
Adhoc Package	GL_APPROVAL	Adhoc Class	RequestInformation
Thread Package	GL_APPROVAL	Thread Class	FieldRequestthreadDescr
Transaction Approval Levels			
*Level	*Record (Table) Name		
1	Header	FLD_REQ_AF_VW	+ -
Level Record Key Field Label IDs			
Record (Table) Name	Field Name	*Field Label ID	
1 FLD_REQ_AF_VW	FLD_REQUEST_ID	FLD_REQUEST_ID	
Expand/Collapse All			

PeopleSoft delivers the FieldRequestApproval process ID for registry of Business Request transactions for approval. The values presented in this example are delivered specifically for using the Approval Framework within the Business Request functionality.

For more information, see the PeopleSoft Enterprise Components documentation: Approval Framework., “Defining the Approval Transaction Registry”, “Setting Up the Transaction Registry”.

Use the Configure Transactions page (EOAW_TXN_NOTIFY) to route a request for approval, process final approval or denial.

Navigation

Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions

Image: Configure Transactions page

This example illustrates the fields and controls on the Configure Transactions page.

Configure Transactions

Process ID FieldRequestApproval

Ad Hoc Approver Options

*Approval User Info View PSOPRDEFN_VW

Ad Hoc User List

User Utilities

User Utilities Package

User Utilities Path

Events Find | View All First 1 of 7 Last

*Event On Final Approval *Level Header

Menu Name MANAGE_FIELD_REQUEST

Approval Component FLD_REQ_APPROVAL

Page Name FLD_REQ_APPROVAL

Menu Action Update

SQL Object Identifier FLD_REQ_AF_REQ_INFO

Notifications Personalize | Find | View All First 1 of 1 Last

Main | Template Details | Frequency

	*Participant	Channel	User List	Template Name
1	Requester	Both		Field Request Approved

PeopleSoft delivers the following events configured for the FieldRequestApproval process ID to be used by the Business Request Approval transactions:

Route for Approval, On Final Approval, On Final Denial, Push Back, Hold Step, On Reassign, and On Terminate.

For more information, see *Approval Framework, Defining the Approval Transaction Registry, Configuring Approval Transactions, "Creating and Modifying Notification Template Definitions"*.

Use the notification templates delivered through the Generic Template Definition component (WL_TEMPLATE_GEN) to notify field value creation or modification in the request and approval workflow.

Navigation

PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition

Image: Generic Template Definition Page

This example illustrates the fields and controls on the Generic Template Definition Page.

Generic Template Definition

Blackberry Email Responses

Template:

Field Request Approval

*Description:

Field Request Approval Routing

Instructional Text:

Priority:

2-Medium

*Sender:

User

Email ID:

Subject:

Approval is Requested for Field Request ID "%2"

Message Text:

A Field Request has been entered that requires your attention.
Request ID: %2
SetID: %3
Field Name: %4
Field Action: %5
Field Value: %6
Effective Date: %7

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description		
%1	URL	+	-
%2	Request ID	+	-
%3	SetID	+	-
%4	Field Name	+	-
%5	Field Action	+	-
%6	Field Value	+	-
%7	Effective Date	+	-
%8	Description	+	-
%9	Requester	+	-

PeopleSoft delivers Generic Template Definitions for the following email notifications:

- Field Request Approval
- Field Request Approved

- Field Request Denied
- Field Request Pushed Back
- Field Request Updated
- Field Request On Hold

These templates include the structure that is used for the email notifications to be sent for each action. You can use these templates as delivered or tailor them to suit your specific needs.

Image: The following presents a sample email for the Field Request Approval

This example illustrates the fields and controls on the The following presents a sample email for the Field Request Approval. You can find definitions for the fields and controls later on this page.



Defining Approval Roles & User Lists for Approval Framework

PeopleSoft delivers a sample Field Request Approver role name for specific use in the Business Request Approval process. To view the role, access the Roles component.

Navigation

PeopleTools, Security, Permissions and Roles, Roles

The following presents the Members page of this component to display the users that are assigned to this sample role name. Be sure to create your own approval role name or use this one but change the members to the valid field request approvers for your organization:

Image: Roles Component - Members Tab

This example illustrates the fields and controls on the Roles Component - Members Tab.

General | Permission Lists | **Members** | Dynamic Members | Workflow | Role Grant | Links | Role Queries | Audit

Role Name: Field Request Approver
Description: Field Request Approver

User ID: Search

Members		
User ID	Name	View Definition
GLS2	Gunther Kiley	View Definition
GLS3	Tomas Sherwood	View Definition
GLS4	Gertie Saint-Amand	View Definition
MGR2	Jose Monroe	View Definition
MGR3	Nicola Hill	View Definition
MGR4	Gregory Dempsey	View Definition
VP2	Michael Buhler	View Definition
VP3	Susan Young	View Definition
VP4	Nancy Ball	View Definition

For more information, see *PeopleTools: Security Administration*.

User List Definition Page

Use the User List Definition component (EOAW_USER_LIST) to define approval user lists.

Navigation

Enterprise Components, Approvals, Approvals, User List Setup.

Image: User List Definition page – FieldRequestApproverList (user list value)

This example illustrates the fields and controls on the User List Definition page – FieldRequestApproverList (user list value).

User List Definition

User List **FieldRequestApproverList**

*Description **Field Request Approver List**

User List Source

☒ Role Role Name **Field Request Approver**

☐ SQL Definition

☐ Query

☐ Application Class

Route Control Attributes

Route Control Profile

Record Name

Personalize | Find | First 1 of 1 Last

	Route Control Type	Field Name		
1			+	-

PeopleSoft delivers the sample FieldRequestApproverList User List Definition value for use in the Business Request Approval process, which points to the sample delivered role name, Field Request Approver.

For more information, see PeopleSoft Enterprise Components documentation: Approval Framework, “Defining Notification Templates and Users for Approval Framework”, “Defining Users for Approval Framework”, “Setting Up Approval Process Definitions (Rules)”.

Setting Up Approval Process Definitions

To set up approval process definitions, use the Approval Process Setup component (EOAW_PRCs).

This section presents examples of the delivered setup that shows how to:

- Define approval processes.
- Define approval criteria.
- Define paths for approval processes.

- Define steps for approval processes.

Setup Process Definitions Page

Use the Setup Process Definitions page (EOAW_PRCS_MAIN) to define the stages, paths and steps of the Business Request approval definition process.

PeopleSoft delivers the FieldRequestApprovalRule definition ID to define the approval process rules for the Business Request Approval process. You can modify this definition ID or create your own.

Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions.

Image: Setup Process Definitions Page

This example illustrates the fields and controls on the Setup Process Definitions Page.

Setup Process Definitions

Clone Approval Process | Approval Process Viewer | Preview Approval Process

Process ID: FieldRequestApproval
 Definition ID: FieldRequestApprovalRule
 Effective Date: 01/01/1900
 Description: Demo Fld Request Approval Rule

Definition Options

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

*Admin Role: SYSTEM ADMINISTRATOR | ☒ Default Process Definition
 *Status: Active | ☐ User Auto Approval
 Priority: 1 | ☐ Route to Requester
☐ Include Requester

Stages Find | View All | First 1 of 1 Last

*Stage Number: 1 | Description: Field Request Approval Stage | Level: Header

Paths Find | View All | First 1 of 3 Last

Description: Path for Account Approval | *Source: Static | Details | Criteria

Steps Personalize | Find | View All | First 1-3 of 3 Last

Description	Approver User List	Details	Criteria	
1 Supervisor Approval	FieldRequestApproverList			↑ ↓
2 Manager Approval	FieldRequestApproverList			↑ ↓
3 Vice President Approval	FieldRequestApproverList			↑ ↓

Expand/Collapse All

For field definitions and information regarding the Setup Process Definition page, see PeopleSoft Enterprise Components documentation: Approval Framework, “Setting Up Approval Framework Process Definitions”.

Criteria Definition Page

Use the Criteria Definition page (EOAW_CRITERIA) to define field and monetary criteria to be used in the Business Request approval process.

Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions. Click the Definition Criteria link.

Image: Criteria Definition - Account Approval page

This example illustrates the fields and controls on the Criteria Definition - Account Approval page.

Criteria Definition

Criteria Definition

*Criteria Type
User Entered

☒ All Criteria Needed to Satisfy

User Entered Criteria
Find | View All
First 1 of 1 Last

Description
Account Approval
+ -

Field Criteria

Record
FLD_REQUEST_VW
Field Name
FIELDNAME1

Personalize | Find |
First 1 of 1 Last

	*Criteria Operator	Value	
1	Equals	ACCOUNT	+ -

Monetary Criteria

Amount Record
Amount Field

Currency Field

Operator
Greater Than

Amount
0.000

Currency Code

Rate Type

Image: Criteria Definition - Operating Unit Approval Page

This example illustrates the fields and controls on the Criteria Definition - Operating Unit Approval Page.

Criteria Definition

Criteria Definition

*Criteria Type

☒ All Criteria Needed to Satisfy

User Entered Criteria

Find | View All



First 1 of 1 Last

Description

Field Criteria

Record

Field Name

Personalize | Find |  | 

First 1 of 1 Last

	*Criteria Operator	Value	
1	<input type="text" value="Equals"/>	<input type="text" value="OPERATING_UNIT"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Monetary Criteria

Amount Record

Amount Field

Currency Field

Operator

Amount

Currency Code

Rate Type

Image: Criteria Definition - Other Fields Approval Page

This example illustrates the fields and controls on the Criteria Definition - Other Fields Approval Page.

Criteria Definition

Criteria Definition

*Criteria Type
User Entered

☒ All Criteria Needed to Satisfy

User Entered Criteria
Find | View All
First
1 of 1
Last

Description
Other Fields Approval

Field Criteria

Record
FLD_REQUEST_VW
Field Name
FIELDNAME1

Personalize | Find |
First
1-2 of 2
Last

	*Criteria Operator	Value		
1	Not Equal To	ACCOUNT	+	-
2	Not Equal To	OPERATING_UNIT	+	-

Monetary Criteria

Amount Record
Amount Field

Currency Field

Operator
Greater Than

Amount
0.000

Currency Code

Rate Type

Approval Path Definition Page

Use the Approval Path Definition page (EOAW_PATH_SEC) to define Business Request approval path details, such as time-related escalation options and reassignment.

Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup.Click the Details link within the Paths group box of the Setup Process Definitions page.

Image: Approval Path Definition Page - Approval Path 1

This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 1.

Approval Path Definition

Criteria

Approval Path 1

*Step SourceStatic

DescriptionPath for Account Approval

Long Description

☒ Skip Prior Steps for Requester

Timeout Options

PersonalizeFind

First1 of 1Last

	*Escalate Option	Hours	Days	Reassign To	User List	Use Proxy		
1	Notify Participant					<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Image: Approval Path Definition Page - Approval Path 2

This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 2. You can find definitions for the fields and controls later on this page.

Approval Path Definition

Criteria

Approval Path 2

*Step SourceStatic

DescriptionPath for Operating Unit Appr

Long Description

☒ Skip Prior Steps for Requester

Timeout Options

PersonalizeFind

First1 of 1Last

	*Escalate Option	Hours	Days	Reassign To	User List	Use Proxy		
1	Notify Participant					<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Image: Approval Path Definition Page - Approval Path 3

This example illustrates the fields and controls on the Approval Path Definition Page - Approval Path 3.

Approval Path Definition

Criteria

Approval Path 3

*Step Source Static

Description Path for Other Fields Approval

Long Description

☒ Skip Prior Steps for Requester

Timeout Options

Personalize | Find | First 1 of 1 Last

	*Escalate Option	Hours	Days	Reassign To	User List	Use Proxy		
1	Notify Participant					<input type="checkbox"/>		

Approval Step Definition Page

Use the Approval Step Definition page (EOAW_STEP_SEC) to define Business Request approval step details, such as approvers and approver requirements.

Navigation

Enterprise Components, Approvals, Approvals, Approval Process Setup. Click the Details icon within the Steps group box of the Setup Process Definitions page.

Image: Approval Steps Definition page - Sequence Number 1

This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 1. You can find definitions for the fields and controls later on this page.

Approval Step Definition	
Criteria	Self-Approval Criteria
Sequence Number 1	
Description	Supervisor Approval
Approvers	
Approver User List	FieldRequestApproverList
Approver Role Name	SUPERVISOR
Approver Requirements	
<input type="radio"/> All Approvers Required <input checked="" type="radio"/> Some Approvers Required	
Number of Approvers Needed 1	
<input type="checkbox"/> Self Approval	<input type="checkbox"/> External Approver
<input type="checkbox"/> Route to Requester	<input type="checkbox"/> Filter Requester
Reviewers	
Reviewer User List	

Image: Approval Steps Definition page - Sequence Number 2

This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 2.



Approval Step Definition	
 Criteria	 Self-Approval Criteria
Sequence Number 2	
Description	Manager Approval
Approvers	
Approver User List	FieldRequestApproverList
Approver Role Name	MANAGER
Approver Requirements	
<input type="radio"/> All Approvers Required	
<input checked="" type="radio"/> Some Approvers Required	Number of Approvers Needed 1
<input type="checkbox"/> Self Approval	<input type="checkbox"/> External Approver
<input type="checkbox"/> Route to Requester	<input type="checkbox"/> Filter Requester
Reviewers	
Reviewer User List	

Image: Approval Steps Definition page - Sequence Number 3

This example illustrates the fields and controls on the Approval Steps Definition page - Sequence Number 3. You can find definitions for the fields and controls later on this page.

Approval Step Definition	
Criteria	Self-Approval Criteria
Sequence Number 3	
Description	Vice President Approval
Approvers	
Approver User List	FieldRequestApproverList
Approver Role Name	VICE PRESIDENT
Approver Requirements	
<input type="radio"/> All Approvers Required <input checked="" type="radio"/> Some Approvers Required	
Number of Approvers Needed 1	
<input type="checkbox"/> Self Approval	<input type="checkbox"/> External Approver
<input type="checkbox"/> Route to Requester	<input type="checkbox"/> Filter Requester
Reviewers	
Reviewer User List	

For more information, see PeopleSoft Enterprise Components documentation: Approval Framework, “Setting Up Approval Framework Process Definitions”.

Defining and Using ChartField Request and Approval

This topic discusses how to:

- Define a Business Request for approval.
- Include information about the complete title description for the Business Request.
- Define ChartField Attributes for the Business Request, if applicable.
- Add or modify supporting documents as attachments for the Business Request.
- Select information for copying.
- Select Account/Alt Account information for mapping, if applicable.
- Display associated errors that happened during the inserting/updating the base table(s) via the corresponding Component Interface action.
- Access the Approval Flow page from the ChartField Request page. to view or modify the approval flow.

Related Links

Understanding PeopleSoft ChartFields

Pages Used to Define and Use ChartField Request and Approval

Page Name	Definition Name	Navigation	Usage
ChartField Request	FLD_REQUEST	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request	Define a Business Request for approval.
Business Request Long Description	FLD_REQ_LONG_DESCR	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request. Click the Long Description link.	Includes information about the complete title description for the Business Request
ChartField Attribute Values	FLD_REQ_ATTRIB	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField RequestClick the Attributes link.	Review or add ChartField Attributes and values for the Business Request, if applicable.
Request Copy	FLD_REQ_COPY_SEC	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request, Request Copy	Select information for copying.
Request Attachments	FLD_REQ_ATT_SEC	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField RequestClick the Attachments link.	Add or modify supporting documents as attachments for the Business Request.
Account / Alt-Account Mapping	FLD_REQ_AC_XREF	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField RequestClick the Account / Alt Account Mapping link.	Select Account/ Alt Account information for mapping, if applicable.
Component Interface Errors	FLD_REQ_CI_ERR	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request. Click the Errors link.	Displays associated errors that happened during the inserting or updating the base table(s) via the corresponding Component Interface action, which should happen seldom.

Page Name	Definition Name	Navigation	Usage
Approval Flow	FLD_REQ_AF_MONITOR	<p>Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request. Click the View Approval Flow link.</p> <p>OR</p> <p>Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request ApprovalClick the View Approval Flow link.</p>	Access the Approval Flow page from the ChartField Request page or from the Manage Business Request Approval page. View or modify the approval flow (add adhoc approvers, for example).

ChartField Request Page

Use the ChartField Request component (FLD_REQUEST) to create a new ChartField Request or update an existing one.

Use the ChartField Request Page (FLD_REQUEST) to define a Business Request for approval.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Request.

Image: ChartField Request page

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

The screenshot displays the ChartField Request page with the following sections:

- Request Information:**
 - Request ID: SAMPLE-Request-001
 - Request Status: Pending Approval
 - Field Action: Add
 - Telephone: 925/694-1234
 - SetID: SHARE
 - Field Name: ACCOUNT
 - Field Value: ACCT_001
 - Email ID: FINGLUser1@ap6023fems.us.oracle.com
- Core Information:**
 - ☐ Control Account
 - ☐ Statistical Account
 - *Effective Date: 01/01/2012
 - *Status: Active
 - Monetary Account Type: E
 - Unit of Measure:
 - *Description: Test ACCT_001
 - *Short Description: ACCT_001
 - [Account / Alt-Account Mapping](#)
- Business Justification:**
 - [Attachments \(2\)](#)
- Request Comments:**
- Trees Table:**

*Tree Name	*Effective Date	Tree Description	*Insert Value Under Node	*Node/Leaf	Auto Update	Update Status
1 REQ_ACCT_SPRING	01/01/2013	Request Acct Spring Tree	OPERATING	Leaf	<input checked="" type="checkbox"/>	None
2 REQ_ACCT_SPRING2	01/01/2013	Request Acct Spring Tree 2	EXPENSES	Node	<input checked="" type="checkbox"/>	None
3 REQ_ACCT_SUMMER	01/01/2013	Request Acct Summer Tree	MRKTSSELL	Leaf	<input checked="" type="checkbox"/>	None
4 REQ_ACCT_WINTER	01/01/2013	Request Acct Winter Tree	682000	Node	<input checked="" type="checkbox"/>	None
- Request Action:** [Dropdown Menu] [Go]
- View Approval Flow**
- Requester:** SAMPLE Theresa Monroe
- Entered By:** SAMPLE Theresa Monroe
- Entered Date/Time:** 06/21/2012 10:10AM
- Updated By:** SAMPLE Theresa Monroe
- Updated Date/Time:** 06/21/2012 10:15AM

The fields on this page vary based on the ChartField that you select for the request. For an approved Add request or an Update request, you can click the field value link located beneath the Field Name to access the ChartField definition entry page for that value.

Field Action

Field values are:

- Add - Displays if your request is to add a new ChartField value.
- Update - Displays if your request is to modify an existing ChartField value.

Based on the Field Action, the Field Value that you enter is validated against the prompt. For Add requests, if the value that you enter exists in the core base table, you are precluded from adding the request and receive a message stating so. For Update requests, the value must exist in the prompt edit table or you receive a message to that effect. The request itself is also validated against the request table to make sure no incomplete request exists for the same value.

Request ID

When creating a new ChartField Request, the Request ID is system-generated to prevent duplication of requests. Specify the SetID and the Field Name. The system will provide the corresponding information from the predefined template and dynamically construct the Request page.

Field Name

For the prompting on Field Name, only those defined on the Template of the entered SetID are shown in the list. You must select a Field Name and a Field Value for your ChartField request.

Field Value

When searching for an existing value, you can enter criteria for all of the field values that are required for adding the request, as well as the requester, the user that entered the request, and the status of the request (Approved, Canceled, Component Interface Error, Denied, Need Action, Newly Created, and Pending Approval).

Request Status

Displays current ChartField Request status. Values are:

- Approved
- Cancelled
- Component Interface Error
- Denied
- Need Attention
- Newly Created
- Pending Approval

Request Action

After you have entered the required fields for a new ChartField Request and you save the page successfully, the Request Action field appears. Select one of the following actions:

- Submit for Approval - routes the request to the designated approvers. This action changes the Request Status field to Pending Approval. The person who re-submits the request for approval becomes the requester.
- Mark 'Needs Attention' - changes Request Status field to Needs Attention.
- Mark 'New'; - changes Request Status field to Newly Created.
- Cancel - request is disabled. Request Status field changes to Cancelled.
- Deny - request is denied.
- Hold - request is put on hold seeking more information.

Note: After one step has been put on-hold, it still can be approved or denied by the approver who put it on-hold.

Other approvers on the same step will be either bypassed if the step only requires one approval, or still needed to approve or deny this step if it requires multiple approvals.

This is determined by the Approval Framework and the corresponding rule setup. If the approver chooses a Hold or Pushback action (if the step is eligible for pushback), for the step they already put on-hold, nothing will happen (the step remains on Hold).

- Pushback - request is pushed back by approver for modification.
 - Update - request is modified and the page made editable. Changes Request Status to Needs Attention.
 - Execute Component Interface - request status suitable at fixing component interface errors.
 - Approve - request is approved.
-

Note: When a ChartField Request has a status of Pending Approval, only current approvers have the ability to perform the Update action for that request, which essentially makes the page editable again. Initiating an Update terminates the current approval process and an email/worklist notification is sent to both requester and approver.

GO

Click this button after making a selection in the Request Action field.

View Approval Flow

This link appears when you have selected the Submit for Approval request action. Click to view the Approval Flow page from which you can add adhoc approvers and view statuses.

See [Approval Flow Page](#)

<i>Request Status</i>	<i>Request Action Values</i>	<i>Allow Update and Save</i>
Approved/Canceled	(none)	No. Page fields are unavailable for updates.
Component Interface Error	Cancel Execute Component Interface Update (only available for the requester) <hr/> Note: Execute Component Interface is suitable when fixing CI errors doesn't need to change the request data.	No. Page fields are unavailable for updates. However, requester can perform "Update" action that resets Request Status to "Need Attention" and enables the page for change.

<i>Request Status</i>	<i>Request Action Values</i>	<i>Allow Update and Save</i>
Denied	Cancel Mark 'Needs Attention' Mark 'New' Submit for Approval	Yes. Request Status preserved.
Need Attention	Cancel Mark 'New' Submit for Approval	Yes. Request Status preserved.
Newly Created	Cancel Mark 'Needs Attention' Submit for Approval	Yes. Request Status preserved.
Pending Approval	(below are only available for Approvers) Approve Deny Hold Pushback (only if not on the first level) Update	No. Page fields are unavailable for updates. However, current approver(s) can perform the Update action that terminates the current running approval process, resets Request Status to "Need Attention", and enables the page for updates.

Core Information

Fields under the Core Information group box are copied over from the corresponding business request template. The Long Description, Attributes and Account / Alt-Account Mapping links are also included under this group box when they are enabled on the template. All the Required fields are prefixed with a "*" on their labels. Upon save, validations are enforced if no values on those required fields.

Business Justification

Fields in the Business Justification group box are derived from the corresponding Business Request Template. The Attachments link is also included in this group box. See [Business Request Template Page](#).

Trees

Node/Leaf: (Leaf is the default value).

- For spring trees, you can choose either a Leaf or Node.
- For summer trees, sets to Leaf and is unavailable.
- For winter trees, sets to Node and is unavailable.

Note: When inserting the requested value as a spring tree node, the tree will be saved as Draft Tree as the new tree node does not have a specified range; for example, detail values (leaves). In all other scenarios, the tree will be saved as Valid Tree if no other tree audit errors exist.

Auto Update - When selected, upon final approval of the request, the tree will be updated.

Update Status - System maintained, and the possible values are – None, Success, Saved as Draft & Failed.

Note: For trees with *Saved as Draft* or *Failed* auto update status, you must manually fix the tree audit issue(s) or perform the update using Tree Manager, as the requested value is already inserted (updated) in the base table and the request is closed.

Long Description Page

Use the Long Description page (FLD_REQ_LONG_DESCR) to enter more details regarding the ChartField Request.

Navigation

click the Long Description link, if available, on the ChartField Request page. See [Business Request Template Page](#) for Display Options of a given field. This determines whether a link or field displays on the ChartField Request page.

ChartField Attribute Values Page

Use the ChartField Attribute Values page (FLD_REQ_ATTRIB) to attach ChartField Attributes and Attribute values for the Business Request, if applicable.

Click the Attributes link, if applicable, on the ChartField Request page to view details or add attributes and values.

Image: ChartField Attribute Values page

This example illustrates the fields and controls on the ChartField Attribute Values page.

Chartfield Attributes						
ChartField Attribute Values				Personalize Find First 1-4 of 4 Last		
SetID	ChartField Value	Attribute Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V1	Operating Unit Attribute 1 Value 1
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V2	Operating Unit Attribute 1 Value 2
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB1	OPER_ATTRIB1_V3	Operating Unit Attribute 1 Value 3
SHARE	OPER_TST	02/16/2006	OPERATING_UNIT	OPER_ATTRIB2	OPER_ATTRIB2_V3	Operating Unit Attribute 2 Value 3
OK Cancel						

For more information, see “Creating Generic ChartField Attributes”, [ChartField Request Page](#)

Acct / Alt-Acct Mapping

Click the Account / Alt-Account Mapping link when available (can only be enabled for Account & Alt-Account) on the ChartField Request page to view details of the Alternate Accounts that are mapped to the requested account and vice versa or modify mappings.

Note: Click the Account / Alt-Account Mapping link when available (can only be enabled for Account & Alt-Account) on the ChartField Request page to view details of the Alternate Accounts that are mapped to the requested account and vice versa or modify mappings.

For more information see “Using Alternate Account”, [Adding and Mapping Accounts and Alternate Accounts](#)

Request Copy Page

Use the Request Copy (FLD_REQ_COPY_SEC) page to copy information from an existing request to a new one. The Set ID and Field Name combination though, must be the same for both the requests. Click the Copy button on the saved ChartField Request page to open the Request Copy page.

Note: Attachments, Account and Alt-Account Mappings are not copied over to the new request as they are not appropriate for the new request. However, when copying to a new Update request, the existing Account / Alt-Account Mapping is derived from the base table to the new Update request.

Request Attachments Page

Use the Request Attachments page (FLD_REQ_ATT_SEC) to add, modify, or delete supporting documents as attachments for the ChartField Request.

Navigation

Click the Attachments link on the ChartField Request page.

Image: Request Attachments page

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

Request Attachments

Request ID 00000000000000000000000000000001

Details

Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
Revised_FIA-Required_Doc_Changes.doc	<input checked="" type="checkbox"/>	Backup for new CF request	DVP1	Gina Angelini	10/08/2012 4:20:53AM	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

Show to Approver

Select this check box adjacent to the attachment to permit an Approver to view it on the Manage Business Request Approval page. See [Managing the Business Request and Approval Process](#)

Description

Enter a brief description for the attachment.

Add Attachment

This button appears only if the user is authorized.

Note: Only the user who added the attachment can modify or delete the attachment.

Approval Flow Page

Use the Approval Flow (FLD_REQ_AF_MONITOR) page to review or modify the approval flow (add adhoc approvers, for example). You can access this page from the ChartField Request page or from the Manage Business Request Approval page.

Navigation

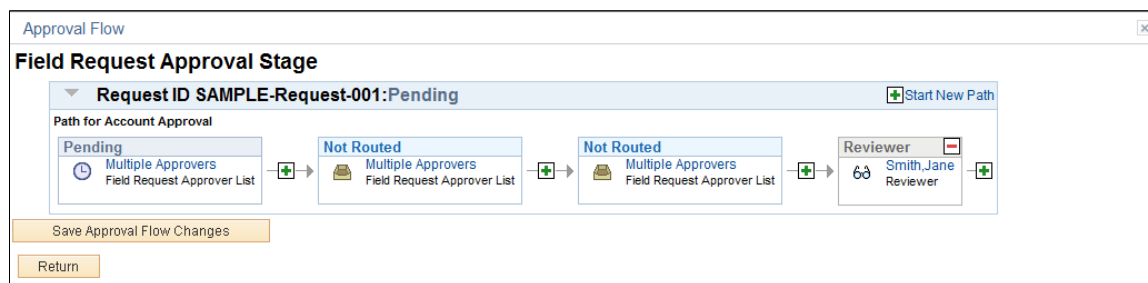
Click the View Approval Flow link from the ChartField Request page.

OR

Click the View Approval Flow icon from the Manage Business Request Approval page.

Image: Approval Flow page

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



Click the Multiple Approvers link to view the names of the approvers. If there is only one approver or reviewer in a step, the user's name appears as the link (Smith, Jane as pictured in the example): The status appears for each step of the approval process path. Once the approvals are received from the first step, the statuses change accordingly for the next step in the path.

Start New Path

Click to start a new approval path and select to insert reviewers or approvers.

Save Approval Flow Changes

This button appears only after changes are made to the Approval Flow page, such as adding adhoc approvers.

Click the plus buttons within an existing path to add adhoc approvers to the approval path. A minus sign appears in the upper right corner of the adhoc approver to easily remove, if needed.

You can enter comments in the space that is provided. Comments are required when the approver selects to *Deny*, *Hold*, *Pushback* or *Update* a request.

Managing the Business Request and Approval Process

This topic discusses how to:

- Manage Business Request approvals.
- Request approval attachments.

- Manage the flow of the approvals.

Pages Used to Manage the Business Request and Approval Process

Page Name	Definition Name	Navigation	Usage
Manage Business Request Approval	FLD_REQ_APPROVAL	Set Up Financials/ Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval	Process Business Request Approval.
Request Approval Attachments	FLD_REQ_ATT_APPR	Set Up Financials/ Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval. Click the Attachments link.	Displays attachments for Business Request approval, if the <i>Show to Approver</i> option was selected when the attachment was added by the requester from the Request Attachments page (FLD_REQ _ATT_SEC).
Approval Flow	FLD_REQ_AF_MONITOR	Set Up Financials/ Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval. Click the View Approval Flow icon.	Access the Approval Flow page from the Manage Business Request Approval page. View or modify the approval flow (add adhoc approvers, for example).

Manage Business Request Approval Page

Use the Manage Business Request Approval component (FLD_REQ_APPROVAL) to handle the mass business request approval functionality and the Request Approval Attachments page (FLD_REQ_ATT_APPR) to view and add attachments.

Use the Manage Business Request Approval Page (FLD_REQ_APPROVAL) to process Business Request Approvals.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval.

Image: Manage Business Request Approval page

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

Manage Business Request Approval

▼ Search Requests

To locate business requests that require your approval (or business requests that previously required your approval), edit the criteria below and click the Search button.

Request ID Requester
 SetID Field Name
 Field Action Field Value
 *Approval Status Functional Area

Search Clear

► Comments

Select All / Deselect All Approve Deny Hold Pushback

Business Requests Personalize Find First 1-2 of 2 Last

Select	Request ID	SetID	Field Name	Field Action	Field Value	Attachments
<input type="checkbox"/>	SAMPLE-Request-001	SHARE	ACCOUNT	Add	ACCT_001	Attachments (1)
<input type="checkbox"/>	SAMPLE-Request-003	SHARE	OPERATING_UNIT	Add	OPER_001	Attachments (0)

Select All / Deselect All Approve Deny Hold Pushback

Select your criteria to filter the business request results and click the Search button to return resulting business requests. Click the Request ID link for a business request to drill down and review details of the request before taking action.

Note: The requests returned on the Manage Business Request Approval page are those where the current user is an approver but the Request Status is not Approved, Cancelled, or Component Error.



(View Approval Flow icon)

Click the View Approval Flow icon to access the [Approval Flow page](#) to review or modify the approval path(s), details, and statuses.

Attachments (n)

Click this link to access the [Request Approval Attachments page](#) where you can review attachments for a Business Request approval. This link parenthetically displays the number of attachments that are associated with the request ID.

Request Approval Attachments Page

Use the Request Approval Attachments page (FLD_REQ_ATT_APPR) to review attachments for Business Request approval, if the *Show to Approver* option was selected when the attachment was added by the requester from the Request Attachments page (FLD_REQ_ATT_SEC).

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval. Click the Attachments link.

Image: Request Approval Attachments page

This example illustrates the fields and controls on the Request Approval Attachments page.

Request Approval Attachments

Request ID SAMPLE-Request-001

Details Personalize Find View All First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
Attachment_to_Approvers.doc	Show to approvers	SAMPLE	Theresa Monroe	06/21/2012 10:12:20AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

Approval Flow Page

Use the Approval Flow page (FLD_REQ_AF_MONITOR) to view or modify the approval flow. As an example, you can add ad hoc approvers.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Approval. Click the View Approval Flow icon.

You can also access the Approval Flow page from the [ChartField Request page](#).

For field information details, see [Approval Flow Page](#).

Inquiring on Business Requests

This topic discusses how to:

- Review existing business requests including their current status, attachments, and approval flow.
- Display attachments for the Business Request Inquiry component.

Pages Used to Inquire on Business Requests

Page Name	Definition Name	Navigation	Usage
Business Request Inquiry	FLD_REQ_INQUIRY	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry.	Review existing business requests, their current status, as well as view associated attachments, and approval flow.

Page Name	Definition Name	Navigation	Usage
Request Attachments	FLD_REQ_ATT_INQ	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry. Click the View Attachment icon.	Displays attachments for the Business Request Inquiry component.
Approval Flow	FLD_REQ_AF_MONITOR	Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry. Click the View Approval Flow icon.	Access the Approval Flow page from the Business Request Inquiry page. View (only) the approval flow

Business Request Inquiry Page

Use the Business Request Inquiry page (FLD_REQ_INQUIRY) to review details and statuses of existing business requests.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry.

Enter search criteria to refine your search for existing business requests. SetID is the only required criteria:

Image: Business Request Inquiry page

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

The screenshot shows the 'Business Request Inquiry' page. At the top, there is a 'Search Requests' section with various input fields: Request ID, *SetID (with a dropdown menu showing 'SHARE'), Field Action (with a dropdown menu), Request Status (with a dropdown menu), Approver, Requester, Field Name, Field Value, Effective Date (with a date picker), and Functional Area (with a dropdown menu). Below these fields are 'Search' and 'Clear' buttons. Underneath the search section is a 'Business Requests' section with a 'Personalize' link, a 'Find' button, and a table of results. The table has columns for Request ID, SetID, Field Name, Field Action, Field Value, and two columns for icons (a list icon and a pencil icon). The table contains four rows of sample data.

Request ID	SetID	Field Name	Field Action	Field Value		
SAMPLE-Request-001	SHARE	ACCOUNT	Add	ACCT_001		
SAMPLE-Request-002	SHARE	ACCOUNT	Update	ACCT_TST		
SAMPLE-Request-003	SHARE	OPERATING_UNIT	Add	OPER_001		
SAMPLE-Request-004	SHARE	OPERATING_UNIT	Update	OPER_TST		

Note: The View Approval Flow icon and the View Attachment icon appear in the far right columns of a Request ID if a request has been submitted for approval or has attachments, respectively.

Select the More Details tab to view the effective dates, requestor, and request and approval statuses of existing business requests:

Image: Business Request Inquiry - More Details tab

This example illustrates the fields and controls on the Business Request Inquiry.

Business Request Inquiry					
Search Requests					
Business Requests					
Personalize Find 1-4 of 4 First Last					
Request Details	More Details				
Effective Date	Description	Functional Area	Request Status	Request Approval Status	Requester
01/01/2012	Test ACCT_001	ChartField	Pending Approval	Pending	SAMPLE
01/01/2012	Account for Test	ChartField	Pending Approval	Pending	SAMPLE
01/01/2012	Test OPER_001	ChartField	Pending Approval	Pending	SAMPLE
02/16/2006	Operating Unit for Test V2	ChartField	Pending Approval	Pending	SAMPLE

Request Attachments Page

Use the Request Attachments page (FLD_REQ_ATT_INQ) to display attachments for the Business Request Inquiry component.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry. Click the View Attachments icon.

Image: Request Attachments page

This example illustrates the fields and controls on the Request Attachments page.

Request Attachments				
Request ID SAMPLE-Request-001				
Details				
Personalize Find View All 1-2 of 2 First Last				
File Name	Description	User	Name	Date/Time Stamp
Attachment_to_Approvers.doc	Show to approvers	SAMPLE	Theresa Monroe	06/21/2012 10:12:20AM
Attachment_Not_to_Approvers.doc	Not Show to approvers	SAMPLE	Theresa Monroe	06/21/2012 10:12:20AM
Return				

Approval Flow Page

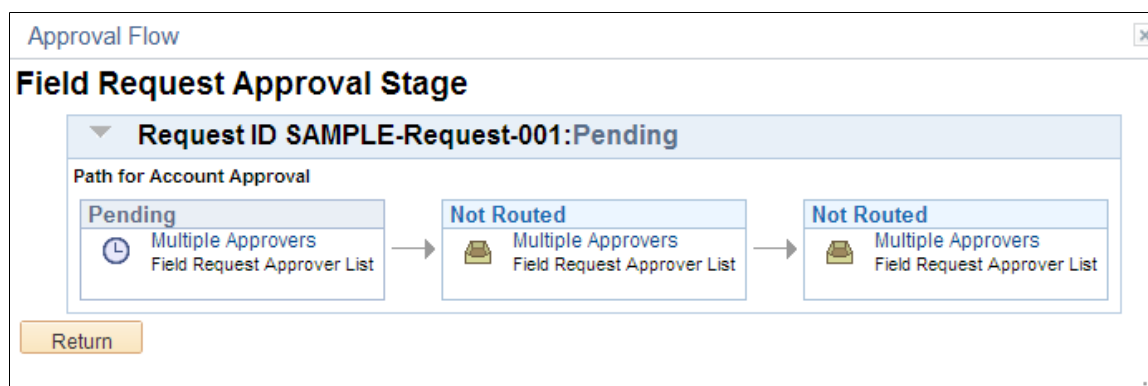
When accessed from the Business Request Inquiry page, use the Approval Flow page (FLD_REQ_AF_MONITOR) to review details of the approval path and status.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Business Request Configuration, Business Request Inquiry. Click the View Approval Flow icon.

Image: Approval Flow page (view only)

This example illustrates the fields and controls on the Approval Flow page.



When you access the Approval Flow page from the Business Request Inquiry, you are only able to view the details. You are not able to make any changes. To make changes within the Approval Flow page, you must access it from either the [ChartField Request page](#) or from the Manage Business Request Approval page.

Using Entry Events

Using Entry Events

This topic provides an overview of Oracle's PeopleSoft entry events and discusses how to:

- Set up entry events.
 - Process entry events.
 - Set up and process entry events for various applications and transactions.
 - Use entry events with Commitment Control budgets.
-

Understanding Entry Events

An entry event is a user-defined code that you enter in a PeopleSoft application transaction. The entry event transaction consists of one or more processes that comprise steps that the system uses to post additional debit and credit accounting entries to the general ledger with minimal user input. In addition, the U.S. federal government requires that organizations use entry events to categorize specific core accounting entries and generate additional debit and credit entries specific to these codes.

To enter entry event codes on the transaction lines for various applications, you must first set up the codes to use specific entry event processes and steps that come with the PeopleSoft system. These processes and steps are linked to predefined entry event source transaction definitions, which identify the source and target records for specific types of transactions. After you set up entry event codes, you select or enter them on the transaction line of a PeopleSoft application. You can select the entry event processor to run, or the processor sometimes runs automatically as part of the application's normal processing procedures. This depends on the application that you use. The entry event processor runs each process and step that is set up for the entry event code, and the processor generates the appropriate accounting entries based on the debit and credit accounts that you set up for the entry event code.

This section lists prerequisites and discusses:

- Basic setup of entry events.
- Entry event source transaction definitions.
- Optimize process performance.
- Entry event processes and steps.
- Entry event codes.
- PeopleSoft products that use entry events.

- Entry event processing.
- Source document adjusting entries and entry event processing.
- Upward and downward adjustments.
- Entry event user preference options.

Prerequisites

Before you set up and use entry events, you must:

- Establish setIDs.
- Set up ChartFields.
- Set up business units and any application-specific entry event information.
- Set up ledgers and ledger groups.
- Enable entry events for each PeopleSoft application listed on the Installation Options - Entry Events page.
- Set up Commitment Control budgets, if applicable.

- Enable entry events for Commitment Control ledger groups for each business unit on the Ledgers For A Unit - Commitment Control Options page.

You must set up at least one detail Commitment Control ledger group. This detail ledger group serves as the source of PeopleSoft Purchasing transaction data for the entry event processor.

- Select the Entries Must Balance check box on the Commitment Control - Control Budget Options page to setup offset accounts for handling Purchasing transactions as encumbrances and preencumbrances in Commitment Control.
- Set up the offset accounts for Purchasing on the Commitment Control - Budget Definitions Offsets page.

Enter a deferred surcharge account for the Budget Entry Offset and deferred discount accounts for these source transaction types: PO_POENC and REQ_PREENC.

- Set up an expiration ChartField for your budgets on the Budget Definitions - Expiration ChartField page.

The information that you enter on this page determines whether a fund is expired when you run the budget processor for a document, enabling you to make upward and downward adjustments as necessary.

Note: Entry events is not supported by funding source functionality.

See [Entry Event Page](#).

See "Setting Up Control Budget Definitions (*PeopleSoft FSCM 9.2: Commitment Control*)".

See "Understanding Source Transaction Type Setup (*PeopleSoft FSCM 9.2: Commitment Control*)".

See [Understanding Ledgers](#).

See "Budget Definition - Expiration ChartField Page (*PeopleSoft FSCM 9.2: Commitment Control*)".

Basic Setup of Entry Events

Enable entry events for each of the applications listed on the Installation Options - Entry Events page. Entry event processing depends on the following setup:

- Entry event source transaction definitions, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.
- Entry event processes and steps, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.
- Entry event codes, which you define based on examples provided in the PeopleSoft sample data.

Note: Do not modify entry event source transaction definitions, and modify entry event processes and steps only under special circumstances.

Entry Event Source Transaction Definitions

Each PeopleSoft product comes with predefined entry event source transactions. It is important that you do not modify these definitions, because they are essential to entry event processing. They identify a source record and a target record for the various types of transactions that use entry events, and they enable the system to distinguish one transaction from another. After you enter an entry event transaction in an application, the entry event processor selects the original subsystem accounting transactions in the source record and writes the created transactions to the target record. A list of the predefined entry event source transaction definitions appears later in this topic.

Important! Do not modify entry event source transaction definitions.

Optimize Entry Event Process Performance

Create the following indexes in your environment to improve the performance of the Entry Event process:

- Create a new index on PS_KK_SOURCE_HDR with following fields: PROCESS_INSTANCE, KK_SOURCE_TRAN, BUSINESS_UNIT, PO_ID, KK_TRAN_ID, and KK_TRAN_DT.
- Create a new index on PS_KK_REFERENCED with following fields: KK_REFD_ID, KK_REFD_DT, KK_REFED_LN, KK_TRAN_ID, KK_TRAN_DT, KK_TRAN_LN.
- Create a new index on PS_KK_SOURCE_HDR with following fields: KK_SOURCE_TRAN, BUSINESS_UNIT, KK_PROCESS_STATUS, KK_TRAN_ID, KK_TRAN_DT.
- Create a new custom index on PS_KK_ACTIVITY_LOG with following fields: KK_TRAN_ID, KK_TRAN_DT, EE_PROC_STATUS.

After creating the above indexes, run Update Statistics on the above records.

Entry Event Processes and Steps

Each entry event process is associated with an entry event source transaction definition, and it comprises steps that define the source accounting transaction criteria and the data structures that the system uses to store the accounting transactions. When you enter a transaction in an application, select an entry event code and run the entry event processor, the system runs the entry event processes along with the associated steps. A list of the predefined processes for each product is provided later in this topic.

See [PeopleSoft Products That Use Entry Events](#).

Important! Normally you should not modify entry event processes and steps; however special considerations exist if you are setting up Commitment Control budgets using entry events.

See "Setting Up Budget Journal Entry Event Codes (*PeopleSoft FSCM 9.2: Commitment Control*)".

Entry Event Codes

For each product, you can use the predefined entry event codes contained in the PeopleSoft sample data as examples for setting up your own entry event codes. When you define an entry event code, you select the predefined entry event processes and steps to associate with the code. You also set up the debit and credit accounts that are generated when the entry event processor runs.

For example, if you enter an entry event code on a purchase order (PO), the selected entry event code must contain the entry event process POPOST. A list of the predefined processes for each product is provided later in this topic.

See [Entry Event Code Definition Page](#).

PeopleSoft Products That Use Entry Events

Each PeopleSoft product uses different entry event source transaction definitions, processes, steps, and codes. Some products require that you perform additional activities to use entry events.

You normally enter entry event codes into product documents on the distribution line. The entry event codes that appear within each product depend on the processes that are set up for the codes.

The following applications use entry events:

- General Ledger.
- Purchasing.
- Payables.
- Receivables.
- Billing.
- Project Costing.

Entry event transactions do not need to be associated with Commitment Control budgeting, with the following exceptions:

- Entry events used in General Ledger budget adjustments that adjust preencumbrance, encumbrance, or collected revenue amounts for specific Commitment Control budgets.
- Entry events used in Project Costing budgets that post project budget amounts for specific Commitment Control budgets.
- Entry events used in Purchasing for requisitions and POs that are set up to account for the preencumbrance and encumbrance amounts in Commitment Control budgeting.

Note: The system loads all Billing entry events into Receivables, where they are processed for entry event generation.

For each product, the following table lists:

- Transaction types that use entry events.
- Predefined entry event source transaction definitions.
- Predefined entry event processes.
- Additional setup requirements.

<i>Product or Feature</i>	<i>Transaction Types</i>	<i>Predefined Definitions for Entry Event Source Transactions</i>	<i>Predefined Entry Event Processes</i>	<i>Additional Setup Requirements</i>
Project Costing	Project budgets	PC_BUDGET (create control budget)	<p>PCBUDG (PC Budget Processing)</p> <p>To use entry events to create additional debit and credit entries for Project Costing budgets, the PeopleSoft system delivers the PC Budgets process with the following steps:</p> <ul style="list-style-type: none"> • PC_CHD (project costing child budget). • PC_PAR (project costing parent budget). <p>However, you might need to modify, add, or delete the steps depending on the budget ledger names and budget ledger group names.</p>	<p>The budget plan must be saved, finalized, and successfully budget-checked before the Entry Event Generator process can create additional accounting entries.</p> <p>The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) calls the Entry Event Generator (FS_EVENTGEN) to process Project Costing budget data to generate supplemental accounting entries, and support inquiry drill down to Project Costing source data.</p>

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Billing.	<p>Billing. (All entry events used in Billing are loaded into Receivables where they are processed for entry event generation. Refer to information for Receivables.)</p> <p>Billing transactions use entry events:</p> <ul style="list-style-type: none"> • Online invoices. • Online debit memos. • Online credit memos. • Transactions from the Billing Interface. 	Receivables source definitions.	ARUPDATE (AR Update process).	None.
General Ledger.	<ul style="list-style-type: none"> • Journal entries. • Commitment Control budget adjustment journals. • Standard journals. • Allocations. • Interunit and Intraunit journals. 	<ul style="list-style-type: none"> • GL_JCREV (adjusted journal collected revenue). • GL_JENC (adjusted journal encumbrance). • GL_JOURNAL (general ledger journal). • GL_JPRNC (adjusted journal preencumbrance). • GL_JRNLIU (general ledger Interunit). 	<ul style="list-style-type: none"> • GLJE (GL Journal Entry process). • GLJEADJ (GL Commitment Control Adjustment process). 	See "Setting Up Budget Journal Entry Event Codes (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)".

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
<p>Commitment Control feature.</p> <hr/> <p>Note: You must use General Ledger to use the Commitment Control feature.</p> <hr/>	<ul style="list-style-type: none"> Commitment Control budget journal. Commitment Control budget close. 	<ul style="list-style-type: none"> GL_BUD_CLS (general ledger budget close). GL_BUDGET (general ledger budget). GL_BUDROLL (general ledger budget roll forward). 	<p>BUDG (Budgets process).</p> <hr/> <p>Note: To use entry events to create Commitment Control budget journals, the PeopleSoft system delivers the Budgets process with the following steps; however, you may need to modify, add, or delete the steps depending on the budget ledger names and budget ledger group names:</p> <hr/> <ul style="list-style-type: none"> ALLOT (prepare allotment budgets step). APPORT (prepare apportionment budgets step). APPR XFER (prepare appropriation transfer step). APPROP (prepare appropriation budgets step). ORG (establish operating plan step). ORG XFER (organization transfer step). PRJGRT IND (project or grant indirect charge budget step). PROJ_GRT (prepare project or grant budgets step). 	<p>See "Setting Up Budget Journal Entry Event Codes (<i>PeopleSoft FSCM 9.2: Commitment Control</i>)".</p>

<i>Product or Feature</i>	<i>Transaction Types</i>	<i>Predefined Definitions for Entry Event Source Transactions</i>	<i>Predefined Entry Event Processes</i>	<i>Additional Setup Requirements</i>
			<ul style="list-style-type: none"> • REVEST (prepare revenue estimates step). • CORG (Close Operating Plan). • RORG (Roll Operating Plan). • CHILD (child budget). • PARENT (parent budget). 	
Payables.	<ul style="list-style-type: none"> • Vouchers. • Payments. • Cash clearing. • Interunit and Intraunit transactions. • Voucher upward and downward adjustments. 	<ul style="list-style-type: none"> • AP_PAYMENT (payment). • AP_VCHADJ (voucher upward or downward adjustments). • AP_VOUCHER (voucher). • APCSHCLRNC (cash clearing). 	<ul style="list-style-type: none"> • CASHCLRNG (Cash Clearing process). • PAYMENT (Payment process). • VCHRPOST (Voucher Post process). 	None.

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Purchasing.	<ul style="list-style-type: none"> POs. Requisitions. PO receipt accruals. Upward or downward adjustments to POs. 	<ul style="list-style-type: none"> PO_CLS (PO close). PO_POADJDN (PO downward adjustment). PO_POADJUP (PO upward adjustment). PO_PURCH (purchase order). PO_RECV (PO receipt accrual). PO_REQ (requisition). PO_REV (purchase order reversal). REQ_CLS (requisition closing). REQ_REV (requisition reversal). 	<ul style="list-style-type: none"> POPOST (PO Post process). RECVACCR (Receipt Accrual process). REQPOST (Requisition Posting process). 	<p>Select Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options to access the Control Budget Options page. Select the Entries Must Balance check box.</p> <p>Select Commitment Control, Define Control Budgets, Budget Definitions, Offsets to access the Offsets page. Set up offset accounts for the commitment control detail ledger group specified on the Ledgers For A Unit — Commitment Control Options page.</p> <p>For the source transaction type, select the appropriate account:</p> <ul style="list-style-type: none"> PO_POENC REQ_PREENC

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Receivables and Billing.	<ul style="list-style-type: none"> Item entry. Payment worksheet. Maintenance worksheet. Transfers. All draft worksheets. Direct debits. Interunit and Intraunit transactions. 	<ul style="list-style-type: none"> AR_ITEMS (items). AR_ITEMSIU (items Interunit or Intraunit). AR_JOURNAL (direct journal). 	<ul style="list-style-type: none"> ARDIRJRNL (AR Direct Journal Transaction process). ARUPDATE (AR Update process). 	<p>Set up an entry event code containing the ARUPDATE process to enable you to enter and process entry events on the item distribution line for items.</p> <p>Set up an entry event code containing the ARDIRJRNL process to enter and process entry event codes as a direct journal entry for payments.</p> <p>Set up an entry event code containing the ARUPDATE process to enter and process entry event codes on the billing distribution line for invoices.</p>

Entry Event Processing

After you set up entry event codes, you create the transaction or document and run the entry event processor based on the application's instructions. The order in which the entry event processor runs depends on the type of document or transaction that you process. Six methods of entry event processing exist:

- Normal accounting transaction entry event processing.
- PeopleSoft Purchasing document entry event processing.
- Commitment Control budget journal entry event processing.
- Commitment Control budget close entry event processing.
- Commitment Control general ledger budget adjustment journal entry event processing.
- Project Costing budget entry event processing.

Normal Accounting Transaction Entry Event Processing

Here are the steps for normal accounting transaction processing with entry events:

1. You edit transaction lines as usual.
2. The entry event processor runs and generates the additional accounting lines based on the procedures and steps that are set up for the entry event code.
3. If the transactions are controlled by a budget, the budget processor runs to update the budget records.

4. After all the accounting lines are generated, Journal Generator creates journals from the Payables, Receivables, and Billing transactions.

Note: General Ledger automatically generates journal lines for online journal entry transactions.

5. The system posts the journals to the respective ledgers in General Ledger.

PeopleSoft Purchasing Document Entry Event Processing

Accounting entries are normally neither generated nor posted for purchase requisitions and POs. However, if you use commitment-controlled budgets, the Commitment Control feature tracks purchase requisitions and POs as preencumbrances and encumbrances, respectively. You set up specific entry event codes to generate the preencumbrance and encumbrance accounting lines that the system eventually posts to the appropriate actuals ledgers in General Ledger.

Here are the steps for Purchasing document processing with entry events:

1. You enter and edit the purchase requisition or PO.
2. The budget processor runs and updates the preencumbrance or encumbrance budget record based on the purchasing document that you enter.

Note: If the document is a purchase requisition, the preencumbrance amount is updated for a specific budget and the remaining amount of the budget is updated. If it is a PO and a preencumbrance amount was already created, the preencumbrance amount is liquidated and the encumbrance amount is updated.

3. The entry event processor runs and generates accounting lines for the purchasing document based on the accounts that you set up in the entry event code.
4. Journal Generator creates a journal from the accounting lines.
5. The journal is posted to General Ledger.

Commitment Control Budget Journal Entry Event Processing

To process Commitment Control budget journals with entry events:

1. Select Commitment Control, Budget Journals, Enter Budget Journals.
2. Enter a commitment control budget journal and select the appropriate entry event code.
3. Select Post Journal to edit and process the budget journal and run the entry event processor.

When you post Commitment Control budget journals online, entry event transactions are created when the journal is posted and the Skip Entry Event Processing check box on the User Preferences - General Ledger page for this operator is *not enabled*. Similarly, when a Commitment Control budget journal is posted through batch processing, entry event transactions are created when the journal is posted unless the user selects the Skip Entry Event Processing check box. In both cases, if entry event processing is bypassed, you can run the Entry Event processor in batch mode.

Commitment Control Budget Close Entry Event Processing

To process Commitment Control budget close using entry events:

1. Perform the Commitment Control Budget Close process.
2. Run the Entry Event Processor to generate the accounting lines.
3. Run Journal Generator to create the accounting journals.
4. Post the journals to the actuals ledgers set up for the business unit.

See [Using Entry Events with Commitment Control Budgets](#).

Commitment Control General Ledger Budget Adjustment Journal Entry Event Processing

To adjust a Commitment Control budget's preencumbrance, encumbrance, or collected revenue amount, you create a budget adjustment journal to update the amounts for the budget and use entry event codes to update the amounts for the appropriate actual ledger. The process is similar to the process for a Purchasing document; however, you do not adjust the original document in Purchasing.

To process Commitment Control budget adjustments with entry events:

1. Create a journal entry and—depending on the type of adjustment that you need to make—select preencumbrance, encumbrance, or collected revenue as the Commitment Control amount type.
2. Create the journal lines and select the entry event code for a budget adjustment journal.
3. Save and then run Journal Edit online or using batch.
4. Run budget checking to update the budget record for the adjustment.

Note: For example, if it is an adjustment to an encumbrance amount, the amount of the encumbrance is updated along with the remaining amount of the budget.

5. Run the entry event processor to generate the adjustment's accounting lines based on the entry event code.
6. Run Journal Generator to generate the accounting journal.
7. Post the journal to the appropriate ledger.

Project Costing Budget Entry Event Processing

To process entry events for project costing:

1. Set entry event options on the Installation Options – Entry Event page for General Ledger.

Note: The Project Costing budget uses the General Ledger Entry Event option to process entry events. Installation options of required or optional determine how the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) is run.

2. Establish commitment control budget definitions and setup entry event steps within the PC entry event processes, and codes.

Note: When you define commitment control project budget definitions, make sure the PC Business Unit is another ChartField other than Project ID. Define a step for each ledger and ledger group combination that will impact Project Costing budgeting.

3. On the Ledgers For A Unit - Commitment Control Options page, set the Entry Event Option for each commitment control ledger group that will be used in Project Costing budgets.
4. Select the entry event codes that are applicable for your project costing budget rows on the Commitment Control Detail tab of the Project Budget Items - Adjust Budget Items page.
5. Save, finalize, and successfully budget-check your budget plan.

The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) initiates the Entry Event Generator (FS_EVENTGEN) to process Project Costing budget data and generate supplemental accounting entries that support entry event generation and inquiry drill down to the project costing source data.

The Project Costing Budget Entry Event Interface Processor (PC_TO_EE) can be run in two ways:

- If entry events are specified as *Required* for the Commitment Control Ledger Group on the Ledgers For A Unit - Commitment Control Options page, the finalized budget plan initiates the Project Costing to Commitment Control Application Engine Budget Posting Interface process (PC_TO_KK) and after budgets are successfully posted to the ledger, the final step in the Project Costing to Commitment Control process is to automatically call the Project Costing Budget Entry Event Interface Processor (PC_TO_EE) process.
- If the system fails to generate the entry event journal accounting entries, or if entry events are specified as *Optional* for the Commitment Control Ledger Group on the Ledgers For A Unit - Commitment Control Options page, you manually run the Project Costing Budget Entry Event Interface Processor process (PC_TO_EE) on the Entry Event Budgets run control page in Project Costing to reprocess budget entry events.

Related Links

"Working with Entry Events (*PeopleSoft FSCM 9.2: Project Costing*)"

Source Document Adjusting Entries and Entry Event Processing

Occasionally, the entry event processor creates transactions for a document and then a user makes changes to the document in the source system. The system handles the entry event processing differently depending on the application:

- Payables.

The posting processes create the adjusting entries, including the accounts that are set up for the entry event code, and these adjustments are processed as normal accounting entries.

- Purchasing.

Purchasing does not create adjusting entries. Instead, the entry event processor reverses the change in the document and inserts adjusting entries in the target record. You must process the entire document again to recreate the entry event transactions. For example, if you change a PO that was created from a requisition, the process must be reprocessed.

- Commitment Control as the source record.

In normal processing, the Commitment Control feature deletes and inserts lines for a document every time budget checking runs. The Commitment Control processor inserts new lines with the entry event process status *Not Generated*. When the entry event processor runs, these lines are regenerated. If this

is a previously generated document, the document in the entry event accounting record is reversed because the system inserts reversing entries and creates entry event transactions for the document based on the rows in the source record. The entry event processor creates adjustments and does not require any additional setup from the user.

Note: Adjustment processing creates additional lines in the entry event accounting record.

See [Processing Entry Events](#).

Upward and Downward Adjustments

PeopleSoft entry events are used to automatically generate separate budgetary debit and credit accounts for upward and downward adjustments to POs and vouchers that are processed after the funding has expired

See [Using Entry Event Codes for Upward and Downward Adjustments](#).

Entry Event User Preference Options

You can select these check boxes on the User Preferences - General Ledger page to enable specific users to:

- Allow GL Entry Event Bypass in General Ledger.

Select this check box to enable a specific user to bypass entering a required entry event field when creating a journal entry in General Ledger and the Entry Event field is set to Required for General Ledger on the Installation Options - Entry Event page.

- Skip Entry Event Processing during Commitment Control budget posting.

Select this check box to bypass entry event processing when online posting a budget journal in Commitment Control.

See [User Preferences - General Ledger Page](#).

Setting Up Entry Events

To set up entry events, use the Entry Event Code Definition component (EE_EVENT_CODE_DEFN), the Entry Event Process Definition component (EE_PROCESS_STEP), and the Entry Event Source Definition component (EE_SRC_DEFN).

This topic discusses how to:

- Review predefined entry event source transactions.
- Review predefined entry event processes and steps.
- Define entry event codes.

Note: Entry event source definitions, entry event processes and steps are predefined in the system. Do not change this setup.

Pages Used to Set Up Entry Events

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Source - Entry Event Source Definition	EE_SRC_DEFN	Set Up Financials/Supply Chain, Common Definitions, Entry Event, Source, Entry Event Source Definition	View predefined entry event source transaction definitions with the data structures and records that are used by the entry event processor. Warning! Do not modify any entry event source transaction definitions.
Entry Event Process Definition	EE_PROCESS_STEP	Set Up Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition	View a predefined series of steps that are grouped by a process for similar processing. A step is predefined for each transaction type that the process includes. The entry event processor runs each step within the process. Do not modify these steps. BUDG and PCBUDG processes are exceptions. See the previous table titled PeopleSoft Products That Use Entry Events for details.
Entry Event Code Definition	EE_EVENT_CODE_DEFN	Set Up Financials/Supply Chain, Common Definitions, Entry Event, Code Definition, Entry Event Code Definition	Define entry event codes that are selected or entered into the application's detail distribution lines as part of an accounting transaction.

Entry Event Source Definition Page

Use the Entry Event Source Definition page (EE_SRC_DEFN) to view predefined entry event source transaction definitions with the data structures and records that are used by the entry event processor.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Entry Event, Source, Entry Event Source Definition

Image: Entry Event Source Definition page

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

Entry Event Source Definition

Entry Event Source Transaction

GL_JPRNC

*Description

GL Adj Journal Pre-Encumbrance

Record Definitions

*Source Record

EE_J_PRENC_VW

*Target Record

EE_JAD_ACCTG_LN

For Use with GL and PO Only

Temporary Record

EE_JAD_TMP

Entry Event Source Transaction and Description	Identifies the document that is processed. For example, in Purchasing, it differentiates between the requisition, the PO, the payment record, and the voucher accounting line record.
Source Record	Identifies the record where the original accounting entries are stored for the related PeopleSoft product: General Ledger, Payables, Receivables, Purchasing, Billing, or Project Costing.
Target Record	Identifies the record where the entry event accounting transactions are inserted.
Temporary Record	Identifies an additional record for unique processing required in General Ledger and Purchasing. General Ledger uses the temporary record to renumber journal lines and to record General Ledger budget adjustments, and Purchasing uses the temporary record for reversal and adjustment processing.

Note: Do not modify any entry event source transaction definitions.

Entry Event Process Definition Page

Use the Entry Event Process Definition page (EE_PROCESS_STEP) to view a predefined series of steps that are grouped by a process for similar processing.

A step is predefined for each transaction type that the process includes. The entry event processor runs each step within the process. Do not modify these steps. BUDG and PCBUDG processes are exceptions. See the previous table titled PeopleSoft Products That Use Entry Events for details.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition

Image: Entry Event Process Definition page

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

Entry Event Process Definition

Entry Event Process: BUDG Description: Budget Processing

'Entry Event Business Cycle': Controlled Budgets

Process Steps Find | View All First 1 of 13 Last

'Entry Event Step': ALLOT Description: Prepare Allotment Budgets

'Entry Event Source Transaction': GL_BUDGET

☐ Reversal Flag

☐ Default Distribution Account

☐ Upward/Downward Step

Criteria	Field Name	Field Value
Personalize Find View All 1-2 of 2 Last	ASSOCIATED_LEDGER	EG_ALLT_BD
	ASSOCIATED_LED_GRP	EG_ALLT

Entry Event Process and Description Displays the process name and description. Entry event processes and steps are normally predefined. However, you can modify processes and steps to accommodate added or modified entry event codes.

EE Step (entry event step) Builds And statements in a Where clause to select rows from the source record.

Description Enter a description of the entry event step.

Entry Event Source Transaction Select the source transaction to associate with the step.

Reversal Flag Select to reverse the source transaction.

Default Distribution Account Select to have the process post to the default distribution account that you identify on the Entry Event Code Definition page.

Upward/Downward Step Select for the entry event processor to use this step for processing entry events codes that are associated with upward and downward adjustments.

Field Name Select field names from a list of values in the source record that are defined according to the system source transaction setup.

Field Value Enter values for all fields except the APPL_JRNL_ID field, which uses the APPL_JRNL_ID template as a field value. The APPL_JRNL_ID value for the General Ledger business unit is selected at run time. The system uses the field value mapping to build Where clauses that differentiate the various lines to create

the additional entries. All fields listed have And statements in the Where clause.

Note: The PeopleSoft system delivers the entry event processes and steps with your products in the sample data. However, you can add, update, and correct processes and steps using this page.

Entry Event Code Definition Page

Use the Entry Event Code Definition page (EE_EVENT_CODE_DEFN) to define entry event codes that are selected or entered into the application's detail distribution lines as part of an accounting transaction.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Entry Event, Code Definition, Entry Event Code Definition

Image: Entry Event Code Definition page

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

Entry Event Code Definition

SetID: SHARE Entry Event: JRNLI Description: Journal 1

Entry Event Process Find | View All First 1 of 1 Last

*Entry Event Process: GLJE *Effective Date: 01/01/1900 *Status: A

Entry Event Step Find | View All First 1 of 1 Last

*Entry Event Step: GLJE Account: Journal Template: ☒ Source Record Jrnl Template

Offset Accounts Personalize | Find | First 1-2 of 2 Last

Line	DR/CR	Account	Short Desc	Alt Acct	Short Desc
1	DR	643000	Insurance		
2	CR	100038	JPBK-Col		

SetID

Enter the same setID that you use to set up the business unit and ChartFields. This prevents entry event processing errors.

Entry Event

Create a code to represent the type of entry event process to run.

Description

Enter a short description of the entry event code. The description appears on reports, lists, and inquiries.

Entry Event Process

Select the entry event process that applies to the entry event code.

Entry Event Step

Select the step that applies to the selected entry event code.

Account

Enter the default distribution account for use on the Entry Event Process Definition page.

Source Record Jrnl Template (source record journal template)

Select to carry the journal generator template identified in the source transaction to the entry event transactions. Some source transaction records have the journal generator template (APPL_JRNLI_ID) populated during the posting process.

Some documents (such as budget journals) do not use a journal generator template and do not require that you select this check box.

Journal Template

If you do not select the Source Record Jrnl Template option, you must select a journal template to use for the transaction. You receive an error if you select both the source record journal template and a journal template.

Typically, documents that are posted through a posting program (voucher post, payment post, AR Update) use a journal template. Other documents that are not posted do not have the journal template populated in the document. The Entry Event processor populates the journal template on the Entry Event accounting record so that they can be journal-generated.

Note: You receive the default journal template, such as EE_PCBDUD for Project Costing, EE_PURCH for Purchasing and EE_BUDGET for PeopleSoft General Ledger budget transactions in the DEMO database. You can use these journal templates as guides for setting up the templates in your database.

Offset Accounts

Add the accounts and alternate accounts, if required, to debit and credit for this entry event code during processing.

DR/CR (debit and credit)

Enter *DR* or *CR* for offset accounts that are automatically generated when the entry event generator is run. You can have two or more DR/CR pairs associated with each entry event code.

Alt Acct (alternate account)

Select DR/CR for alternate accounts, if applicable.

Note: If an entry event code is copied from one document to other documents, it must be defined as a valid code for the entry event process associated with each type of document. For example, if an entry event code is entered into a PO that can be copied to a voucher, the entry event code definition must include the entry event process for the PO and the entry event process for the voucher. If the code is not defined for both, a processing error occurs due to an invalid entry event code.

Related Links

[Using a Single Entry Event Code in Multiple Documents or Products](#)

[Journal Entry Template - ChartField Page](#)

Processing Entry Events

This topic discusses how to run the entry event processor.

Pages Used to Process Entry Events

Page Name	Definition Name	Navigation	Usage
Process Journals - Entry Event Journals	PST_EE_RUN_REQUEST	General Ledger, Journals, Process Journals, Entry Event Journals	Runs the entry event processor to process Entry Event Process GLJEADJ for budget adjustment journal entries.
Request Entry Event Processor	PST_EE_RUN_REQUEST	Commitment Control, Post Control Budget Journals, Request Entry Event Processor	Runs the entry event processor to process Entry Event Process BUDG for budget journal entries.

Request Entry Event Processor Page

Use the Request Entry Event Processor page (PST_EE_RUN_REQUEST) to runs the entry event processor to process Entry Event Process BUDG for budget journal entries.

Navigation

Commitment Control, Post Control Budget Journals, Request Entry Event Processor

Image: Request Entry Event Processor page

This example illustrates the fields and controls on the Request Entry Event Processor page. You can find definitions for the fields and controls later on this page.

Entry Event Process

Select the name of the process to run.

Process Option

Options are:

All Business Units: Run the process for every business unit that has transactions with entry events using this process.

Business Unit: Specify a business unit in the Selection Criteria group box to run the process for that business unit.

Document: Specify a particular document in the Selection Criteria group box to run the process for that document.

Journal Date

Enter a journal date to process the entry events on that date.
This field appears only when you process Commitment Control budget and budget adjustment journals.

Setting up and Processing Entry Event for Various Applications and Transactions

This topic discusses how to:

- Use a single entry event code in multiple documents or products.
- Use entry events for requisitions and PO reversals and closures.
- Process vouchers, payments, and cash-clearing transactions with entry events.
- Use entry event codes for upward and downward adjustments.

Using a Single Entry Event Code in Multiple Documents or Products

To use an entry event code in multiple documents or for multiple products, you must identify each process and its steps in the entry event code definition. Using the PeopleSoft procure-to-pay process as an example, you can enter an entry event code one time in the requisition document. It then flows through the entire process creating entry event transactions for each document. Before an entry event code can successfully move between documents and products, you first must set it up to run for each of the processes in the procure-to-pay cycle.

The PeopleSoft procure-to-pay cycle consists of several documents and processes. Entry event processing uses the following processes:

- REQPOST
- POPOST
- VCHRPOST
- PAYMENT

You must set up an entry event code and associate it with all four processes.

See [Entry Event Code Definition Page](#).

Example of Defining One Entry Event Code to Use with Multiple PeopleSoft Applications

Here is an example of how to define an entry event code for multiple PeopleSoft applications:

1. Set up the PROCURE entry event code.

Entry Event	PROCURE
Description	Requisition to Cash Clearing

- In the Entry Event Process group box, add the REQPOST process.

Entry Event Process	REQPOST
Effective Date	01/01/1900
Status	A

- In the Entry Event Step group box, add the REQPOST step.

Entry Event Step	REQPOST
Account	696800 (example)
Source Record Jrnl Template	Not applicable (NA)
Journal Template	EE_PURCH

- In the Offset Accounts group box, add the preencumbrance and general expenses offset accounts.

DR/CR	DR
Account and Short Desc	696700 (example) - Preenc Res
DR/CR	CR
Account and Short Desc	696500 (example) - GenExpOffs

- In the Entry Event Process group box, add the POPOST process.

Entry Event Process	POPOST
Effective Date	01/01/1900
Status	A

- In the Entry Event Step group box, add the POPOST step.

Entry Event Step	POPOST
Account	696800 (example)
Source Record Jrnl Template	Select if a source record journal template exists.
Journal Template	EE_PURCH

- In the Offset Accounts group box, add the encumbrance and general expenses offset accounts.

DR/CR, Account, and Short Desc	DR, 696600 (example), Enc Res
DR/CR, Account, and Short Desc	CR, 696500 (example), GenExpOffs

- In the Entry Event Process group box, add the VCHRPOST process.

Entry Event Process	VCHRPOST
Effective Date	01/01/1900
Status	A

9. In the Entry Event Step group box, add the ACCRUAL step.

Entry Event Step	ACCRUAL
Account	696800 (example)
Source Record Jrnl Template	Select this option.
Journal Template	NA

10. In the Offset Accounts group box, add the general expenses and accounts payable offset accounts.

DR/CR, Account, and Short Desc	DR, 696500 (example), GenExpOffs
DR/CR, Account, and Short Desc	CR, 200000 (example), Accts Paybl

11. In the Entry Event Process group box, add the PAYMENT process.

Entry Event Process	PAYMENT
Effective Date	01/01/1900
Status	A

12. In the Entry Event Step group box, add the PAYMENT step.

Entry Event Step	PAYMENT
Account	NA
Source Record Jrnl Template	Select this option.
Journal Template	NA

13. In the Offset Accounts group box, add the accounts payable and bank disbursement offset accounts.

DR/CR, Account, and Short Desc	DR, 20000 (example), Accts Paybl
DR/CR, Account, and Short Desc	CR, 10006 (example), UBANK Disb

Using Entry Events with Requisition and Purchase Order Reversals and Closures

The PeopleSoft Purchasing procure-to-pay process illustrates how you can use the same entry event code to handle reversals and closures.

Entry Event Requisition Reversal and Close

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount and increases the encumbrance amount. To ensure that the entry event accounting lines that you generated with the requisition are also reversed, the predefined entry event REQPOST process contains these predefined entry event steps:

- REQCLOSE
- REQPOST
- REQREVSAL

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount for the budget and increases the encumbrance amount for the budget.

This also occurs in the entry event transactions if you add the REQREVSAL step to the existing entry event process REQPOST. This ensures the correct setup of the debit and credit accounts so that they credit the proprietary account for preencumbrance and debit the general expense offsets.

The entry event processor also creates closure entries for a closed requisition with a portion that is not sourced to a PO. You must set up the REQCLOSE step for the REQPOST process. You set up the debit and credit accounts similarly to the REQREVSAL step to credit the proprietary account for preencumbrance and debit the general expense offsets.

To create the reversing and closing entry event transactions for the requisition, you must run the entry event processor for the requisition after you create and budget-check the PO. You can run the entry event processor for all business units, the business unit for the requisition, or the specific requisition that you created. Select Purchasing, Requisition, Review Requisition Information, Accounting Entries and use the accounting entries inquiry to review all of the entries, the entry event reversals, and the closures for the requisition.

Exceptions to the Reversal and Close Processes

Here are some exceptions to using the reversal and close process:

- Closing a PO that is sourced from a requisition.

When you source a requisition to a PO and the PO is canceled or closed, you can leave the requisition open to source it to another PO. If you keep the requisition open, the system cannot create reversal or closure entry event transactions until you source the requisition to another PO and budget-check the PO. However, if you close the requisition, the system creates the reversal and closure entries.

- Closing a PO without processing the entry events for the requisition.

Because the entry event process for Purchasing uses the output from the Commitment Control processor, no changes occur to the entry event transactions until you budget-check the source document (PO or requisition) and run the entry event processor. In a rare case, you might create, budget-check and source a requisition to a PO, and then budget-check the PO and attempt to close it without running the entry event processor on the requisition. You cannot close the PO until you run the entry event processor on the requisition.

- Copying a PO to a voucher.

During the procurement process, you can copy a PO and its associated entry event code into a voucher. However, the entry event code setup must contain the VCHRPOST process for the system

to create the entry event transactions when you post the voucher. Regardless of whether you copy the entry event code to the voucher and process it within Payables, when you budget-check the voucher, you can create reversals and closure entries for the copied PO. If the entry event code used in the distribution lines of the copied PO has the steps POREVERSAL and POCLOSE defined for the POPOST process, you can create closing and reversal entries for the PO.

- Closing or finalizing a voucher without creating entry events for a PO.

As with sourcing a requisition to a PO, the entry event processor uses the output from the Commitment Control processor to create entry event transactions. You cannot close or finalize a voucher that you created from a PO until you run the entry event processor on the PO. There may be a rare case where you create, budget-check, copy a PO to a voucher, and then budget-check the voucher. If you attempt to close the voucher without running the entry event processor on the PO, an error occurs requiring you to run the entry event processor on the PO.

Processing Vouchers, Payments, and Cash Clearing Transactions with Entry Events

You can set up entry events to create transactions for vouchers, payments, and cash clearing. You must set up the entry event codes with the predefined VCHRPOST, PAYMENT, and CASHCLRNG processes and steps. Depending on the entry event transactions that you want to create for an entry event code, you must set up different steps for each process. In some cases, you do not set up the CASHCLRNG process for an entry event code. You can set up the following processes and steps to create the pro forma entries:

Process	Steps
VCHRPOST	<ul style="list-style-type: none"> • ACCRUAL (voucher accrual). • DRAFTS (draft accrual). • PREPAYMNT (prepayments). • USETAX (use tax liability). • VCHCLOSE (voucher close). • WITHHOLD (withholding). • ACIUP (accrual InterUnit Payable). • ACIUPCLS (cancel accrual InterUnit Payable). • ACIUR (accrual InterUnit Receivable). • ACIURCLS (cancel accrual InterUnit Receivable). • ACUAP (accrual IntraUnit Payable). • ACUAPCLS (cancel accrual IntraUnit Payable). • ACUAR (accrual IntraUnit Receivable). • ACUARCLS (cancel accrual IntraUnit Receivable). • ACRUP (accrual Upward Adjustment). • ACRDN (accrual Downward Adjustment). • DNADJUST (Downward Collect Refund Adjustment).

Process	Steps
PAYMENT	<ul style="list-style-type: none"> • DISCGAIN (discount gained). • CDISCGAIN (cancel discount gained). • DISCLOST (discount lost). • CDISCLOST (cancel discount lost). • LATEINT (late interest). • CLATEINT (cancel late interest). • PAYMENT (payment). • CPAYMENT (cancel payment). • PYMNTINP (payment IntraUnit Payable). • CPYMNTINP (cancel payment IntraUnit Payable). • PYMNTINR (payment IntraUnit Receivable). • CPYMNTINR (cancel payment IntraUnit Receivable). • PYMNTISP (payment InterUnit Payable). • CPYMNTISP (cancel payment InterUnit Payable). • PYMNTISR (payment InterUnit Receivable). • CPYMNTISR (cancel payment InterUnit Receivable). • PYMNTCAC (payment cash clearing). • CPYMNTCAC (cancel payment cash clearing). <hr/> <p>Note: The last two steps are included in the PAYMENT process that uses cash clearing.</p> <hr/>
CASHCLRNG	CASHCLR (cash clearing).

Once you create and budget-check a voucher, you can generate entry event transactions by running the entry event generator at the same time as voucher post or separately by selecting Accounts Payable, Batch Processes, Vouchers, Voucher Entry Event. The Accounts Payable Voucher Post process must create entry event transactions before steps included in the VCHRPOST process can create them.

The voucher that you pay includes the payment accounting information. If you enter an entry event code on the voucher or you copy an entry event code to the voucher from a PO, the system carries the code to the payments created for that voucher. When you create payments from vouchers, you can generate entry event transactions by running the entry event generator at the same time as payment post, or separately by selecting Accounts Payable, Batch Processes, Payment, Payment Entry Event. The Accounts Payable Payment Post process must create entry event transactions before steps included in the PAYMENT process can create them. If you use Payables, you must set up cash clearing steps for the PAYMENT process associated with an entry event code to create payment entry event transactions.

If you set up cash clearing for Payables and you want to create entry event cash clearing entries, you need to associate the entry event code with the CASHCLRNG process and the step CASHCLR. All reconciled

payments create entry event transactions if you associate an entry event code with the CASHCLRNG process. The system can run the entry event processor to generate entry event transactions simultaneously with the Cash Clearing process, or you can generate them separately by selecting Accounts Payable, Batch Processes, Payment, Cash Clearing Entry Event.

Related Links

[Entry Event Process Definition Page](#)

[Entry Event Code Definition Page](#)

Using Entry Event Codes for Upward and Downward Adjustments

In the following cases, the system must automatically generate separate budgetary debit and credit accounts for U.S. federal government adjustments to POs and vouchers that are processed after the funding has expired:

- When an existing PO is either increased or decreased in a period during which the funding has expired.
- When a new PO is entered against a period in which funding has expired and no goods, services, or invoices were received.
- When a voucher is processed against an existing PO for more or less than the PO amount in a period during which the funding has expired.
- When a voucher that is not tied to a PO is entered in a period during which the funding has expired.
- When an adjustment voucher is entered in a period during which the funding has expired.

This section discusses:

- Entry event definitions for upward and downward adjustments in PeopleSoft Purchasing and Payables.
- Upward and downward adjustments in PeopleSoft Purchasing.
- Upward and downward adjustments in PeopleSoft Payables.
- Upward and downward adjustment reversals.

To generate these budgetary debit and credit accounts, you select an entry event code when you enter the adjustment to the PO or when you enter the PO voucher that points to the predefined entry event source transaction definitions and the predefined entry event processes and steps.

Before you can enter and process these upward and downward adjustments in an expired funding period, you must:

- Set up an expiration ChartField for your budgets.

Navigate to Commitment Control, Define Control Budgets, Budget Definitions, Expiration ChartField to access the Expiration ChartField page. The information that you enter on this page determines whether a fund is expired when you run the budget processor for a document.

- Create entry event data to use in Purchasing or Payables to automatically generate and update the budgetary debit or credit accounts for the adjustment if the fund is expired.

- Verify that the users who enter and process the Purchasing or Payables upward and downward adjustments have permission to override budget-checking errors for expired-year funding.

See [User Preferences - General Ledger Page](#).

See [Entry Event Page](#).

Entry Event Definitions for Upward and Downward Adjustments in PeopleSoft Purchasing and Payables

Access the Budget Definitions - Expiration ChartField page (Commitment Control, Define Control Budgets, Budget Definitions, Expiration ChartField).

To use entry events for creating budgetary account adjustments in Purchasing and Payables:

1. Verify that the following entry event source definitions exist.

Warning! These values are predefined; do not change them.

Entry Event Source Definition	Description	Source Record	Target Record	Temporary Record
PO_POADJUP	PO upward adjustment.	EE_PO_UP_VW	EE_PO_ACCTG_LN	EE_PO_TMP
PO_POADJDN	PO downward adjustment.	EE_PO_DN_VW	EE_PO_ACCTG_LN	EE_PO_TMP
AP_VCHADJ	Voucher upward or downward adjustment.	EE_VCH_TMP	EE_VCH_ACCTG_LN	NA

2. Verify that the following entry event process steps exist for these entry event processes.

Warning! These values are predefined; do not change them.

Entry Event Process	Process Steps	Process Step Description	Process Step Characteristics
POPOST	POUP	PO upward adjustment.	<ul style="list-style-type: none"> • Entry event source transaction: PO_POADJUP. • Field name and value: BALANCING_LINE, Y. • Field name and value: CLOSED_VALUE, N.

Entry Event Process	Process Steps	Process Step Description	Process Step Characteristics
POPOST	PODN	PO downward adjustment.	<ul style="list-style-type: none"> Entry event source transaction: PO_POADJDN. Field name and value: BALANCING_LINE, Y.
VCHRPOST	ACRDN	Voucher downward adjustment.	<ul style="list-style-type: none"> Entry event source transaction: AP_VCHADJ. Field name and value: DST_ACCT_TYPE, APA. Field name and value: POSTING_PROCESS, ACCR.
VCHRPOST	ACRUP	Voucher upward adjustment.	<ul style="list-style-type: none"> Entry event source transaction: AP_VCHADJ. Field name and value: DST_ACCT_TYPE, APA. Field name and value: POSTING_PROCESS, ACCR.

- Use the entry event codes for the predefined upward and downward adjustments as the basis for setting up your own entry event codes.

Upward and Downward Adjustments Processing in PeopleSoft Purchasing

This section discusses how to process upward and downward adjustments in Purchasing.

PO upward and downward adjustments are initiated by any change to a PO that applies to expired-year funding.

Here are some important considerations:

- The accounting date entered on the Purchase Order Header page is used for the accounting date on the resulting entry event transactions.

The budget date on the PO distribution line is checked against the Expired Funding ChartField dates. Changing the accounting date changes the budget date and can affect whether the funding is in an expired year.

- If a PO has expired-year funding and has been budget-checked in current year, but the entry events have never been generated, the adjustment amount is calculated by taking the current budget-checked PO amount minus the last amount budget-checked in the current year.
- If a PO has expired-year funding and has never been budget-checked while in the current year, no adjustments are necessary.

See "Purchasing Options Page (*PeopleSoft FSCM 9.2: Purchasing*)".

See "Creating Requisitions Online" in the PeopleSoft Purchasing documentation "Understanding the Requisition Business Process (*PeopleSoft FSCM 9.2: Purchasing*)".

Here is an example. Suppose that the existing PO called PO 1 is for 7,000.00 USD against an expired fund. Due to a contract adjustment, the PO increases to 8,600.00 USD. The organization received no goods, services, or invoices. This would be an upward adjustment to the PO.

To enter and process the PO for the upward adjustment:

1. Enter the 1,600.00 USD upward adjustment change order to PO #1.
2. Approve the PO change order.

The Commitment Control budget processor checks the Expiration ChartField to see if this change applies to expired-year funding. If the fund year has expired, the budget processor issues an error and stops processing.

3. Check the budget error messages.
4. If the error message indicates that budget checking failed because the fund year has expired, then override the budget error.
5. Rerun the budget processor to ensure that the budget information is valid.
6. Once the budget is valid, run the entry event processor to generate the entry events.

The system calculates the difference between the PO's current amount and the lines posted to the entry event accounting line record.

Note: Your standard general ledger budgetary accounts may be different than the accounts used in this example.

In this example, the entry event processor generates the following budgetary accounting lines:

- 4650 (Allotments - Expired Authority) - \$1,600.00.
- 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs) - <\$1,600.00>.
- Proprietary accounting entries: NONE.

See "Creating Requisitions Online" in the PeopleSoft Purchasing documentation "Understanding the Requisition Business Process (*PeopleSoft FSCM 9.2: Purchasing*)".

Upward and Downward Adjustments Processing in PeopleSoft Payables

This section discusses how to process upward and downward adjustments for Payables.

Payables voucher upward adjustments are created when:

- The PO voucher is greater than the PO.
- The voucher has no PO associated with it but has expired-year funding.
- The PO voucher is less than the PO and is marked as final.

Here are some important considerations:

- If a voucher is finalized at the header level, all voucher distribution lines in the voucher can have adjustments.
- If the voucher is finalized at the line level, all voucher distributions for the line can have adjustments.
- If the voucher is finalized at the distribution level, only distributions that are marked as final can have adjustments.
- If the PO is in expired-year funding and the voucher is in expired funding, no adjustments need to be made to the voucher.
- If the voucher has not been created from a PO and the voucher is in expired funding, there should be an adjustment for the full amount of the voucher.
- If a PO is in unexpired funding and the voucher is in unexpired funding (current year), no adjustments to the voucher are necessary.

Note: Your standard general ledger budgetary accounts and proprietary accounts may be different than the accounts used in these examples.

Here is an example. Suppose that a PO exists for 8, 600.00 USD against an expired fund. A PO voucher was created for 9,000.00 USD against the PO.

Use these steps to enter and process the voucher for the upward adjustment:

1. Ensure that the PO voucher was entered into Payables for 9,000.00 USD and applies to expired-year funding.
2. The budget processor fails the PO voucher.
3. Budget checking fails and issues a budget-checking error for the voucher indicating that the voucher applies to an expired funding year.
4. Override the budget checking for this voucher.
5. Run budget checking again to ensure that the voucher budget status is valid.
6. Run the entry event processor to generate the accounting entries.

The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries upward.

The system generates the following budgetary entries:

- 4650 (Allotments - Expired Authority) - 400.00 USD
- 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs.) - <400.00> USD

- 4801 (Unexpended Obligations - Unpaid) - 9,000.00 USD
- 4901 (Unexpended Authority) <9,000.00> USD

The system generates the following proprietary entries:

- 6100 (Operating Expense) - 9,000.00 USD
- 2110 (Accounts Payable) - <9,000.00> USD
- 3100 (Unexpended Appropriations) - 9,000.00 USD
- 5700 (Expended Appropriations) - <9,000.00> USD

Payables voucher downward adjustments are created when the following characteristics apply to the voucher:

- The PO voucher is less than the PO.
- The voucher has expired-year funding.
- The voucher is marked final.

For example, a PO exists for 4,700.00 USD against an expired fund. A PO voucher is processed against the PO for 2,700.00 USD.

Use these steps to enter and process the voucher for the downward adjustment:

1. Ensure that the PO voucher is entered into Payables for 2,700.00 USD and applies to expired-year funding.
2. Because the PO amount is greater than the voucher amount, the commitment control budget processor does not issue an error, and it passes the budget checking.
3. Run the entry event processor to generate the following accounting entries.

The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries downward.

The system generates the following budgetary entries:

- 4871 (Downward Adjustment of Prior Year - Unpaid Unexpended Obs) - 2000.00 USD
- 4650 (Allotments - Expired Authority) - <2000.00> USD
- 4801 (Unexpended Obligations - Unpaid) - 2,700.00 USD
- 4901 (Unexpended Authority) <2,700.00> USD

The system generates the following proprietary entries:

- 6100 (Operating Expense) - 2,700.00 USD
- 2110 (Accounts Payable) - <2,700.00> USD
- 3100 (Unexpended Appropriations) - 2,700.00 USD

- 5700 (Expended Appropriations) - <2,700.00> USD

See "Entering and Processing Vouchers Online: General Voucher Entry Information" in "Entering Regular Vouchers (*PeopleSoft FSCM 9.2: Payables*)".

Upward and Downward Adjustments Reversals

This section discusses how the system handles upward and downward adjustments reversals.

Reversal processing for entry event generated adjustments is required when the voucher has been posted and:

- The voucher is unposted, then any adjustments created for a voucher are reversed.
- The voucher is partialized, then the voucher is selected for reverse processing based on:
 - Whether the voucher is budget checked and in expired year funding.
 - Whether the voucher has been posted at least once.
 - Whether the voucher is partialized at the distribution level.

If so, only final distributions that have been processed can have adjustments.

Related Links

"Understanding Entering and Posting Commitment Control Budget Journals (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Understanding Basic Commitment Control Setup (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Entering Regular Vouchers (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding the Purchase Order Business Process (*PeopleSoft FSCM 9.2: Purchasing*)"

Using Entry Events with Commitment Control Budgets

This topic lists prerequisites and discusses how to:

- Set up and process Commitment Control budget journals with entry events.
- Set up automatic generation of parent budgets, adjustments, and transfers that involve entry events.
- Set up and close Commitment Control budgets with entry events.

Prerequisites

Before you can use entry events with Commitment Control budgets, you must set up Commitment Control.

Note: The entry event feature is not supported by funding source functionality.

See "Setting Commitment Control Options (*PeopleSoft FSCM 9.2: Commitment Control*)" and "Setting Commitment Control Installation Options (*PeopleSoft FSCM 9.2: Commitment Control*)"

Setting Up and Processing Commitment Control Budget Journals with Entry Events

You can enter entry event codes in budget journals to create entry event transactions. Although the PeopleSoft system comes with a predefined BUDG entry event process and its associated steps, you may need to modify the existing steps depending on your budget ledger and budget ledger group names. The BUDG process comes with the following steps:

Process	Steps
BUDG	<ul style="list-style-type: none"> • ALLOT (prepare allotment budgets). • APPORT (prepare apportionment budget). • APPR XFER (appropriation transfer). • APPROP (prepare appropriation budgets). • ORG (establish operating plan). • CORG (close operating plan). • ORG XFER (organization transfer). • PRJGRT IND (prepare grant indirect charge budget). • PROJ_GRT (prepare project or grant budgets). • REVEST (prepare revenue estimates). • RORG (roll operating plan). • CHILD (child budget). • PARENT (parent budget).

The predefined process has two fields for each entry event step. The ledger and ledger group names for the entry event budget journals should appear as the field values for each of these steps. Consequently, you may need to modify the predefined field values for the step and replace them with the organization's budget ledger and ledger group name values. The predefined field names are:

- ASSOCIATED_LEDGER
- ASSOCIATED_LED_GRP

For example, to create an entry event transaction for a budget journal with the ledger group CC_ORG and the ledger CC_ORG_BUD, you would access the Entry Event Process definition page (Set Up Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition) for the predefined entry event process BUDG and the entry event step ORG, and you would:

1. Scroll to the Field Name and Field Value group box.
2. Enter the field value CC_ORG_BUD next to the field name ASSOCIATED_LEDGER.
3. Enter the field value CC_ORG next to the field name ASSOCIATED_LED_GRP.

Important! Do not change the field names.

4. Create a new entry event code (such as BUDG 1), or select the predefined entry event code BUDGPOST for the setID FEDRL.
5. Access the Entry Event Code Definition page (Set Up Financials/Supply Chain, Common Definitions, Entry Event, Code Definition, Entry Event Code Definition).
 - If you are modifying the predefined entry event code BUDGPOST, change the offset accounts to the organization's accounts.
 - If you are creating a new entry event code, add the following information and enter the appropriate accounts for the organization:

Entry Event Process	BUDG
Effective Date	01/01/1900
Status	A
Entry Event Step	ORG
Account	NA
Source Record Jrnl Template	NA
Journal Template	EE_BUDGET
Offset Accounts	User-defined

Note: You must add steps for each type of budget used by the organization. These steps are predefined for the BUDG process.

Related Links

"Understanding Entering and Posting Commitment Control Budget Journals (*PeopleSoft FSCM 9.2: Commitment Control*)"

[Entry Event Process Definition Page](#)

[Entry Event Code Definition Page](#)

Setting Up Automatic Generation of Parent Budgets, Adjustments, and Transfers that Involve Entry Events

Entry event is supported by the automatic generation of parent budgets from originating child budget journals, adjustment journals, and transfer journals.

The use of entry events and automatic generation of parent budgets is discussed in the commitment control topic dealing with the posting of budget journals.

See "Generate Parent Budgets, Budget Adjustments, and Budget Transfers Automatically (*PeopleSoft FSCM 9.2: Commitment Control*)".

Setting Up and Closing Commitment Control Budgets with Entry Events

When you close Commitment Control budgets, the budget closing process creates budget journals that are posted to the budget ledger. Typically you either choose to close out the remaining balance of the budget for the period or roll forward the remaining balance into the next fiscal year and period. In both situations the budget closing process creates budget journals. If you enabled entry event in the Installation Options, you have the option of selecting an entry event code when you close the budgets. The budget journals are created in adjustment periods and the Entry Event processor also creates the closing entries in the budget journal adjustment periods. When you run journal generator for these accounting entries, it retains the adjustment periods so that they are posted in the specified ledger with budget journal adjustment period dates.

This topic discusses how to:

- Set up entry events for Commitment Control budget close.
- Process entry events in Commitment Control budget close.

Setting Up Entry Events for Commitment Control Budget Close

To set up entry events for Commitment Control budget close:

1. Set up the entry event process BUDG with two entry event steps based on the entry event source transactions:
 - GL_BUD_CLS for step CORG
 - GL_BUDROLL for step RORG
2. Associate the appropriate ledger group and ledger.
3. Create an entry event code such as CLOSEYEAR for the process BUDG and add these steps:
 - CORG
 - RORG
4. Add the accounts to which you want to post the budget close accounting entries for each entry event step.

Note: Refer to the sample Entry Event Process Definition pages (Set Up Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition)

Image: Entry Event Process Definition page - budget close step

This example illustrates the fields and controls on the Entry Event Process Definition page - budget close step. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Entry Event Process Definition' page for the 'BUDG' process. The 'Entry Event Business Cycle' is set to 'Controlled Budgets'. The 'Process Steps' section shows a step named 'CORG' with a description 'Close Operating Plan'. The 'Entry Event Source Transaction' is 'GL_BUD_CLS'. There are checkboxes for 'Reversal Flag', 'Default Distribution Account', and 'Upward/Downward Step'. Below this is a 'Criteria' table with two rows: 'ASSOCIATED_LEDGER' with value 'EG_ORG_BUD' and 'ASSOCIATED_LED_GRP' with value 'EG_ORG'.

Field Name	Field Value
ASSOCIATED_LEDGER	EG_ORG_BUD
ASSOCIATED_LED_GRP	EG_ORG

Image: Entry Event Process Definition page - roll forward step

This example illustrates the fields and controls on the Entry Event Process Definition page - roll forward step. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Entry Event Process Definition' page for the 'BUDG' process. The 'Entry Event Business Cycle' is set to 'Controlled Budgets'. The 'Process Steps' section shows a step named 'RORG' with a description 'Roll Operating Plan'. The 'Entry Event Source Transaction' is 'GL_BUDROLL'. There are checkboxes for 'Reversal Flag', 'Default Distribution Account', and 'Upward/Downward Step'. Below this is a 'Criteria' table with two rows: 'ASSOCIATED_LEDGER' with value 'EG_ORG_BUD' and 'ASSOCIATED_LED_GRP' with value 'EG_ORG'.

Field Name	Field Value
ASSOCIATED_LEDGER	EG_ORG_BUD
ASSOCIATED_LED_GRP	EG_ORG

Processing Entry Events in Commitment Control Budget Close

Example:

1. Budget for FY 2011: 1000.00 USD.
2. Expended: 400.00 USD.
3. Remainder: 600.00 USD.
4. Entry Event Code: CLOSEYEAR.

- Entry Event Step: CORG and account 4610 (DR) and 4510 (CR).
- Entry Event Step: RORG for account 4510 (DR) and 4610 (CR).

Based on this example, after you run the Commitment Control Budget Close process, select the Entry Event Processor to generate these accounting lines with which Journal Generator creates journals that are posted to the ledger and ledger group specified on the Entry Event Process Definition page.

<i>Account</i>	<i>Fiscal Year</i>	<i>Accounting Period</i>	<i>Amount</i>
4610	2011	998	600.00 USD
4510	2011	998	<600.00> USD
4510	2012	0	600.00 USD
4610	2012	0	<600.00> USD

Using Alternate Account

Using Alternate Account

This topic provides an overview of Oracle's PeopleSoft alternate accounts and discusses how to:

- Enable alternate accounts.
- Add and map accounts and alternate accounts.

Understanding Alternate Accounts

In addition to the following overview, this section also discusses:

- Alternate account mapping and setID sharing.
- Prerequisites.

PeopleSoft delivers alternate account functionality for its applications as an optional feature to meet the accounting and reporting requirements of multinational organizations that operate in locations, jurisdictions, or countries where statutory or local chart of accounts and reporting rules are mandatory.

By using alternate account, you can enter and maintain both a statutory (local) account value and a corporate (internal) account value at the detail transaction level within General Ledger, as well as within its feeder applications. Alternate account operates with and fully supports the conventional corporate chart of accounts that is required for internal management and external financial reporting. You can also perform year-end closing on alternate account only.

Throughout this documentation ALTACCT, AltAccount, alternate account and local or statutory account are synonymous terms and are used interchangeably.

In addition, ACCOUNT, account, and internal or corporate account are synonymous terms and are also used interchangeably.

Implementing alternate account in General Ledger and its feeder systems, such as Receivables and Payables, requires close coordination of ChartFields, business units and ledgers within the system. Alternate account is best put into place when it is a part of the original overall implementation plan; however, you can add it at a later date.

Note: Alternate account is intended to fulfill a journal line statutory, or local, reporting requirement. Non-statutory ledger reporting can best be served by using trees, summary ledgers, and PS/nVision to manipulate the account structure and fulfill corporate ledger balance reconciliation and reporting requirements. Do not use the alternate account feature for ledger-level reporting requirements that are not associated with statutory compliance. The alternate account feature increases maintenance as it requires an additional detail chart of alternate accounts.

Alternate account is designed for international companies to meet local or national statutory requirements at the journal line or transaction level. Therefore, it is available in General Ledger, as well as general ledger feeder applications, subsystems, and other products, as detailed in the following list:

- Payables
- Receivables
- Asset Management
- Billing
- Expenses
- General Ledger
- Inventory
- Cash Management
- Deal Management
- Risk Management
- Order Management
- Project Costing
- Purchasing

General Ledger is not required to use alternate account with other PeopleSoft products.

You map ALTACCT and ACCOUNT values to one another in either a one-to-one or one-to-many relationship.

The basic level of reporting is defined by the level of detail in the statutory chart of accounts. The most common scenario is that of one or many account values mapped to one alternate account value. This mapping is done by using the Alternate Account page.

If you map one account value to one or many alternate account values, you use the Account page. The mapping of one corporate (internal) account to many statutory alternate accounts is less common. In this scenario, ALTACCT level detail does not contain the basic elements of the transactions in support of detailed alternate account reporting.

You can also provide values for ACCOUNT to ALTACCT and ALTACCT to ACCOUNT suspense. The Journal Edit process uses these entries as the suspense account and alternate account if an Account or Altacct value that is used in a journal is not mapped to an alternate account or account. Suspense entries are errors that must be corrected. If you leave the suspense fields blank, the Journal Edit process also shows the line as an error that must be corrected.

Although you can map an account to multiple alternate accounts and also map an alternate account to multiple accounts, you enter transactions in a one-to-one relationship.

When you enter a transaction in the General Ledger or its feeder systems by using a primary Account ChartField, or corporate accounts, the system also enters the transaction to the alternate account.

Similarly, when you enter a transaction to the Alternate Account ChartField, statutory accounts, the system enters the transaction to the corporate or primary account ChartField.

You can override these values by selecting other values from prompt lists that display only mapped values.

Alternate account relationships can be different for various countries or local reporting entities using PeopleSoft setID functionality.

You can also designate an alternate account value as a Control Account to make certain that control account updates are generated only through system processes. This helps to ensure that the total of the detail that is in the various related feeder systems, such as Payables, Billing and Accounts Receivable, equals the total of the control account that is maintained by the feeder system for the general ledger.

You can do consolidations over alternate account when you designate alternate account as the anchor ChartField. This provides added flexibility for multinational companies that prepare consolidated statutory financial statements in compliance with local or government reporting requirements.

Alternate Account Mapping and SetID Sharing

You map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting. When you couple this with the ability to share setIDs, you have a very efficient solution.

One account value identified by a setID can be mapped to 1 or many alternate account values. In turn, 1 alternate account value identified by a setID can be mapped to 1 or many account values. However, any given account or alternate account can be a part of only 1 such mapping.

The following rules govern mapping:

- Within the same setID, an account can only be mapped once to an alternate account in the same setID. In turn, within the same setID an alternate account can only be mapped once to an account in the same setID.
- If you attempt to map a given account to an alternate account or map an alternate account to an account that is already mapped within the same setID, you receive an error message indicating that the account or alternate account is already mapped.
- Within a given setID, you can map an account to multiple alternate accounts as long as each alternate account is in a different setID; an alternate account that is within a given setID can be mapped to multiple accounts as long as each account is in a different setID.

Consider the following examples:

Example 1 - Account>AltAcct Mappings (Same SetID for Account and Alternate Account):

Mapping #3 is not valid because ALTACCT 101000 is already mapped in Mapping #1 within the same setID to ACCOUNT 100100.

Mapping #5 is not valid because ACCOUNT 140100 is already mapped in Mapping #4 within the same setID to ALTACCT 140000.

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#1	MFG	100100	MFG	101000	Yes
#1	MFG	100100	MFG	101002	Yes
#2	MFG	109000	MFG	101003	Yes
#3	MFG	109100	MFG	101000	No
#4	FS	140100	FS	140000	Yes
#4	FS	140101	FS	140000	Yes
#5	FS	140100	FS	140500	No

Example 2 - Account>AltAcct Mappings (Different SetIDs for Account and Alternate Account):

In Example 2, Mappings #1 and #2 have an ACCOUNT value mapped to several ALTACCT values having different setIDs.

Mapping #3a is not valid because the same ACCOUNT value in the same setID (101000 in CORP) is already a part of the one account to many alternate account mappings in Mapping #1.

Mapping #3b is not valid because the same ALTACCT value in the same setID (101003 in FRNC) is mapped to the same setID (CORP) for the account values.

Likewise, mapping #4 is not valid because the same ALTACCT value in the same setID (106001 in SPAN) is mapped to the same setID (CORP) for the account values.

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#1	CORP	101000	FRNC	101001	Yes
#1	CORP	101000	FRNC	101002	Yes
#1	CORP	101000	SPAN	102001	Yes
#1	CORP	101000	SPAN	101002	Yes
#1	CORP	101000	GMNY	103001	Yes
#1	CORP	101000	GMNY	103002	Yes
#2	CORP	105000	FRNC	105001	Yes
#2	CORP	105000	SPAN	106001	Yes

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#2	CORP	105000	GMNY	107001	Yes
#3a	CORP	101000	FRNC	101003	No
#3b	CORP	100000	FRNC	101003	No
#4	CORP	110000	SPAN	106001	No

Prompting for Account and Alternate Account and TableSet Sharing

To enable prompting for ACCOUNT and ALTACCT for a specific business unit, you must set up the appropriate setIDs for these prompts by creating tableset sharing definitions.

The following are examples of tableset sharing definitions for ACCOUNT and ALTACCT:

Set Control Value	Business Unit	TableSet Record Group	ACCOUNT SetID	ALTACCT SetID
M60	M60	FS_05	CORP	
		FS_40		FRNC
M61	M61	FS_05	CORP	
		FS_40		SPAN
M62	M62	FS_05	CORP	
				GMNY

In the above table, each business unit that is defined by the set control value has access only to the designated setIDs for the specific business unit. For example, when you create a journal for Business Unit M60, the prompting on ACCOUNT and ALTACCT appears as CORP and FRNC, respectively. Business Unit M60 does not have access to any ACCOUNTS or ALTACCTS under any other setIDs.

Prerequisites

In order to use alternate accounts, the following prerequisites apply.

- If you plan to identify specific business units that may use alternate accounts, you must set up the general ledger business units first.
- If you plan to enable subsystem applications to use alternate accounts, you must associate the business unit for the application to a general ledger business unit that is also using the Alternate Account feature on the Ledgers For A Unit page.

Related Links

[Entering and Maintaining ChartField Values](#)

"Defining General Ledger Business Units (*PeopleSoft FSCM 9.2: General Ledger*)"

Enabling Alternate Accounts

To enable alternate accounts, use the Installation component (INSTALLATION) and the Ledgers For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

This section discusses how to:

- Enable alternate account at the installation level.
- Enable alternate account at the ledger group and business unit level.

Pages Used to Enable Alternate Account

Page Name	Definition Name	Navigation	Usage
Overall	INSTALLATION_FS1	Set Up Financials/Supply Management, Install, Installation Options, Overall	Enables the use of alternate accounts.
Definition	BUSINESS_UNIT_LED1	Set Up Financials/Supply Management, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	You can enable a particular ledger group in a business unit for alternate accounts, provided that alternate account is enabled at the installation level.

Enabling Alternate Account at the Installation Level

To enable alternate account at the installation level select the Enable Alternate Account check box. When you select this check box, pages and views in the various applications show alternate account related fields and enable dynamic prompting. In addition, journal generator creates journal entries at a minimum level of ACCOUNT and ALTACCT.

If you do not select this check box, the various products do not display alternate account fields and prompt lists, and journal generator only creates journal entries at a minimum level of ACCOUNT.

Enabling Alternate Account at the Ledger Group and Business Unit Level

To enable alternate accounts at the business unit and ledger group level:

1. Select a business unit that requires the use of alternate accounts.
2. Select the Enable Alternate Accounts check box for each detail ledger group that might require the use of alternate accounts. The Acct > Alt Suspense and Alt > Acct Suspense fields become available for entry. Typically suspense accounts hold offsetting values to ensure balanced ledgers and journals. You must later return to these suspense accounts to correct the distribution.

3. Select the alternate suspense account for the first field and the account suspense account for the second field.

Note: If you select the Enable Alternate Account check box but do not define a mapping option for the alternate account on the Account or Alternate Account page, the system uses the suspense account that you define on the Ledgers For A Unit - Definition page.

Related Links

[Defining Ledgers for a Business Unit](#)

Adding and Mapping Accounts and Alternate Accounts

To add and map accounts and alternate accounts, use the Account component (GL_ACCOUNT) and the Alternate Account component (ALTACCT). Use the ACCOUNT_CF component interface and the ALTACCT_CF component interface to load data into the tables for these components.

Add or updated on the *one* side of the *one to many* relation. For example, to map one account to many alternate accounts, enter the mappings using the GL_ACCOUNT (Account) component.

This section discusses how to:

- Add and map alternate accounts to accounts.
- Add and map accounts to alternate accounts.

Pages Used to Add or Map Alternate Accounts

Page Name	Definition Name	Navigation	Usage
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Add or modify Account ChartFields.
Map to Alternate Account	ACC_XREF	Click the Map to Alternate Account tab.	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.
Alternate Account	ALTACCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account	Add or modify Alternate Account ChartFields.
Map to Account	ALT_XREF	Click the Map to Account tab.	Map an alternate account to one or more accounts.

Alternate Account - Map to Account Page

Use the Map to Account page (ALT_XREF) to map an alternate account to one or more accounts.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account, Map to Account

Image: Alternate Account - Map to Account page

This example illustrates the fields and controls on the Alternate Account - Map to Account page. You can find definitions for the fields and controls later on this page.

Account SetID

If any accounts are already mapped to this alternate account, the setID of the account displaying in the Mapped Accounts group box appears in the Account SetID field. Click the Add a New Row button to select another account setID. This enables the Account field that is in the Mapped Accounts group box. You can then select an account for the selected setID to map to this alternate account. If you click the Add a New Row button in the Mapped Accounts group box, you can map a second account by using the same setID as the first account.

Add Account

Click this link to add a new account to the chart of accounts that does not exist for the selected setID. This takes you to the Account ChartField definition page, where you enter the information for the new account and select apply. You return to the Map to Account page where you can now select the setID and new account to add to the page.

One Account to One or Many Altacct and One Altacct to One or Many Accounts

One of these options is selected by the system when you link the account value with one or more alternate account values or you link one alternate account value to more than one accounts.

Note: You must specify a default alternate account before you can save this page.

Mapped Accounts

Scroll to enter the accounts from the selected setID that you want to map or link to this alternate account. Later, when you enter an alternate account value as part of a transaction, you can use only the account values that you define in this scroll. The selection of either One Account to One or Many Altacct or One Altacct to One or Many Accounts check box determines the relationship of these ChartFields. The selections on opposing mapping pages for alternate account and account are grayed to prevent many-to-many relationships

Default Account

Select an account in the scroll to enable the system to use that account as the default account on transaction entry pages. The system uses this account during processing for a particular alternate account. If you enter the alternate account first on the journal line, the analytical account appears by default based on the value that you specify on this page. You must specify a default account before you can save the page.

Map to Alternate Account Page

Use the Map to Alternate Account page (ACC_XREF) to map a corporate chart of accounts to one or many statutory charts of accounts.

For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account, Map to Alternate Account

Image: Account - Map to Alternate Account page

This example illustrates the fields and controls on the Account - Map to Alternate Account page. You can find definitions for the fields and controls later on this page.

Account | Map to Alternate Account

SetID SHARE Account 100002 USBK - Disbursements Account

Mapped Alternate Account Setids Find | View All First 1 of 2 Last

AltAcct SetID [Add AltAcct](#)

Mapping Mode
☐ One Account to One or Many AltAccts
☒ One AltAcct to One or Many Accounts

Mapped Alternate Accounts Personalize | Find | View All First 1 of 1 Last

Default AltAcct	Alternate Account	Description
<input type="checkbox"/>	550000	Comptes Courants Banque

Use this page to map the one account value to one or more alternate account values or to map the account value to only one alternate account. This page works like the Alternate Account - Map to Account page that is described previously. The difference is that you map an account to one or more alternate accounts by using this page, while on the previous alternate account page you map an alternate account to one or more accounts.

Related Links

[Alternate Account - Map to Account Page](#)

Defining Accounting Calendars

Defining Accounting Calendars

This topic provides an overview of Oracle's PeopleSoft accounting calendars based on open and close periods and discusses how to:

- Set up calendar builder.
 - Define detail calendars.
 - Define summary calendars.
 - Define business calendars.
 - Define and update open periods and adjustment periods.
-

Understanding Accounting Calendars Based on Open and Close Periods

You can establish an accounting period configuration based on the beginning and ending period dates that you normally use, and combine these periods to create calendars. These accounting calendars define the time periods to which you post transactions for different transaction types, ledger groups, ledger codes, and business units. Set up calendars along with ledger codes, ledger groups, and business units according to your accounting environment.

PeopleSoft General Ledger supports multiple calendars, so you can keep separate calendars for actuals, for budget and forecast activity, and for special reporting or transitional needs. Only one calendar can be active for a ledger at a given time.

The PeopleSoft system uses the following calendar definition options:

Calendar Builder

Use to create a base calendar that is the starting point for creating other calendars such as the detail calendar.

Detail Calendar

Define detail calendars to include the number and duration of accounting periods in your fiscal year and the beginning and ending dates for each period. This option also identifies the adjustment periods for the calendar. Posting is directly tied to the ledger group's calendar. Transactions are posted to the open period that corresponds to the journal date and to the adjustment period that you specify on the journal header. You can have any number of periods or years open at any time. If you use Asset

Management, you can set up your depreciation allocations based on the detail calendars that you define.

Summary Calendar

(Optional) Use summary calendars to group detail calendar periods for inquiries and reporting, such as quarterly reports and semiannual reviews. While you must use detail calendars to control the posting of journals to a detail ledger, you use summary calendars with a summary ledger to further collapse your data across detail calendar periods. The accounting period on your summary ledger data corresponds to the summary calendar periods that you define. While you can associate a detail calendar with your summary ledger, you *cannot* use a summary calendar with your detail ledger.

Business Calendar

(Optional) Use to create the business (or working) calendar that identifies holidays and nonworking days. Once you define one or more of these calendars, link it to the business unit in the Holiday List ID field on the General Ledger Definition - Definition page. The only ledgers that recognize the business calendar are those with a default ledger type of Standard ledger template set up on the Ledger Template - Record Definitions page.

When you enter journals on the journal entry pages or run the Journal Generator process (FS_JGEN), the system edits the journal date to ensure that it falls on a working day. The Journal Edit process (GL_JEDIT) checks the journal date to verify that it falls on a working day in that business calendar. If the process finds that the journal date is not a working day, it marks the journal as an error. Because you cannot change the journal date, copy the journal to another date using the Copy Journal function, and delete the original journal (the one marked as in error).

For reversals, the Journal Edit process, not the Journal Post process (GLPPPOST), populates the reversal date. If you selected either *End of Next Period* or *Beginning of Next Period* for the reversal date on the journal header, the Journal Edit process changes the date if the date is not a working date. If you selected *Beginning of Next Period*, it uses the first valid working day in the next period. If you selected *End of Next Period*, it uses the last valid working day in the next period.

You can enter a specific journal date for reversals only when you enter journals using the Journal Entry pages. If you specify a date, the system edits the date at that time and requires you to enter a valid working date.

Used to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.

Budget Period Calendar	Use to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.
Budget Period Calendar Builder	Use to automatically define budget period calendars for use with Commitment Control budgets.
Summary BP Calendar (summary budget period calendar)	Use to create a summary budget period calendar, based on a predefined detail budget period calendar, for use with Commitment Control budgets.
Scheduling Options	Use to define scheduling options for various activities.

Related Links

[Schedules Page](#)

"Defining Commitment Control Budget Period Calendars (*PeopleSoft FSCM 9.2: Commitment Control*)"

Adjustments and Other Special Periods

You can have as many adjustment periods (up to 3 digits) as necessary to capture adjustments according to your business practices. Define these adjustment periods on your detail calendars. For example, you can set up adjustment periods to capture adjustments for different parts of the year: one to capture adjustments for the first half of the year, one for the second half of the year, and one for the full year. You can set up adjustment periods to capture different types of adjustments: one for supervisor-related adjustments to that supervisor's department journals, one for adjustments based on internal audits, one for adjustments based on external audits, and one for adjustments related to a tax authority.

General Ledger maintains the following special periods that are not stored in normal calendar periods, so that they do not distort the period-to-period or year-to-year results. You can include them when you run reports, inquiries, or other processes such as summary ledgers.

<i>Period 0</i>	Use to store the balance forward amounts or the balance at the beginning of each year. For balance sheet accounts, this represents the opening balance. Although normally zero for profit and loss accounts, this period can contain inception-to-date totals for the ChartFields that you specify on the P/L Roll Forward Options page in your closing rule. General Ledger updates this period only during the closing process.
<i>Period 998</i>	Use to store adjustment entries. You can create other adjustment periods to use instead of, or in addition to, the default adjustment period. Indicate an adjusting entry when you enter journals by selecting the Adjustment Entry check box on the Journal Entry - Header page.
<i>Period 999</i>	Use to store the results of year-end closing. The year-end closing entry to book the current year net income to retained earnings is posted here. General Ledger updates this period during the closing process only.

Note: Set up adjustment periods *sequentially*—for example, 901 through 912, corresponding to accounting periods 1 to 12.

Related Links

"Adjustments in ADB (*PeopleSoft FSCM 9.2: General Ledger*)"

"Performing Year End Closing (*PeopleSoft FSCM 9.2: General Ledger*)"

"Performing Interim Closing (*PeopleSoft FSCM 9.2: General Ledger*)"

Open Periods

General Ledger stores in its ledgers the activity for each accounting period defined in the calendar for the business unit and ledger group. Determine the beginning and end date of each period according to the calendar associated with each business unit and ledger group. Additionally, identify which periods are open (periods in which transactions can be posted) for each business unit, transaction type, ledger group, and ledger code.

Many PeopleSoft applications identify their open periods from the associated General Ledger business unit's calendar and open periods. When General Ledger closes periods for a business unit, all applications associated with that business unit are closed at the same time and transactions cannot be entered into the closed period. This is to ensure that no entries are recorded after financial statements are created.

You can also book accounting transactions according to different and often conflicting accounting principles for one business unit in one ledger and maintain these entries in compliance with the various rules promulgated by governments and regulatory organizations. To use multiple generally accepted accounting principles (GAAP), the PeopleSoft system uses book codes and ledger codes to create subsets of a ledger that enable you to simultaneously enter transactions into the subsets while maintaining their balances according to the accounting principles applicable to each subset. These book codes and ledger codes facilitate making prior period adjustments.

Transaction types as defined by the PeopleSoft system enable you to control which transactions are open and closed for further processing within a business cycle for both General Ledger journal entries and individual application transactions.

The following PeopleSoft applications can require open period date ranges independently of General Ledger and each other. For the applications that can have separate open period ranges, the open periods are defined for each business unit. Date ranges for open periods in an application can be the same as the open period date ranges for the associated general ledger business unit or they can be different. You can change these dates for applications by entering lag days or by changing the beginning and ending dates for the open period:

- Asset Management
- Billing
- Expenses
- Payables
- Accounts Receivable
- Project Costing

- Inventory

Lag days can be at the beginning of the period, at the end of the period, or both. When you enter beginning lag days, the system calculates the first open date based on the from open period and year plus the lag days. For example, suppose that the from open period and year is second period 2003, and the first date of that period (as defined for the associated general ledger business unit) is April 1, 2003. If you enter -3 lag days for Accounts Payable (AP), the system calculates the first date of the open period for accounts payable as March 29, 2003. The system calculates end lag days in a similar manner.

Begin lag days enables you to enter transactions in an accounting period before the General Ledger start date of that accounting period. End lag days closes the accounting period before the General Ledger close date for the accounting period. Application transactions that you enter after the application-calculated close date are applied to the next period, even though the period is still open in General Ledger.

Lag days can be zero or a negative number only. This prevents you from inadvertently defining an application's open period end date (that is, the period closing date) as later than the period closing date as assigned for the associated General Ledger business unit.

Some customers have many legal entities that require their own set of books. The resulting number of ledgers and business units require the ability to perform mass updates rather than individually updating each business unit and ledger group's open periods. Mass updates enable you to change the open periods for a number of business units and ledger groups at the same time. Additionally, you can migrate mass changes that you make for General Ledger to other applications.

Individual and Mass Updating of Open Periods

Once you identify open periods, you can update them using any of the following methods:

- Individual updates by business unit (for applications) or by business unit and ledger group (for General Ledger) using the Open Period Update page or the Open Periods Mass Update page.
- Mass updates across business units (for applications) or across business units and ledger groups (for General Ledger) using the Open Periods Mass Update page.
- Mass updates to applications' open periods using the migrate feature on the Open Periods Mass Update page.

This feature migrates open period changes from General Ledger to other applications.

Post journal entries to the open periods defined on the Open Periods Mass Update page or the Open Period page only.

An advantage of using lag days to define date ranges for an application's open period is evident when you perform mass updates. You enter period beginning and end dates, which are applied to each of the business unit and transactions types within the application. If you have lag days defined for each of the business units, the lag days remain the same, and the application date range is calculated relative to the date range for the associated general ledger business unit. For example, suppose that the first date of the open period is April 1, 2003 with -3 lag days making the application's period start date March 29, 2003. When you change the period start date to April 5, 2003, the -3 lag days still apply, and the period start date for the application becomes April 2, 2003. With lag days, you can make one change that affects many business units but still results in different period start and end dates for each business unit.

Unit	General Ledger Period Start	Lag Days	Calculated Application Period Start	Changed GL Period Start (Mass Update)	Lag Days (Same)	New Application Period Start (After Mass Update)
US004	April 1, 2003	-3	March 29, 2003	May 1, 2003	-3	April 28, 2003
US005	April 1, 2003	0	April 1, 2003	May 1, 2003	0	May 1, 2003
US006	April 1, 2003	-2	March 30, 2002	May 1, 2003	-2	April 29, 2003

Note: This assumes that there is no business calendar associated with the business unit.

Another way to define period start and end dates for an application business unit differently from the associated general ledger business unit is to enter different period start dates and period end dates. The result is the same, but you lose the advantage of mass updates.

Note: If you must make adjustments to a closed period, reopen the closed period, and if the ledgers or journals for that period have been archived, restore the archived ledgers or journals before you make adjustments.

Related Links

[Adding Book Code Values](#)

[Adding Adjustment Type Values](#)

"Understanding Multiple GAAPs and Prior Period Adjustments (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Setting Up Calendar Builder

Use the base calendar to define other calendars, such as a detail daily calendar for average daily balances or a detail monthly calendar.

To set up Calendar Builder, use the Calendar Builder component (CALENDAR_BUILDER).

This section discusses how to set up Calendar Builder.

Page Used to Set Up Calendar Builder

Page Name	Definition Name	Navigation	Usage
Calendar Builder	CALENDAR_BUILDER	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Calendar Builder	Define a calendar for use as the base for other calendars. The calendar that you first create becomes by default a detail calendar.

Calendar Builder Page

Use the Calendar Builder page (CALENDAR_BUILDER) to define a calendar for use as the base for other calendars.

The calendar that you first create becomes by default a detail calendar.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Calendar Builder

Image: Calendar Builder page (1 of 2)

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

Calendar Builder

SetID: SHARE Calendar ID: C1 Periods in a Year: 12

*Begin Date: 01/01/2013 [S] *End Date: 12/31/2020 [S] *Fiscal Year: 2013

*Description: Detail Monthly Calendar

Long Description: [Text Area]

*Calendar Method: Monthly [v] ☒ Used for depreciation **Generate**

Monthly Allocation Type: 12 period Calendar [v]

Detail Periods Personalize | Find | View All | [Icons] First 1-96 of 96 Last

Year	Period	Begin Date	End Date	Period Name	Abbreviation
2013	1	01/01/2013	01/31/2013	Period 1 - 2013-01-01	1
2013	2	02/01/2013	02/28/2013	Period 2 - 2013-02-01	2
2013	3	03/01/2013	03/31/2013	Period 3 - 2013-03-01	3
2013	4	04/01/2013	04/30/2013	Period 4 - 2013-04-01	4
2013	5	05/01/2013	05/31/2013	Period 5 - 2013-05-01	5
2013	6	06/01/2013	06/30/2013	Period 6 - 2013-06-01	6
2013	7	07/01/2013	07/31/2013	Period 7 - 2013-07-01	7
2013	8	08/01/2013	08/31/2013	Period 8 - 2013-08-01	8
2013	9	09/01/2013	09/30/2013	Period 9 - 2013-09-01	9
2013	10	10/01/2013	10/31/2013	Period 10 - 2013-10-01	10
2013	11	11/01/2013	11/30/2013	Period 11 - 2013-11-01	11
2013	12	12/01/2013	12/31/2013	Period 12 - 2013-12-01	12
2014	1	01/01/2014	01/31/2014	Period 1 - 2014-01-01	1
2014	2	02/01/2014	02/28/2014	Period 2 - 2014-02-01	2
2014	3	03/01/2014	03/31/2014	Period 3 - 2014-03-01	3

Include Adjustment Periods

Image: Calendar Builder page (2 of 2)

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

Calendar Builder

SetID: SHARE Calendar ID: C1 Periods in a Year: 12

*Begin Date: 01/01/2013 *End Date: 12/31/2020 *Fiscal Year: 2013

*Description: Detail Monthly Calendar

Long Description:

*Calendar Method: Monthly

Monthly Allocation Type: 12 period Calendar ☒ Used for depreciation

Detail Periods

Include Adjustment Periods Personalize | Find | View All | First 1-13 of 13 Last

Adjustment Period	Period Name	Abbreviation		
998	Standard Adjustment Period	998	<input type="button" value="+"/> <input type="button" value="-"/>	
901	Adjustment Period 1	901	<input type="button" value="+"/> <input type="button" value="-"/>	
902	Adjustment Period 2	902	<input type="button" value="+"/> <input type="button" value="-"/>	
903	Adjustment Period 3	903	<input type="button" value="+"/> <input type="button" value="-"/>	
904	Adjustment Period 4	904	<input type="button" value="+"/> <input type="button" value="-"/>	
905	Adjustment Period 5	905	<input type="button" value="+"/> <input type="button" value="-"/>	
906	Adjustment Period 6	906	<input type="button" value="+"/> <input type="button" value="-"/>	
907	Adjustment Period 7	907	<input type="button" value="+"/> <input type="button" value="-"/>	
908	Adjustment Period 8	908	<input type="button" value="+"/> <input type="button" value="-"/>	
909	Adjustment Period 9	909	<input type="button" value="+"/> <input type="button" value="-"/>	
910	Adjustment Period 10	910	<input type="button" value="+"/> <input type="button" value="-"/>	
911	Adjustment Period 11	911	<input type="button" value="+"/> <input type="button" value="-"/>	
912	Adjustment Period 12	912	<input type="button" value="+"/> <input type="button" value="-"/>	

Calendar ID

Enter the calendar identifier to appear on prompt lists, inquiries, and reports.

Description

Enter a value, such as *Fiscal Year* or *Monthly*.

Begin Date and End Date

Enter a range of periods for the generated calendar.

Fiscal Year

Displays the year based on the beginning date of the period. You can change this year.

Periods in a Year

Displays a value based on the option that you select:

- Daily
- Weekly
- Bi-weekly
- Monthly
- Bi-Monthly
- Quarterly

	<ul style="list-style-type: none"> • Semi-Annual • Yearly Calendar
Monthly Allocation Type	<p>Select from the following values to account for the different period allocations for a monthly calendar period:</p> <ul style="list-style-type: none"> • <i>12 period Calendar</i> • <i>13 period Calendar</i> • <i>445 Calendar (4 weeks, 4 weeks, 5 weeks)</i> • <i>454 Calendar (4 weeks, 5 weeks, 4 weeks)</i> • <i>544 Calendar (5 weeks, 4 weeks, 4 weeks)</i>
Used for Depreciation	<p>Select only if you have Asset Management installed and are defining a detail calendar to create the depreciation allocation period. Assign a period and year for depreciation.</p>
Generate	<p>Click to generate the calendar and display the detail periods. You can make changes and regenerate the calendar.</p>
Adjustment Period	<p>You can have as many adjustment periods as you need to capture adjustments according to your business practices.</p> <p>The value 998 is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default.</p> <p>If you have other adjustment periods, enter them as additions to or as a replacement for the default adjustment period. Enter an adjustment period name and abbreviation for each adjustment period. A period (for example, 901 or 902) identifies an adjustment period. A period cannot be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).</p>

Note: Calendar Builder enables you to modify the calendar name and description only, and to generate prior fiscal year periods. To define a calendar further, use the other calendar options such as Detail or Summary. You can use the other calendar pages to display and modify a calendar created on the Calendar Builder page.

Related Links

[Adjustments and Other Special Periods](#)

Defining Detail Calendars

To define Detail Calendars, use the Detail Calendar component (DETAIL_CALENDAR).

This section discusses how to:

- Enter detail calendar periods.
- Enter depreciation detail periods.

Pages Used to Define Detail Calendars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calendar Periods	DETAIL_CALEDAR1	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods	Detail calendars, each identified by a unique alphanumeric code, define how many accounting periods are in your fiscal year and the beginning and ending dates for each period. They determine the accounting period to which you post journal entries and other transactions.
Depreciation	DETAIL_CALEDAR2	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods, Depreciation	Set up depreciation allocations per calendar period.

Calendar Periods Page

Use the Calendar Periods page (DETAIL_CALEDAR1) to define detail calendars, each identified by a unique alphanumeric code, and specify how many accounting periods are in your fiscal year and the beginning and ending dates for each period.

They determine the accounting period to which you post journal entries and other transactions.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods

Image: Calendar Periods page (1 of 2)

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

Calendar Periods

Depreciation

SetID SHARE

Calendar 01

*Periods in a Year 12

End Date Default Monthly

Specify

*Description Monthly

Long Description

Detail Periods

Personalize | Find | View All |

First 1-12 of 12 Last

*Year	*Period	*Begin Date	*End Date	*Period Name	*Abbrev		
2013	1	01/01/2013	01/31/2013	January	Jan	+	-
2013	2	02/01/2013	02/28/2013	February	Feb	+	-
2013	3	03/01/2013	03/31/2013	March	Mar	+	-
2013	4	04/01/2013	04/30/2013	April	Apr	+	-
2013	5	05/01/2013	05/31/2013	May	May	+	-
2013	6	06/01/2013	06/30/2013	June	Jun	+	-
2013	7	07/01/2013	07/31/2013	July	Jul	+	-
2013	8	08/01/2013	08/31/2013	August	Aug	+	-
2013	9	09/01/2013	09/30/2013	September	Sep	+	-
2013	10	10/01/2013	10/31/2013	October	Oct	+	-
2013	11	11/01/2013	11/30/2013	November	Nov	+	-
2013	12	12/01/2013	12/31/2013	December	Dec	+	-

Include Adjustment Periods

Image: Calendar Periods page (2 of 2)

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

The screenshot shows the 'Calendar Periods' page with the following fields and controls:

- Calendar Periods** (tab) and **Depreciation** (tab)
- SetID** and **SHARE** (text fields)
- Calendar** 01 (text field)
- *Periods in a Year** 12 (text field)
- End Date Default** Monthly (dropdown menu)
- Specify** (checkbox)
- *Description** Monthly (text field)
- Long Description** (text area)
- Detail Periods** (section header)
- Include Adjustment Periods** (checkbox)
- Personalize | Find | View All** (links)
- First** 1-13 of 13 **Last** (pagination controls)
- Table of Detail Periods:**

Adjustment Period	Period Name	Abbreviation		
901	Adjustment Period 1	901	+	-
902	Adjustment Period 2	902	+	-
903	Adjustment Period 3	903	+	-
904	Adjustment Period 4	904	+	-
905	Adjustment Period 5	905	+	-
906	Adjustment Period 6	906	+	-
907	Adjustment Period 7	907	+	-
908	Adjustment Period 8	908	+	-
909	Adjustment Period 9	909	+	-
910	Adjustment Period 10	910	+	-
911	Adjustment Period 11	911	+	-
912	Adjustment Period 12	912	+	-
998	Standard Adjustment Period	998	+	-

You can define a detail calendar from scratch, or you can use a base calendar, defined in Calendar Builder, to create a detail calendar and further define it using the Calendar Periods page.

Calendar

Enter the calendar ID or name to appear on prompt lists, inquiries, and reports. If you select a calendar that you built using Calendar Builder, you can change the name.

Periods in a Year

Enter the number of periods based on the type of calendar. Do not count adjustment periods or special system-maintained periods (0, 998, 999). PS/nVision reporting uses the number of periods that you enter here to identify TimeSpans that roll from one year into another, such as a *rolling* 12-month report.

End Date Default

Select an end date default. Options are: Year, Month, BiMonth, Quarter, SemiAnnual, and Days.

Specify

Enter the number of days to include on your calendar if you select Days in the End Date Default field. For example, enter 365.

Detail Periods

To create a new detail calendar rather than set one up in Calendar Builder, enter the first row of detail and include

the Year, Period, Begin Date, End Date, Period Name, and Abbreviation values for period 1. When you add one or more rows, the system updates each row with the correct year, period, begin, and end dates. Enter the period name and abbreviation for each new row only. Every day of the year must be included in a period; *do not* leave gaps between period dates, and *do not* allow dates to overlap.

Adjustment Period

The period 998 is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default.

If you have other adjustment periods, enter them in addition to or as a replacement for the default adjustment period. Enter an adjustment period, period name, and abbreviation for each adjustment period. Adjustment period (for example, 901 or 902) identifies the adjustment period. The adjustment period *cannot* be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).

Related Links

[Adjustments and Other Special Periods](#)

[Using TimeSpans](#)

[Defining Ledgers for a Business Unit](#)

Calendar Periods - Depreciation Page

Use the Calendar Periods - Depreciation page (DETAIL_CALENDAR2) to set up depreciation allocations per calendar period.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods, Depreciation

Image: Depreciation page

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

Calendar Periods | Depreciation

SetID SHARE Calendar ID 01 Monthly

Periods 12 ☒ Used for depreciation

Comments

Scroll Area Find | View All First 1-12 of 12 Last

Year	Period	Period Name	Alloc of Yearly Depreciation
2013	1	January	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	2	February	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	3	March	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	4	April	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	5	May	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	6	June	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	7	July	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	8	August	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	9	September	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	10	October	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	11	November	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>
2013	12	December	<input type="text" value="1"/> / <input type="text" value="12"/> <input type="button" value="+"/> <input type="button" value="-"/>

Use this page of a detail calendar if you are using Asset Management. In each calendar that you establish, define the number of periods across which to allocate annual depreciation.

Alloc of Yearly Depreciation (allocation of yearly depreciation)

The depreciation allocation period that you establish here is used to determine how much of the annual depreciation calculated in Asset Management for each asset is allocated to each defined period. You can set up as many periods for as many years as you want by adding lines to the detail calendar. You can also modify the depreciation allocation on this page.

Defining Summary Calendars

To define Summary Calendars, use the Summary Calendar component (SUMMARY_CALENDAR).

This section discusses how to set up summary calendars.

Page Used to Define Summary Calendars

Page Name	Definition Name	Navigation	Usage
Summary Calendar	SUMMARY_CALENDAR	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Summary Calendar, Summary Calendar	Summarizes the detail calendar into a specified number of periods used with summary ledgers to produce summary reports.

Summary Calendar Page

Use the Summary Calendar page (SUMMARY_CALENDAR) to summarize the detail calendar into a specified number of periods used with summary ledgers to produce summary reports.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Summary Calendar, Summary Calendar

Image: Summary Calendar page

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

Summary Calendar

SetID: SHARE Summary Calendar: QT *Description: Quarterly Summary Calendar

*Periods in a Year: 4 Detail Calendar: 01 Monthly Long Description: Quarterly Summary Calendar

*Fiscal Year	*Period	*Period Name	*Abbreviation	*From Period	*To Period
2012	1	First Quarter	Q1	1	3
2012	2	Second Quarter	Q2	4	6
2012	3	Third Quarter	Q3	7	9
2012	4	Fourth Quarter	Q4	10	12
2013	1	First Quarter	Q1	1	3
2013	2	Second Quarter	Q2	4	6

Summary Calendar

Enter the calendar's name or title to appear on pages, reports, and online inquiries.

Periods in a Year

Specify the number of periods in the accounting year for this calendar. PS/nVision reporting uses the number of periods to

identify TimeSpans that roll from one year into another, such as a rolling 12-month report.

Detail Calendar

Select a detail calendar. Every summary calendar must be based on a detail calendar.

Fiscal Year, Period, Period Name, and Abbreviation

Enter the information for each summary fiscal year, each summary period in that year, and a period name and abbreviation for each period. You can define as many years on a calendar as necessary, including years for storing historical information.

From Period and To Period

Enter the detail calendar periods to summarize in each summary period. In addition to grouping periods, such as combining monthly accounting periods into quarterly results, you can specify a from period of *1* in all ranges, and use this to store year-to-date balances in each summary period on your summary ledger. Your year-to-date summary periods can match your detail calendar periods. For example, a monthly detail calendar is summarized into a monthly year-to-date calendar. You can also combine detail periods such as a monthly detail calendar summarized into a quarterly year-to-date calendar.

Related Links

[Using TimeSpans](#)

"Posting to the Summary Ledgers Table and the Summary Ledger Staging Table (*PeopleSoft FSCM 9.2: General Ledger*)"

"Ledger Inquiry Page (*PeopleSoft FSCM 9.2: General Ledger*)"

Defining Business Calendars

To define business calendars, use the Business Calendar component (BUS_CALENDAR_HOL).

This topic discusses how to set up a business calendar.

Page Used to Define Business Calendars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Business Calendar	BUS_CALENDAR_HOL	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Business Calendar, Business Calendar	Create a list of holidays and nonworking days for PeopleSoft applications. General Ledger uses the business calendar to verify that the journal date is a working day. You also assign business calendars to bank accounts to identify the normal working week and bank holidays.

Business Calendar Page

Use the Business Calendar page (BUS_CALENDAR_HOL) to create a list of holidays and nonworking days for PeopleSoft applications.

General Ledger uses the business calendar to verify that the journal date is a working day. You also assign business calendars to bank accounts to identify the normal working week and bank holidays.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Business Calendar, Business Calendar

Image: Business Calendar page

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

Business Calendar

Holiday List **USA**

*Description

Normal Business Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Working hours per day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text" value="16.00"/>	<input type="text" value="16.00"/>	<input type="text" value="16.00"/>	<input type="text" value="16.00"/>	<input type="text" value="16.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>

Year

Calendar Year

Holiday Details Personalize | Find | View All | First 1 of 1 Last

*Date	WeekDay	Holiday Name
01/01/2012	Sun	New Years Day

Setting Up a Business Calendar

To set up a business calendar:

1. Enter a description of the calendar, such as the name of a country or business unit.
2. Select the normal business days of the week to include.
3. Enter the total hours worked each day of the week.
4. Enter the calendar year of the holidays.
5. Click the Search button to enter, delete, or display holidays for the entered year.
6. Add rows with the date and holiday name for each holiday in that year.

The system displays the day of the week.

Defining and Updating Open Periods and Adjustment Periods

To define and updated an Open Period, use the Open Period Update component (OPEN_PERIOD_UPDATE) and the Open Periods Mass Update component (OPEN_CLOSE_PERIODS).

This section discusses how to:

- Perform open period updates.
- Perform an open period mass update.
- Perform an adjustment period mass update.

Pages Used to Define and Update Open Periods and Adjustment Periods

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Open Period Update	OPEN_PERIOD_SINGLE	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Update, Open Period Update	Define open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types.
Open Period Display	OPEN_PERIOD_SINGLE	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Display	View existing open periods and adjustment periods for a business unit and ledger group.
Open Period Mass Update	OPEN_CLOSE_PERIODS	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Periods Mass Update, Open Period Mass Update	Make mass changes to open periods for general ledger business units and ledger groups or an application's business units, and migrate General Ledger open period changes to specified applications. You can also make changes to the open periods for a single business unit and ledger group or business unit and transaction group.
Adjustment Period Mass Update	OPEN_ADJ_MASS_UPD	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Adjustment Periods Mass Update, Adjustment Period Mass Update	Make mass changes to adjustment periods for general ledger business units and ledger groups.

Open Period Update Page

Use the Open Period Update page (OPEN_PERIOD_SINGLE) to define open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types.

Navigation


Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Update, Open Period Update





Image: Open Period Update page for PeopleSoft Receivables

























This example illustrates the fields and controls on the Open Period Update page for PeopleSoft Receivables. You can find definitions for the fields and controls later on this page.

Open Period Update

PeopleSoft Product AR Business Unit AUS01

☒ Show all transaction types 

Open Period(s) [Personalize](#) | [Find](#) |   First  1-6 of 6  Last

Trans Type	Description	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
DEF	Default	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012
ARD	AR Direct Journals	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012
ARI	AR Items	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012
ARM	AR Maintenance	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012
ARP	AR Payments	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012
ARU	AR Unpost	2012 	1 	0	01/02/2012	2012 	12 	0	12/31/2012

Note: Adjustment periods are applicable only to General Ledger.

Image: Open Period Update page

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

Open Period Update

PeopleSoft Product GL
Business Unit US001
Ledger Group RECORDING

☒ Show all transaction types

Ledgers for a Unit

Open Period(s)
Personalize | Find | |
First 1-6 of 6 Last

Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	1998	1	01/01/1998	2020	12	12/31/2020
PCA	Procurement Car	1998	1	01/01/1998	2020	12	12/31/2020
POR	Purchase Order	1998	1	01/01/1998	2020	12	12/31/2020
RCA	Receipt Accrual	1998	1	01/01/1998	2020	12	12/31/2020
REQ	Requisition	1998	1	01/01/1998	2020	12	12/31/2020
UNP	GL Journal Unpost	1998	1	01/01/1998	2020	12	12/31/2020

Include Adjustment Periods
Personalize | |
1-13 of 13

*Adjustment Period	*Adjustment Year	Is Open	Default
901	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
902	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
903	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
904	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
905	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
906	2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
907	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
908	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
909	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
910	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
911	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
912	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
998	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can post journal entries only to the open periods that you specify on the Open Period Update page.

PeopleSoft Product, Business Unit, and Ledger Group

When you set up a ledger group and ledger for a general ledger business unit, on the Ledgers For a Unit page, you can click Update Open Periods to access the Open Period page. You can set up the periods for this general ledger business unit and ledger group. For general ledger business units and ledgers, you can also set up open periods by ledger code and then define the open periods for general ledger transaction types by ledger code and adjustment types.

When you set up a business unit for an application, such as Receivables, click the Update Open Periods link on the

Accounting Options 1 page to access the Update Periods page. You can enter the open period parameters for the application's business unit, display all of the application's transaction types, and set up the open periods for each type by using lag days.

Show all transactions types

Select this option for a subsystem application business unit and a list of all the transaction types defined for the specific application becomes available.

Ledgers for a Unit

Select this link to access the Ledgers For A Unit page to setup or to modify data for such things as Ledger Code, adjustment types, and open periods.

Trans Type (transaction types)

Define the beginning and ending period dates for each transaction type to control which transactions and subsystems are open and closed for further processing within a business cycle. Transaction types are system defined and cannot be accessed by the user.

When you enter a transaction with a specific business unit and ledger group in a journal entry in General Ledger or a transaction in one of the subsystem applications, and you save the transaction, the system looks at the date of the transaction and the transaction type. It checks that the transaction date is within the open period set up for that transaction type. If the date is within the open period, processing can continue. If the date is outside the open period, an error message appears, and you cannot continue processing until you change the date.

Ledger Code

Select ledger codes for general ledger business unit transaction types only. You can set up open periods for detail ledgers by ledger code instead of ledger group on the Ledgers For A Unit Definition page. When you click Update Open Periods by Ledger Code for a general ledger business unit ledger, select the ledger code and adjustment type that you want this business unit to use.

Ledger codes group one or more book codes to create a subset of a ledger. Each subset can represent a balance maintained according to specific GAAP imposed on either a local or corporate entity or both. Each ledger code represents the balances for one particular GAAP reporting. Book codes and ledger codes enable you to set up open and close periods for multiple GAAPs.

The Ledger Code field becomes available when you activate the book code at the installation level and choose to update by ledger code on the Ledgers For a Unit page.

Note: Once you have decided to use the Book Code feature, do not change it from on to off in the normal course of operations.

However, this might occur at installation or first use of the feature. The update open periods function and book code options work together (ledger code and adjustment type); if you change the book code option, then a corresponding change and *save* for the open period is necessary.

See "Understanding Multiple GAAPs and Prior Period Adjustments (*PeopleSoft FSCM 9.2: Global Options and Reports*)".

Adjust Type (adjustment type)

If you select Update Open Periods by Ledger Code on the Ledger For A Unit Definition page, when you select a ledger code, select an adjustment type value for your General Ledger transaction types.

Specify an adjustment type for a selected ledger code, when the specified ledger code's period closes earlier than the periods of other ledger codes within the same ledger. (The ledger code that closes the latest should not have an adjustment type.) Adjustment types are defined for each combination of ledger code and book code that share accounts with other ledger code and book code combinations. These codes are used when working with multiple GAAPs and prior period adjustments that specify different rules regarding different closing dates and prior period adjustments.

From Year and From Period

Enter the beginning open year and period for each transaction type. You can open multiple fiscal years, but define the years in the calendar that this ledger uses.

Begin Lag

Enabled only for subsystem applications, not General Ledger. Use lag days to calculate accounting period start and end dates relative to General Ledger accounting period start and end dates. For example, if an application's period start date is defined in terms of -3 lag days, then the application's period start date is always 3 days earlier than the associated General Ledger open period start date. Enter lag days expressed as a negative number.

Important! Be careful when you enter lag days. For example, if you enter -3 in the End Lag field, but 0 in the Begin Lag field, one period ends three days before the next period starts.

Note: If you have a business calendar associated with your business unit, the system calculations treats lag days as working days. For example, if the start date for a General Ledger period is June 1, 2004 (a Tuesday), and you enter -3 lag days for the application, the system considers this to be -3 *working days*. The resulting close date for the application is May 27 (a Thursday).

First Open

The system calculates the first open date based on the information that you enter.

For General Ledger, the first open date is taken from the beginning date for the opening accounting period as defined on the detail calendar.

For other applications, first open is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts on April 1 and you specify -3 as the begin lag value; the system calculates that the first open date of the period is March 29. You can change this date for each transaction type. Changing this date does not change the lag days. This enables you to override the calculated period start date for an application's period for one time only. When the next mass update occurs, the first open date is calculated as defined.

To Year and To Period

Select to indicate the last year and period that are currently open for the ledger or ledger code. You can open across multiple fiscal years, but you must define the years in the calendar that this ledger uses.

End Lag

Enabled only for subsystem applications, not General Ledger.

Enter lag days expressed as a negative number. When you enter an end lag number such as -4, it subtracts the number of days from the to year and to period and displays the new date in the Last Open date field. For example, suppose that the to year and to period is December 2004, and you enter -4 for the end lag value; when you save, the last open date becomes December 27, 2004.

Last Open

The system calculates this date similarly to the way that it calculates first open date. For products other than General Ledger, you can change this date. Changing the date does not change the lag days.

Adjustment Period

Set up adjustment periods on your detail calendars for a business unit. They are available for General Ledger open periods only. This enables you to selectively indicate that specific adjustment periods are either open or closed during the selected adjustment year and to select a default adjustment period.

Adjustment Year

Enter an adjustment year for each adjustment period. The year must be previously set up as a calendar. Identify the calendar on the Ledgers For A Unit Definition page.

Is Open

Select to indicate that each adjustment period is open. If deselected, the adjustment period is closed. This option gives you control over each adjustment period to prevent users from performing adjustments in the wrong period.

Default

Select to indicate the default adjustment period for this ledger. A default adjustment period must be selected and there can be only one.

Note: If you do not enable Use Book Code on the Ledgers For A Unit - Definition page, the Update Open Periods by Ledger Code option is removed and you can open and close periods by ledger group only.

Related Links

[Adjustments and Other Special Periods](#)

"Understanding Multiple GAAPs and Prior Period Adjustments (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Open Period Mass Update Page

Use the Open Period Mass Update page (OPEN_CLOSE_PERIODS) to make mass changes to open periods for general ledger business units and ledger groups or an application's business units, and migrate General Ledger open period changes to specified applications.

You can also make changes to the open periods for a single business unit and ledger group or business unit and transaction group.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Periods Mass Update, Open Period Mass Update

Image: Open Period Mass Update page for General Ledger

This example illustrates the fields and controls on the Open Period Mass Update page for General Ledger. You can find definitions for the fields and controls later on this page.

Open Period Mass Update

Selection Criteria

*PeopleSoft Product: General Ledger *Calendar: Unit: Ledger Group:

Update Selected Rows

From Year: From Period: To Year: To Period: Def Adj Year: Def Adj Period:

Migrate Selected to Subsystems: ☐ AP ☐ EX ☐ AM ☐ BI ☐ AR ☐ PC ☐ IN

☒ Select All ☐ Clear All

Open Period(s) Personalize | Find | View All | | First 1-6 of 6 Last

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	RECORDING	US001	DEF		2012	1	01/01/2012	2012	12	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	PCA		2012	1	01/01/2012	2012	12	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	POR		2012	1	01/01/2012	2012	12	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	RCA		2012	1	01/01/2012	2012	12	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	REQ		2012	1	01/01/2012	2012	12	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	UNP		2012	1	01/01/2012	2012	12	12/31/2012

Image: Open Periods Mass Update page for Receivables

This example illustrates the fields and controls on the Open Periods Mass Update page for Receivables. You can find definitions for the fields and controls later on this page.

Open Period Mass Update

Selection Criteria

*PeopleSoft Product: Accounts Receivable *Calendar: Unit:

Update Selected Rows

From Year: From Period: To Year: To Period: Begin Lag: End Lag:

Migrate Selected to Subsystems

☒ Select All ☐ Clear All

Open Period(s) Personalize | Find | View All | | First 1-6 of 6 Last

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	Begin Lag	First Open	To Year	To Period	End Lag	Last Open
<input checked="" type="checkbox"/>	RECORDING	US001	ARD		2012	1	0	01/01/2012	2012	12	0	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	ARI		2012	1	0	01/01/2012	2012	12	0	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	ARM		2012	1	0	01/01/2012	2012	12	0	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	ARP		2012	1	0	01/01/2012	2012	12	0	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	ARU		2012	1	0	01/01/2012	2012	12	0	12/31/2012
<input checked="" type="checkbox"/>	RECORDING	US001	DEF		2012	1	0	01/01/2012	2012	12	0	12/31/2012

Performing a Mass Update

To perform a mass update:

1. Enter the selection criteria for General Ledger on the Open Periods page.

Use a wildcard (%) to select all business units and all ledger groups, or select a specific business unit and enter a wildcard for all ledger groups, or enter a wildcard for all business units and a specific ledger group. Click the Search button. A list of open periods appears based on your selection criteria.

2. Click the Select All button to select every open period on the list for mass update.

Click the Clear All button to reverse this action and select rows individually.

3. Enter the open period changes in the Update Selected Rows group box, and click the Apply button.

The system applies the changes to each selected business unit and ledger group.

Migrating Mass General Ledger Open Periods to Subsystems

To migrate mass General Ledger open periods to selected subsystems:

1. Enter *GL* as the product on the Open Periods page, complete the selection criteria, and click the Search button.
2. Select the business units and ledger groups whose changes you want to migrate to other applications.

Note: When you activate the book code, multiple open periods exist for a general ledger business unit ledger group. If you select more than one during migration, the one in the lower row overrides the one in the higher row.

3. Select the applications in the Migrate Selected to Subsystems group box to which you want to migrate the current open period setup for General Ledger, and click the Apply button.

The system migrates the open period changes to the selected subsystems associated with the selected business units and ledger groups.

Changing an Open Period for a Specific Business Unit and Ledger Group

To change an open period for a specific business unit and ledger group:

1. Enter selection criteria on the Open Periods page, and click the Search button.
2. Select the business unit and ledger group for General Ledger or a business unit for other applications that you want to change.
3. Click the Edit Current Row button, to make changes to the fields.

When you enter a new from year, the system calculates the to year and the first open and last open dates. You can change these.

4. Click the Save button.

The system calculates the first open and last open dates based on your change.

Adjustment Period Mass Update Page

Use the Adjustment Period Mass Update page (OPEN_ADJ_MASS_UPD) to make mass changes to adjustment periods for general ledger business units and ledger groups.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Adjustment Periods Mass Update, Adjustment Period Mass Update

Image: Adjustment Period Mass Update page

This example illustrates the fields and controls on the Adjustment Period Mass Update page. You can find definitions for the fields and controls later on this page.

Adjustment Period Mass Update

Selection Criteria

PeopleSoft Product	*Calendar	Business Unit	Ledger Group	Adjustment Period	Default Status	
GL General Ledger	01	US001	RECORDING			Search

Update Selected Rows

Open/Close Adjustment Period	Adjustment Year	Default Adj Period	<input type="checkbox"/> Sync Calendar Adj Periods	Apply
Open the Adjustment Period	2012			

☒ Select All ☐ Clear All

Include Adjustment Periods				Personalize	Find	View All	First	1-13 of 13	Last
Select	Business Unit	Ledger Group	Adjustment Period	Adjustment Year	Is Open	Default			
<input checked="" type="checkbox"/>	US001	RECORDING	901	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	902	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	903	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	904	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	905	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	906	2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	907	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	908	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	909	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	910	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	911	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	912	2011	<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	US001	RECORDING	998	2011	<input type="checkbox"/>	<input type="checkbox"/>			

Selection Criteria

The page is applicable only to General Ledger. You must select a calendar code for the Calendar field. All other criteria fields are optional and serve to narrow the range of adjustment periods returned in the adjustment periods section at the bottom of the page after you select the Search button.

Update Selected Rows

In this section you can choose to:

- Open or close an adjustment period or periods.
- Change the adjustment year for an adjustment period or periods.
- Change the default adjustment period to another period.
- Synchronize the adjustment periods for the selected business unit and ledger group with the adjustment periods from an updated detail calendar.

While you can add and remove adjustment periods using the Detail Calendar component (DETAIL_CALENDAR), this type of change is not automatically reflected, or synchronized with the GL business unit and ledger group adjustment periods. You can synchronize this type of change by selecting the Sync Calendar Adj Periods check box, and then selecting the check box for each Business Unit and Ledger Group to be change. If you added an adjustment period to the detail calendar, it is added to the business unit and ledger group you selected. If you deleted an adjustment period from the detail calendar it is removed from the business unit and ledger group.

After selecting the Select check boxes for the rows you want to change, click the Apply button to update the selected rows.

See Understanding Accounting Calendars Based on Open and Close Periods.

Setting Up Ledgers

Setting Up Ledgers

This topic provides an overview of PeopleSoft ledgers and discusses how to:

- Define a ledger template.
- Define a detail ledger.
- Link ledgers to a ledger group.
- Define ledgers for a business unit.
- Set up and use multibook ledgers.
- Combine accounts using summary ledgers.
- Use TimeSpans.
- Import and export ledgers.

Understanding Ledgers

A *ledger* consists of posted balances that represents a set of books for a business unit. Ledgers store the posted net activity for a set of ChartField values by accounting period and by fiscal year. Because a ledger supports a single chart of accounts, separate ledgers are defined for business units having a unique chart of accounts. Ledgers are maintained primarily through journal entries, and can store actual, budget, forecast, statistical, or other types of data at many levels.

PeopleSoft General Ledger supports detail, multiple, and summary ledgers. You can define as many ledgers as necessary to record financial, budget, and nonfinancial transactions to maintain historical data.

This section discusses:

- Ledger templates
- Ledger tables
- Detail ledgers
- Ledger groups
- Ledgers for a unit
- Ledger error processing

- Multibook ledgers
- Summary ledgers
- TimeSpans
- Import and export ledgers

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit and the ledger template page.

Prerequisites

Before you set up ledgers:

- Deselect the check boxes on the Installation Options - Products page for all products that you have not licensed.

See [Installation Options - Overall Page](#).

- Set up general ledger business units.
- Set up ChartField values.
- Set up accounting calendars.

Ledger Templates

PeopleSoft provides several ledger templates, each of which defines the physical attributes of a ledger. A ledger template is linked to multiple ledgers that you can then add to a *ledger group*. This template relationship ensures that all ledgers within a ledger group share the same physical layout. General Ledger uses these templates to identify all of the records and fields required to update and to report on their associated ledgers.

To store debit amounts separately from credit amounts in your ledgers, create the fields, modify the tables, and identify the fields in the ledger template according to the configuring instructions provided for the PeopleSoft Separate Debit/Credit feature.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

Ledger Tables

Ledgers are stored in tables within a database. The key fields in a ledger table are Business Unit, Ledger, ChartFields, Fiscal Year, and Accounting Period; Net Period Activity is not a key field.

Before posting, General Ledger validates data posted to the ledger table against other tables in the system. You set up the tables used for validation to enable the system to post transactions to the ledger. Remember:

- When you post journal entries, the system stores net period activity (debits and credits combined) for each ChartField combination.
- The system does not store year-to-date balances, but calculates these balances for reports.
- The calendar for a ledger determines whether the amount of time in an accounting period is a week, a month, a quarter, or other period.
- You can store multiple ledgers (such as actuals, budgets, or statistics) with identical ChartFields on a single table.
- You can balance debits and credits for ledgers at the ledger level, business unit, or at the ChartField level.

Detail Ledgers

A *detail ledger* is used to store a journal's accounting transaction details. After setting up ledger templates, define detail ledgers and associate them with a ledger group. They are termed detail ledgers to distinguish them from summary ledgers, which are used to record summarized activity.

Ledger Groups

You combine ledger templates and detail ledgers in an appropriate ledger group. A ledger group can have one primary ledger and zero to nine secondary ledgers. Each ledger within the ledger group shares a common physical structure based on the ledger template, and also has unique characteristics, such as its own base currency. General Ledger posts to the ledgers within the group according to the rules that you establish. The application can also manage multibook transactions that post to all ledgers within a group simultaneously.

The ledger group name can be descriptive of the purpose or ledgers it contains (such as, ACTUALS or BUDGETS). The name is unique across all ledger groups defined for a business unit and forms a unique key on the ledger table. Typically, the names of the individual ledgers within the group describe the type of currency or use of the ledger within the group, such as local, functional, and reporting. The name of the ledger group can also be the name of the primary ledger. For example, if you are not using the multibook feature, you might name your ledger ACTUALS and also name the ledger group ACTUALS.

Non commitment control ledger group types include Average Daily Balance, Standard, Budget, and Translation. Commitment control only uses the ledger group types Commitment Control Expense and Commitment Control Revenue.

Average Daily Balance, Budget, and Translation ledger groups have only one primary ledger and no secondary ledgers, while Standard ledger groups have one primary ledger and from zero to nine secondary ledgers.

The Commitment Control Expense ledger group type typically contains a budget, pre-encumbrance, encumbrance, and expense ledger. The Commitment Control Revenue ledger group type typically contains a budget, recognized revenue, and collected revenue ledger.

The Keep Ledgers in Sync check box in combination with the AutoGenerate Lines option determines how the system posts transactions. If you select the Keep Ledgers in Sync option or the Auto-Generate Lines option, the system posts transactions to every ledger in the group. When you select either option, the Journal Edit process generates additional journal lines for the other ledgers within the ledger group. For example, when you enter a two line journal entry for a ledger group that contains three ledgers, the system creates four additional lines, two lines for each additional ledger. If you do not select the Keep Ledgers in Sync or the Auto-Generate Lines options, the system posts transactions only to those ledgers with transaction entries, and does not generate secondary lines for other ledgers in the ledger group.

The Inherit Base Currency of Business Unit option determines if the ledgers in the group use the base currency of the business unit for conversions. This feature adds the flexibility for sharing ledger groups across business units with different base currencies. For example, a multinational organization based in Canada has five subsidiaries located in different countries around the world. If the subsidiaries select the Inherit Base Currency of Business Unit option, they can each have a ledger group with a secondary ledger that has a currency code of CAD (Canadian dollars) for the Reporting ledger. The primary ledger shares the base currency of the business unit and represents the functional currency of each country where the business unit is located. If the organization does not select the Inherit Base Currency of Business Unit option, it must define five different ledger groups, each with a primary ledger that has a base currency that matches the base currency of the business unit.

You can define a secondary ledger as a translation ledger by selecting the Translation check box for ledger groups. This option is applicable only when you select the Keep Ledgers in Sync option (KLS) for the ledger group. You cannot define a primary ledger as a Translation ledger. You often use Translation ledgers for multibook ledgers.

Ledgers for a Unit

After you define your ledgers and calendars, specify in the Ledgers For A Unit component which detail ledgers, ledger groups, and calendars each general ledger business unit uses.

For each detail ledger to which a business unit posts, specify:

- Whether it is a balanced ledger.
- The periods that are currently open.
- The year and adjustment period for posting any adjustments.
- The rules for handling journal processing, currency, and approval options.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit page.

By associating calendars to ledgers, to business units, and by sharing calendars and ledgers across business units, you can efficiently and effectively capture accounting data.

Ledger Error Processing

When you define a ledger in the Ledgers For A Unit component, you determine how to process a journal entry entered with errors for that ledger. In General Ledger, you can specify these error processing options in the following locations:

- For the business unit level, access the General Ledger Definition - Journal Options page.
- For the ledger and ledger group level, access the Ledgers For A Unit - Journal Edit Options page.
- For the source level, access the Journal Source Journal Options page.

Settings generally *override*, from the source to the ledger group and then to the business unit level. Conversely, the *default* is from the business unit to the ledger and then to the source level. For example, a ledger setting overrides a business unit setting, but a source setting overrides both a setting at the ledger level and at the business unit level for the same option.

When you enter and edit a journal entry, the system identifies any errors.

General Ledger cannot post a journal if one or more of the following error conditions exist:

Error	Cause
Closed Accounting Period	The journal entry date does not fall within an open period.
Journal Balance Errors	There is an invalid ChartField value or ChartField combination.
Journal Amount Errors	The foreign amount has a different sign than the monetary amount (base amount).
Control Total Errors	The journal line totals do not match the control totals that you entered at the journal header level.

Multibook Ledgers

The PeopleSoft *Multibook* feature enables you to maintain multiple ledgers, sharing the same physical structure, in different base currencies, resulting in a real-time balance in multiple currencies. This functionality is also called *dual-book* due to the requirement for a company to carry one set of books in its local currency (functional currency) and another set of books in the currency of its parent company (reporting currency).

Multibook supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (an individual ledger). With multibook, the system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full drill-down support and cross-currency comparisons at both the summary and the transaction levels.

You can use a secondary multibook ledger within a ledger group as a currency translation ledger. This ledger can function as your reporting ledger because it maintains real-time balances for all accounts in the specified currency during the accounting period. At the end of the accounting period, you can run the Translate Within Ledger process to generate a translation gain or loss adjustment within the multibook translation ledger for any selected account.

PeopleSoft maintains translation ledgers differently from other secondary ledgers within a multibook ledger group. Typically, when the system posts a transaction to a multibook ledger group, it uses the transaction currency amount of the primary ledger as the transaction amount of the secondary ledger. However, translation ledgers use the base currency amount of the primary ledger as the transaction amount. For multibook translation ledgers, the system generates lines with the transaction currency and foreign amount equal to that of the base currency and base amount of the primary ledger.

Within a ledger group, an *in-sync accounting entry* is a group of accounting entries for one transaction that the system distributes to different ledgers. These accounting entries have the same ChartFields, transaction currency, and foreign amounts. PeopleSoft applications support multibook and generate in-sync accounting entries to most ledgers within a ledger group. For the currency translation ledger, the Journal Edit process adds the in-sync entries before posting and creates completely in-sync journals. The Journal Generator recognizes these lines as in-sync accounting entries and generates the in-sync journal entries in General Ledger. You can specify the field order on the Journal Generator Accounting Entry Definition page. When generating the journal entry, the Journal Generator process uses these fields to determine how to group accounting entries for one transaction and generates an in-sync journal.

Note: Some PeopleSoft products may not include the currency translation ledger. Refer to the individual product documentation to see if this feature is available.

Summary Ledgers

Summary ledgers store combined account balances from detail ledgers. You use summary ledgers primarily in PS/nVision reporting. Summary ledgers increase reporting speed and efficiency by eliminating the need to summarize detail ledger balances each time that you request a report. Instead, General Ledger summarizes detail ledger balances in a background process according to the criteria that you select and stores them in summary ledgers.

You can incrementally update summary ledgers with changes made since the summary ledgers were last created or updated in one of two ways:

- Update the summary ledgers at the same time that you post changes to the detail ledgers as part of the Journal Post process.

This updates only preexisting summary ledgers, which include business unit, summary ledger name, fiscal, and accounting period information.

- Start the Build Summary Ledger process using PeopleSoft Process Scheduler with an increment option to update summary ledgers.

TimeSpans

TimeSpans enable you to select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting. TimeSpans control the number of periods that you can extract and summarize data from the ledger table. Typical TimeSpans in General Ledger include activity for the current period, year-to-date amounts for the selected items, and balance forward amounts for balance sheet accounts.

You can express many TimeSpans relative to the current period, so that they automatically adapt the content of a report to the as of date that you specify when you execute the report. You can define other TimeSpans for specific periods.

General Ledger uses the calendar to validate absolute periods and years that you enter for a TimeSpan. These periods and years must exist on the calendar that you specify. Use TimeSpans to retrieve balance forward amounts and adjustments that the system stores in special calendar periods.

General Ledger includes many commonly used TimeSpans; however, you can define as many additional TimeSpans as necessary. Generate the FIN0003 report to list and display information about these TimeSpans.

Import and Export Ledgers

You can import and export flat file ledgers to and from third-party reporting software. A process in General Ledger enables you to import a flat file from another product or external system that contains rows of ledger data. This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and create flat file ledgers using a general ledger process that exports them to third-party reporting software systems. This functionality is often used in those countries requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

You can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point (IP) and Ledger Load processing. This functionality is designed to work together with Consolidation.

Related Links

[Application Fundamentals Reports: General Description](#)

"Understanding Multiple GAAPs and Prior Period Adjustments (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

[Understanding Oracle's PeopleSoft Allocations Process \(FS_ALLC\)](#)

"Understanding Interim and Year End Closing (*PeopleSoft FSCM 9.2: General Ledger*)"

[Adjustments and Other Special Periods](#)

[Journal Source - Definition Page](#)

"Defining General Ledger Business Units (*PeopleSoft FSCM 9.2: General Ledger*)"

[Defining Ledgers for a Business Unit](#)

"Preparing for the Translate Within Ledger Process (*PeopleSoft FSCM 9.2: General Ledger*)"

[Using TimeSpans](#)

"Using the Ledger Interface Utility (*PeopleSoft FSCM 9.2: General Ledger*)"

Defining a Ledger Template

PeopleSoft provides several ledger templates that include default records and fields that support the ChartFields and other field and record definitions delivered with the system. Do not change the system-generated set of default values unless you modify your system or if you have multiple sets of ChartFields.

To define ledger templates, use the Ledger Template component (LEDGER_TEMPLATE).

This section discusses how to:

- Create or modify ledger template record definitions.

- Create or modify ledger template field definitions.
- Modify tables to store separate debit and credit balances.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

Pages Used to Define a Ledger Template

Page Name	Definition Name	Navigation	Usage
Templates - Record Definitions	LEDGER_TEMPLATE1	General Ledger, Ledgers, Templates, Record Definitions	Specify the record names for a ledger template. Do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions.	Specify the field names for a ledger template. Do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts.

Related Links

"Understanding Basic Commitment Control Setup (*PeopleSoft FSCM 9.2: Commitment Control*)"

Templates - Record Definitions Page

Use the Templates - Record Definitions page (LEDGER_TEMPLATE1) to specify the record names for a ledger template.

Do this only if you are adding a new template or modifying the default records of the templates delivered with the system.

Navigation

General Ledger, Ledgers, Templates, Record Definitions

Image: Templates - Record Definitions page

This example illustrates the fields and controls on the Templates - Record Definitions page. You can find definitions for the fields and controls later on this page.

Record Definitions

Field Definitions

Ledger Template

STANDARD

*Description

Standard Detail Ledger

Detail Ledger

Summary Ledger

Default Ledger Type

Standard General Ledger

Default

*Record (Table) Name

LEDGER

Ledger Tmp

JP_PST_TAO

Ledger Tmp2

JP_PST2_TAO

Ledger Tmp1

JP_PST1_TAO

Journal Line

JRNL_LN

Journal Line Tmp

JP_JLN_TAO

Secured Rptg Vw

Account ChartField

GL_ACCOUNT_TBL

Combo Data

COMBO_DATA_TBL

Jrnl Gen Tmp

JGEN_WRK_TMP

Summary Ledger Stage Tbl

SLEDGER_STG

Consolidations Log

CONSOL_LOG

Consolidation Equity Temp

CONSOL_EQTY_TMI

Closing Record Names

Closing Log

CLOSE_LEDG_LOG

Closing Tmp

CLO_LEDG_TMP

Closing RE Tmp

CLO_EARN_TMP

Closing ChartField Table

CLO_CF_TBL

Closing Account Tmp

CLO_ACCT_TMP

Closing Journal Header Tmp

CLO_JNHD_TMP

Closing Journal Line Tmp

CLO_JNLN_TMP

Closing Journal Line Tmp2

CLO_JLN2_TMP

Multicurrency Record Names

MultiCurrency Log

CURR_LOG_TBL

MultiCurrency Tmp

CURR_WRK_TBL

MultiCurrency Tmp1

CUR_WRK1_TBL

ADB Record Names

ADB Ledger

LEDGER_ADB

Ledger ADB Tmp

LEDG_ADB1_TAO

Ledger ADB Tmp2

LEDG_ADB2_TAO

Ledger ADB Tmp3

LEDG_ADB3_TAO

Ledger ADB Tmp4

LEDG_ADB4_TAO

ADB Ledger Adj. Holding Tbl

LED_ADB_ADJ_HLC

Ledger Loader Record Names

Ledger Load Staging table

LED_LOAD_STG

Led Load Temp Record

LED_LOAD_WK1

Led Load Temp Record 2

LED_LOAD_WK2

Note: Create or modify ledger template record definitions only if you are adding a new template or modifying the default records of the templates delivered with the system.

Description	Enter a description of this ledger template to appear on pages, inquiries, prompt lists, and reports.
Detail	Select if this ledger template represents a detail ledger.
Summary	Select if this ledger template represents a summary ledger.
Default Ledger Type	Select a default ledger type closest to the type of ledger template that you are creating. This selection determines the default record definitions that the system generates.

Default	<p>Click the Get Template Default button to apply a set of default records to every template in the system. You can modify these values.</p> <p>If you select <i>Commitment Control</i> as the default ledger type, the system automatically populates the record and field names. These are required fields and cannot be modified.</p> <hr/> <p>Note: The Get Template Default button is not available to a Commitment Control ledger type.</p> <hr/>
Record (Table) Name	Represents the ledger record that you use to store the balances for each ChartField combination that has posted activity.
Ledger Tmp (ledger temporary)	Indicates a worktable used in ledger processing. Detail and Summary templates both require this worktable.
Ledger Tmp2 (ledger temporary 2)	Indicates a worktable used in ledger processing.
Journal Line	Stores detail lines containing the monetary and statistical amounts for each journal entry.
Journal Line Tmp (journal line temporary)	Indicates a worktable used in journal processing.
Secured Rptg Vw (secured reporting view)	<p>(Optional) Specifies a ledger reporting view (LED_RPTG_VW for General Ledger and LED_RPTG_KK_VW for Commitment Control) to secure access to the ledger by authorized user IDs during PS/nVision reporting. Because this is an optional security field, if you do not specify a ledger reporting view, PS/nVision provides reporting directly against the ledger.</p> <hr/> <p>Note: Use the Ledger Security page to specify which user IDs have access to this ledger data. If you specify a reporting view and an unauthorized user tries to access the ledger, PS/nVision displays all zeros for ledger amounts on the report.</p> <hr/> <p>See PeopleTools: PS/nVision, Setting Up PS/nVision Security, Implementing PS/nVision Ledger-Based Data security</p>
Account ChartField	Identifies the record that stores the account ChartField values. In the standard PeopleSoft General Ledger system, this is the GL_ACCOUNT_TBL.
Combo Data (combination data)	Stores the data used for ChartField combination editing.
Jrnl Gen Tmp (journal generator temporary)	Indicates a worktable used by Journal Generator process.
Summary Ledger Stage Tbl (summary ledger staging table)	Acts as a holding table for ledger rows. After the system creates the summary ledger, the posting process stores additional rows here. When you run the Summary Ledger Incremental Posting process, the system incrementally updates the Summary Ledger

Staging table with this stored data. This field is required only on Detail templates and not on Summary templates.

Consolidations Log

Identifies the record to update for the consolidations log during the consolidation process.

Consolidation Equity Temp (consolidation equity temporary)

Identifies the worktable used to calculate equity elimination in the consolidation process.

Closing Record Names

The following fields apply to the closing process.

Closing Log

Identifies the record to update for the close log during the closing process.

Closing Tmp (closing temporary)

Identifies a worktable that is used in the closing process. This table and the Closing RE Tmp table have the same structure, and both are required for the closing process.

Closing RE Tmp (closing retained earnings temporary)

Identifies a retained earnings worktable that is used in the closing process. This table and the Closing Tmp table have the same structure; both are required for the close process.

Closing ChartField Table

Identifies the table that stores the closing ChartFields values.

Closing Account Tmp (closing account temporary)

Identifies a worktable that stores account information for the business unit being closed.

Closing Journal Header Tmp (closing journal header temporary)

Identifies a worktable that stores the header of the source journal that results from the interim closing process or the year end closing process.

Closing Journal Line Tmp (closing journal line temporary) and Closing Journal Line Tmp2 (closing journal line temporary 2)

Identifies worktables that store the lines of the source journal that results from the interim closing process or the year end closing process.

Multicurrency Record Names

The following fields apply to multicurrency processing.

MultiCurrency Log

Identifies the record to update for the currency log during the multicurrency process.

MultiCurrency Tmp (multicurrency temporary) and MultiCurrency Tmp1 (multicurrency temporary 1)

Identifies worktables that are used in multicurrency processing.

ADB (Average Daily Balancing) Record Names

The following fields apply to ADB ledger processing.

ADB Ledger	Stores the balances in a daily ledger when ADB is activated.
Ledger ADB Tmp (ledger average daily balance temporary), Ledger ADB Tmp2 (ledger ADB temporary 2), and Ledger ADB Tmp3 (ledger ADB temporary 3)	Identifies a worktable that Ledger ADB Posting uses during ADB processing to post daily balances to the ADB Ledger Holding table.
ADB Ledger Holding Table	Stores daily balances from the Journal Post process. During ADB processing, the system posts the balances from this table to the ADB ledger table and deletes these balances from the holding table to prevent double posting.
ADB Ledger Adj. Holding Tbl (ADB ledger adjustments holding table) and ADB Ledger Adj. Holding Tbl 2 (ADB ledger adjustments holding table 2)	Stores adjustments to daily balances from the Journal Post process. During ADB processing, the system posts the balances from these tables to the ADB ledger table.

Ledger Loader Record Names

The following fields apply to ledgers loaded from another PeopleSoft or third-party system.

Ledger Load Staging Table	Stores values used in ledger load processing (ChartField value mapping) and Ledger Publish Enterprise Integration Point, which Consolidations uses.
Led Load Temp Record (ledger load temporary record) and Led Load Temp Record 2 (ledger load temporary record 2)	Identifies work records used in ledger load processing

Related Links

"Understanding Consolidation and Equitization (*PeopleSoft FSCM 9.2: General Ledger*)"

"Adjustments in ADB (*PeopleSoft FSCM 9.2: General Ledger*)"

"Understanding Average Balance Calculation (*PeopleSoft FSCM 9.2: General Ledger*)"

"Understanding Archiving for Ledgers and Journals (*PeopleSoft FSCM 9.2: General Ledger*)"

Templates - Field Definitions Page

Use the Templates - Field Definitions page (LEDGER_TEMPLATE2) to specify the field names for a ledger template.

Do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts.

Navigation

General Ledger, Ledgers, Templates, Field Definitions.

The system populates fields on the Field Definitions page with default values based on the default ledger type that you select on the Templates - Record Definitions page. You can modify these values and add fields to store debit amounts separate from credit amounts.

Account	Contains the field name of the account ChartField. The system uses this field name only for background processing. The online PeopleCode still refers to the Account field name.
Monetary Amount	A required field that contains the monetary (base currency) amount of the journal line.
Statistical Amount	(Optional) Contains the statistical amount of the journal line.
Posted Total Amount	Contains the net balance of the debit and credit amounts for each ChartField combination that has been posted to the ledger.
Posted Total Debits	If populated, and if you selected the Separate Debit/Credit option for the ledger on the Ledgers For A Unit - Definition page, the system populates these fields and tracks separate debit and credit balances. To use this option, add this amount field to the record.
Posted Total Credits	If populated this means that you selected the Separate Debit/Credit option for the ledger on the Ledgers For A Unit page, resulting in the tracking of separate debits and credits. To use this option, add this amount field to the record.
Combination Edit Template	Required for journal edit processing. Select <i>JOURNALS</i> .

Warning! Even if you are not using ChartField combination editing, select the *JOURNALS* combination template. You must populate this field to run the journal edit process.

Related Links

[Understanding ChartField Combination Editing](#)

Defining a Detail Ledger

General Ledger posts journal entries directly to detail ledgers (usually in a background process). There is no limit to the number or types of ledgers that you can define.

To define detail ledgers, use the Detail Ledger component (DETAIL_LEDGER).

This section discusses how to define a detail ledger.

Page Used to Define a Detail Ledger

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Detail Ledger	LEDGER_DETAIL1	General Ledger, Ledgers, Detail Ledgers, Detail Ledger	Define a detail ledger ID and name, and link the detail ledger to a ledger template.

Detail Ledger Page

Use the Detail Ledger page (LEDGER_DETAIL1) to define a detail ledger ID and name, and link the detail ledger to a ledger template.

Navigation

General Ledger, Ledgers, Detail Ledgers, Detail Ledger

Ledger Description Enter a description of the selected detail ledger.

Ledger Template Link the detailed ledger to an appropriate ledger template.

Linking Ledgers to a Ledger Group

To link ledgers to a ledger group, use the Detail Ledger Group component (DETAIL_LEDGER_GROU).

This topic discusses how to:

- Define a ledger group.
- Define ledger group ChartFields and default edit tables.
- Specify ChartField balancing options.

Pages Used to Set Up Ledger Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger Group - Definition	LEDGER_GROUP	General Ledger, Ledgers, Ledger Groups, Definition	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Group - Chartfield	LEDGER_GROUP2	General Ledger, Ledgers, Ledger Groups, Chartfield	Define ChartFields for this ledger group. The system generates a set of default edit tables, which you can modify.

Page Name	Definition Name	Navigation	Usage
Ledger Group - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Groups, Balancing	Specify the ChartField balancing options for the journals generated to the detail ledger.

Ledger Group Page

Use the Ledger Group - Definition page (LEDGER_GROUP) to define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.

Navigation

General Ledger, Ledgers, Definition

Image: Ledger Group - Definition page

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

Description

Enter a description for this detail ledger group to appear on pages, inquiries, prompt lists, and reports.

Ledger Template

Select a ledger template to link to this ledger group.

Ledger Group Type

The values are:

Average Daily Balance: Allows a primary ledger and no secondary ledgers.

Budget: Allows a primary ledger and no secondary ledgers.

Standard: Allows a primary ledger and up to nine secondary ledgers.

Translation: Allows a primary ledger and no secondary ledgers.

Commitment Control Expense: Used for Commitment Control budgets.

Commitment Control Revenue: Used for Commitment Control budgets.

The selection that you make here affects the choice of attributes in the Ledger Details grid. It also affects the set of ChartFields that appear on the Chartfield page.

Keep Ledgers in Sync

Select to have the system post journal entries to all ledgers in the ledger group. Select the Balance by all Currencies option on the General Ledger Business Unit Definition - Currency Options page and the Journal Source - Currency Options page.

Deselect to have the system post journal entries to all ledgers in the ledger group or to a single ledger based on your choices on the journal entry's Header page and on the Journal Generator Template - Defaults page.

Do not select if you need to distinguish prior period adjustments. For example, suppose that you keep one ledger to store entries for local reporting and another ledger for corporate reporting. Local regulations require that you post adjusting entries dated through the 15th of the month to the prior period, and corporate books require that the period closes on the 5th. When you make an adjusting entry dated the 10th, post the adjustment to different periods in the two ledgers—prior period for the local ledger, current for the corporate—resulting in an out-of-sync scenario.

Ledger

Select the ledgers that you want to link to this ledger group from the list of detail ledgers associated with the ledger template (as you identified on the Detail Ledger page). You can specify one primary ledger and up to nine secondary ledgers for ledger groups that have a group type of *Standard*.

Note: You can select only one ledger for Average Daily Balance, Translation, and static Budget ledger group types (this does not refer to commitment control ledgers).

Primary

Select if the ledger is the primary ledger in a group or if it is the only ledger in the ledger group.

Translation

Select if this is a currency translation ledger. This option is available only when you select Keep Ledgers in Sync. You can define any non-primary ledger as a translation ledger.

Note: Journal processing and multicurrency processing handle currency translation ledgers differently from normal secondary ledgers.

OpenItem

Select to enable the OpenItem accounting feature and to track OpenItem transactions in the ledger.

VAT

Select to maintain VAT balances in the ledger.

Inherit Base Currency

You can define a base currency for the ledger, or you can select this option to inherit the base currency of the business unit to use in the ledger.

Base Currency

If you did not select Inherit Base Currency, specify the base currency to apply to this ledger.

Default Rate Type

When you select Keep Ledgers in Sync for a ledger group, and you enter a journal against the primary ledger, the system automatically generates the journal entry lines for the secondary ledgers. The Default Rate Type influences the rate type that is used for the secondary lines.

The following hierarchy applies:

1. The system checks for a value in rate type for the ledger.

If a value exists, the system populates the Default Rate Type with the Rate Type value and uses it for the secondary lines.

2. The system checks for a rate type on the primary journal line.

If one exists, it uses that type for the secondary line.

3. If there is no value in Rate Type or on the primary journal line, the system uses the Default Rate Type value.

Rate Type

Identifies the currency exchange rate type that is always used in the auto-generated journal lines for the secondary ledgers. (See the explanation under Default Rate Type for more information.)

Note: The setup for commitment control detail ledger groups differs slightly from other ledger types. See the commitment control documentation for additional instructions.

Related Links

"Establishing Commitment Control Ledgers (*PeopleSoft FSCM 9.2: Commitment Control*)"

"Preparing to Translate Ledger Balances (*PeopleSoft FSCM 9.2: General Ledger*)"

"Understanding Open Item Accounting (*PeopleSoft FSCM 9.2: General Ledger*)"

Ledger Group - ChartField Page

Use the Ledger Group - Chartfield page (LEDGER_GROUP2) to define ChartFields for the ledger group.

The system generates a set of default edit tables, which you can modify.

Navigation

General Ledger, Ledgers, Ledger Groups, Chartfield

Image: Ledger Group - Chartfield page

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

ChartField	Edit Table	View - No Effective Date
Business Unit	SP_BU_GL_NONVW	SP_BU_GL_NONVW
Account	GL_ACCOUNT_TBL	GL_ACCT_ALL_VW
Alternate Account	ALTACCT_TBL	ALT_ALL_VW
Department	DEPT_TBL	DEPT_ALL_VW
Operating Unit	OPER_UNIT_TBL	OPERUNIT_ALL_VW
Product	PRODUCT_TBL	PROD_ALL_VW
Fund Code	FUND_TBL	FUND_ALL_VW
Class Field	CLASS_CF_TBL	CLASS_CF_ALL_VW
Program Code	PROGRAM_TBL	PROGRAM_ALL_VW
Budget Reference	BUD_REF_TBL	BUDREF_ALL_VW
Affiliate	AFFILIATE_VW	AFFILIATE_VW
Fund Affiliate	AFFINTRA1_VW	AFFINTRA1_ALLVW
Operating Unit Affiliate	AFFINTRA2_VW	AFFINTRA2_ALLVW
Project	PROJECT_ID_VW	PROJECT_ID_VW
Book Code	BOOK_CODE_TBL	BOOKCODE_ALL_VW

The set of ChartFields is based on the ledger group type that you select on the Ledger Group - Definition page.

Click the Use the Default ChartFields button to generate a set of default edit-table names and reporting views for the ChartFields in the ledger. The Edit Table field value comes from the effective-dated edit table that you specify on the Design ChartFields - Dynamic Edit Tables page. Use the View – No Effective Date fields for reporting prompts when you do not want to limit the selection by effective date, because historical rows might contain ChartFields that are no longer active. To change these values, click the Lookup button.

Ledger Group - Balancing Page

Use the Ledger Group - Balancing page (LEDGER_GROUP3) to specify the ChartField balancing options for the journals generated to the detail ledger.

Navigation

General Ledger, Ledgers, Ledger Groups, Balancing

Image: Ledger Group - Balancing page

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

ChartField	Balance	Use Affiliate	Affiliate ChartField
Business Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Affiliate
Account	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	
Department	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	Operating Unit Affiliate
Product	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	Fund Affiliate
Class Field	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="checkbox"/>	<input type="checkbox"/>	
Book Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Balancing fields control the totals on the Journal Entries - Total page. The Journal Edit process also requires that the amounts entered for these ChartFields be in balance.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must balance. If they do not, the Journal Edit process uses the rules set up for balancing journals (for example, suspend or recycle) on the Journal Edit Options page.

Default

Click the Use Default ChartFields button to update and clear the current ChartFields group box information.

IntraUnit Balancing Entries

Select to indicate that the selected balancing ChartFields for the detail ledgers in this ledger group include intraunit entries.

Balance

Select to indicate that you want this ChartField to balance for the ledgers in this ledger group.

Use Affiliate

Select to indicate that you want to use an affiliate ChartField, which identifies intercompany activity by tracking the business unit associated with the transaction. This provides a method to

	map transactions between business units while using a single intercompany account.
Business Unit	Always selected to balance because General Ledger always balances detail ledgers by business unit.
Currency Code	Always selected because General Ledger always balances detail ledgers by currency code.
Account	You cannot select this ChartField because PeopleSoft cannot balance a ledger by account.
Alternate Account	You cannot select this ChartField because cannot balance a ledger by alternate account.
Statistics Code	You cannot select this ChartField to balance a ledger by statistics code.
Book Code	This is a default ChartField for balancing because General Ledger always balances detail ledgers by book code, even if you do not enable the Book Code feature.
Adjustment Type	This is a default ChartField because General Ledger always balances detail ledgers by adjustment type, even if you do enable Book Code.

Defining Ledgers for a Business Unit

Because ledgers and calendars are stored in tables, you can share them with business units. This enables business units to share common ledger definitions while retaining their own unique calendars and closing schedules.

To define ledgers for a business unit, use the Ledgers For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for this component.

This section discusses how to:

- Define ledgers for a business unit.
- Define journal edit error options for a ledger group.
- Define default currency options for a ledger.
- Define default journal post options for a ledger.
- Define default approval options for a ledger.
- Define default Commitment Control ledger options.

Note: Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit page.

Pages Used to Define Ledgers for a Business Unit

Page Name	Definition Name	Navigation	Usage
Ledgers For A Unit - Definition	BUSINESS_UNIT_LED1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	Identifies the detail ledgers, ledger groups, and calendars used by this business unit and identifies specific characteristics for each ledger.
Open Period	OPEN_PERIOD_SINGLE	Select a detail ledger, and click the Update Open Periods link.	Identify open periods and adjustment periods based on the ledger group and transaction type.
Include Account Types posted to ADB Ledger	BU_LED_ADBACCT_SEC	Click the Filter link on the Ledgers For A Unit - Definition page.	Select account types to post to the ADB ledger.
Ledgers For A Unit - Journal Edit Options	BUSINESS_UNIT_LED2	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options	Define how the system processes journal error processing for the ledger.
Balance Suspense ChartFields	BUL_JE_BS_CFS_SEC	Click the Balance Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal balance error, specify the suspense account for journal balance errors here.
Edit Suspense ChartFields	BUL_JE_ES_CFS_SEC	Click the Edit Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal edit error, specify the suspense account for journal edit errors here.
Amount Suspense ChartFields	BUL_JE_AS_CFS_SEC	Click the Amount Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal edit error, specify the suspense account for journal amount errors.
Ledgers For A Unit - Currency Options	BUSINESS_UNIT_LED3	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Currency Options	Specifies the currency default options for the specified ledger for this business unit.
Ledgers For A Unit - Journal Post Options	BUSINESS_UNIT_LED6	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Post Options	Specifies journal post options for posting and unposting the journals that apply to the specified ledger.

Page Name	Definition Name	Navigation	Usage
Ledgers For A Unit - Approval Options	BUSINESS_UNIT_LED4	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Approval Options	Specifies default journal approval options for the specified ledger.
Ledgers For A Unit - Commitment Control Options	BUSINESS_UNIT_LED5	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Commitment Control Options	Specifies the default ledger options for the specified Commitment Control ledger.

Ledgers For A Unit - Definition Page

Use the Ledgers For A Unit - Definition page (BUSINESS_UNIT_LED1) to identify the detail ledgers, ledger groups, and calendars used by this business unit and identify specific characteristics for each ledger.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition

Image: Ledgers For A Unit - Definition page

This example illustrates the fields and controls on the Ledgers For A Unit - Definition page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Ledgers For A Unit - Definition' page for Business Unit US001. The 'Definition' tab is active. The page includes the following elements:

- Business Unit:** US001
- Detail Ledgers:** A section with a search bar and navigation links (Find, View All, First, 10 of 11, Last).
- *Ledger Type:** A dropdown menu set to 'Detail Ledger'.
- Ledger Group:** A text field containing 'RECORDING' with a search icon.
- *Calendar ID:** A text field containing 'D1' with a search icon.
- *Update Open Periods:** A dropdown menu set to 'By Ledger Group' with an 'Update Open Periods' button.
- Options:**
 - ☒ Balanced Ledger
 - ☒ Allow Ledger Load Updates
 - ☐ Direct Budgets Ledger Updates
 - ☐ Enable Separate Debit/Credit
 - ☐ Separate DR/CR Amount Fields
 - ☒ Journal Generator Default
 - ☐ Enable Alternate Account
 - Acct->Alt Suspense: []
 - Alt->Acct Suspense: []
 - ☒ Report Average Balances
 - ☐ Maintain Balances by Date Code (with a 'View Date Code Map' link)
 - ☐ Filter Posted Activity (with a 'Filter' link)
 - ADB Calendar: D1 []

Ledger Type

Select the ledger type for this business unit. Values are:

Detail Ledger: Select to associate detail ledgers to this business unit.

Summary Ledger: Attach to business units using the Ledger Set for Summary Ledgers - Ledger Set page.

Commitment Control Ledger: Select to set up Commitment Control ledgers.

Ledger Group	If you select <i>Detail Ledger</i> as the ledger type, select a ledger group from a list you defined in the Ledger Group component.
Ledger	If you select <i>Summary Ledger</i> as the ledger type, this field becomes available. Although summary ledgers are listed in this field, you attach summary ledgers to business units using the Ledger Set for Summary Ledgers - Ledger Set page.
Calendar ID	Select the calendar for this ledger from a list of calendars on the Calendar Period page.
Update Open Periods	<p>You can elect to Update Open Periods by selecting a ledger group or ledger code for detail ledgers. <i>By Ledger Group</i> is used to identify open periods and adjustment periods based on the ledger group and transaction type. <i>By Ledger Code</i> is used when working with multiple generally accepted accounting principles (GAAP) and prior-period adjustments. If you do not perform this activity, all periods in the ledger are closed and no journal posting is permitted.</p> <p>If you specify an adjustment period, the Journal Entry page uses it as the default for adjusting journals. You can post year end adjustments to special adjustment periods separate from the last accounting period of the year. Typically, you want your adjustments year to match your fiscal year.</p>
Balanced Ledger	Select to indicate that this ledger is balanced ledger (debits equal credits) and to make available the journal balance error processing options on the Journal Options page.
Allow Ledger Load Updates	<p>Select to have the Flat File Ledger Import and Ledger Load (ChartField Value Mapping) processes to update detail ledgers, and Ledger Publish Enterprise Integration Point to subscribe and update summary ledgers.</p> <hr/> <p>Note: Ledger Publish processing always publishes ledger data into the IP regardless of this option. However, you must select this option for summary ledgers to enable the IP subscription process to update the target table. For detail ledgers, the IP subscription process always processes detail ledger data and stores it in a staging table. Afterward, the Ledger Load process selects the detail ledger data for ledgers that have this option selected.</p> <hr/>
Direct Budgets Ledger Updates	Select to update a standard budget ledger (not commitment control related) directly by using online pages and using the general ledger posting process. If deselected, the system will not perform online adjustments to standard budget ledgers.
Enable Separate Debit/Credit	Select to enable the storing of credit and debit balances separately on the ledger. Normally, General Ledger posts net balances for all posted ChartField combinations to the ledger. When you enable this feature, PeopleSoft automatically

	performs the necessary table modifications to store debits and credits separately without customization.
Separate DR/CR Amount Fields (separate debit and credit amount fields)	<p>Select to indicate upon journal entry whether a journal amount is a debit or credit. You must have previously selected the Enable Separate Debit/Credit option.</p> <p>Normally, General Ledger determines whether a journal is a debit or a credit based on its sign. If the journal entry amount is positive, the system treats it as a debit; if negative, as a credit.</p> <p>If you select this option, the system displays separate debit and credit entry fields on the Create/Update Journal Entries - Lines page. A negative entry in either of the amount fields is considered a reversal of that type of amount. For example, a negative 5.00 EUR in the debit amount field causes the ledger debit amount to be reduced by 5.00 EUR.</p> <p>If you do not select Separate DR/CR Amount Fields but you select Enable Separate Debit/Credit, the Journal Entry - Lines page displays an N/R (normal/reversal) field, in which you indicate whether the amount entered is normal (positive is a debit, negative is a credit) or a reversal (positive is a credit reversal, negative is a debit reversal).</p> <hr/> <p>Note: The Separate DR/CR Amount Fields check box enables you to enter debits and credits only in their own fields on the journal entry pages. However, you cannot store these debits and credits and post them separately to the ledger. To store the fields separately in the ledger, select Enable Separate Debit/Credit.</p> <hr/>
Journal Generator Default (journal generator default ledger group)	Select to indicate that this is the default ledger group for this business unit. When the system generates journals from other PeopleSoft applications, it uses this ledger group when no ledger group is specified on an accounting entry line.
Enable Alternate Account	Select to enable the Acct -> Alt Suspense and Alt -> Acct Suspense fields.
Acct -> Alt Suspense (suspense alternate account for unmapped account)	Select to accommodate a transaction with an account that is not mapped to an alternate account.
Alt -> Acct Suspense (suspense account for unmapped alternate account)	Used if a transaction is entered with an alternate account that is not mapped to an account.
Report Average Balances	If selected, enables the Average Daily Balance (ADB) feature for this ledger.
ADB Calendar	If you selected Report Average Balances, select a detail calendar (typically the daily calendar) to use for calculating your average balance.

Maintain Balances by Date Code

Select to maintain separate balances for journal date, settlement date, and ADB date. The date code can be selected on the journal entry for capturing multiple transaction dates for compliance with International Accounting Standards (IAS). The journal edit process balances journals by date code when selected.

Warning! Selecting this option increases processing demand on the system.

View Date Code Map

Click this link to access the Date Code Map page and view the listing of available date codes: *Journal Date*, *Settlement Date*, and *ADB Date*.

Filter Posted Activity

Select to enable specifying of account types (such as asset, liability, expense, and so on) that you want to post to the ADB ledger.

Filter

After you select Filter Posted Activity, click this link to access the Include Account Types Posted to ADB Ledger page, where you select the account types that you want to post to the ADB ledger.

Warning! While you can also use the Ledgers For A Unit - Definition page to remove ledgers for a given business unit, you cannot remove a ledger if journal entries have already been posted for that business unit.

Related Links

"Setting Commitment Control Options (*PeopleSoft FSCM 9.2: Commitment Control*)"

[Adjustments and Other Special Periods](#)

[Understanding Alternate Accounts](#)

"Understanding Average Balance Calculation (*PeopleSoft FSCM 9.2: General Ledger*)"

Ledgers For A Unit - Journal Edit Options Page

Use the Ledgers For A Unit - Journal Edit Options page (BUSINESS_UNIT_LED2) to define how the system processes journal error processing for the ledger.

Navigation

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

Image: Ledgers For A Unit - Journal Edit Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Journal Edit Options page. You can find definitions for the fields and controls later on this page.

Note: If you define error processing at the ledger level, it overrides all error handling that you specify at the business unit level for journals using only the selected ledger.

Document Type

If you use PeopleSoft Document Sequencing, specify a document type for every journal that you enter. If you specify a document type in this field, the system sets to this document type all journals for this ledger group entered through a journal entry.

Journal Balance Option

Available only if you selected the Balanced Ledger option on the Ledgers For A Unit - Definition page.

When you define ledgers, specify them as balanced or unbalanced. Journal entries for balanced ledgers (such as an actuals ledger) must be in balance before you can post them.

A journal balance error occurs when an unbalanced journal is targeted to a balanced ledger. You can post unbalanced journals only to ledgers that have been set up as unbalanced ledgers (such as a standard budget ledger).

Select from the following values to correct the balance error:

Default to Higher Level Value: Uses the error-processing options that you defined on the General Ledger Business Unit - Definition page.

Recycle: Marks journal entries containing errors as invalid and does not allow them to be posted. After you make the corrections and re-edit the journal, you can post the journal successfully.

Suspend: For journal balance and journal amount errors, posts the amount required to bring each journal into balance (if it is out of balance) to a suspense account. For journal edit errors, it posts the amounts from those lines that reference invalid ChartFields. This value is not available for control total errors.

Journal Edit Errors Option

As you enter journal lines, General Ledger verifies that all ChartField values are valid as of the journal entry date.

Select from the following values to correct the edit error:

- *Default to Higher Level Value*
- *Recycle*
- *Suspend*

Journal Amount Errors Option

As you enter journal lines, General Ledger verifies that the foreign amounts and the monetary amounts are the same sign. A journal amount error occurs if the foreign amount has a different sign than the monetary amount (for example, if the journal has a foreign amount that is 10 and a monetary amount that is –200).

Select from the following values to correct the amount error:

- *Accept*: Indicates that you want the Journal Edit process to accept the monetary and foreign amounts as correct and continue processing, even though the amounts have different signs.
- *Default to Higher Level Value*
- *Recycle*
- *Suspend*

Control Total Errors

(Optional) As you enter journal lines, General Ledger displays a running total of the number of lines, debits, credits, and units that you entered in the journal. A control total error occurs if the journal line totals do not match the control totals that you entered at the journal header level.

Select from the following values to correct the control total error:

- *Default to Higher Level Value*
- *N/A*: Ignores any previously set control totals.
- *Recycle*

Position Accounting

Select to enable Position Accounting, which uses the options that you created on the Position Accounting - Position Account page. The Position Accounting feature enables the Journal Edit process to generate position accounting entries, which track profits and losses due to holding assets in multiple currencies.

Journal Date < Open From Date

The Accounting Period Closed error message appears if the journal date is outside of the date range that you set up. The journal date determines the period to which a journal is posted and must be within the range of the current open periods before it can be posted. You can define the beginning and ending dates for each period in the Detail Calendar - Calendar Periods page. Use the Open Period Updates page to define the range of periods that are currently open for each ledger group. The only exception to using the journal date to determine the period to which the journal should be posted is adjusting entries, which fall into special adjustment periods as defined on the detail calendar.

If the journal date is less than the open-from date, select from the following values to correct the error:

- *Change to Open From Date*
- *Default to Higher Level Value*
- *Recycle*

Journal Date > Open To Date

The Accounting Period Closed error message also appears if the journal date is greater than the open to date.

Select from the following values to correct the error:

- *Change to Open To Date*
- *Default to Higher Level Value*
- *Recycle*

Balance Suspense ChartFields

If you select *Suspend* for Journal Balance Option, click this link to access the Balance Suspense ChartFields page, where you specify the suspense account for journal balance errors for the ledger group. Define the entire ChartField combination.

Edit Suspense ChartFields

If you select *Suspend* for Journal Edit Errors Option, click this link to access the Edit Suspense ChartFields page, where you specify the suspense account for ChartField journal edit errors for the ledger group. Define the entire ChartField combination.

Amount Suspense ChartFields

If you select *Suspend* for Journal Amount Errors, click this link to access the Amount Suspense ChartFields page, where you specify the suspense account for journal amount errors for the ledger group. Define the entire ChartField combination.

Process Group

Select the process group that contains the multiple combination edit rules for this ledger group. Define process groups on the Combination Group page. During combination editing, the system references the ledger group indicated on a transaction to see which rules apply. It then applies these rules during the Journal Edit process. Journal lines that fail validation using one of the rules in the group are marked in error.

Transaction Source Option

Select to limit the combination edit process for a transaction source by process group. This effectively reduces processing time as it targets only those transactions of a given transaction source, avoiding unnecessary processing of data. Select one of the following options:

Specific Transaction Source - Select this option to specify the transaction source (or sources) of the transactions to be edited by the combination edit process. This option increases processing efficiency by validating only those transactions with sources that are applicable for the rules defined in the process group.

All Transaction Sources (default value) - Select this option to edit all transactions against the process group during the combination edit process.

Transaction Source

This link appears if you select the *Specific Transaction Source* option. Click the link to access the Combo Edit Transaction Source page where you define the transaction source (or sources) of the transactions to process for a given process group. The combination edit program only processes those sources that are defined for the process group.

Related Links

"Setting Up Position Accounting (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Correcting Journal Errors (*PeopleSoft FSCM 9.2: General Ledger*)"

[Understanding ChartField Combination Editing](#)

Defining Currency Options for a Ledger

Use the Ledgers For A Unit - Currency Options page (BUSINESS_UNIT_LED3) to specify the currency default options for the specified ledger for this business unit.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers for a Unit, Currency Options.

Image: Ledgers For A Unit - Currency Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Currency Options page. You can find definitions for the fields and controls later on this page.

Business Unit US001

Detail Ledgers Find | View All First 10 of 11 Last

Ledger Group RECORDING

*Currency Balancing Option Default to Higher Level Value

*Base Currency Adjust Option Default to Higher Level Value

*Foreign Currencies per Journal Default to Higher Level Value

*Rounding Adjustment Option Adjust Last Journal Line

*Translate Ledger Exchange Rate Default to Higher Level Value

Rounding Adjust ChartFields

Rounding Adjustment Option

This option is only available on this page.

Because the amount on each line is individually converted, base currency totals are potentially out of balance due to rounding.

Depending on the option you select the difference for each foreign currency is:

- Applied to the last line for the currency if you selected the *Adjust Last Journal Line* option.
- Entered on a new base currency adjustment line if you selected the *Add Adjusting Journal Line* option.

Note: When a ledger group contains multiple ledgers with a secondary ledger or ledgers that have the same base currency as the primary ledger and if journals contain multiple foreign currency transactions, the following applies.

If you choose to use different rate types for currency conversion in primary and secondary ledgers having the same base currency and in a single ledger group or if imbalances occur because of rounding and truncation of foreign currency conversions, when you have journals with multiple currencies posting to the ledger group, you cannot use Add Adjusting Journal Line to handle the balancing of journals. If you attempt to do so, the journal edit process errors out the journal and issues an error message.

For example, assume you have a primary ledger and a secondary ledger in the same ledger group that use GBP as the base currency, you have KLS selected and require that journal entries balance by base currency. If you then generate a journal in various currencies and a journal edit returns the result that the base amount of the secondary ledger in GBP is out of balance, you must select Adjust Last Journal Line for that journal to be balanced by the system.

The system cannot use Add Adjusting Journal Line under the circumstances described in the example. Under these conditions, when you must use Adjust Last Journal Line, the system selects the last line in a balancing set for balance by base currency where the transaction currency is not equal to the base currency to add or subtract the amount necessary to balance the base currency of the secondary ledger.

The last line is not necessarily the last line of the journal. The system groups all lines in balancing sets when balancing the journal. The journal edit selects the last line for a balancing set where the transaction currency does not equal the base currency and calculates the amount necessary to balance the set. Each set must balance for the total journal to be in balance.

Rounding Adjust ChartFields

Select this link to access the Rounding Adjustment ChartFields page. When there is an unbalanced condition between the debit and credit rows due solely to rounding on conversion from foreign Amount to Base Amount, select a default balancing group, ChartField, and ChartField Value to be used during the editing process.

Translate Ledger Exchange Rate

Select to control the exchange rate default of the translate ledger consistently for all processing. Select *Default to a Higher Level Value*, *Inherit from Primary Ledger*, or *Retain Exchange rate*.

See "General Ledger Definition - Currency Options Page (*PeopleSoft FSCM 9.2: General Ledger*)".

Related Links

"Rounding Adjustment ChartFields Page (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

"Defining Currency Options for a Business Unit (*PeopleSoft FSCM 9.2: General Ledger*)"

Ledgers For A Unit - Journal Post Options Page

Use the Ledgers For A Unit - Journal Post Options page (BUSINESS_UNIT_LED6) to specify journal post options for posting and unposting the journals that apply to the specified ledger.

Navigation

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

Image: Ledgers For A Unit - Journal Post Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Journal Post Options page. You can find definitions for the fields and controls later on this page.

Definition | Journal Edit Options | Currency Options | **Journal Post Options** | Approval Options | Commitment Control Options

Business Unit US001

Detail Ledgers Find | View All First 10 of 11 Last

Ledger Group RECORDING

☒ Do Not Post Future-Dated Jrnls ☒ Enable Incremental Sum Ledgers

☐ Automatic Post Reversals ☒ Post Adjustment Periods to ADB

*Unpost Journals' Document Type
Same as the Original Journal

☐ Enable Posting by Date Codes
[View Date Code Map](#)

For Manual Doc Type Journals

When Anchor Journals Unposted

Automatically Unpost

☒ InterUnit Journals ☒ Reversals

Do Not Post Future-Dated Jrnls (do not post future dated journals)

Select to not post journals with a journal date past the journal process date. Define the journal process date on the General Ledger Business Unit Definition - Journal Options page.

Automatic Post Reversals

Select to post accrued reversals automatically when you post the original journal entry. If you select Do Not Post Future-Dated Jrnls and the accrued reversals are for a future date, the system does not post them. If you do not select this check box, mark the reversals for posting separately from the original journals.

Enable Incremental Sum Ledgers (enable incremental summary ledgers)

Select to enable summary ledgers that you defined on this detail ledger to be updated with incremental changes. The Journal Post process stores new rows for the summary ledger's use.

Note: Incremental ledger load is not supported for standard detail ledgers.

Post Adjustment Periods to ADB

This option defines whether to post adjustment journal entries to the ADB (average daily balance) ledgers using an adjustment period (as defined for the ledger group) or using a regular

accounting period that is derived from the ADB calendar.

Options are as follows

- Select this check box (default option) to post adjustment balances to the ADB ledgers with the same adjustment periods that are used in the detail ledger posting as defined on the Update Open Periods page (for example, 901, 902, and so on). There is an option on the ADB definition to include the adjustment periods in the calculated ADB balances as of the last or first day of the balance period.

See "Journal Adjustments (998, 901, 902...) in ADB (*PeopleSoft FSCM 9.2: General Ledger*)".

- Deselect this check box to post adjustment balances to the ADB ledgers using a regular accounting period as derived from the ADB calendar (for example, 01, 02, and so on). This is typically a daily accounting period.

Unpost Journals' Document Type

Select *Same as the Original Journal* to keep the same document type. (Select a manual document type from the For Manual Doc Type Journals field.)

Select *Specify a New Document Type* to assign a new document sequencing number. (Select a new document type from the Unpost Journals' Document Type field.)

For Manual Doc Type Journals (for manual document type journals)

If you selected *Same as the Original* in the Unpost Journals' Document Type field, this field appears. Select a document type to use if you manually assigned the original journal's document type. This new document type must be set up for automatic numbering. If the system automatically assigned the original document type, the same document type that was in your original journal is used here.

Unpost Document Type

If you selected *Specify a New Document Type* in the Unpost Journals' Document Type field, this field appears. Select a new document type that is set up for automatic numbering.

Enable Posting by Date Code

Select to enable dual posting of the journal by journal date and by settlement date for the ledger group.

When journal date and settlement date are the same, the journal post process posts the transaction to the ledger and the ADB ledger using the journal date. When the journal date and settlement date are different, the journal post process posts two rows in the ledger, differentiated by the Date Code field. The Date Code indicates whether the posting date is derived from the settlement date or the journal date.

View Date Code Map

Click this link to access the Date Code Map page.

When Anchor Journals Unposted

InterUnit Journals

System selected to automatically unpost related InterUnit journals when you unpost the anchor journals.

Reversals

System selected to automatically unpost related accrued reversal journals when you unpost the anchor journals.

Related Links

"Posting to the Summary Ledgers Table and the Summary Ledger Staging Table (*PeopleSoft FSCM 9.2: General Ledger*)"

"Consolidating Across Summary Ledgers (*PeopleSoft FSCM 9.2: General Ledger*)"

[Updating Summary Ledgers Incrementally Through Posting](#)

"Performing Consolidation (*PeopleSoft FSCM 9.2: General Ledger*)"

"Unposting Journals (*PeopleSoft FSCM 9.2: General Ledger*)"

Ledgers For A Unit - Approval Options Page

Use the Ledgers For A Unit - Approval Options page (BUSINESS_UNIT_LED4) to specify default journal approval options for the specified ledger.

Navigation

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

Image: Ledgers For A Unit - Approval Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Approval Options page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Ledgers For A Unit - Approval Options' page. At the top, there are tabs: 'Definition', 'Journal Edit Options', 'Currency Options', 'Journal Post Options', and 'Approval Options' (which is active). Below the tabs, the 'Business Unit' is set to 'US001'. The 'Detail Ledgers' section shows 'Ledger Group RECORDING'. There are three expandable sections for approval options:

- Journal:** *Approval Option is set to 'Pre-Approved'.
- Budget Journal:** *Approval Option is set to 'Require Approval'.
- Control Budget Journal:** Approval Option is set to 'Required'.

You have the option to use either the Virtual Approver method or Approval Framework method for the journal approval and standard budget journal approval processes. You select the approval methodology for the respective journal approval on the Installation Options - General Ledger page.

See [Installation Options - General Ledger Page](#).

The selection choices on the Approval Options page depend upon which approval methodology that you select to use on the Installation Options - General Ledger page. If you select the Virtual Approver method, the Business Process Name and Approval Rule Set fields appear on the page. When using the Approval Framework method, these fields are not visible, since the Approval Framework provides its own Business Process and Approval Rule Set to communicate with PeopleTools.

See "Understanding Configurable Workflow (*PeopleSoft FSCM 9.2: General Ledger*)".

See "Setting Up Journal Entry Approval in PeopleSoft Workflow (*PeopleSoft FSCM 9.2: General Ledger*)"

Note: You can define the approval options at the business unit, ledger group or source level. When you define approval options at the source level, they override any approval handling that you specified at the business unit or ledger group levels for journals using that source only.

**Journal - Approval Option and
Budget Journal - Approval Option
(standard budget journals)**

Select one of the following values:

- *Default to Higher Level:* Uses the approval options that you define on the business unit General Ledger Definition - Approval Options page.
- *Pre-Approved:* Allows journal entry without approval through PeopleSoft Workflow. This allows you to select *Post* in the Process field on the Journal Entry - Lines page.
- *Require Approval:* Requires approval through PeopleSoft Workflow. If you select this option and the approval methodology on the Installation Options - General Ledger page is Virtual Approver, you must select a Business Process Name and associated Approval Rule Set. The Business Process Name and Approval Rule Set fields are not visible when the approval methodology is Approval Framework in Installation Options. Select Submit on the Journal Entry page to process for approval.

Business Process Name

Select a workflow business process with which you approve journal entries. This field appears only when you select the Virtual Approver method from the Installation Options - General Ledger page.

Approval Rule Set

Select a workflow approval rule set of the previously specified business process with which you approve journal entries. This field appears only when you select the Virtual Approver method from the Installation Options - General Ledger page.

Control Budget Journal

Enable the Approval Framework approval workflow process for Commitment Control budget journals at the ledger level. You can also define the approval options at the business unit or source level. Options are:

- *Default to Higher Level:* Select to use the approval option that you define on the business unit General Ledger Definition - Approval Options page.
- *Not Required:* (default) Select if you do not want to enable approval workflow for Commitment Control budget journals at the ledger level.
- *Required:* Select to enable approval workflow for Commitment Control budget journals at the ledger level.

For more information, see Note ID 1369486.1 on Oracle's My Oracle Support (<https://support.oracle.com>).

Related Links

"Defining General Ledger Business Units (*PeopleSoft FSCM 9.2: General Ledger*)"

Ledgers For A Unit - Commitment Control Ledger Options Page

Use the Ledgers For A Unit - Commitment Control Options page (BUSINESS_UNIT_LED5) to specify the default ledger options for the specified Commitment Control ledger.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Commitment Control Options.

Image: Ledgers For A Unit - Commitment Control Options page

This example illustrates the fields and controls on the Ledgers For A Unit - Commitment Control Options page. You can find definitions for the fields and controls later on this page.

Business Unit US005

Detail Ledgers Find | View All First 15 of 17 Last

Ledger Group RECORDING

☒ Enable Commitment Control

☒ Allow Incr Spending Authority

*Include Pre-Encumbrance in RSA Default

Commitment Control Ledger Groups Personalize | Find | 1-9 of 9 Last

Ledger Group	Entry Event for Budgets Ledger	Commitment Detail Ledger
CC_COMBO	Optional	<input type="checkbox"/>
CC_COMBO2	Optional	<input type="checkbox"/>
CC_ORG	Optional	<input type="checkbox"/>
CC_PC_CHD	Optional	<input type="checkbox"/>
CC_PC_PAR	Optional	<input type="checkbox"/>
CC_REV	Optional	<input type="checkbox"/>
DETAIL	Optional	<input checked="" type="checkbox"/>
PCREV_CHD	Optional	<input type="checkbox"/>
PCREV_PAR	Optional	<input type="checkbox"/>

Use this page to enable Commitment Control for the ledger group and associate commitment control ledger groups with the ledger group. This page is described in the PeopleSoft Commitment Control documentation.

Related Links

"Setting Up Commitment Control for a Business Unit and GL Ledger Group (*PeopleSoft FSCM 9.2: Commitment Control*)"

Setting Up and Using Multibook Ledgers

To set up multibook ledgers, use the following components:

- Installation Options (INSTALLATION)
- Ledger Template (LEDGER_TEMPLATE)
- Detail Ledger (DETAIL_LEDGER)
- Detail Ledger Group (DETAIL_LEDGER_GROU)

This topic lists prerequisites and discusses how to:

- Set up for multibook processing.
- Process Multibook Transactions—journal header page.
- Process Multibook Transactions—journal lines page.

Pages Used to Set Up and Use Multibook Ledgers

Page Name	Definition Name	Navigation	Usage
Overall	INSTALLATION_FS1	Setting Up Financials/Supply Chain, Install, Installation Options Click the Overall link	Select the Create Multibook Accounting Entries in Subsystems option.
Templates - Record Definitions	LEDGER_TEMPLATE1	General Ledger, Ledgers, Templates, Record Definitions	You can create or modify the record names for a ledger template; however, do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions	You can create or modify the field names for a ledger template; however, do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts (separate debit and credit configuration).
Detail Ledger - Definition	LEDGER_DETAIL1	General Ledger, Ledgers, Detail Ledgers, Definition	Define a detail ledger ID and name, and link the detail ledger to a ledger template.
Ledger Group - Definition	LEDGER_GROUP	General Ledger, Ledgers, Ledger Groups, Definition	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Group - Chartfield	LEDGER_GROUP2	General Ledger, Ledgers, Ledger Group, Chartfield	Define default ChartFields for this ledger group. The system generates a set of default values, which you can modify.
Ledger Group - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Group, Balancing	Specify the ChartField balancing options for the journals generated to the detail ledger.

Page Name	Definition Name	Navigation	Usage
Create/Update Journal Entries - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Select the multibook transaction ledger group.
Create/Update Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Enter transaction amounts and currency codes for one or more ledgers included in the multibook ledger group.

Prerequisite

Before you set up and process multibook ledgers, set up base currencies.

Setting Up for Multibook Processing

Use the Overall (INSTALLATION_FS1) page to select the create Multibook Accounting Entries in Subsystems option.

Navigation

Setting Up Financials/Supply Chain, Install, Installation Options.

To set up your system for multibook processing:

1. Select the Multibook Accounting Entries in Subsystems check box only if you want other PeopleSoft applications to create in-sync accounting entries.
2. Review ledger templates and define detail ledgers.
3. Link multiple detail ledgers to a ledger group using the Ledger Group - Definition page.

Related Links

[Defining a Ledger Template](#)

[Defining a Detail Ledger](#)

[Linking Ledgers to a Ledger Group](#)

Processing Multibook Transactions - Header Page

Access the Create/Update Journal Entries - Header page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header).

Select the ledger group that you set up for multibook transactions, or select the ledger group and a specific ledger within that group.

When you select Keep Ledgers in Sync on the Ledger Group - Definition page, the system automatically selects the AutoGenerate Lines option.

When you enter a transaction for the entire group, the system converts the transaction amount to the base currency of each ledger in the group and posts it to each ledger within the group. The conversion rate is

determined at the transaction level. If the transaction is for one specific ledger in the group, the system posts the transaction only to that ledger.

Processing Multibook Transactions - Lines Page

Access the Create/Update Journal Entries - Lines page.

Navigation

General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines.

Enter the transaction amount and the transaction currency code as well as any other data relevant to the multibook transaction.

The Ledger field in the journal line record is an addition to the existing key fields: Business Unit, Journal ID, Journal Date, and Unpost Sequence. Based on the ledger group that you enter, the system determines how many secondary ledgers are in the ledger group; it creates one journal line for each ledger. The ChartField values and transaction amounts are the same on each of these lines, with the exception of the translation ledger. The translation ledger has different amounts that populate the Monetary (Base Currency) Amount, Currency Code, Exchange Rate Type, and Exchange Rate fields; the base currency in the ledger determines these values.

After you enter all of the transaction lines, select the Journal Edit process, which automatically generates journal lines as supporting transaction details for each ledger.

Example 1: Multibook Transaction

Assume that you have a Local ledger with NOK as the base currency and a Reports ledger with EUR as the base currency. Both are part of the ledger group Actuals. You enter the transaction in CHF with a CHF 100 debit to rent expense (account 1000) and a CHF 100 credit to accounts payable (account 2000). You enter the local lines, and the system automatically generates the reports lines. The four journal lines appear as follows:

<i>Jrnl Ln</i>	<i>Ledger Group</i>	<i>Ledger</i>	<i>Acct</i>	<i>Frgn Amt</i>	<i>Frgn CC</i>	<i>Mntry Amt</i>	<i>CC</i>	<i>Rate Type</i>	<i>Excg Rate</i>
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	100	CHF	25	EUR	CURR	0.25
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5
2	ACTUALS	REPORTS	2000	<100>	CHF	<25>	EUR	CURR	0.25

Example 2: Translation Ledger

In this example, Reports is defined as a translation ledger. Both Local and Reports are part of the ledger group Actuals. The transaction was entered in CHF with the same amount as above. The four journal lines appear as follows:

<i>Jrnl Ln</i>	<i>Ledger Group</i>	<i>Ledger</i>	<i>Acct</i>	<i>Frgn Amt</i>	<i>Frgn CC</i>	<i>Mntry Amt</i>	<i>CC</i>	<i>Rate Type</i>	<i>Exchg Rate</i>
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	50	NOK	25	EUR	CURR	0.5
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5
2	ACTUALS	REPORTS	2000	<50>	NOK	<25>	EUR	CURR	0.5

When you enter the Local lines, the system automatically generates the Report lines. For a translation ledger, the foreign amount and transaction currency of Reports are the monetary (base currency) amount and currency code of the primary ledger, Local.

The header record for the journal lines contains summary information including ledger, total debits, total credits, edit status, and posted status. The amounts carried on the header are in the denomination of the base currency for the business unit.

Related Links

"Creating Journal Entries (*PeopleSoft FSCM 9.2: General Ledger*)"

[Linking Ledgers to a Ledger Group](#)

"Understanding Journal Processing (*PeopleSoft FSCM 9.2: General Ledger*)"

"Multibook (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Combining Accounts Using Summary Ledgers

General Ledger has default summary ledgers in which you can store balances without additional modification. However, you can create additional summary ledgers and modify existing ledgers.

To combine accounts using summary ledgers, use the Summary Ledger component (SUMMARY_LEDGER) and the Ledger Set for Summary Ledgers component (LEDGER_SET_SLED).

This section lists prerequisites and discusses how to:

- Create a summary ledger table.
- Define a summary ledger.
- Set up ledger sets.
- Generate or update a summary ledger.
- Update summary ledgers incrementally through posting.
- View a summary ledger status table.

Pages Used to Combine Accounts Using Summary Ledgers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Summary Ledger	LEDGER_SUMMARY1	General Ledger, Summary Ledgers, Define Summary Ledger, Summary Ledger	After you define a summary ledger table that stores the summary balances, use this page to specify the ledger template that defines the records and fields for the summary ledger and specify the ChartFields to summarize.
Ledger Set	LEDGER_SET	General Ledger, Summary Ledgers, Ledger Set for Summary Ledger, Ledger Set	Sets up the business unit and ledgers to use to build the summary ledger.
Build Summary Ledger Request	SUMMARY_REQUEST	General Ledger, Summary Ledgers, Build Summary Ledger, Build Summary Ledger Request	Either creates a new summary ledger or performs the incremental update process.
Review Summary Ledger Status	SLED_STAT_INQ	General Ledger, Summary Ledgers, Review Summary Ledger Status, Review Summary Ledger Status	View the status of a summary ledger.

Prerequisites

Before you set up a summary ledger record and create a summary ledger table:

1. Decide how to summarize your data either directly from the detail ledger or from data that is rolled up in trees.

Note: When you summarize data directly from the detail ledger, the field lengths for the summary ledger ChartFields must be the same as the detail ledger ChartFields that you summarize.

2. If you obtain summary ledger data from roll up trees, set up a tree for each ChartField that you want to summarize.

For example, to create a table for a summary ledger that summarizes accounts by departments, set up one tree that rolls up the departments that you want to summarize and one tree that rolls up accounts. Also, when you summarize data using trees, the field lengths for summary ledger ChartFields must be exactly 20 characters long to accommodate the maximum length of a tree node name.

3. Determine which summary ledger record definitions are required fields.

<i>Required Fields</i>	<i>Possible ChartFields to Summarize</i>	<i>Field Type</i>
BUSINESS_UNIT		CHARACTER
LEDGER		CHARACTER

Required Fields	Possible ChartFields to Summarize	Field Type
At least one ChartField to summarize. See next column.	ACCOUNT	CHARACTER
	OPERATING_UNIT	CHARACTER
	DEPTID	CHARACTER
	PRODUCT	CHARACTER
	PROJECT_ID	CHARACTER
	STATISTICS_CODE	CHARACTER
FISCAL_YEAR		NUMBER
ACCOUNTING_PERIOD		NUMBER
POSTED_TOTAL_AMT		SIGNED NUMBER
DTTMSTAMP_SEC		DATETIME
PROCESS_INTSTANCE		NUMBER

Note: When you set up your summary ledger record definition, position all ChartFields to be summarized between the LEDGER and FISCAL_YEAR fields to ensure that the system populates the summary ledger table correctly. This order is applicable only to the PeopleSoft Application Designer, not the physical storage of the table.

4. Define all of the ChartFields to summarize.

Use unique naming conventions that differentiate them from detail ledger ChartFields, so that you can modify field specifications (such as field length) to accommodate the summary ledger without affecting tables that already use the detail ledger ChartField. This also creates a unique set of summary ledger fields that you can reuse in other summary ledger record definitions.

For example, *ACCOUNT* might be *ACCOUNT_SUM*.

Note: Any modifications that you make to a detail ledger field's type, length, format, and description affects *every* table that uses the field.

5. Define all of the required fields, including new ones that you want to add to the table.
6. Determine whether you want to summarize balances in currencies other than the base currency.

To summarize, include the *CURRENCY_CD* field in your summary ledger record definition.

7. Determine whether you want to summarize data based on the statistics code ChartField.

To summarize, include the *STATISTICS_CD* field in your summary ledger record definition.

Note: If you do not include the *STATISTICS_CD* field in your summary ledger record definition, by default the system summarizes only detail ledger rows where the *STATISTICS_CD* field contains blank values and does not generate summarized balances for the ChartField.

8. Determine whether you want to use drill-down during PS/nVision reporting.

To use drill-down, include the account ChartField in your summary ledger record definition. Although this ChartField is not required, summarize this ChartField to enable drill-down during PS/nVision reporting.

9. Determine whether you want to track the date and time of each summary ledger update.

To track, include the *DTTM_STAMP_SEC* field.

Related Links

[Using Trees to Summarize ChartFields](#)

Creating a Summary Ledger Table

To create or modify summary ledgers, create a summary ledger table in which to store summary ledger data.

To create a summary ledger table:

1. Create a new record for the summary ledger record definition.
2. Add summary ledger fields to the record.

In the new record, add the required ChartFields and amount fields to the record definition, and to the ChartFields that you want to summarize. Ensure that you add the fields in the correct order.

3. Position the ChartFields that you want to summarize between the *LEDGER* and *FISCAL_YEAR* fields, and rename them.

For example, if you are creating a summary ledger table that summarizes accounts by operating unit and department, add these fields:

- *BUSINESS_UNIT*
- *LEDGER*
- *ACCOUNT* (a ChartField to be summarized that you should name *ACCOUNT_SUM*)
- *OPERATING_UNIT* (a ChartField to be summarized that you should name *OPERATING_UNIT_SUM*)
- *DEPTID* (a ChartField to be summarized that you should name *DEPTID_SUM*)
- *FISCAL_YEAR*
- *ACCOUNTING_PERIOD*
- *POSTED_TOTAL_AMT*

- POSTED_BASE_AMT (for multicurrency purposes)
- POSTED_TRAN_AMT (for multicurrency purposes)
- BASE_CURRENCY (for multicurrency purposes)

Note: If you are using multicurrency in General Ledger, include all ledger amount fields (POSTED_TOTAL_AMT, POSTED_BASE_AMT, and POSTED_TRAN_AMT) for reporting in the summary ledgers. The summary ledger process definition and request reads the summary ledger table, and it summarizes amount fields that you include.

4. Insert existing fields (such as BUSINESS_UNIT and LEDGER) into the record definition.

In the new file, select each field required for your summary ledger. PeopleSoft Application Designer adds the field with the correct parameters to your record definition.

5. Add the required fields exactly as they appear in the detail ledger.

Do not rename or change the required field parameters.

6. Define new fields, and add them to the record definition.

7. Define the field in PeopleSoft Application Designer, add the new field to the record definition for the ChartFields that you want to summarize, and enter properties for the field.

8. Save the record definition frequently.

9. Specify which fields in your summary ledger record definition are key fields that uniquely identify rows of data.

Designate BUSINESS_UNIT, LEDGER, FISCAL_YEAR, ACCOUNTING_PERIOD, CURRENCY_CD, and all of the ChartFields as key fields by selecting the Key check box. All key fields should be at the top of the record as defined in PeopleSoft Application Designer. Designate all ChartFields as *Summarized*.

10. Save the summary ledger record definition.

11. Create the table using PeopleSoft Application Designer's Build feature.

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide*

Summary Ledger Page

Use the Summary Ledger page (LEDGER_SUMMARY1) to specify the ledger template that defines the records and fields for the summary ledger and specify the ChartFields to summarize (after defining a summary ledger table that stores the summary balances).

Navigation

General Ledger, Summary Ledgers, Define Summary Ledger, Summary Ledger

Image: Summary Ledger page

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

Summary Ledger

SetID SHARE

Ledger S_ACTDIV

Ledger Set S_ACTDIV

*Ledger Template S_ACTDIV

Detail Template Standard Detail Ledger

*Description Acct & DeptID Tree Node Sum

Effective Date 01/01/1900

Refresh CF

Summary Ledger Chartfields

Find | View All

First 1 of 3 Last

ChartField Summary Account Node

*How Specified All Nodes at Selected Levels

Tree Name ACCTROLLUP

Level Detail Ledger/Tree Rollups

Detail Ledger ChartField Account

Values Personalize | Find | View All

First 1 of 1 Last

Values/Nodes

Note: Summary ledgers support summarization of ADB (average daily balance) target ledgers. However, summarizing daily ledgers is not supported.

Ledger Template	Select the summary ledger template.
Detail Template	Select the template that contains the detail ledgers that you are summarizing.
Refresh CF	Click this button to reset the summary ledger ChartFields.
Detail Ledger ChartField	Identify the detail ledger ChartField that you want to summarize.

Note: Be sure to define Currency Code as one of the fields to summarize as well as Statistics Code if you want to summarize statistics.

How Specified	<p>Select from the following values:</p> <p><i>All Detail Values:</i> Retain detail ChartField values in that ChartField.</p> <p><i>All Nodes at a Level:</i> Summarizes every node at a selected tree level.</p> <p><i>Children at a Level:</i> Includes all tree nodes at a given tree level that are children of the specified tree nodes. In this case, you select the parent node names in the Values scroll area.</p> <p><i>Detail - Selected Parents:</i> and <i>Selected Tree Nodes:</i> Enter the tree to use (in Tree Name.) You can then select tree nodes (in Values/Nodes) that contain the detail values that you want to include in the summary ledger on the tree. The ledger includes</p>
----------------------	--

all detail values summarized by that node. If you select a tree that uses levels, the system displays an optional Level edit box, enabling you to limit prompting in this field to selected levels.

Selected Detail Values: Select certain detail values (such as USA and Canada Sales departments, or all P&L accounts) in the Values/Nodes field.

Note: The field length for the summary ledger ChartFields is a critical factor in defining a summary ledger. It is dependent on whether you specify the summary ledger ChartFields by using detail values or tree nodes.

Related Links

[Journal Entry Template - ChartField Page](#)

[Using Trees to Summarize ChartFields](#)

Ledger Set Page

Use the Ledger Set page (LEDGER_SET) to set up the business unit and ledgers for building the summary ledger.

Navigation

General Ledger, Summary Ledgers, Ledger Set for Summary Ledger, Ledger Set

Image: Ledger Set for Summary Ledgers - Ledger Set page

This example illustrates the fields and controls on the Ledger Set for Summary Ledgers - Ledger Set page. You can find definitions for the fields and controls later on this page.

Ledger Set

Ledger Set S_ACTDIV2 For Summary Ledger Setup

*Description Summary Ledger Set for Class *Ledger Template Standard Detail Ledger

Comments

Summary Ledger Parameters

Ledger S_ACTDIV2 Calendar QT

Automatic Populate Scroll

SetID Tree As of Date 09/22/2003 Refresh

Specify Ledgers to Use Personalize Find View All First 1-2 of 2 Last

*Business Unit	*Ledger	Description	Post to Summary Ledger	
US005	LOCAL	Actuals Ledger	<input checked="" type="checkbox"/>	+ -
US006	LOCAL	Actuals Ledger	<input checked="" type="checkbox"/>	+ -

Ledger Template

Select the Detail Ledger template that you identified on the Define Summary Ledger - Definition page with the summary ledger entered in Summary Ledger Parameters. You need only one ledger set for each defined summary ledger.

Summary Ledger Parameters

Select a summary ledger for this ledger set, and select the calendar to associate with this summary ledger. The selected calendar applies to all business units that share this summary ledger definition.

Automatic Populate Scroll

Select a tree value, enter an as-of (effective) date, and click Refresh. The system populates the Specify Ledgers to Use scroll area with the selected tree's business units that are valid as of the effective date and with their associated detail ledgers. You can modify the business unit or detail ledger on each row, and you can delete or add a row.

Select the Post to Summary Ledger check box to update the incremental summary ledger update during the Journal Post process. If you do not select this check box, run the summary ledger incremental process only from the Build Summary Ledger - Request page.

Note: Make sure that you select Enable Incremental Summary Ledgers on the Ledgers For A Unit - Journal Post Options page for the specific business unit and detail ledger.

If you enter an as-of date and click Refresh but *do not* select a tree value, the Specify Ledgers to Use scroll area displays only one row with one business unit; no detail ledger is selected.

In this case, you can:

- Select a detail ledger to associate with the business unit.
- Select a different business unit and ledger.
- Add or delete data rows.
- Select or leave blank the Post to Summary Ledgers check box.

The same rules apply as stated for the summary ledger set.

Click Save to associate the selected business units and detail ledgers with this summary ledger set.

Related Links

[Using Trees to Summarize ChartFields](#)

Build Summary Ledger Request Page

Use the Build Summary Ledger Request page (SUMMARY_REQUEST) to either create a new summary ledger or perform the incremental update process.

Navigation

General Ledger, Summary Ledgers, Build Summary Ledger, Build Summary Ledger Request

Image: Build Summary Ledger Request page

This example illustrates the fields and controls on the Build Summary Ledger Request page. You can find definitions for the fields and controls later on this page.

General Ledger uses the information that you entered on the Define Summary Ledger - Definition page and on the Ledger Set for Summary Ledgers - Ledger Set page to update summary ledger balances. After you define all of your requests, run the background process each time that you want to generate or update a summary ledger. Each time the system processes a summary request, it erases the results of any earlier summary request of the same period.

The Build Summary Ledger Request page enables you to specify one or more business units for summary ledger processing. This facilitates processing and improves performance, whether you process your business units by group or by individual business unit.

Fiscal Year

The year that the detail calendar uses to determine the summarized accounting periods.

Request Type

These options determine what you want the background process to do with the summary ledger.

Create

Select to first delete any existing summary ledger and then create a new summary ledger.

Delete

Select to delete an existing summary ledger.

Increment

Select to update the summary ledgers incrementally with changes made since the summary ledger was last created or

updated. The process checks the status table for an appropriate entry in which to apply the increment. If an entry is found, the process performs the increment action and updates the status row. If no row is found, the Create process runs and inserts a status row.

Note: To use the Increment option, select Enable Incremental Sum Ledgers option on the Ledgers For A Unit - Journal Post Options page for the detail ledger group.

Tree Effective Date

These fields determine the use of the effective date.

Use Period End Date

Select to have the system use the version of the tree that is effective as of the end date of each period summarized.

Use Date override

Select any past or future date.

You typically run summary ledgers for a single period as part of your monthly closing, but you can also use this field to select a range of periods. The periods are determined by the summary or detail calendar associated with this ledger. If you select a range of ledgers and not all of the ledgers contain the requested periods, only the valid combinations run. On the message log, the system identifies the successful completion or an error for each combination that you select. For example, suppose that you select a range of ledgers where the first two use a monthly calendar and the third is based on a quarterly calendar. If you select period 6, the first two summary ledgers run successfully, and the system indicates that an error occurred while processing the third ledger because there is no period 6 in a quarterly calendar. Refer to the Ledgers For A Unit page or to the summary ledger set to verify which calendar the system uses for each summary ledger.

Business Unit

Identify the business units or range of business units for which to process the summary ledger.

Business Unit From and Business Unit To

Select a business unit or range of business units for summary ledger processing for a given request.

Process

Select the business units or groups of business units for summary ledger processing. Those business units or range of business units that are not selected will not be processed.

Period Type

You identify the period and whether its period is a balance forward period or a year end adjustment period.

Balance Forward

Select after each annual close to prepare for the new year's processing. General Ledger uses Period 0 to store balance-forward amounts. Summarize the beginning balances loaded during the implementation process so that they are available for summary reporting.

Year-End Adjustment

Select to summarize any adjustments that you entered. You typically summarize the year end adjustments before you run an annual close. If you select this option, you can specify the adjustment periods to include. Adjustment periods are not combined.

Related Links

[Adjustments and Other Special Periods](#)

Updating Summary Ledgers Incrementally Through Posting

General Ledger provides the option to update summary ledgers incrementally. This reduces system processing time.

To update summary ledgers incrementally through posting:

1. On the Ledgers For A Unit - Journal Post Options page, select Enable Incremental Sum Ledgers for each business unit and detail ledger combination for which you want defined summary ledgers to be updated incrementally.
2. On the Ledger Set for Summary Ledgers - Ledger Set page for the appropriate ledger set, select Post to Summary Ledger for any combinations that you want to run through the posting process.

Note: This option only allows summary ledger incremental updates. Whether the incremental updates actually occur depends on what you select for the Skip Summary Ledger Update option (see step 3).

3. Verify that the Skip Summary Ledger Update option on the User Preferences - General Ledger page is *not* selected.

If you run posting through the Journal Post Request page, be sure that this option on that page is not selected.

Note: Select the Skip Summary Ledger Update option on the User Preferences - General Ledger page when you run the Journal Post process and you do *not* want to incrementally update summary ledgers at the same time. You can always update the summary ledger incrementally later through posting or from the Build Summary Ledger - Request page.

You can run posting through a remote call (clicking the Go button on the Create/Update Journal Entries - Lines page), as part of the Journal Edit process, or directly from other background processes that create and post journals (such as the Journal Generator process or the Currency Translation process). Do not select the Skip Summary Ledger Update option on the User Preferences - General Ledger page.

4. Run the posting process.

Posting calls the summary ledger process for each business unit and ledger group requested. This process adds all defined summary ledgers that meet the following criteria:

- The Post to Summary Ledger option on the Ledger Set for Summary Ledgers - Ledger Set page is selected.
- There is a row in the status table, as determined by the BUSINESS_UNIT, LEDGER, FISCAL_YEAR, and ACCOUNTING_PERIOD fields.

Review Summary Ledger Status Page

Use the Review Summary Ledger Status page (SLED_STAT_INQ) to view the status of a summary ledger.

Navigation

General Ledger, Summary Ledgers, Review Summary Ledger Status, Review Summary Ledger Status

Image: Review Summary Ledger Status page

This example illustrates the fields and controls on the Review Summary Ledger Status page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Review Summary Ledger Status' page. At the top, there is a 'Criteria' section with input fields for 'Unit' (US005), 'Ledger' (S_ACTDIV2), 'Year' (empty), and 'Period' (empty). A 'Search' button is to the right. Below this is a table titled 'Summary Ledger Status - Search Results'. The table has columns: Ledger, Year, Period, Detail Ledger ID, Detail Period From, Detail Period To, and Last Update DateTime. The table contains four rows of data for ledger S_ACTDIV2 in year 2003, with periods 1, 2, 3, and 4. Each row shows a 'LOCAL' detail ledger ID and a 'Last Update DateTime' of 09/22/03 12:03:16PM. Above the table, there are links for 'Personalize', 'Find', 'View All', and navigation controls for 'First', '1-4 of 4', and 'Last'.

Ledger	Year	Period	Detail Ledger ID	Detail Period From	Detail Period To	Last Update DateTime
S_ACTDIV2	2003	1	LOCAL	1	3	09/22/03 12:03:16PM
S_ACTDIV2	2003	2	LOCAL	4	6	09/22/03 12:03:16PM
S_ACTDIV2	2003	3	LOCAL	7	9	09/22/03 12:03:16PM
S_ACTDIV2	2003	4	LOCAL	10	12	09/22/03 12:03:16PM

Use this page to view summary ledger status and search results for the criteria you select.

Using TimeSpans

When you select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting, TimeSpans control the number of periods for which data is extracted and summarized from the ledger table.

To define TimeSpans, use the TimeSpans component (TIME_SPAN).

This topic discusses how to set up TimeSpans.

Page Used to Set Up TimeSpans

Page Name	Definition Name	Navigation	Usage
TimeSpans	TIME_SPAN	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans, TimeSpans	Define TimeSpans for ledger reports or inquiries.

TimeSpans Page

Use the TimeSpans page (TIME_SPAN) to define TimeSpans for ledger reports or inquiries.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans, TimeSpans

Image: TimeSpans page

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

Start Year and End Year

Specify years based on the value that you select in the adjacent Type field.

Type

Select from the following values:

Absolute Year: Enter any year defined in the calendar that you select for Calendar ID.

Relative to Current Year: Enter 0 to select the current year, -1 to indicate the previous year, 1 to indicate the next year, and so forth.

Start Period and End Period

Specify the period based on the value that you select in the adjacent Type field.

Type	<p>Select from the following values:</p> <p><i>Absolute Period:</i> Enter any period defined in the calendar that you select for Calendar ID.</p> <p><i>Relative to Current Period:</i> Enter <i>0</i> to select the current period, <i>-1</i> to indicate the previous period, <i>1</i> to indicate the next period, and so forth.</p>
Include Balance Forward	Select to include beginning balance amounts when using this TimeSpan. Because TimeSpans represent contiguous periods, if you include balance-forward amounts, you must also select period <i>1</i> and <i>Absolute Year</i> (the first period of the year) as the start period.
No Adjustment Period	Select to exclude adjustment amounts from this TimeSpan.
Adjustment Period 998	Select to include adjustment amounts if you have only one adjustment period, the default period 998, defined for the selected calendar.
Specify Adjustment Period	Select to include adjustment amounts if you have created multiple adjustment periods for the calendar selected in Calendar ID.
Start Adjustment Period and End Adjustment Period	<p>Specify the start and end adjustment periods for the TimeSpan. The values that you enter here depend on which values that you select in the adjacent Type fields: <i>Relative to Current Period</i> or <i>Absolute Period</i>.</p> <p>To include specific adjustment periods such as the first quarter, enter <i>901</i> and <i>903</i> in these fields, and <i>Absolute</i> in the Type fields.</p>

Related Links

[Understanding Accounting Calendars Based on Open and Close Periods](#)

Importing and Exporting Ledgers

You can import a flat file from another product or external system that contains rows of ledger data using the Flat File Ledger Import component (LOAD_LED_PNL). This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and export flat file ledgers to third-party reporting software systems. To export flat file ledgers, use the Export Ledger Data component (RUN_GLS7500) and Ledger File Formats component (LED_FILE_FORMATS). This functionality is often used in those countries requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

This topic discusses how to:

- Import ledger data from a flat file.
- Add flat file ledger export formats.
- Export ledger data to a flat file.

In addition to flat file import and export, you can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point and Ledger Load processing. This functionality is designed to work together with Consolidation. Please see Consolidation documentation for details of this process, and "Integrating and Transferring among Applications" documentation for integration details.

Pages Used to Import and Export Flat File Ledgers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Flat File Ledger Import Request	LOAD_LED_PNL	General Ledger, Ledgers, Import Ledger from Flat File, Flat File Ledger Import Request	Import a flat file ledger.
Ledger File Formats	LEDGER_FILE_TBL	General Ledger, Ledgers, Ledger File Formats, Ledger File Formats	Add flat file export formats to be used by the Ledger File Creation process (GLS7500).
Export Ledger Data Request	RUN_GLS7500	General Ledger, Ledgers, Export Ledger Data, Export Ledger Data Request	Export a ledger file to another system.

Flat File Ledger Import Request Page

Use the Flat File Ledger Import Request page (LOAD_LED_PNL) to import a flat file ledger.

Navigation

General Ledger, Ledgers, Import Ledger from Flat File, Flat File Ledger Import Request

Image: Flat File Ledger Import Request page

This example illustrates the fields and controls on the Flat File Ledger Import Request page. You can find definitions for the fields and controls later on this page.

Flat File Ledger Import Request

Run Control ID 1 Report Manager Process Monitor Run

Process Request Parameters

*Character Set ISO_8859-1

*Validate ChartFields All Common ChartFields

Add Delete View Attached File

The PeopleSoft Application Engine process (GL_LED_IMP) imports detail ledger data from a flat file directly into a standard detail ledger or a standard budget ledger. This process imports data only into ledgers with Allow Ledger Load Updates option selected on the Ledgers for a Unit - Definition page.

Warning! The PeopleSoft Application Engine Flat File Ledger Import process performs minimal validation on the imported data. It does not check against combination editing or Commitment Control budgets during import.

To import data from a flat file ledger:

1. Click Add to upload and attach the ledger file.
2. Click View to review the file's contents online (or you can download the file to your computer).
3. Click Delete to remove the ledger file attached to this run control.
4. Select a Character Set for the flat file being imported. For example, you might specify ISO_8859-6 for Arabic or JIS_X_0208 for Japanese Kanji if the file was prepared in that character set.
5. Select the desired Validate ChartFields option for your import processing.

You can choose to validate none of the ChartFields or you can choose to validate All Common ChartFields.

6. Click Run to import the flat file using the PeopleSoft Application Engine process.
7. Click Process Monitor to access the Process List page, where you can view the status and progress of the PeopleSoft Application Engine process.
8. Click Report Manager to access the Administration page, where you can view the process report online, check the status of the process, and see content details of the report and the distribution list.

File Format for the Flat File Ledger Import Process

The File Layout object (GL_LED_IMPORT) determines the file format.

The following table shows the file format for the Flat File Ledger Import process. The layout varies depending on the first column with the following meaning:

#	Comments.
S	Standard detail ledger. Data is imported into PS_LEDGER.
B	Standard budget ledger. Data is imported into PS_LEDGER_BUDG.

Note: The File Layout GL_LED_IMPORT is predefined as shown below. If you prefer the CSV format, you may customize it by changing the file format from FIXED to CSV using Application Designer. This change of format without modifying the fields will not affect the ledger import process.

Column	Length	Description
Column	Length	Description

Column	Length	Description
1	1	#
2	100	Comments
Standard Detail Ledger		
Column	Length	Description
1	1	S
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account
37	10	Department
47	8	Operating Unit
55	6	Product
61	5	Fund Code
66	5	Class Field
71	5	Program Code
76	8	Budget Reference
84	5	Affiliate
89	10	Fund Affiliate
99	10	Operating Unit Affiliate
109	10	ChartField 1
119	10	ChartField 2
129	10	ChartField 3
139	15	Project ID
154	4	Book Code

Column	Length	Description
158	4	Adjustment Type
162	3	Transaction Currency Code
165	3	Statistics Code
168	4	Fiscal Year
172	3	Accounting Period
175	28	Posted Total Amount
203	28	Posted Base Currency Amount
231	28	Posted Transaction Amount
259	28	Posted Total Debit Amount This field is only used in a separate Debit/Credit ledger
287	28	Posted Total Credit Amount This field is only used in a separate Debit/Credit ledger
315	28	Posted Transaction Debit Amount This field is only used in a separate Debit/Credit ledger
343	28	Posted Transaction Credit Amount This field is only used in a separate Debit/Credit ledger
Standard Budget Ledger		
Column	Length	Description
1	1	B
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account

Column	Length	Description
37	10	Department
47	8	Operating Unit
55	6	Product
60	5	Fund Code
65	5	Class Field
70	5	Program Code
75	8	Budget Reference
83	5	Affiliate
88	10	Fund Affiliate
98	10	Operating Unit Affiliate
108	10	ChartField 1
118	10	ChartField 2
128	10	ChartField 3
138	15	Project ID
153	8	Budget Period
161	10	Scenario
171	4	Book Code
175	4	Adjustment Type
179	3	Transaction Currency Code
182	3	Statistics Code
185	4	Fiscal Year
189	3	Accounting Period
192	28	Posted Total Amount
220	28	Posted Base Currency Amount

Column	Length	Description
248	28	Posted Transaction Amount

Related Links

[Defining Ledgers for a Business Unit](#)

Ledger Flat File Formats Page

Use the Ledger File Formats page (LEDGER_FILE_TBL) to add flat file export formats to be used by the Ledger File Creation process (GLS7500).

Navigation

General Ledger, Ledgers, Ledger File Formats, Ledger File Formats

Image: Ledger File Formats page

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

PeopleSoft delivers ledger file formats for a group of financial regulatory reports that are required by organizations in France and Belgium. However, you can add new formats.

To add new formats:

1. Modify the Map-Output-File procedure of GLS7500.SQR.

Typically you clone the code of the three other delivered formats in the Map-Output-File procedure and use a new layout of your own. This requires some SQR programming knowledge to write a few lines of code.

2. Add a ledger file format for the correct setID on the Ledger File Formats page.

Ensure that the layout matches the one that you added to the SQR code in Step 2. Enter a description of the file, enter the name of the ledger export output file, and enter or select the file extension.

Export Ledger Data Request Page

Use the Export Ledger Data Request page (RUN_GLS7500) to export a ledger file to another system.

Navigation

General Ledger, Ledgers, Export Ledger Data, Export Ledger Data Request

To create a ledger file for export:

1. Enter the business unit, ledger, fiscal year, and period.

Select the appropriate flat file in the Layout field to create the flat file.

2. Click Run to initiate the Ledger File Creation process.
3. Click Report Manager to view the report; click Process Monitor to monitor the status of the Ledger File Creation GLS7500 process.

Note: The Ledger File Creation process works only for ledgers on whose Ledgers For A Unit - Definition page you selected Enable Separate Debit/Credit.

Related Links

[Defining Ledgers for a Business Unit](#)

"Using the Ledger Interface Utility (*PeopleSoft FSCM 9.2: General Ledger*)"

"Transferring Ledgers for Consolidation (*PeopleSoft FSCM 9.2: General Ledger*)"

Chapter 18

Using Journal Generator

Using Journal Generator

This topic provides an overview of Oracle's PeopleSoft Journal Generator and discusses how to:

- Set up for Journal Generator.
- Generate journal entries.

Understanding Journal Generator

The Journal Generator process (FS_JGEN) creates journals from accounting entries from the following data sources:

- Non-PeopleSoft systems.
- Oracle's PeopleSoft applications in the same database, such as PeopleSoft Payables, Contracts, and Purchasing.
- Oracle's PeopleSoft applications from another database, such as PeopleSoft Payroll and Student Financials.

Journal Generator does the following:

- Transforms accounting entries into PeopleSoft General Ledger journals.
- Optionally edits and posts the journals created in Journal Generator.
- Supports journals for multiple general ledger (GL) business units as well as multiple ledgers.
- Supports debit and credit entries and negative correcting entries.

For non-PeopleSoft systems, the following examples are provided to interact with Journal Generator:

- A generic accounting entry definition named GENERIC.
- A journal generator template named GENERIC.
- A generic accounting entry table (PS_JGEN_ACCT_ENTRY) used as an interface between external systems and Journal Generator.

It is not used by delivered PeopleSoft subsystems.

Use it or clone it to load transactions to be processed by Journal Generator. Create journal entries using these generic definitions, or use your own modified definitions.

Related Links

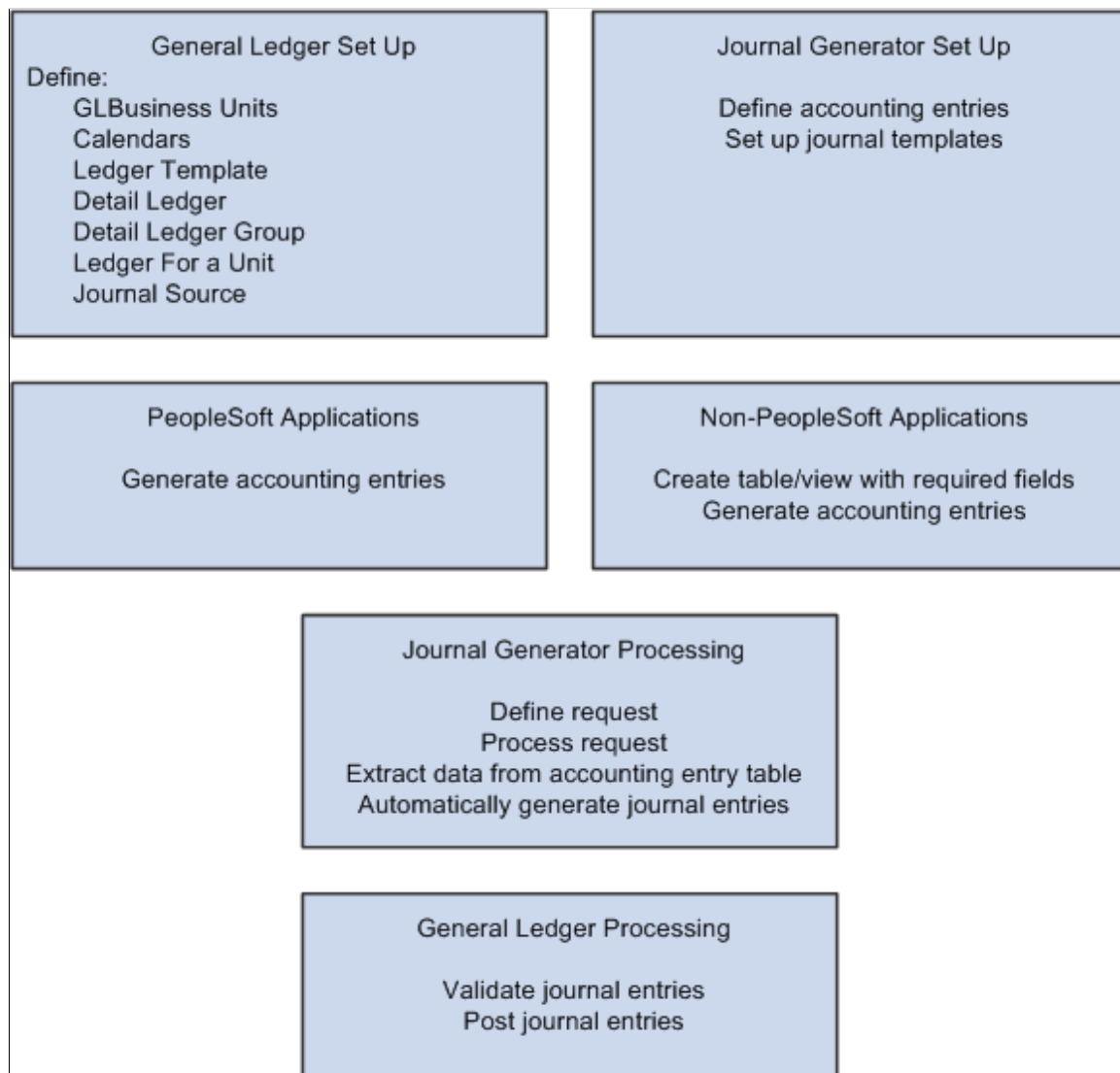
"Creating Journal Entries from Accounting Entries Using Journal Generator (*PeopleSoft FSCM 9.2: General Ledger*)"

Convert Accounting Entries to PeopleSoft Journals

This diagram summarizes how Oracle's PeopleSoft applications and non-PeopleSoft applications are used in creating journal entries using the Journal Generator and how journals are prepared for General Ledger processing:

Image: How PeopleSoft applications create journal entries

How PeopleSoft applications create journal entries



Accounting entries are created in other application systems, both PeopleSoft and non-PeopleSoft.

PeopleSoft entry event and interunit and intraunit processes also create accounting entries that can be processed by Journal Generator.

If you have installed Commitment Control, budget checking can be done with journal edit and validation.

The Journal Generator process transforms accounting entries into general ledger journals. Subsystem applications can create journals from the application business unit to different general ledger business units, as well as to different ledger groups and ledgers for a General Ledger business unit.

General Ledger validates journals according to the criteria that you set up in your general ledger system. It automatically validates a journal when you request a journal edit. The Journal Entry Errors page displays any errors that the system encountered; you can then access the appropriate Journal Entry page to correct the errors. After the system validates the journals with no error, you can request posting to your general ledger. You can initiate the Journal Edit and Budget Check (GL_JEDIT2) and Journal Post (GLPPPOST) processes from Journal Generator, or initiate them later in a separate process.

Related Links

[Accounting Entry Definition Page](#)

Journal Generator Required Field Names

This table lists the fields that must be in the Accounting Entry table to run Journal Generator. Fields shown in upper case are exact field names that are required in the table. Mixed-case field names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	Description
Accounting Date	Reflects the date of the accounting entry recognized in general ledger.
Foreign Amount	Foreign (transaction currency) amount.
Monetary Amount	Base currency amount.
ACCOUNTING_PERIOD and FISCAL_YEAR	The Journal Generator process populates the accounting period and fiscal year after it distributes the accounting entry to a general ledger journal based on the journal date.
APPL_JRNL_ID	Journal generator template ID. Identifies the journal defaults and summarization options for the accounting entry.
BUSINESS_UNIT	Application business unit.
BUSINESS_UNIT_GL	General Ledger business unit for the entry.
CURRENCY_CD	Currency code for the base currency amount.
FOREIGN_CURRENCY	Currency code of the foreign amount.
GL_DISTRIB_STATUS	General Ledger Distribution Status indicates the posting status for the distribution lines. The value is <i>N</i> (none) when the accounting entry is created and ready for the Journal Generator process. The Journal Generator process changes the value to <i>D</i> (distributed) when it distributes the accounting entry to a general ledger journal. The Journal Generator ignores any other values.

Field Name	Description
JOURNAL_ID and JOURNAL_DATE	The Journal Generator process populates the journal ID and journal date fields after it distributes the accounting entry to a general ledger journal.
JOURNAL_LINE	Populated by the Journal Generator after it distributes the accounting entry to a general ledger journal if the Cross Product Drill Down option on the Accounting Entry Definition page is selected.
LEDGER	Specific ledger to which an accounting entry posts. If this field is blank, Journal Generator uses by default the primary ledger of the ledger group.
LEDGER_GROUP	Ledger group to which an accounting entry posts. If this field is blank, the Journal Generator creates the journal to the default ledger group specified on the Ledger for a Unit - Definitions page.
PROCESS_INSTANCE	Populated by Journal Generator when it distributes the accounting entry to a general ledger journal.

This table lists optional fields for the Journal Generator process. Uppercase fields are exact field names that are used in the Accounting Entry table. Mixed-case names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	Description
Statistical Amount	Statistical amount.
Journal Ref (journal reference)	Journal line reference used to track the source of the transaction.
Journal Descr (journal description)	Journal description used to describe a transaction.
Open Item Key	Open item key provides the link between related open item entries.
ChartFields	ChartFields that map directly to the General Ledger ChartFields. The Journal Generator process uses these ChartFields when it summarizes the accounting entries and creates journals.
KK_AMOUNT_TYPE	Commitment Control Amount Type provides commitment control accounting entries for budget checking in General Ledger on the journals created.
DOC_TYPE	Use document type for document sequencing. Use this field and the Document Type mapping feature on the journal generator template to group accounting entries according to the general ledger document type into different journals.
DOC_SEQ_NBR	Sequence number of the document.

Field Name	Description
DOC_SEQ_DATE	Date the document sequence number was assigned or validated.
MOVEMENT_FLAG	<p>Defines the sign of the amount if you enabled the Separate Debit/Credit option. Otherwise Journal Generator ignores this flag. The values are:</p> <p><i>N</i>: Natural sign of the monetary amount of the transaction. This is the default. For suspense balancing, base currency rounding adjustments, currency position, and interunit from and to lines, this field is always N.</p> <p><i>R</i>: Reverse sign of the monetary amount of the transaction. If the Enable Separate Debit/Credit option is selected on the Ledgers For A Unit - Definition Page and you enabled separate debits and credits for your system, you can toggle this field to represent a reversing debit or credit amount.</p>
ADB_DATE	If the Average Daily Balance Date field exists on the accounting entry table, Journal Generator uses it to populate the ADB date of the journal header.
BOOK_CODE	If the Book Code field exists in the accounting entry table and if Book Code has been activated on the Overall Installation Options page, Journal Generator groups accounting entries into different journals according to the Book Code.

Using Journal Generator with Commitment Control

Whether Journal Generator processing includes budget checking depends on the system source and the *Skip Commitment Control in GL* option in the accounting entry definition.

Accounting Entry Definition System Source with an Application Subsystem That Supports Commitment Control

General Ledger does not perform commitment control budget checking when journals are created with this type of definition because the entries are budget checked in the feeder, or subsystem.

The *Budget Check* option on the Journal Generator request page is not applicable for these entries.

Journal Generator processing occurs under these conditions:

- If `KK_AMOUNT_TYPE` exists on the accounting entry table:
Journal Generator processes only those entries with a `KK_AMOUNT_TYPE` value of *I*, indicating actuals.
- If `KK_AMOUNT_TYPE` is not in the accounting entry table:
Journal Generator assumes that all entries are actuals, and processes them.

Accounting Entry Definition System Source Without an Application Subsystem That Supports Commitment Control

The *Skip Commitment Control in GL* option determines if General Ledger performs budget checking for journals created from this definition.

The Budget Check option on the Journal Generator request page specifies if Journal Edit includes budget checking as part of its edit process, which is called by Journal Generator after it creates journals. This is applicable only to journals generated from an accounting entry definition with Skip Commitment Control in GL deselected.

Journal Generator processing occurs under these conditions:

- If `KK_AMOUNT_TYPE` exists on the accounting table:

Only those entries specified in the accounting entry definition are processed. If you specify *Actualize*, then Journal Generator processes only those entries with `KK_AMOUNT_TYPE = 1` for actuals. If you leave the option blank (which means all entries), then Journal Generator processes all entries. Journal Generator creates a journal for each different `KK_AMOUNT_TYPE` value that it finds in the source table.

- If `KK_AMOUNT_TYPE` is not in the accounting table:

Journal Generator assumes that all entries are actuals, and processes them all.

Prerequisites

Before you begin:

- Define the date range for extracting accounting entries on the Open Period page.
- Review your record definitions for the ledger on the Ledger Template - Record Definitions page.

Journal Generator uses the following record names to create the journals:

- Journal line record (`JRNL_LN`).
- Journal generator temporary record (`JGEN_WRK_TMP`).
- Journal header record (`JRNL_HEADER`).

`JRNL_HDR_REC` is a field on `LED_TMPLT_TBL` to specify the journal header record. The `JRNL_HDR_REC` field is not on the Ledger Template - Record Definitions page because General Ledger does not support a journal header record name other than `JRNL_HEADER`. However, Journal Generator can support a dynamic journal header record name. You can use the recommended SQL tools to update `LED_TMPLT_TBL.JRNL_HDR_REC` with another journal header record name for the specified ledger template.

Warning! If you install General Ledger, do not change the journal header record name. Otherwise, the journals that you create will not post to General Ledger.

- On the Ledger Template - Field Definitions page, review the field definitions.

For third-party system transactions, Journal Generator summarizes debits together and credits together instead of summarizing them to the net amount if the following conditions are true:

- Posted Total Debits and Posted Total Credits fields contain values.
- You selected the Enable Separate Debit/Credit option for the ledger on the Ledgers For A Unit page.

Additionally, you can make adjustment entries for reversing debit and reversing credit in the accounting entries. Journal Generator summarizes these reversing entries separately.

- On the Detail Ledger - Definition page, verify :

- That the ledger template and the detail ledger are linked.
- That multiple ledgers within the same journal belong to the same ledger group, as shown on the ledger group page.

When Journal Generator creates journals, it posts accounting entries based on the settings for the ledger group. It creates a distinct journal header for each ledger group.

- That the Keep Ledgers in Sync field setting. The Keep Ledgers in Sync option determines if journal entries post to all ledgers in the ledger group or only to a single specified ledger.

The journals that the Journal Generator process creates depend on whether this option is selected or deselected and whether the Accounting Entry in Sync option in the journal generator template is selected.

- Which journals Journal Generator creates depends on these settings:

- The Keep Ledgers in Sync option, on the Detail Ledger Group - Definition page, decides if journal entries post to a single specified ledger (deselected) or to all ledgers in the ledger group (selected).
- The Accounting Entry in Sync option in the journal generator template, used for multibook, has many implications.
- Whether you specified the ledger group and ledger for the accounting entry lines.

- Review the Ledgers For a Unit pages.

- On the Definitions page, verify the ledger groups for the business unit. The Journal Generator process generates journals for different ledger groups for the same general ledger business unit. If the ledger group field is blank in the Accounting Entry table, Journal Generator uses the default ledger group defined on the Ledgers For a Unit - Definitions page for the journals of this general ledger business unit.
- On the Definitions page, verify the ledger definitions for the business unit.
- On the Journal Edit Options page, verify the journal edit option definitions.

The journal balance option, journal edit errors option, journal amount errors option, and control total option determine the journal error processing.

- On the Currency Options page, verify the currency option definitions.

The currency options determine the balancing, base currency adjustments, and rounding adjustments for the journals. The Foreign Currencies per Journal option determines if the Journal Generator process creates separate journals for each foreign currency. If you select Only One Foreign currency or No Foreign Currencies, the system creates one journal for each foreign currency.

- On the Journal Post Options page, verify the journal post options.
- On the Approval Options page, verify the approval options, which determine the approval rules for standard journals and budget journals.
- On the Commitment Control Options page, verify the commitment control options.

Related Links

[Accounting Entry Definition Page](#)

[Defining Ledgers for a Business Unit](#)

Setting Up for Journal Generator

To set up the journal generator, use the Accounting Entry Definition component (JRNLGEN_DEFN), Journal Generator Template-Defaults component (JRNLGEN_APPL_ID) and the Journal Generator Template-Summarization component (JRNLGEN_APPL_ID).

This section provides an overview of Journal Generator setup and discusses how to:

- Define accounting entries.
- Define journal generator template defaults.
- Define journal generator template summarization.

Pages Used to Set Up for Journal Generator

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition, Accounting Entry Definition	Identify the system source that distributes data to your general ledger and identify the record and field names for the Accounting Entry table.
Journal Generator Template - Defaults	JRNL_GEN_DEFAULTS	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults	Specify Journal Generator defaults.

Page Name	Definition Name	Navigation	Usage
Journal Generator Template - Summarization	JRNL_GEN_SUM	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Summarization	Define how Journal Generator summarizes accounting entries when it generates journals. Summarize at the account or ChartField level. The generator creates a distinct journal header for each ledger group; multiple ledgers can be in one journal as long as they belong to the same ledger group.

Understanding Journal Generator Setup

The Journal Generator process creates general ledger journals for any application. The process uses the record and field names from the accounting entry definition to extract data from the Accounting Entry table and create journals.

It extracts data from any table in the database as long as the table contains the required fields listed in the Reviewing Journal Generator Required Field Names.

Your application may contain field names that are different from the required fields in the Accounting Entry table but have the same attributes. If this is the case, create a view in your system's distribution line table and point the Journal Generator to it by specifying its name in the Accounting Entry Record field on the Accounting Entry Definition page.

If you changed or added fields and want to pass values associated with these fields to journals—that is, retain detail—you insert the new fields in five tables: Accounting Entry, Journal Generator Work (JGEN_WRK_TMP), Journal Generator Dynamic State Records (FS_JGEN_UPD_AET and FS_JGEN_PRV_AET), and Journal Line. The fields must have the identical field names and attributes in each table. Finally, in the journal generator template select Retain Detail.

Non-PeopleSoft systems can use the GENERIC accounting entry definition or create their own modified accounting entry definition.

Related Links

[Journal Generator Required Field Names](#)

Accounting Entry Definition Page

Use the Accounting Entry Definition page (JRNL_GEN_ACCTG_DEF) to identify the system source that distributes data to your general ledger and identify the record and field names for the Accounting Entry table.

Navigation

General Ledger, Journals, Subsystem Journals, Accounting Entry Definition, Accounting Entry Definition

Image: Accounting Entry Definition page

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

Accounting Entry Definition

SetID: SHARE Accounting Definition: APDEFN

Description: Payables Definition

Accounting Entry

'Record: VCHR_ACCTLN_VW Default Template: []

Record Update: VCHR_ACCTLN_VW 'System Source: JmrlGen - Accounts Payable

Page Name: AP_GL_DRILL ☒ Cross Product Drill Down

☒ Skip Commitment Control In GL Commitment Control Amount Type: Actuals and Recognized

Field Names

'Accounting Date: ACCOUNTING_DT Journal Ref: VOUCHER_ID

'Monetary Amount: MONETARY_AMOUNT Jrnl Descr: DESCR

'Foreign Amount: FOREIGN_AMOUNT Open Item Key: OPEN_ITEM_KEY

Statistical Amount: STATISTIC_AMOUNT 'Settlement Date: ACCOUNTING_DT

'Last Update DateTime: DTTM_STAMP

Chartfield Mapping Personalize | Find | View All | 1-2 of 8 | First | Last

Field Name	ChartField	Summarize ChartField		
Account	Account	<input checked="" type="checkbox"/>	+	-
Alternate Account	Alternate Account	<input checked="" type="checkbox"/>	+	-

▶ Multibook Order By

Accounting Definition

Use this unique name on the Journal Generator Request page to tie your request to an accounting entry table and field definition.

Accounting Entry

Record

Select the record from which Journal Generator gets the information needed to create journals. This is the data source (accounting entry) table to be used when creating a journal. If you created a view of a third-party system table, enter its name here.

Record Update

Select an accounting entry record update name. This is the record that Journal Generator updates. It is the accounting entry table that Journal Generator updates with journal information after it creates the journal.

System Source

Identifies the source of an accounting entry from which a transaction arises. For example, the source of receivables transactions is Accounts Receivable.

Journal Generator uses system source to:

- Derive the prompt table for the application business units when it defines the request.
- Format the system source field on the journal header.
- Determine whether general ledger enables you to perform commitment control budget check for journals created from this system source.

This works in conjunction with the Skip Commitment Control in GL check box.

For a non-PeopleSoft application, select the JrnlGen - Other value.

For a PeopleSoft application, select one of the other System Source values.

Page Name

For cross-product drilldown, each product that generates journals to General Ledger can supply a drill page for each of its accounting line tables. In the Page Name field, enter the names of the drill pages to display the corresponding accounting line table.

Cross Product Drill Down

Select this check box to enable cross product drilldown.

This feature enables you to identify the source of accounting transactions across product lines. This option causes Journal Generator to populate the journal line number and other journal key fields in the Accounting Entry table. Using these field values, the system enables you to drill down from account balances in General Ledger to specific transactions in other PeopleSoft applications for detailed supporting information.

Note: The accounting line table must have a unique index if you use the cross-product drilldown feature.

Skip Commitment Control in GL

When the system source supports commitment control, the system selects the Skip Commitment Control in GL check box and makes it unavailable for deselecting, because commitment control functions are done at the application level.

When the system source does not support commitment control, you can choose to do a commitment control budget check in general ledger by leaving this deselected, or choose not to do so by selecting this option. Some of the applications that do not support commitment control include: Asset Management, Contracts, Global Payroll, Cash Management, and any external systems.

Commitment Control Amount Type

The values that appear for this field depend on the contents of the accounting entry record. When you enter a value for the accounting entry record name, the system looks at that record's record definition to see if it contains a field named KK__AMOUNT__TYPE. Only if the system finds KK__AMOUNT

_TYPE in the record definition, does the Commitment Control Amount Type field become enabled for you to enter data. If KK_AMOUNT_TYPE does not exist in the record table, then the system assumes that all accounting entries are actuals transactions.

Select one of the following values:

(none): All values are selected.

Actuals: The actual amount of the expenditure or the recognized revenue.

Collected: The amount of revenue collected.

Reg/Col: Combination of actuals and collected. For an expense transaction, the actual amount of the expenditure. For a revenue transaction, the actual amount of the recognized revenue and the amount of revenue collected.

Dynamic: Specify this amount type when you enter the transaction. Not applicable to generic transactions.

Encum: Encumbrance is often the second step in the procurement life cycle, and usually takes the form of a purchase order or contract. It is used to record the legal obligation to spend funds.

Planned: The amount that you plan to spend. This amount is only an estimate and the process does not use it to determine if you have exceeded the budgeted amount.

Pre-Encum: Preencumbrance is often the first step in the procurement life cycle, and usually takes the form of a requisition. It often precedes an encumbrance (purchase order), although it is not mandatory that a preencumbrance exist in order to create an encumbrance. The requisition is used to indicate the intent to consider, not the legal requirement, to make a purchase or to obligate funds.

Field Names

Enter the field names to identify the columns in the Accounting Entry table that the Journal Generator uses to create the journal.

Accounting Date

Reflects the date of the accounting entry to be recognized in general ledger.

Note: ACCOUNTING_DT appears by default, but it can be changed to another field name from the Accounting Entry table.

Monetary Amount

The base currency amount.

Foreign Amount	The foreign (transaction currency) amount.
Statistical Amount	(Optional) The statistical amount.
Journal Ref (journal reference)	(Optional) The journal line reference used to track the source of the transaction. The journal line reference is populated from the defined field name if you select the Retain Detail option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line reference from the Journal Generator template defaults.
Journal Descr (journal description)	(Optional) Describe a transaction. This is populated from the defined field name if you select the Retain Detail option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line description from the Journal Generator template defaults.
Open Item Key	<p>If the open item key is mapped to a field in the subsystem table, then the Open Item value carries over to General Ledger if you select the Retain Detail summarization option on the Journal Generator Template - Summarization page.</p> <p>If no field name is defined, the system does not create an open item record even if the account of the transaction is an open item account.</p>
Settlement Date	Reflects the date of the accounting entry to be recognized (in addition to the Accounting Date) if the Date Code is enabled for tracking and posting. See .
Last Update DateTime	Includes the DateTimeStamp field that reflects when the journal has been generated through the Journal Generator process.
ChartField Mapping	
Expand this grid to perform mapping.	
Field Name	Specify the accounting entry field names that map directly to the General Ledger ChartField names.
ChartField	Specify general ledger ChartField names. If you select the Summarize to All ChartField Level option on the Journal Generator Template - Summarization page, Journal Generator uses the listed ChartFields when it summarizes the accounting entries and creates journals. The ChartFields that are not listed have a blank value in the newly created journals.
Summarize ChartFields	Specifies the ChartFields that are summarized if the Summarize by Selected ChartFields on the Journal Generator Template - Summarization page is selected. The ChartFields that are not selected have a blank value in the newly created journals.

Note: Journal Generator limits you to mapping a field once. For example, you cannot map Journal Ref and Open Item Key to the same field name. They must be mapped to different field names.

MultiBook Order By

Specify the field names for in-sync multibook accounting.

Within a ledger group, the accounting entries for one transaction that are distributed to different ledgers are referred to as *in-sync* accounting entries. These accounting entries have the same ChartFields, foreign currency, and foreign amounts. PeopleSoft applications that support multibook generate in-sync accounting entries to all ledgers within a ledger group.

If the Accounting Entry In Sync option is selected in the journal generator template, Journal Generator recognizes the in-sync accounting entries and marks them for the Journal Edit process to create any missing in-sync journals. When it generates the journal, Journal Generator uses the MultiBook Order By fields to determine how to group accounting entries for one transaction.

If the application subsystem supports multibook in sync, it sends in-sync entries, including those for the translation ledger, to the Journal Generator process. Journal Generator uses the MultiBook Order By fields to determine multibook entries for the same transaction.

Field Name	If you create new accounting entries from third party systems, you can enter field names in the sort order required to group the new accounting entries.
-------------------	--

Warning! Do not change any of the values in these fields as delivered. The values are set for the delivered accounting entries and any changes can cause serious data problems.

Note: PeopleSoft Purchasing does not support multibook entries.

Related Links

[Journal Generator Required Field Names](#)

Journal Generator Template - Defaults Page

Use the Journal Generator Template - Defaults page (JRNL_GEN_DEFAULTS) to specify Journal Generator defaults.

Navigation

General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults

Image: Journal Generator Template - Defaults page

This example illustrates the fields and controls on the Journal Generator Template - Defaults page . You can find definitions for the fields and controls later on this page.

The defaults and summarization options that you set up using the journal generator templates determine how journal generator summarizes accounting entries and creates journals. Typically, you set up Journal Generator templates for each application system source that distributes to the general ledger, as well as each *type* of transaction. For example, you can have a template for depreciation expense from Asset Management. For systems other than PeopleSoft systems, you can use the GENERIC journal generator template or create a modified journal generator template.

Journal Generator groups accounting entries together that share the same general ledger business unit, ledger group, book code (the field BOOK_CODE exists in the accounting entry table and Book Code has been activated on the Overall Installation Options page), journal template, journal date, general ledger document type, average daily balance date (the field ADB_DATE exists in the accounting entry table), and the commitment control amount type (field KK_AMOUNT_TYPE exists in the accounting entry table). Accounting entries with different foreign currencies might not be grouped in the same journal, depending on the currency balancing option for the:

- Source.
- Business unit ledger group.
- General ledger business unit.

Options

If a PeopleSoft application that supports the multibook feature has generated in-sync accounting entries for this template, select the Accounting Entry In Sync check box. PeopleSoft applications that support multibook generate in sync accounting entries to most ledgers within a ledger group. The exception is that some products may not include the currency translation ledger. See the individual product documentation to determine if this feature is available for your product. If the Accounting Entry In Sync check box is

selected, Journal Generator recognizes in-sync accounting entries and generates in-sync journals. The journals created by Journal Generator depend on the following:

Accounting Entry In Sync

If Accounting Entry In Sync is selected, the following occurs:

- Journal Generator recognizes in-sync accounting entries and generates in-sync journals.

It groups in-sync accounting entries by the multibook accounting entries order by fields specified on the Accounting Entry Definition page if you select the Retain Detail option on the Journal Generator Template - Summarization page. It also groups in-sync accounting entries by the ChartFields and foreign currency if you select the summarized option (ChartField Account) on the Journal Generator Template - Summarization page.

- The system sets the Auto-Gen flag to *Yes* on the journal header.

If Journal Generator creates journal lines to all the ledgers within the ledger group from the accounting entries, then the Journal Edit process (GL_JEDIT2) does not create new journal lines.

However, if Journal Generator does not create journal lines to all the ledgers within the ledger group, then the Journal Edit process creates journal lines to ledgers that do not have matched journal lines.

- The default ledger group of the general ledger business unit is used by the system if the LEDGER_GROUP field on the Accounting Entry lines is blank.

The system uses the primary ledger of the ledger group if the Ledger field on the accounting entry line is blank.

You must select the Accounting Entry In Sync check box if the subsystem is creating multibook in-sync accounting entries for Journal Generator.

If Keep Ledgers in Sync is selected and Accounting Entry In Sync is deselected, the following occurs:

- The lines in the Accounting Entry table are the entries from the primary ledger or another ledger.

The Auto-Gen flag is set to *Yes* on the journal header. Journal Edit creates the lines for the rest of the ledgers within the ledger group.

- The system uses the default ledger group of the general ledger business unit if the ledger group on the accounting entry lines is blank.

The primary ledger of the ledger group is used by the system if the ledger on the accounting entry line is blank.

If the Keep Ledgers in Sync check box is not selected, and the Accounting Entry In Sync field is also deselected, the following occurs:

- The Journal Generator process creates journal lines for the specified ledgers as *not* in-sync journals.
- The Journal Generator process sets the Auto-Gen field to *No* on the journal header and does not create new journal lines.

The Accounting Entry In Sync check box should not be used with the RECPTACCRL journal generator template (PeopleSoft Purchasing).

Create One Journal Per

This controls how the source accounting entries are grouped into journals. Values are:

Application Business Unit: Creates one journal per general ledger business unit, per application business unit. This means that accounting entry lines with different application business units go into different journals.

General Ledger Business Unit: Creates one journal per general ledger business unit. This means that accounting lines with different values for the general ledger business unit go into different journals. Accounting lines having the same value in the BUSINESS_UNIT_GL field but different values in the BUSINESS_UNIT field (as in Accounts Payable or Accounts Receivable) results in one journal for the general ledger business unit.

For example, as this table shows, the following accounting entries go into the same business unit journal for US003:

<i>Application BU</i>	<i>Voucher ID</i>	<i>BU_GL</i>	<i>Foreign Amount</i>
US001	VCHR1200	US003	300
US003	VCHR1202	US003	-300

Reversal Code

Select a Reversal Code option to specify when reversing entries are to be automatically generated. Reversal options become effective at the time this entry is posted.

Do Not Generate Reversal

Journal Generator does not create the reversal entry, but it marks the journals with the reversal code. When the journals are posted later in a separate process, the system creates the reversal entry.

Beginning of Next Period

Creates a reversing entry dated the first business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day.

End of Next Period

Creates a reversing entry dated the last business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day.

Next Day

Creates a reversing entry dated the next business day. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.

Journal Header Fields**Journal Source**

Identifies the originating entity responsible for the journal entries, and also determines how the foreign currencies are grouped for each journal.

Journal ID Mask

Enter a *unique* journal ID mask to identify information such as the source or purpose of journal entries. Spaces are not allowed. A 10-character alphanumeric ID identifies PeopleSoft-system journals. The system automatically generates IDs based on the number or letter that you enter here. For example, if you enter *AP*, the system supplies the remaining eight characters based on the next available journal ID number. If you do not specify a journal ID mask, you can let the system automatically assign the journal IDs by accepting the default : *NEXT*.

Journal Date

Determines the journal date for the journals created and indirectly the number of journals created. From the *Journal Date* options, select the source of the header and line date for journals that use a business calendar.

See Defining Business Calendars.

Accounting Date on Transaction: Uses the accounting date on the accounting entries as the journal date. This selection may result in multiple journals.

Begin Date - From Period: Uses the first open date of the From (year) Period set up on the Open Period page.

Begin Date - To Period: Uses the beginning date of the open To (year) Period set up on the Open Period page.

Current Date: Accepts the current system date when the process is run.

End Date – From Period: Uses the ending date of the open From (year) Period set up on the Open Period page.

End Date – To Period: Uses the last open date of the To (year) Period set up on the Open Period page.

Period End – Accounting Date: Uses the period-end date that corresponds to the accounting date. This selection might result in multiple journals.

Process Date: This refers to the Journal Process Date option specified on the General Ledger Business Unit Definition - Journal Options page. On that page, you can specify the process date defined for the business unit, or the current date.

Specify Date: If you select this, the Date field is available for you to enter a specific date.

Alt. Journal Date (alternate journal date)

Determines the journal date for the journals created if the journal date determined from the journal date option is not within the open accounting period's range. Select one of these values:

Begin Date - From Period: Uses the first open date of the From (year) Period set up on the Open Period page.

Begin Date - To Period: Uses the beginning date of the open To (year) Period set up on the Open Period page.

End Date – From Period: Uses the ending date of the open From (year) Period set up on the Open Period page.

End Date – To Period: Uses the last open date of the To (year) Period set up on the Open Period page.

Retain Primary Journal Date: The system uses the date that you specify as the journal date in this journal generator template.

Stay in Period

Journal Generator derives the journal date according to the journal date options previously described. However, if you select the Stay in Period check box and the derived journal date is a not a working day, Journal Generator uses the next working day for the journal date. If the next working day is not in the same period, Journal Generator uses the day prior to the derived journal date for the journal date.

If you deselect the Stay in Period check box, Journal Generator changes journal dates that fall on nonworking days to the next working day, regardless of the accounting period.

Descr (description)

(Optional) Identifies information about the journal. It is useful for explaining any abnormalities in the journal.

Reference

Tracks the source of the transaction for the journal.

Default GL Document Type

The system uses the default GL document type to assign a document type on the journal header when you create journals through Journal Generator. Select a default GL document type.

Currency Effective Date

If you want to set the currency effective date on the journal header to be the average daily balance (ADB) date, select *ADB Date* in the template. Otherwise, the default is the journal date.

If the ADB date does not exist on your accounting entry table, or if it is null, then the ADB date on the Journal Header will default to journal date. In this instance, selecting a currency effective date option does not make any difference because the currency effective date is always equal to the journal date.

However, when the ADB date exists on your accounting table and it is not null, then Journal Generator can populate the ADB date from the accounting lines even if this date is different from the journal date.

In addition to other existing groupings, Journal Generator also groups accounting lines into different journals by ADB date.

Document Type Mapping

If you use document sequencing, expand the Document Type Mapping grid to map application document types to general ledger document types. Document type mapping applies to all journals generated, whether they are summarized or retain detail.

If the application document type is not found on this mapping, it is assigned to the default GL document type. You can map multiple application document types to one GL document type, but you cannot map multiple general ledger document types to a single application document type. Each of the different GL document types results in a different journal.

Document Type

Select the application document type.

Note: The document type on the journal line is blank if you selected summarization. If you choose to retain detail, the document type on the journal line is the application document type. Otherwise, the document type on the journal line is the default general ledger document type.

GL Document Type (general ledger document type)

Select the GL document type that corresponds to the value that you selected for the application document type.

Journal Line Fields

Line Descr (line description)

Describes the transaction in more detail. Journal Generator uses the value entered here to populate the journal line description if one of the following is true:

- You selected the Retain Detail option on the Journal Generator Template - Summarization page and the Journal Descr field is blank on the Accounting Entry Definition page.

- You selected the Summarize to Account Level option, the Summarize to all ChartField Level option, or the Summarize by Selected ChartFields option on the Journal Generator Template - Summarization page.

Reference

Refers each journal line back to a document, person, invoice, date, or any other information that helps to track the source of the transaction. Spaces are not allowed.

Journal Generator uses the value entered here if one of the following is true:

- You selected the Retain Detail option on the Journal Generator Template - Summarization page and you left the Journal Ref field blank on the Accounting Entry Definition page.
- You selected the Summarize to Account Level option, the Summarize to All ChartField Level option, or the Summarize by Selected ChartFields option on the Journal Generator Template - Summarization page.

Related Links

[Defining Business Calendars](#)

"Defining Sequencing Options for Accounting Entries (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

[Understanding Ledgers](#)

Journal Generator Template - Summarization Page

Use the Journal Generator Template - Summarization page (JRNL_GEN_SUM) to define how Journal Generator summarizes accounting entries when it generates journals.

Summarize at the account or ChartField level. The generator creates a distinct journal header for each ledger group; multiple ledgers can be in one journal as long as they belong to the same ledger group.

Navigation

General Ledger, Journals, Subsystem Journals, Journal Generator Template, Summarization

Image: Journal Generator Template - Summarization page

This example illustrates the fields and controls on the Journal Generator Template - Summarization page. You can find definitions for the fields and controls later on this page.

Primary Summarization Option

These options identify how Journal Generator distributes account values from the application system source to General Ledger. In addition to the specified options, Journal Generator summarizes by entry event whenever that field exists on the accounting entry table and the summarization option is not Retain Detail.

How Specified Option

Select to retain full details, or select a summarization level from the following values:

Summarize to Account, AltAcct: Summarizes accounting entries at the account and alternate account level. All other ChartFields are blank. If alternate account is disabled at the ledger group level, it summarizes to account level only.

Summarize to All ChartFields: Summarizes accounting entries to the level of all ChartFields that are listed on the Accounting Entry Definition page.

Summarize by Selected CF's: Summarizes accounting entries by ChartFields that have the Summarize ChartField check box selected on the Accounting Entry Definition page.

Retain Detail: Distributes accounting entries in full detail.

When this is selected, the Project ChartFields can be mapped on the Accounting Entry Definition page and Journal Generator populates the Project ChartFields in the journals that it creates.

How Account Specified

Your selection in the How Specified Option group box affects the accounts selected in this option. You can specify accounts or a tree to indicate the accounts that you want. It is recommended that you use trees whenever possible to reduce

future maintenance should ChartField values change. Select an option for How Account Specified from the following values:

All Account Values: Distributes all the accounting entries according to the how specified option.

Selected Account Values: Distributes the selected account values according to the how specified option. Activates the Selected Values/Nodes and the Alternate Summarization Option fields.

Selected Tree Nodes: Distributes the account values that are defined by the tree name, tree level, and selected nodes according to the how specified option. Activates the Selected Values/Nodes and Alternate Summarization Option fields, as well as the Tree Name and Level fields. Enter the name of the tree and the level to use for summarization.

Tree Name

Specify the name of the tree to use for summarization.

Selected Values/Nodes

Enter either accounts or tree nodes depending on the How Account Value Specified option.

Alternate Summarization Option

The Alternate Summarization Option check boxes provide the same options as the Primary Summarization option for the accounts that are not selected in the Selected Values/Nodes field. Select the How Default Specified value. Choose to retain detail, or to summarize one of three ways.

How Default Specified

Select one of these values:

Summarize to Account, AltAcct: Summarizes accounting entries at the account and alternate account level if alternate account is selected for the ledger group. All other ChartFields are blank.

Summarize to All ChartFields: Summarizes accounting entries at the full ChartField level defined in the ChartField mapping fields on the Accounting Entry Definition page.

Summarize by Selected CF's: Summarizes accounting entries by ChartFields that have the Summarize ChartField check box selected on the Accounting Entry Definition page.

Retain Detail: Distributes accounting entries in full detail.

Generating Journal Entries

To generate journal entries, use the Generate Journals Request (JRNLGEN_REQUEST).

Selecting journals for Journal Generator processing is the final step required to process accounting entries. In this step, Journal Generator extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting.

Each time that you run Journal Generator, it creates journals for all or one application business unit or units as well as all or one ledger group or groups, and all or one Journal Generator template or templates set up for those business units, depending on the options that you define on the Journal Generator Request page.

This topic discusses how to:

- Run Journal Generator processing.
- Change journals created by Journal Generator.
- Delete journals created by Journal Generator.

Page Used to Generate Journal Entries

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Generate Journals Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request	Initiate Journal Generator processing.

Generate Journals Request Page

Use the Generate Journals Request page (JRNL_GEN_REQUEST) to initiate Journal Generator processing.

Navigation

General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request

Image: Generate Journals Request page

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

Journal Processing Options Group Box

Edit

Select this check box to run the Journal Edit process. No prerequisites are required.

Budget Check

Select this check box to run the Budget Check process. You must run the Journal Edit process before running this budget check.

Post

Select this check box to run the Post process. You must run edit and budget check before posting.

Note: If you select none of these check boxes, no additional processes are run.

Process Request Parameters

Request Number

To identify the process request, the system assigns this unique number to each run. You can create multiple requests. Use the scroll arrows to view requests already set up for the current user ID and run control ID.

SetID

This is required to extract the accounting entry definition for the request.

Accounting Definition Name

Identify which accounting entry definition the system should use when it creates the journal header and lines.

Application Business Unit

Journal Generator:

- Extracts accounting entries for the request according to the option that you select.
- Creates journal entries for one or all application business units.

The application business unit can be other than the general ledger business unit.

The prompt for this field depends on the system source of the accounting definition name. For example, if the system source of the accounting definition is JrnlGen-AP, Journal Generator uses the Payables business unit table. If the system source is JGen-Other, no prompt table is available.

Ledger Group

Journal Generator creates journal entries for the specified General Ledger ledger group.

Template

Journal Generator creates journal entries for the specified journal generator template. The setID of the prompt values is derived from the setID entered earlier on the page.

From Date Option

Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values:

Specify Date: Uses the date specified to identify the period.

Current Date: Uses the date on which Journal Generator is run.

Begin Date - From Period: Uses the beginning date of the from period in the ledger.

Begin Date - To Period: Uses the beginning date of the to period in the ledger.

No From Date: Uses all open dates of the ledger before the chosen to date. This means that the system processes all dates up to the date in the To Date field.

Process Date: Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.

From Date

Enter a to date if *Specify Date* is selected in the From Date Option field.

To Date Option

Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values:

Specify Date: Uses the date specified to identify the period.

Current Date: Uses the date on which Journal Generator is run.

End Date - From Period: Uses the ending date of the from period in the ledger.

End Date - To Period: Uses the ending date of the to period in the ledger.

Process Date: Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.

To Date

Enter a to date if *Specify Date* is selected in the To Date Option field.

Note: The application business unit and general ledger business unit that exist in the Accounting Entry table can differ. One business unit must be designated to derive the setIDs for the control records during the batch processing. The control records are ledger group and ledger definition tables, calendar tables, journal source table, and journal generator template table. The general ledger business unit is the business unit to derive the setIDs for these control records. In one particular request, whether all or one business unit is selected, Journal Generator might have multiple general ledger business units to process and cannot determine the associated setID at the point at which the request is defined. Therefore, the prompt setID that you see in the Ledger Group field and Journal Generator template may not necessarily be the same as the setIDs used by the batch programs.

Changing Journals Created by Journal Generator

When a journal comes from a subsystem, you can enable a specific user to change a journal that the Journal Generator process creates. On the Define User Preferences - General Ledger page, select this option, which allows a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process. The ChartFields can be changed, even though the budget status is valid for the journal. Otherwise, all the fields are unavailable and the user can only edit and post the journal.

However, the business unit field is unavailable and cannot be changed on journal lines created from Journal Generator.

Warning! If you select Change Journal from Journal Generator and then change the ChartField values and re-edit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supported Commitment Control, the journal does not budget check again even though the ChartField values or the amount are changed.

For example, if the ChartField entered in the subsystem is Account 5011, Fund 100, Dept ID 200, and you change the ChartField to Account 5011, Fund 100, Dept ID 300, the accounting entry created in the subsystem is different from the one posted in the ledger. If the transaction is impacting the budget for department 200 initially, after the modification, it still impacts department 200 instead of 300 because it was budget checked in the feeder application, or subsystem.

The Journal Generator process always skips budget checking under the following circumstances:

- When journals are generated by a subsystem that supports commitment control.
- When you select the Skip Commitment Control in GL check box on the Accounting Entry Definition page.

The system does not budget check again an altered journal generated journal, whether or not you select Change Journal from Journal Generator on the Define User Preferences - General Ledger page.

For subsystems that do not support commitment control, including external source non-PeopleSoft applications, you can select Skip Commitment Control in GL on the accounting entry definition page. In this case, the journal-generated journals must be budget checked in General Ledger.

Related Links

[User Preferences - General Ledger Page](#)

Deleting Journals Created by Journal Generator

The Journal Generator process gets rows from the Accounting Entry table when the value in the GL_DISTRIB_STATUS field is N. The process changes this value to D when it distributes the accounting entry to a general ledger journal. When a journal that was created from Journal Generator has an error, you can delete the journal on the journal entry page, and the system changes the value in the GL_DISTRIB_STATUS field in the Accounting Entry table to N. Then you can correct the error at the accounting entry level and rerun the Journal Generator process to create a new journal.

Using Interunit and Intraunit Accounting and ChartField Inheritance

Using Interunit and Intraunit Accounting and ChartField Inheritance

This topic provides an overview of Oracle's PeopleSoft interunit and intraunit functionality and discusses how to:

- Set up interunit and intraunit processing.
- Run the centralized interunit and intraunit processor.
- Use mass maintenance for interunit pairs.
- Use ChartField inheritance.
- Verify interunit, intraunit and ChartField inheritance setup.

Understanding PeopleSoft Interunit and Intraunit Functionality

The PeopleSoft interunit and intraunit functionality includes common setup pages and shared processing to manage interunit and intraunit transactions across its products. You can create a transaction that crosses business units within the same ledger group, and entities, or balancing ChartFields without having to explicitly enter the interunit or intraunit balancing accounting entries. The interunit unit processor creates the interunit and intraunit balancing entries automatically when you have implemented this functionality.

With interunit and intraunit processing, the system uses the minimal number of accounting lines that you must provide and it automatically completes the entire transaction by generating the necessary balancing lines or entries for both the appropriate entities and accounts.

To use centralized interunit and intraunit processing effectively, your accounting environment must be such that you allow cross-entity entries directly to balance sheet, expense or to clearing accounts at some level or levels among the related entities in your organization. Once you establish the necessary accounting protocols to be used in conjunction with interunit and intraunit functionality, minimal input is required from you for the system to complete the cross entity balancing entries necessary when transactions occur between related entities or sets of balanced books.

Partial or minimal interunit and intraunit entries can be unbalanced or cross-entity and are created and processed by many procedures in the various PeopleSoft products.

This section discusses:

- Balancing ChartFields.

- Affiliate ChartFields.
- Balancing methods.
- Anchor entity.
- Product interface and system transaction categorization.
- Organizational and legal categorization of transactions.
- Inter/IntraUnit templates.
- Interunit pairs.
- Summarization of interunit and intraunit journal lines.
- Products using interunit and intraunit processing.

Balancing ChartFields

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing and ChartField Inheritance.

Business unit and the ChartFields that you can designate to represent entities are said to be *balancing* when you require debit amounts to equal credit amounts for the purpose of maintaining a balanced set of accounts or books for a particular business unit and selected ChartField values. For example, if for a Business Unit, Department and Fund are Balancing ChartFields, then transactions involving values for any of these ChartFields must have debit amounts equal to credit amounts.

Affiliate ChartFields

You can use Affiliate ChartField values when interunit or intraunit transactions are maintained using the same Account ChartField value among several related entities (such as business units, funds or operating units). For example, each entity within your organization might use account 140000 as the common interunit receivable account and 201000 as the common interunit payable account. However, when using the same accounts for all entities, an Affiliate ChartField value must be assigned to the accounting line or journal line to readily identify the entity with which the receivable or payable is shared.

Affiliate ChartFields *cannot* be used as standard standalone ChartFields. They must be used in association with another *related* ChartField. This is because the Affiliate ChartField values are the values of the *related* ChartField. There is no separate Affiliate ChartField page where you enter Affiliate values as with the stand alone ChartFields, such as Account or Department.

For example, business unit is required as the InterUnit Related ChartField for Affiliate. It provides the values available in the drop down list box for the Affiliate field on the Journal Entry page. PeopleSoft also delivers intraunit affiliate ChartField functionality for the fund and operating unit ChartFields.

While you could assign each entity different accounts to identify entities among the various interunit or intraunit transactions, this probably entail a larger number of interunit or intraunit accounts having to be created and maintained. An advantage in using affiliate ChartFields is that you can have fewer accounts to maintain.

Balancing Methods

The Balancing Method is a means of ChartField value retrieval to complete *partial* or out of balance entries and is accomplished by the following methods:

Due To and Due From Balancing

In Due To and Due From Balancing the system generates additional interunit unit receivable and payable journal lines to bring the overall accounting transaction into balance from your partial cross-book interunit unit entry.

For example, assume that you create a cross-entity entry to transfer an asset from one business unit to another. The system generates the interunit receivable entry for the source or Anchor Business Unit and an interunit payable entry for the receiving or Non-Anchor Business Unit to bring the books for each business unit into balance.

There are three Due To and Due From Balancing methods for interunit transactions as follows:

Indirect Method

The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the affiliated business unit's Inter/IntraUnit Template definition.

Direct Method

The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the business unit's own Inter/IntraUnit Template definition.

Pairs Method

The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from a definition for the pair of business units involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

Offset Inheritance Balancing

For transactions that include system-generated entries (often as offset entries), the system-generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to create an expanded balanced transaction and distribute offsets as needed.

For example, you enter a voucher that records expenses for two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate payable accounts for the two funds.

Edit Only Balancing

Even if you have not implemented interunit and intraunit functionality, a journal might not be in balance for reasons other than interunit activity. The Journal Edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle such journals or do Edit-Only Balancing and provide a suspense account to automatically balance the entry.

Edit-Only Balancing is primarily applicable when a transaction is out of balance due to rounding or an error. It is not applicable to interunit and intraunit processing.

Related Links

[Understanding PeopleSoft ChartField Configuration](#)

Defining and Using ChartField Value Sets

Using ChartField Inheritance

Anchor Entity

The following information describes an anchor entity and its purpose.

Interunit

Anchor Business Unit typically refers to what is termed the *source, sending, initiating, or charging* entity. For example, if business unit US001 pays rents for US002 and US003, US001 can be designated as the Anchor Business Unit.

Intraunit

Anchor values for balancing ChartFields serve a similar purpose. For example, within business unit US001, if cash from Fund 100 is used to pay expenses attributable to funds 200 and 300, Fund 100 can be designated the anchor.

Purpose of the Anchor Entity

When transactions involve three or more entities, the anchor designation is essential for determining which entity serves as the central *hub* for the inter and intraunit balancing entries. The anchor designation also affects the transaction currency in a multicurrency situation for the due to and from lines that are generated by the processor.

See [Reviewing Sample Parameters Provided at Run Time](#).

Designating an Anchor Entity

In most of the subsystem applications, the anchor entity is determined by the nature of the transaction. For example, for an accounts payable voucher the anchor entity is always the entity to which the supplier liability is recorded. If there are distribution lines that are booked to different business units, these trigger the generation of interunit balancing entries.

In general ledger journal entry, the anchor business unit is the unit entered on the journal header.

Unless you select the IntraUnit Balancing Entries check box on the Detail Ledger Group – Balancing page, inter and intraunit processing does not create *IntraUnit* balancing entries for balancing ChartFields, such as Fund, even if different fund values appear in the same journal.

The Anchor Business Unit is readily apparent in interunit transactions; however, determining which is the Anchor Fund and how journal lines should be grouped when a transaction involves multiple funds requires additional steps. You can indicate on the journal entry which fund values are Anchors and assign a Group Number to journal lines to assist the inter and intraunit processor in creating the balancing lines.

For General Ledger Allocations, the pool values are used as the anchor values.

Product Interface and System Transaction Categorization

PeopleSoft delivers one or more System Transactions for each product primarily to provide the following:

- An interface to the Inter/IntraUnit Central Processor for each product or application and its transactions that might require system generated inter and intraunit balancing lines.
- Segregation of inter and intraunit payables and receivables by type of System Transaction, such as accounts payable voucher or general ledger journal.
- Definition of options that are appropriate only to a particular System Transaction, such as whether to create an AP (accounts payable) Voucher and an AR (accounts receivable) Item for an InterUnit Bill.

The System Transaction provides predefined information about the tables and fields involved in an application transaction and supplies run-time parameters to the Centralized Inter/IntraUnit Processor.

There are some cases where we have provided multiple System Transaction Codes for a product, even when all of the technical details for the interface to the central processor are the same, such as AP (accounts payable) Vouchers and AP (accounts payable) Payments. We have done this so that you are able to associate each system transaction with a different user defined Transaction Code, which is the key to how you setup ChartFields for inter and intraunit payable and receivable entries.

Transaction Codes are defined on the Transaction Code page. Each Transaction Code that you define can be mapped to one or more of the System Transactions on the System Transaction Map page, but each System Transaction can have only one Transaction Code for all products with the exception of general ledger. Once mapped, System Transactions determine the Transaction Codes available to a product for further categorization. If your inter and intraunit accounting does not differ across products and transactions you can define a single Transaction Code and map it to all the System Transactions.

Only the General Ledger System Transaction *GLJ* (general ledger journal) allows the mapping of multiple Transaction Codes so you can create additional subset categorizations for an inter and intraunit transaction. For example, you could create the following Transaction Codes and map them both to the General Ledger System Transaction.

- ADVANCES (Intercompany cash advances)
- INTEREST (Interest on Intercompany advances)

This enables you to further segregate and categorize interunit transactions within General Ledger by maintaining all advances in a separate category of interunit activity and inter company interest on these advances in another category.

Note: When setting up business units across products, you must include all business units in the same ledger group to use the interunit processor functionality.

Organizational and Legal Categorization of Transactions

PeopleSoft provides functionality to distinguish between Inter Entity and Intra Entity transactions within the interunit category, enabling you to apply the required accounting treatment. However, while there may be different legal entities, all business units in an interunit transaction must share the same ledger group name to generate interunit entries.

The following terms define transactions between and within business units:

InterEntity

A transaction involving two or more General Ledger business units, when each related business unit represents a separate legal entity.

IntraEntity

Transactions involving two or more General Ledger business units, when all business units are part of the same legal entity.

InterUnit

Any transactions involving two or more General Ledger business units within the same ledger group. These can be either InterEntity or IntraEntity, depending on how the business units are defined and how they are mapped in the legal entity hierarchy.

IntraUnit

A transaction within a single General Ledger business unit that involves more than one value in a lower level Balancing ChartField, such as a Fund or Department. The generic description of intraunit can be substituted with more specific terms, such as inter operating unit, inter department, or inter fund, depending on which ChartField requires balancing within a business unit.

For intraunit activity, the available Accounting Entry Types on the IntraUnit Template page are intraunit receivable and intraunit payable. Additional Accounting Entry Types are available only for Transaction Codes mapped to specific System Transactions. These include intraunit expense and intraunit revenue for the Billing Invoice System Transaction, and IntraUnit In Transit for the Cost Management InterUnit Transfer System Transaction.

For interunit activity, the available Accounting Entry Types on the InterUnit Template page depend on whether you choose to use the legal entity option for your installation. The following table is an example of possible organizational and legal relationships between several business units:

<i>Business Unit</i>	<i>Belongs to Legal Entity Unit</i>
USLE1	USLE1
USLE2	USLE2
US001	US001
US002	USLE1
US003	USLE1
US004	US001
US005	US001
US006	USLE2

In this example USLE1 and USLE2 represent two legal entities to which several of the business units belong. Note that US004 and US005 belong to the US001 legal entity.

If you select the Use Legal Entity for InterUnit option on the Installation Options - Overall page, the following selected combinations illustrate possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	Applicable Accounting Entry Types Using Legal Entity
USLE1 and US003	IntraEntity Payable and Receivable
US004 and US005	IntraEntity Payable and Receivable
US001 and USLE2	InterEntity Payable and Receivable
US006 and US003	InterEntity Payable and Receivable

If you *do not* select the Use Legal Entity for interunit option, the following selected combinations illustrate the possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	Applicable Accounting Entry Types Not Using Legal Entity
USLE1 and US003	InterUnit Payable and Receivable
US004 and US005	InterUnit Payable and Receivable
US001 and USLE2	InterUnit Payable and Receivable
US006 and US003	InterUnit Payable and Receivable

Interunit and Intraunit Templates

Interunit ChartFields are determined by the InterUnit Template when you use either the Direct or Indirect interunit method.

Intraunit ChartFields are always determined by the IntraUnit Template.

Note: Interunit methods do not apply to *intra* unit transactions.

You provide the appropriate InterUnit and IntraUnit Template for a business unit in the General Ledger Definition component.

When the interunit method is Direct, the ChartFields for the balancing entries to one business unit are retrieved using its own setID and InterUnit Template Code.

When the interunit method is Indirect, the ChartFields for the balancing entries to one business unit are retrieved using its own setID, but the affiliate business unit's template. The prompting on the Business Unit Definition only ensure that the template is defined for the setID of the business unit being maintained, so you must ensure that the template is defined for each related business unit.

Note: If you use the pairs interunit method, the ChartField values are not determined by the template but are determined by the values that you enter on the InterUnit Pairs page.

Using InterUnit and IntraUnit Templates you associate Transaction Codes with Accounting Entry Types for which you provide ChartField values to complete the partial inter and intraunit entries.

To accommodate different ChartField values across business units, the InterUnit and IntraUnit Template tables are keyed by setID. The setID entered for the template is used as the Set Control Value to determine which setID is used to validate the ChartFields that you enter for the template.

When processing transactions, the general ledger business unit to which the entry is written is used as the Set Control Value to determine the setID used to access the appropriate InterUnit or IntraUnit Template.

Business units should only share the same inter and intraunit setID if they also share the same setIDs for all their ChartFields and their Detail Ledger definitions.

For example, consider the source of receivable accounting entry ChartField values for a transaction from business unit US001 to business unit LE001, when legal entity is not a factor.

Balancing Method	SetID	Template
Direct	The InterUnit setID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for LE001, the To Unit.
Indirect	The InterUnit setID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for US001, the From Unit.

Note: The setID used to retrieve the InterUnit Template is always the setID of the business unit to which the accounting entry is written. Only the template source differs in that the Direct method retrieves the template from the business unit to which the entries are written but the Indirect method retrieves the template from the affiliate business unit.

Interunit Pairs

You must define ChartFields and other options used for interunit transactions on the InterUnit Pairs page when you choose to use the Pairs Method. The Direct or Indirect Method does not apply to pairs.

An InterUnit Pairs definition is keyed by the from business unit, the to business unit and Transaction Code. For each of these combinations you specify the interunit receivable and interunit payable ChartFields. Separate InterEntity and IntraEntity definitions are not necessary because any given pair of business units can only be one or the other.

All ChartField validation is based on the setIDs associated with the business units. The business unit used as the Set Control Value for ChartField prompting and validation depends on the Accounting Entry Type. When maintaining interunit pair data, refer to the following table to determine which entry types belong to which business unit.

From Business Unit	To Business Unit
Receivables	Payable
Revenue (for Billing Invoices)	Expense (for Billing Invoices)
In Transit (for interunit transfers if the Source is the Ownership Unit)	In Transit (for interunit transfers if the Destination is the Ownership Unit)

<i>From Business Unit</i>	<i>To Business Unit</i>
Cost of Goods (for interunit transfers)	Accrued Payables (for interunit transfers)
	Customer Shipments (for interunit transfers)

Related Links

[Using Mass Maintenance for Interunit Pairs](#)

Summarization of Interunit and Intraunit Journal Lines

When you want to reduce the number of journal lines generated by interunit or intraunit processing and find that it is not necessary to maintain separate interunit or intraunit balancing, you can choose to use summarization on the Installation Options, Overall page. In addition, you must either not setup affiliates or deselect affiliates for account, fund or operating unit if you want to summarize interunit or intraunit journal lines.

All non-monetary fields on journal lines must be identical to successfully summarize them. Affiliate must not be used, otherwise journal lines cannot be identical and are not summarized by the system. This requirement enables you to selectively use summarization by specifying affiliates in some Ledger Groups but not in others.

You can use interunit with intraunit summarization together and interunit and intraunit journal lines are not combined. If you specify affiliate for business unit, you can summarize by business unit and not by fund or operating unit. Summarization can be selected at installation or at a later date. If selected at a later date, the result is that there will be additional and perhaps unnecessary journal lines.

Note: If you are using the Sybase database, there is a limitation of a maximum of 31 columns in a group by clause. For this reason system-generated lines even if sharing the same ChartField combination, will not be grouped or summarized together into a single journal line; but separate detail lines will be created.

MultiBook Considerations

When sequence numbers are assigned to lines generated by the interunit processor for multi-ledger ledger groups, it is normal for gaps to occur in the numbers. The happens because the sequence number calculated for a line is based on the number of lines that precede it, but it also gives secondary ledger lines the same sequence number as their corresponding primary ledger line. For example, if two interunit balancing lines are created for a multibook ledger group containing three ledgers, they are numbered as follows (assuming the first sequence number is 101):

<i>Ledger Group</i>	<i>Ledger</i>	<i>Sequence Field</i>
LEDGRP1	LED1	101
LEDGRP1	LED2	101
LEDGRP1	LED3	101
LEDGRP1	LED1	104

Ledger Group	Ledger	Sequence Field
LEDGRP1	LED2	104
LEDGRP1	LED3	104

The first three lines have the same sequence number (101) because they all represent the same transaction line. The second three lines start with 104 because there are three lines before them ($101 + 3 = 104$).

If you use a multi-ledger ledger group in your interunit transactions that does *not* have the Keep Ledgers in Sync check box checked, each line within a transaction (such as, a payable and receivable line) must specify the same ledger name. The ledgers may be defined under different set control values, but the ledger names must be the same for lines within a transaction.

Products Using Interunit and Intraunit Processing

The inter and intraunit processor is automatically called from the general ledger journal edit process and from each process in other products that generates accounting entries and feed transactions to General Ledger, such as PeopleSoft Accounts Payable Voucher Post and Receivables Update. The implementation of Centralized Inter/IntraUnit processing and ChartField Inheritance impacts the following PeopleSoft products:

- General Ledger
- Payables
- Receivables - Deduction Management
- Asset Management
- Inventory - Cost Management
- Billing
- Projects
- Expenses
- Treasury - Cash Management
- Contracts
- Grants

Refer to documentation for the individual PeopleSoft products for specific information about setting up and using inter and intraunit processing and ChartField Inheritance for a particular product.

Setting Up Interunit and Intraunit Processing

To set up interunit and intraunit processing, use the following components:

- Installation Options (INSTALLATION)

- Detail Ledger Group (DETAIL_LEDGER_GROU)
- InterUnit Template (IU_INTER_TMPLT)
- IntraUnit Template (IU_INTRA_TMPLT)
- General Ledger Definition (BUS_UNIT_TBL_GL)
- InterUnit Pair Maintenance (IU_INTER_PR_BASIC)
- InterUnit Transaction Code (IU_TRAN_CD)
- Interunit Transaction Mapping (IU_TRAN_MAP)

This section discusses how to:

- Set Overall Interunit installation options.
- Set balancing options for ledger groups.
- Define transaction codes.
- Map transaction codes to system transactions.
- Provide additional options for billing invoices and interunit transfers.
- Define interunit templates.
- Select entries to insert for the interunit template.
- Define intraunit templates.
- Select entries to insert for the intraunit template.
- Review setup examples using the interunit and intraunit templates.
- Define interunit pairs.
- Define interunit pairs options for interunit billing and interunit transfers.
- Select entries to insert for interunit pairs.
- Specify interunit and intraunit settings for general ledger business units.

Pages Used to Set Up Centralized Interunit and Intraunit Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
General Options - Overall	INSTALLATION_FS1	Set Up Financials/Supply Chain, Install, Installation Options, General Options, Overall	Select installation options to use legal entity for interunit, the interunit method and interunit summarization option for your system.

Page Name	Definition Name	Navigation	Usage
Ledger Groups - Balancing	LEDGER_GROUP 3	General Ledger, Ledgers, Ledger Groups, Balancing	Elect to use intraunit balancing entries, select balancing ChartFields and affiliates for a ledger group.
Transaction Code	IU_TRAN_CD	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Transaction Code, Transaction Code	Define transaction codes that enable you to categorize interunit and intraunit balances.
System Transaction Map	IU_TRAN_MAP	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, System Transaction Map	Map transaction codes to system transactions, define the default transaction code, and access the transaction Options page.
Transaction Options	IU_TRAN_OPT1	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, Transaction Options Click an Options link.	Enter interunit and intraunit options for Billing and Inter/IntraUnit Transfers.
InterUnit Template	IU_INTER_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template	Provide ChartFields by transaction code for interunit balancing entries when using the direct or indirect interunit method.
InterUnit Template - Select Entries to Insert	IU_INTER_ENTRY	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
IntraUnit Template	IU_INTRA_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template	Provide ChartFields by transaction code for intraunit balancing entries.
IntraUnit Template - Select Entries to Insert	IU_INTRA_ENTRY	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
General Ledger Definition - Inter/IntraUnit	BUS_UNIT_TBL_GL6	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit	Select interunit and intraunit templates. Enter the legal entity to which the business unit belongs. Specify options for interunit billing and interunit transfer transactions.

Page Name	Definition Name	Navigation	Usage
InterUnit Pair	IU_INTER_PR_BASIC	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, InterUnit Pair	Define ChartFields by transaction code for interunit balancing entries when the interunit method is pairs. Override default options for interunit billing and interunit transfer transactions.
InterUnit Pair - Select Entries to Insert	IU_PAIR_ENTRY	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, Select Entries to Insert Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.

Setting Overall Interunit Installation Options

Use the Installation Options - Overall page (INSTALLATION_FS1) to select installation options to use legal entity for interunit, the interunit method and interunit summarization option for your system.

Navigation

Set Up Financials/Supply Chain, Install, Installation Options, General Options, Overall

Image: Installation Options - Overall page

This example illustrates the fields and controls on the Installation Options - Overall page. You can find definitions for the fields and controls later on this page.

Installation Options

Overall

Last Journal Number Assigned

261

Default Country

USA

Last VAT Authority Number

*SubCustomer Usage

Use Both SubCustomer Fields

*Tax Provider

None

*Reconciliation Level

All Business Units

*InterUnit Method

Direct

*InterUnit Summarization Option

No Summarization

☒ Enable Document Sequencing
 ☒ Enable Alternate Account
 ☒ Multibook entries in Subsystem
 ☐ Process Partition for GL
 ☐ Item Approval Required

Method

☒ Enable Document Tolerance
 ☐ Document Approval Required

ChartField

DEPTID

☐ Use Legal Entity for InterUnit
 ☐ GIS Integration Enabled
 ☐ Enforce Budgetary Only Edit

Financial Sanctions Options

D&B Settings

☐ Enable Realtime D&B Access

Maximum Response Number

DB Account Information

Account Balancing Attributes

Personalize | Find | | | First 1-2 of 2 Last

Attribute Name	Active	Default Value
Balance Sheet Indicator	<input type="checkbox"/>	
Book Code	<input type="checkbox"/>	

InterUnit Method

Select one of three due to and due from balancing methods as your system wide setting. Values are *Direct*, *Indirect*, or *Pairs*.

InterUnit Summarization Option

- *Summarize*: The Summarize option only affects processing if you are not using affiliate ChartFields. Selecting this option will cause the system-generated inter/intraunit offset lines to be summarized together whenever all the fields, except for the amount and line sequence fields, are equal. For example, if business unit A pays expenses for business units B and C, without interunit summarization, two interunit balancing lines are created for business unit A (one for B and one for C). However, with interunit summarization, interunit processing creates only one interunit receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the interunit processor summarizes the activity to create a minimal number of interunit journal lines while maintaining the overall balance among the business units.
- *No Summarization*: Select if you do not wish to summarize system-generated inter/intraunit offset lines or if you are using affiliate ChartFields.

Use Legal Entity for InterUnit

Select the check box if you want to use different ChartFields for interunit balancing entries depending on whether the two general ledger business units involved are part of the same or different legal entities. Do not select this field when the InterUnit Method is Pairs.

Ledger Group - Balancing Page

Use the Ledger Groups - Balancing page (LEDGER_GROUP 3) to elect to use intraunit balancing entries, select balancing ChartFields and affiliates for a ledger group.

Navigation

General Ledger, Ledgers, Ledger Groups, Balancing

Image: Ledger Group - Balancing page

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

ChartField	Balance	Use Affiliate	Affiliate ChartField
Business Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Affiliate
Account	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	
Department	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	Operating Unit Affiliate
Product	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	Fund Affiliate
Class Field	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="checkbox"/>	<input type="checkbox"/>	
Book Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

IntraUnit Balancing Entries

Select and the system automatically generates intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. You cannot select this option unless at least one ChartField is balanced, that is, one Balance check box must be selected that is available. If you do not have this check box selected, or if the journal is not in balance for other reasons, then the journal edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle or use a suspense account.

Balance

A balanced detail ledger requires that debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type. To choose additional balancing ChartFields for the ledger group select the check box if it is available for another ChartField. Some ChartFields such as account and alternate account cannot be balancing ChartFields and the check box is unavailable.

When you change the value of this check box for a standard or translation ledger group, the system verifies that the new setting is valid for the existing ChartField inheritance groups.

See [Dealing with ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields](#).

For balancing ChartFields, the system checks for business units that use the ledger group, as defined on the Ledgers for a Unit page in conjunction with the setIDs that business units use for ledger groups. If a business unit that is tied to the ledger group has a blank inheritance value for the balancing ChartField, you receive a warning.

Use Affiliate

This field is available only if the ChartField has an affiliate associated with it on the Standard or Advanced ChartField Configuration page.

Affiliate is used when it is not apparent from the ChartField account value which entities are involved in an interunit or intraunit transaction.

For example business unit US001 uses the account ChartField value 114000 to designate interunit receivables from all other related business units.

If US001 has elected to Use affiliate and it paid rent for US002 of 200.00 USD and for US003 rent in the amount of 300.00 USD, the interunit and intraunit processor creates two interunit receivables for the books of US001. A debit is created of 200.00 USD to the 114000 account labeled with the affiliate value US002 and it also creates a debit of 300.00 USD in the 114000 account with the affiliate value US003.

The standard ChartFields shipped with PeopleSoft products include two intraunit affiliate ChartFields. One is associated with the Fund ChartField and the other with Operating Unit ChartField. You may add additional intraunit affiliate ChartFields and associate the standard ones with other related ChartFields using the Standard or Advanced ChartField Configuration page.

Affiliate ChartField

Displays and is derived from the Standard or Advanced ChartField Configuration page.

Related Links

[Balancing ChartFields](#)

[Standard ChartField Configuration Page](#)

[Using Standard ChartField Configuration](#)

Transaction Code Page

Use the Transaction Code page (IU_TRAN_CD) to define transaction codes that enable you to categorize interunit and intraunit balances.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Transaction Code, Transaction Code

Image: Transaction Code page

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

*Transaction Code	*Description	
AP	Payables Transactions	+...
APPMNT	Payables Payments	+...
APVCHR	Payables Vouchers	+...
BIIVC	Billing InterUnit Bills	+...
GENERAL	General Transactions	+...
INTRANS	Inventory Transaction	+...

Note: PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of interunit and intraunit balances that you require.



Click the Add Multiple New Rows at Row button to add additional rows for new transaction codes below the row selected. You can create one transaction code for each system transaction or create only as many as you need at the time to reflect the diversity of your interunit and intraunit accounting treatment. A transaction code can be associated with one or more system transactions. If you do not want to segregate transaction at this level of detail, you can use one transaction code and map it to all your system transactions.

System Transaction Map Page

Use the System Transaction Map page (IU_TRAN_MAP) to map transaction codes to system transactions, define the default transaction code, and access the transaction Options page.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, System Transaction Map

There is one row on the page for each system transaction, based on the PeopleSoft products you have installed. If you have created a new system transaction, for third party transactions for example, it appear here as well. If you insert a row—the System Transaction field is input capable—you can only select a system transaction that allows multiple transaction code instances. The only system transaction that allows multiple transaction codes is general ledger journal. You can only delete a row if it is not the default. This also applies only to general ledger journal.

Note: PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of interunit and intraunit balances that you require.

System Transaction

All system transactions are listed on this page for the PeopleSoft products you have installed. When you add a new row, this field is input capable, but the only system transactions available to select are those whose Allow Multiple Instances check box is selected on the System Transaction page (that is *GL Journals* only).

Transaction Code

The first time you maintain this page, you must enter a default transaction code for every system transaction that is loaded onto the page. Additional transaction codes are only available if *Allow Multiple Instances* is selected on the System Transaction page. *Multiple Instances* is only available for the general ledger journal system transaction. However, the same transaction code can be used for multiple System Transactions.

Default

A default transaction code must be specified for each System Transaction that appears on this page.

A row may not be deleted if the default option is selected.

Options

Click this link to provide additional settings for interunit billing and interunit transfer system transactions.

Transaction Options Page

Use the Transaction Options page (IU_TRAN_OPT1) to enter interunit and intraunit options for Billing and Inter/IntraUnit Transfers.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, Transaction Options

Click an Options link.

Image: Transaction Options for InterUnit Billing

This example illustrates the fields and controls on the Transaction Options for InterUnit Billing. You can find definitions for the fields and controls later on this page.

Transaction Code Options		Personalize	Find	First	1-4 of 4	Last
*Type	Status	Print Invoice	Generate AR Open Item	Generate AP Voucher		
IntraEntity	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
IntraUnit	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
InterEntity	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
InterUnit	Inactive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

OK Cancel

Image: Transaction Options for InterUnit transfers

This example illustrates the fields and controls on the Transaction Options for InterUnit transfers. You can find definitions for the fields and controls later on this page.

Transaction Code Options		Personalize	Find	First	1-4 of 4	Last
*Type	Status	InterCompany	Ownership Unit			
IntraEntity	Active	<input type="checkbox"/>	Source	+	-	
IntraUnit	Active	<input type="checkbox"/>	Source	+	-	
InterEntity	Active	<input checked="" type="checkbox"/>	Destination	+	-	
InterUnit	Inactive	<input checked="" type="checkbox"/>	Destination	+	-	

OK Cancel

The Option link to access the Transaction Options page is present on the System Transaction Map page for the Billing Invoice and InterUnit Transfer System Transactions only. You can define different supporting document requirements for the applicable accounting entry types. If the legal entity distinction is enforced at the installation level you see *InterEntity*, *IntraEntity* and *IntraUnit* but if legal entity is not used you see *InterUnit* and *IntraUnit*.

These options govern the creation of supporting documents when the InterUnit Method is Direct or Indirect and ChartField values are derived from the InterUnit or IntraUnit Template. For the Pairs method, these options merely provide defaults when a new interunit pair is defined. You can override any of them for a specific pair of business units.

For the transaction code mapped to the billing invoice system transaction you can choose to print an invoice, generate an accounts receivable open item, generate an AP (accounts payable) voucher, or any combination of the three. The accounts receivable option is available only if Receivables is installed. The accounts payable option is available only if Receivables and Payables are both installed. Both the accounts receivable and accounts payable options are not applicable for intraunit transactions.

For the transaction code mapped to the Cost Mgmt (management) InterUnit Transfer System Transaction you have the option to generate an intercompany bill, and define the ownership unit while the goods are in transit. The intercompany option is available only if Billing is installed, and if it is selected, the ownership unit must be the destination unit.

InterUnit Template Page

Use the InterUnit Template page (IU_INTER_TMPLT) to provide ChartFields by transaction code for interunit balancing entries when using the direct or indirect interunit method.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template

Image: InterUnit Template page

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

InterUnitTemplate

SetID: SHARE

InterUnit Template: US001

*Description: US001 OPERATIONS

Help Text: For ledger groups in which a ChartField is balancing, the transaction value takes precedence and the value from the template will be overridden.

Transactions: Find | View All | First 1 of 6 Last

*Transaction Code: AP Payables Transactions

Insert All Applicable Entries Select Entries to Insert

Accounting Entries and ChartFields: Personalize | Find | View All | First 1-2 of 6 Last

Entry	Status	*Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref
IntraEntity Payable	Active	200207							
IntraEntity Receivable	Active	100207							

Transaction Code

Multiple transaction codes can be added to the interunit template and additional settings entered when applicable.

Default Balancing Group

This field is displayed only when one or more account attributes are active, such as book code and balance sheet indicator. When any account attributes are active, the data on this page is only for the default balance group displayed.

See [Setting Installation Options for Account Balancing Groups](#).

Additional Balancing Groups

Click to set up interunit ChartFields for additional Balance Groups for this Transaction Code. This link is available when one or more Account Attributes are active, such as Book Code and Balance Sheet Indicator.

Insert All Applicable Entries

Select this link to insert the Entry types that are applicable for your system settings. Two factors affect which entry types are active. They are the Use Legal Entity option on the Installation page (interunit versus Inter Entity and Intra Entity) and the System Transactions to which the Transaction Code is mapped (Revenue and Expense for Billing Invoice, Cost of Goods, Accrued Payable, Customer Shipments, and In Transit for InterUnit Transfer).

Select Entries to Insert

Click this link to manually select which Entry types are inserted into the page.

Entry Types

The applicable Entry Types for a given Transaction Code depends on to which System Transaction or System Transactions this Transaction Code is linked. The Entry types that are available also vary depending on the Legal Entity option selected.

If you do not select the Use Legal Entity for InterUnit option on the Overall Installation options page, the following core Entry types are available:

- InterUnit Receivable
- InterUnit Payable

If the Use Legal Entity for interunit option is selected, the following core Entry types are available:

- InterEntity Receivable
- InterEntity Payable
- IntraEntity Receivable
- IntraEntity Payable

If the Transaction Code is mapped to the Billing Invoice System Transaction, then interunit or corresponding InterEntity and IntraEntity Revenue and Expense Entry types are also available.

If the Transaction Code is mapped to the Cost Mgt (Inventory) InterUnit Transfer System Transaction, then interunit or corresponding InterEntity and IntraEntity Cost of Goods, Accrued Payable, Customer Shipments and In Transit Entry types are also available.

Status

Indicates whether the accounting entry type is Active or Inactive based on the current system settings. For example, you added a row for interunit payable while the Use Legal Entity option is

turned off. You then activate the Use Legal Entity option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining InterEntity and IntraEntity Payable entries instead.

The following applies to the ChartField grid on this page:

- There can be multiple rows in the grid depending on the product, System Transaction, Transaction Codes and Legal Entity option selected; however, only two rows are displayed in the grid at a time, unless you select the View All option on the grid.
- Account, AltAccount, the configurable ChartFields (except for the Affiliates), DeptID and Project ID are available on the grid.
- Affiliate ChartFields are not available because their values are automatically populated by the Central Inter/IntraUnit Processor.
- The setID for the template is used as the Set Control Value to determine which setID is used to prompt and validate each of the ChartFields in the grid.
- The Account ChartField is required. All other ChartFields are optional. If the ChartField is Balancing, its value on the Due To and Due From balancing entries is automatically inherited from the transaction without regard to the selection on this page.

InterUnit Template - Select Entries to Insert Page

Use the InterUnit Template - Select Entries to Insert page (IU_INTER_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template

Click the Select Entries to Insert link.

Image: Select Entries to Insert page

This example illustrates the fields and controls on the Select Entries to Insert page. You can find definitions for the fields and controls later on this page.

InterUnit Template

Select Entries to Insert

Current Settings

Transaction Code: AP Payables Transactions

☐ Used for InterUnit Billing
☐ Used for InterUnit Transfers
☒ Use Legal Entity for InterUnit

Entry Types

Personalize | Find | First 1-24 of 24 Last

Select	Entry Type	Status
<input type="checkbox"/>	IntraEntity Payable	Active
<input type="checkbox"/>	IntraEntity Receivable	Active
<input type="checkbox"/>	InterEntity Payable	Active
<input type="checkbox"/>	InterEntity Receivable	Active
<input type="checkbox"/>	IntraEntity Accrued Payable	Inactive
<input type="checkbox"/>	IntraEntity Cost of Goods	Inactive
<input type="checkbox"/>	IntraEntity Customer Shipments	Inactive
<input type="checkbox"/>	IntraEntity Expense	Inactive
<input type="checkbox"/>	IntraEntity Revenue	Inactive
<input type="checkbox"/>	IntraEntity In Transit	Inactive
<input type="checkbox"/>	InterEntity Accrued Payable	Inactive
<input type="checkbox"/>	InterEntity Cost of Goods	Inactive
<input type="checkbox"/>	InterEntity Customer Shipments	Inactive
<input type="checkbox"/>	InterEntity Expense	Inactive
<input type="checkbox"/>	InterEntity Revenue	Inactive

OK

Cancel

Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

Entry Types

Entry Type

The *InterUnit*, *InterEntity*, and *IntraEntity* entry types are available for selection, regardless of their status. This enables you to assign ChartFields to entry types that are not currently active, but may become so in the future.

Status

The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You can select entry types with an inactive status, but they are not used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

[Intraunit Template Page](#)

Intraunit Template Page

Use the IntraUnit Template page (IU_INTRA_TMPLT) to provide ChartFields by transaction code for intraunit balancing entries.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template

Image: IntraUnit Template page

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

Much of the set up information is the same as for the InterUnit Template. The following are exceptions:

Entry

The core Entry types that are available *IntraUnit Payable* and *IntraUnit Receivable*.

If the transaction code is linked to the billing invoice system transaction, the intraunit revenue and expense entry types are also available.

If the transaction code is linked to the cost mgt (inventory) interunit transfer system transaction, then the intraunit in transit entry type is available.

Related Links

[InterUnit Template Page](#)

Intraunit Template - Select Entries to Insert Page

Use the IntraUnit Template - Select Entries to Insert page (IU_INTRA_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template

Click the Select Entries to Insert link.

Image: IntraUnit Template - Select Entries to Insert page

This example illustrates the fields and controls on the IntraUnit Template - Select Entries to Insert page. You can find definitions for the fields and controls later on this page.

InterUnit Template

Select Entries to Insert

Current Settings

Transaction Code AP Payables Transactions

☐ Used for InterUnit Billing
☐ Used for InterUnit Transfers
☒ Use Legal Entity for InterUnit

Entry Types

Personalize | Find |

First 1-24 of 24 Last

Select	Entry Type	Status
<input type="checkbox"/>	IntraEntity Payable	Active
<input type="checkbox"/>	IntraEntity Receivable	Active
<input type="checkbox"/>	InterEntity Payable	Active
<input type="checkbox"/>	InterEntity Receivable	Active
<input type="checkbox"/>	IntraEntity Accrued Payable	Inactive
<input type="checkbox"/>	IntraEntity Cost of Goods	Inactive
<input type="checkbox"/>	IntraEntity Customer Shipments	Inactive
<input type="checkbox"/>	IntraEntity Expense	Inactive
<input type="checkbox"/>	IntraEntity Revenue	Inactive
<input type="checkbox"/>	IntraEntity In Transit	Inactive
<input type="checkbox"/>	InterEntity Accrued Payable	Inactive
<input type="checkbox"/>	InterEntity Cost of Goods	Inactive
<input type="checkbox"/>	InterEntity Customer Shipments	Inactive
<input type="checkbox"/>	InterEntity Expense	Inactive
<input type="checkbox"/>	InterEntity Revenue	Inactive

The Current Settings group box displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

In the Entry Types group box all the intraunit Entry Types are available for selection, regardless of their status.

Status

The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You may select entry types with an inactive status, but they will not be used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

[Intraunit Template Page](#)

Reviewing Setup Examples Using the Interunit and Intraunit Templates

The following are three scenarios for setting up the interunit and intraunit template.

Scenario A

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US050.
- You use unique account values, rather than the affiliate ChartField, to segregate interunit balances by business unit trading partner.
- There is no segregation of interunit balances by the type of transaction.

Installation level options are:

- Interunit balancing method is indirect when unique account values are used to segregate balances by business unit, the method must be either indirect or pairs.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all fifty business units can share the same setID.
- Because there is no segregation by type of transaction, only one transaction code is required and it can be mapped to all system transactions.
- A separate interunit template must be defined for each business unit because each requires a unique account value. On each template, the one transaction code is added, and all applicable entry types are defined for it.

Under scenario A, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID for US008 and the InterUnit Template for US009 because the interunit balancing method is indirect.

Scenario B

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US999.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all business units can share the same setID.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- One interunit template can be used for all business units. On the one template, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario B, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID and the interunit template for US008 because the interunit balancing method is direct.

Scenario C

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US989 but US990 through US999 share a different chart of accounts.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts, to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

Other assumed options are:

- Two interunit setIDs are required, one for each chart of accounts.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- The same interunit template name can be used for all business units, but two interunit template definitions must be maintained, one for each setID. On each of the template definitions, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario C, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID and the interunit template for US008 because the interunit balancing method is direct.

Under scenario C, for example, if there is processing between US989 and US999 when the system is generating the balancing entry for US989, it gets the appropriate ChartFields using the setID and the interunit template for US989 because the interunit balancing method is direct.

Interunit Pair Page

Use the InterUnit Pair page (IU_INTER_PR_BASIC) to define ChartFields by transaction code for interunit balancing entries when the interunit method is pairs.

Override default options for interunit billing and interunit transfer transactions.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, InterUnit Pair

Image: InterUnit Pair page - AUS01 to JPN01

This example illustrates the fields and controls on the InterUnit Pair page - AUS01 to JPN01. You can find definitions for the fields and controls later on this page.

InterUnit Pair

From GL Unit AUS01 AUSTRALIA OPERATIONS
To GL Unit JPN01 JAPAN OPERATIONS
Transaction Code GENERAL General Transactions

Help Text:
For ledger groups in which a ChartField is balancing, the transaction value takes precedence and the value from the template will be overridden.

Insert All Applicable Entries Select Entries to Insert

Accounting Entries and ChartFields

Entry	Status	*Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
InterUnit Payable	Active	200114							
InterUnit Receivable	Active	100117							

Image: InterUnit Pair page - JPN01 to AUS01

This example illustrates the fields and controls on the InterUnit Pair page - JPN01 to AUS01. You can find definitions for the fields and controls later on this page.

InterUnit Pair

From GL Unit JPN01 JAPAN OPERATIONS
To GL Unit AUS01 AUSTRALIA OPERATIONS
Transaction Code GENERAL General Transactions

Help Text:
For ledger groups in which a ChartField is balancing, the transaction value takes precedence and the value from the template will be overridden.

Insert All Applicable Entries Select Entries to Insert

Accounting Entries and ChartFields

Entry	Status	*Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
InterUnit Payable	Active	200117							
InterUnit Receivable	Active	100114							

Interunit pairs are applicable if you choose to use the pairs balancing method. It requires a detailed level of setup because ChartField pairs must be established between all business units that may potentially have related transactions.

Note: If you have a large number of business units you may want to use the InterUnit Pair Mass Maintenance feature rather than this page to maintain your business unit pairs. See the section on Using Mass Maintenance for Interunit Pairs for more information.

See [Using Mass Maintenance for Interunit Pairs](#).

This page displays the Default Balancing Group field and the Additional Balance Groups link if one or more account attributes are active.

From GL Unit and To GL Unit

The From GL Unit field indicates the business unit to which the interunit receivable is recorded.

The To GL Unit field indicates the business unit to which the InterUnit Payable is recorded.

The business unit used as the set control value for ChartField prompting and validation depends on the entry type.

For the Receivable, Revenue, and Cost of Goods Entry types, the From GL Unit field value is the set control value.

For the Payable, Expense, Accrued Payable, and Customer Shipments Entry types, the To GL Unit field value is the set control value.

For the In Transit Entry type, the From GL Unit field value is used if the Ownership Unit field value is *Source* and the To GL Unit field value is used if the Ownership Unit field value is *Destination*.

Accounting Entries and ChartFields In the above example, AUS01 account 200114 is an interunit payable and its counterpart in JPN01, is account 100114 an interunit receivable. There is a similar relationship for accounts 200117 and 100117.

Account 200114 represents due to JPN01 from AUS01 and account 200117 represents due to AUS01 from JPN01.

So, for the AUS01:JPN01 pair, the receivable is the AUS01 account for due from JPN01 (100117) and the payable is the JPN01 account for due to AUS01 (200114).

For the JPN01:AUS01 pair, the receivable is the JPN01 account for due from AUS01 (100114) and the payable is the AUS01 account for due to JPN01 (200117).

If you enter a voucher in AUS01 for an expense booked to JPN01, the processor goes to the AUS01: JPN01 pair to get both the AUS01 receivable and the JPN01 payable.

Defining Interunit Pairs Options for Interunit Billing and Interunit Transfers - Example

Access the InterUnit Pair page.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, InterUnit Pair

Image: InterUnit Pair page - InterUnit Billing Options

This example illustrates the fields and controls on the InterUnit Pair page - InterUnit Billing Options. You can find definitions for the fields and controls later on this page.

InterUnit Pair

From GL Unit AUS01 AUSTRALIA OPERATIONS
To GL Unit NLD01 NETHERLANDS OPERATIONS
Transaction Code BIIVC Billing InterUnit Bills

InterUnit Billing Options

☒ Print Invoice
☒ Generate AR Open Item
☒ Generate AP Voucher

AP Unit NLD01 NETHERLANDS OPERATIONS
Supplier AUS0000099 Australia Operations Interunit Vendor
Location MAIN Main

Insert All Applicable Entries Select Entries to Insert

Entry	Status	*Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
InterUnit Expense	Active	200113							
InterUnit Receivable	Active	100117							
InterUnit Revenue	Active	100117							



Click to expand the Inter Unit Billing Options group box and see the following section for explanations of the field values that become available.

Interunit Billing Options

If the transaction code is linked to the billing invoice system transaction, there are additional entry types of interunit revenue and interunit expense. You may also override the default supporting document options, such as:

- Print Invoice
- Generate AR (accounts receivable) Open Item
- Generate AP (accounts payable) Voucher
- AP Unit (accounts payable business unit)
- Supplier (ID)
- Supplier Location

Interunit Transfer Options

If the transaction code is linked to the Cost Management InterUnit Transfer System Transaction, there are additional entry types of InterUnit In Transit, Cost of Sales, and Accrued Payable. You must also establish InterUnit Billing Options, such as:

- Ownership Unit

- InterCompany Processing flag
- BI Unit
- Customer

The default values for these options come from the system transaction map and the GL (general ledger) business unit definition.

The options to Print an Invoice, Generate an AP Voucher and Generate an AR Item default from the options defined for the transaction code, which is mapped to the billing invoice system transaction.

The AP Unit (accounts payable unit) for the AP Voucher (accounts payable voucher) defaults from the GL Business Unit (general ledger business unit) definition for the To GL Unit field value of the pair. The supplier and location for the AP Voucher default from the GL Business Unit definition for the From GL Unit field value of the pair.

You can override any of these options here for this specific Pair. Changes made later to the System Transaction Map options or the GL Business Unit options do not affect existing interunit pair definitions.

Interunit Pair - Select Entries to Insert Page

Use the InterUnit Pair - Select Entries to Insert page (IU_PAIR_ENTRY) to select which entry types to insert into the page.

An alternative to the Select all Applicable Entries button.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, Select Entries to Insert

Click the Select Entries to Insert link.

Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

Entry Types

All interunit, interentity and intraentity entry types are available for selection, regardless of their status.

Status

Indicates whether the accounting entry type is *Active* or *Inactive* based on the current system settings.

For example, you add a row for interunit payable while the Use Legal Entity option is deselected. You then select the Use Legal Entity option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining interentity and intraentity payable entries instead.

You might select entry types with an inactive status, but they will never be used unless you change the settings. For example,

you may be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you may still want to set up interunit revenue and expense entries in anticipation of changing the mapping at a later time.

Related Links

[Using Mass Maintenance for Interunit Pairs](#)

General Ledger Definition - Inter/IntraUnit Page

Access the General Ledger Definition - Inter/IntraUnit page.

Navigation

Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit

Image: General Ledger Definition - Inter/IntraUnit page

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

The screenshot shows the 'Inter/IntraUnit' tab selected. The top section contains four rows of fields: Business Unit (AUS01), InterUnit Template (CORP), IntraUnit Template (CORP), and *Legal Entity Unit (AUS01). Below this is the 'Inheritance Defaults' section, which includes a table with columns: Oper Unit, Fund, Dept, Program, Class, Bud Ref, Product, and Project. Each column has a search icon. Below the table are two expandable sections: 'InterUnit Billing Options' and 'InterUnit Transfer Options'. The 'InterUnit Billing Options' section contains fields for AP Business Unit, Supplier SetID, Supplier, and Location. The 'InterUnit Transfer Options' section contains fields for Billing Business Unit and Customer ID.

InterUnit Template

If the interunit method specified on the installation Overall page is *Direct* or *Indirect*, specify an interunit template.

Prompting and validation of your selection uses the *GL Business Unit* as the set control Value.

If the interunit method is indirect, the template entered is used by the other GL Business Units involved in the transaction, using their own setID. If this is the case, all business units with which this business unit might have transactions must either

share the same interunit setID, or the template must also exist in their interunit setIDs.

IntraUnit Template

The field is required if there is at least one ledger group linked to this business unit that has intraunit balancing entries selected on the Detail Ledger Group – Balancing page. Prompting and validation of your selection uses the GL Business Unit as the set control Value.

Legal Entity Unit

If you select the Use Legal Entity for interunit option on the Installation Overall page, you must establish the legal entity hierarchy among your GL Business Units. Specify the legal entity unit to which the business unit belongs.

interunit transactions between business units within the same legal entity unit are treated as *IntraEntity*. Transactions between business units in different legal entity units are treated as *InterEntity*.

The valid values for the legal entity unit include the business unit being maintained, plus any other business unit that has itself as a legal entity unit

Inheritance Defaults

Used to establish default values for each ChartField to be used in product specific inheritance processing when the inheritance option is *Use Unit Default* or *Inherit Within Unit*.

It is advisable (but not required) to provide an inheritance default for a ChartField under the following circumstances:

- The business unit being maintained is linked on the Ledgers for a Unit page with a ledger group for which the ChartField is balanced.
- A ChartField inheritance group in the setID used by the business unit for ChartField inheritance has *Use Unit Default* or *Inherit Within Unit* as the inheritance option for the ChartField.

Interunit Billing Options

The following fields are used when supporting documents are created for an interunit bill, that is, when Generate an AP Voucher is selected on the System Transaction Map Options page. The fields provide default values for interunit pairs, but if these fields are changed they do not affect any existing InterUnit Pair definitions.

If both Billing and Payables are installed the following fields are displayed:

AP Business Unit

The AP (accounts payable) Business Unit is used when this General Ledger Business Unit is the Bill To Business Unit in an InterUnit Billing Transaction.

	Only AP Business Units that are linked to this General Ledger Business Unit are valid.
Supplier SetID	Provides the setID, Supplier ID and Address of the supplier you are paying.
Supplier and Supplier Location	<p>The Vendor and Location are used when this General Ledger Business Unit is the Bill From Business Unit in an InterUnit Billing Transaction. The entered AP Business Unit is used as the Set Control Value for the Vendor and Location. If the AP Business Unit is changed after the Vendor or Location is entered, values must be re-entered based on the new AP Business Unit.</p> <p>The Vend and Location must be valid for the setID of any AP Business Unit that is used to voucher invoices generated by the billing General Ledger Business Unit. Otherwise, the user must use the Pairs method to establish values at a more detailed level.</p> <p>The Supplier must be designated an InterUnit Supplier and the Affiliate code on the supplier must be the same as the General Ledger Business Unit being maintained.</p>

Interunit Transfer Options

The following fields are used when supporting documents are created for an interunit transfer, that is, when Intercompany Processing is selected on the System Transaction Map Options page. The options provide default values for interunit pairs, but if these fields are changed they do not affect any existing interunit pair definitions.

If both Cost Management and Billing are installed, the following fields are displayed:

Billing Business Unit and Customer ID (customer identification)	<p>Used when this General Ledger Business Unit is the source of an Intercompany Inventory Transfer. Only Billing Business Units that are linked to this General Ledger Business Unit being maintained are valid.</p> <p>Customer ID is used when this General Ledger Business Unit is the destination of an Intercompany Inventory Transfer. The entered Billing Business Unit is used as the Set Control Value for the Customer.</p> <p>The Customer ID entered must be valid for the setID of any Billing Business Unit that is billing this business unit for an Intercompany transfer. Otherwise, you must use the Pairs method to establish values at a more detailed level.</p> <p>The Customer ID must be both a ship to and bill to customer, and must be designated as an InterUnit Customer.</p> <p>If the Billing Business Unit is changed after the Customer ID has been entered, the value must be re-entered based on the new Billing Business Unit.</p>
--	--

For example:

- An InterUnit Billing transaction is record in which a billing business unit associated with general ledger business unit JPN01 is billing an interunit customer associated with general ledger business unit US001.
- The System Transaction Map for Billing Invoice has Generate an AP (accounts payable) Voucher selected on the InterUnit Billing Options, so a voucher must be created.
- The voucher is created in US001, so the US001 general ledger business unit definition provides the AP (accounts payable) Business Unit for the voucher.
- The Supplier and Location for the voucher come from the JPN01 general ledger business unit definition.

The supporting document options are independent of the interunit method. Whether you use the Direct or Indirect method, the options are derived from same sources, which are the Transaction Code and the GL Business Unit definitions.

Running the Centralized Interunit and Intraunit Processor

This section provides an overview discusses how to:

- View delivered system transactions.
- Access the system transaction page 1.
- Access the system transaction page 2.
- Review sample parameters provided at run time.

Pages Used to Process a Centralized Interunit and Intraunit Interface

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
System Transaction Page 1	IU_SYS_TRAN	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Definition, System Transaction Page 1	<p>Do not make changes to this page.</p> <p>Any change you make to this page is a customization of the system.</p> <p>Access to this page is for information only or in the rare event that you intend to implement a customization to your system.</p> <p>System Transactions are predefined and delivered with the system for transactions that can generate inter and intraunit entries</p>

Page Name	Definition Name	Navigation	Usage
System Transaction Page 2	IU_SYS_TRAN2	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Definition, System Transaction Page 2	<p>Do not make changes to this page.</p> <p>Any change you make to this page is a customization of the system.</p> <p>Access to this page is for information only or in the rare event that you intend to implement a customization to your system.</p>

Understanding the Running of the Centralized Processor

In conjunction with centralized setup, PeopleSoft also provides centralized processing for inter and intraunit transactions. The centralized processor's primary function is the creation of due to and due from balancing entries for transactions that are not yet balanced from either or both an interunit and intraunit perspective.

Typically, a process in an individual PeopleSoft product generates an initial set of accounting entries that are functionally complete, but not yet balanced by business unit or any other balancing ChartField, (this includes all system-generated entries as well as those created by the ChartField Offset Inheritance process). You can also create cross entity online journal entries directly in General ledger.

Running of the Centralized Inter/IntraUnit Process (IU_PROCESSOR) varies from product to product. For example, in General Ledger the inter and intraunit processor is called as a part of the Journal Edit (GL_JEDIT) process, but in Payables, voucher post (AP_PSTVCHR) and payment post (AP_PSTPYMENT) call the central processor to create inter and intraunit balancing accounting entries.

The central processor evaluates the entries by reading directly from product— specific tables defined by the System Transaction and its interface definition. Additional information, such as the Transaction Code and Anchor ChartField values, are passed to the central processor by these product specific tables.

The central processor determines which ChartFields are to be balanced, whether the transaction is in balance, and if it is not balanced, generates any necessary due to and due from balancing lines. The processor writes balancing lines directly to the accounting entry table for the product or to an interface table as specified by the product interface definition. For feeder applications, the balanced accounting lines are passed back to the application for later journal generation and edit before finally being posted to the General Ledger.

Refer to the documentation on individual products for application specific information about running the centralized inter and intraunit processor.

Viewing Delivered System Transactions

Use the System Transaction component (IU_SYS_TRAN), System Transaction Map component (IU_TRAN_MAP), and Transaction Code component (IU_TRAN_CD) to view pages.

Each PeopleSoft application delivers System Transactions for major types of activities that can be expected to generate inter and intraunit entries. The variety of System Transactions that are provided enables you to segregate your inter and intraunit payable and receivable accounts by type of transaction,

for example AP (accounts payable) Voucher, AP (accounts payable) Payment, GL (general ledger) Journal and Expense Sheet.

System Transactions provide information to your system that is necessary to support the interface between various application processes and the common PeopleSoft Centralized Inter/Intra Unit Processor.

Note: System Transactions are delivered and are not to be changed. Any changes to the delivered System Transactions are customizations. You need not access or make changes to the System Transaction pages. They are to be used as delivered. The following is provided for information only or for the use of your MIS personnel or consultants in the event that you intend to implement a customization.

System Transaction Page 1 Page

Use the System Transaction Page 1 page (IU_SYS_TRAN) for customizing interunit and intraunit transactions. Do not make changes to this page unless you are customizing this process.

Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system. System Transactions are predefined and delivered with the system for transactions that can generate inter and intraunit entries

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Definition, System Transaction Page 1

Image: System Transaction Page 1

This example illustrates the fields and controls on the System Transaction Page 1. You can find definitions for the fields and controls later on this page.

Note: Do not make changes to any of the system transactions pages unless you intend to implement a customization.

Allow Multiple Transactions

As delivered, this check box is selected for and is applicable only to General Ledger. It enables you to define additional Transaction Codes and associate or map them to the delivered System Transaction for the General Ledger product.

Account Balancing Groups Used

As delivered, this check box is selected for and is applicable only to General Ledger. It indicates to the processor that the accounting entries on the input record could include accounts with attributes other than the default values.

Transaction Completion Flag

This option determines how the processor calculates the base currency amounts on the interunit balancing entries for the anchor business unit when the corresponding nonanchor business unit has a different base currency.

If the option is set to *Offset Manually Entered*, then the processor calculates the base currency amount by converting the foreign currency amount using the exchange rate retrieved from the market rates table.

If the option is set to *Offset System Generated*, the processor assumes that the original entries were functionally balanced. It then calculates the base currency amount for the balancing entries for the anchor unit using an allocation of the total base currency amounts on all of the original entries for the anchor unit.

Anchor Due To/Due From ChartFields

There are three possible values:

1. *Use ChartFields Based on Sign* means that the balancing entry with the positive sign is booked to the receivable entry type and the balancing entry with the negative sign is booked to the payable entry type.
2. *Use Payable ChartFields* means that the balancing entry for the anchor entity is booked to the payable entry type and the balancing entry for the nonanchor entity is booked to the receivable entry type, regardless of the sign of the entry.
3. *Use Receivable ChartField* means that the balancing entry for the anchor entity is booked to the receivable entry type and the balancing entry for the non anchor entity is booked to the payable entry type, regardless of the sign of the entry.

Header Record and Line Record

The names are for prompting only. The actual record and line names are passed to the inter and intraunit processor at run time.

System Transaction Page 2 Page

Image: System Transaction Page 2 (1 of 4)

This example illustrates the fields and controls on the System Transaction Page 2 (1 of 4). You can find definitions for the fields and controls later on this page.

System Tran 1

System Tran 2

System Transaction

GLJ

General Ledger Journal

*GL Business Unit

BUSINESS_UNIT

*Foreign Currency

FOREIGN_CURRENCY

*Foreign Amount

FOREIGN_AMOUNT

Base Currency

CURRENCY_CD

Base Amount

MONETARY_AMOUNT

Rate Multiplier Field Name

RATE_MULT

Rate Divisor Field Name

RATE_DIV

Description

LINE_DESCR

*Accounting Date Source

Header

*Accounting Date field name

JOURNAL_DATE

*Rate Type Source

Header

*Rate Type

RT_TYPE

*Currency Date Source

Header

*Currency Effective Date

CUR_EFFDT

Sequence Field

JOURNAL_LINE

Sequence

Sequence Field

Name of the field on the line record that must be incremented for the new balancing entries created by the processor, if applicable.

Sequence

Leave this field blank if the Sequence Field is blank, or if you want the processor to continue numbering based on the last sequence number used on the original input entries for each document group. Specify a value if you want the inter and intraunit balancing entries to always begin sequencing with a fixed value.

Sequence numbers assigned by the processor are typically consecutive. However, for multibook ledger group lines, it is normal to have gaps in the sequence numbers.

Image: System Transaction Page 2 (2 of 4)

This example illustrates the fields and controls on the System Transaction Page 2 (2 of 4). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'System Transaction Page 2 (2 of 4)' interface. It features several input fields for balancing line IDs and values, a document locking field, and a locked value field. Below these is a 'Where Clause' section. The 'Document Grouping Fields' section includes a table with fields like BUSINESS_UNIT_IU, JOURNAL_DATE, JOURNAL_ID, and UNPOST_SEQ. The 'Transaction Grouping Fields' section includes a table with the field IU_TRAN_GRP_NBR.

InterUnit Balancing Line ID: JRNL_LINE_SOURCE

InterUnit Payable Value: SNP

InterUnit Receivable Value: SNR

IntraUnit Payable Value: SUP

IntraUnit Receivable Value: SUR

Document Locking Field:

Locked Value:

☐ Commit After Lock

Where Clause

Document Grouping Fields

*Field Name		
BUSINESS_UNIT_IU		+ -
JOURNAL_DATE		+ -
JOURNAL_ID		+ -
UNPOST_SEQ		+ -

Transaction Grouping Fields

*Field Name		
IU_TRAN_GRP_NBR		+ -

InterUnit Balancing Line ID

The name of the field on the line record that identifies the type of entry, if applicable.

InterUnit Payable Value

The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) payable balancing entries generated by the processor.

InterUnit Receivable Value

The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) Receivable balancing entries generated by the processor.

IntraUnit Payable Value

The value to be populated in the InterUnit Balancing Line ID field for the intraunit payable balancing entries generated by the processor.

IntraUnit Receivable Value

The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) receivable balancing entries generated by the processor.

Document Locking Field

Name of the field that is used to logically lock the transaction while it is being processed.

Commit After Lock

Selected to commit the data after updating the Documenting Locking Field.

Where Clause

Static part of the selection criteria. The Where Clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.

Document Grouping Fields

The list of fields that together define a unique document, such as a general ledger Journal or an accounts payable voucher. If the optional Header Record is used, then the Document Grouping Fields must come from the Header Record. Otherwise, the fields come from the Line Record.

Transaction Grouping Fields

List of fields that identify unique transaction groups within a document. Transaction grouping fields are optional unless you want to use a transaction level status. You do not repeat the Document Grouping fields in this section.

Image: System Transaction Page 2 (3 of 4)

This example illustrates the fields and controls on the System Transaction Page 2 (3 of 4). You can find definitions for the fields and controls later on this page.

Header/Line Join Fields		Personalize Find		First 1-4 of 4 Last	
*Field Name					
BUSINESS_UNIT				+	-
JOURNAL_DATE				+	-
JOURNAL_ID				+	-
UNPOST_SEQ				+	-

Header Status Fields		Personalize Find		First 1 of 1 Last	
*Field Name	Unbal Value	Error Value	Valid Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

Document Status Fields		Personalize Find		First 1 of 1 Last	
*Field Name	Unbal Value	Error Value	Valid Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

Transaction Status Fields		Personalize Find		First 1 of 1 Last	
*Field Name	Unbal Value	Error Value	Valid Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

Other Balancing Fields		Personalize Find		First 1 of 1 Last	
*Field Name					
BOOK_CODE				+	-

Header/Line Join Fields

If the System Transaction utilizes the optional header record, list the fields that are used to link the header record with its corresponding line record.

Header Status Fields

The field or fields on the header record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

Document Status Fields

The field or fields on the line record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). All of the accounting entry lines for the document, both the original entries and any balancing entries generated by the processor, are updated with the same status value. The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

Transaction Status Fields

The field or fields on the line record that carry a status value for the transaction group within a document. You can specify different status values for Valid, Error (such as setup related errors) or Unbalanced (non-setup related out of balance errors).

All of the accounting entry lines for the transaction group, both the original entries and any balancing entries generated by the processor, is updated with the same status value.

The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

Other Balancing Fields

Additional balancing fields can be specified; however the processor performs more efficiently if these values are set in the calling application.

Image: System Transaction Page 2 (4 of 4)

This example illustrates the fields and controls on the System Transaction Page 2 (4 of 4). You can find definitions for the fields and controls later on this page.

Other Fields To Populate			Personalize	Find	First	1-22 of 22	Last
*Field Name	*Field Source	Field Value					
ACTIVITY_ID	Constant Value	' '					
ANALYSIS_TYPE	Constant Value	' '					
BUDGET_DT	Inherit From All Lines						
BUDGET_LINE_STATUS	Constant Value	'N'					
BUSINESS_UNIT_PC	Inherit From All Lines	' '					
CLOSING_STATUS	Constant Value	' '					
DOC_SEQ_DATE	Inherit From Header						
DOC_SEQ_NBR	Inherit From Header						
DOC_SEQ_STATUS	Inherit From Header						
DOC_TYPE	Inherit From Header						
EE_PROC_STATUS	Constant Value	'N'					
ENTRY_EVENT	Inherit From All Lines						
JOURNAL_LINE_DATE	Inherit From All Lines						
JOURNAL_LINE_GFEE	Constant Value	0					
JRNL_LINE_STATUS	Constant Value	'0'					

Other Fields to Populate

List other fields on the line record that are not defined elsewhere on this page, and specify how they are to be formatted on the new inter and intraunit balancing entries created by the processor.

Field Name

The name of the field to be populated.

Fields that are not be listed here include any field that is specified elsewhere on the System Transaction, including:

- GL (general ledger) Business Unit
- Foreign Currency and Amount
- Base Currency and Amount
- Description
- Accounting Date
- Rate Type
- Rate Multiplier and Divisor

- Sequence Field
- InterUnit Balancing Line ID
- Document Locking Field
- Document Grouping Fields
- Transaction Grouping Fields
- Status Fields (both Document and Transaction)
- ChartFields (those on standard subrecord, plus DeptID and Project ID)

Note: Project ID is included in the PCADJ system transaction which is a valid exception.

- Process Instance
- Ledger Group
- Ledger
- IU Anchor Flag
- IU System Transaction
- IU Transaction Code

Note: Currency Effective Date can be specified in the Other Fields to Populate definition as long as it is not the same field as the Accounting Date.

Field Source

Specify how the field is to be populated. Valid values include:

- *Constant Value* - use the value entered in the Field Value field on this page.
- *Date Stamp* - use the current system date.
- *DateTime Stamp* - use the current system date and time.
- *Inherit from All Lines* - when writing the anchor balancing entry use the value from the original anchor entry and when writing the nonanchor balancing entry, use the value from the original nonanchor entry.
- *Inherit from Header* - when writing either the anchor or nonanchor balancing entry use the value from the corresponding header record.
- *Inherit from Non-anchor* - when writing either the anchor or nonanchor balancing entry use the value from the original nonanchor entry.

Field Value

When the Field Source is *Constant Value*, specify the value to be populated in the Field.

Reviewing Sample Parameters Provided at Run Time

The following section describes the sample parameters that you may select before running the process.

Technical Requirements for calling the Centralized Inter and Intra Unit processor

If you are implementing a customization in which you want to utilize the Centralized Inter/IntraUnit Processor, consider the following requirements.

Calling the Centralized Interunit Processor

The Centralized Inter/IntraUnit processor (IU_PROCESSOR) is an application engine program. In most cases it is called from within another application engine program, such as AP Voucher Post or GL Journal Edit. In some cases it is called directly from PeopleCode using the CallAppEngine built-in function.

When calling the processor, you must first populate the fields on the state record (IU_PROCESS_AET), as described in the following section. If you are calling the processor from another application engine program you must specify the Inter/IntraUnit Processor State Record in the list of state records for your program.

The inter and intraunit processor uses a temporary table (IU_TRAN_TAO) for some of its internal processing. If you call the processor from another application engine program you specify this record in the list of temporary tables for the calling application engine program. In this way, the dedicated instance is allocated at the beginning of the process. Please refer to the PeopleTools Application Engine documentation for additional information about allocating temporary tables.

When control is passed back to your application from the processor, check the value in the processor status field (IU_STATUS) on the state record to determine if the processor encountered any errors during processing.

The InterUnit Processor State Record (IU_PROCESS_AET)

The Inter/IntraUnit Processor State record is used to pass parameters between the calling program and the inter and intraunit processor. In Contains the Following Fields, list in the order that they appear on the record.

Process Instance (PROCESS_INSTANCE)

Process Instance is required on every application engine state record. This field is populated automatically by PeopleSoft tools.

Business Unit (BUSINESS_UNIT)

Insert a general ledger business unit value in this field if you want the inter and intraunit processor to generate balancing entries for just one business unit.

Header (Input) Record (HEADER_RECORD)

The Header Record is used to send related data for unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or a Temporary Table.

Header Update Record (UPDATE_HEADER_REC)

The Header Update Record is used to update the Header Status fields. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Header (Input) Record, unless the Header (Input) Record is a SQL View.

Line (Input) Record (LINE_RECORD)

The Line Record is used to send unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or Temporary Table. It must contain the following fields:

- GL (general ledger) Business Unit.
- Foreign Currency.
- Foreign Amount.
- Accounting Date (may be on line or optional header).
- Rate Type (may be on line or optional header).
- Currency Effective Date (may be on line or optional header; may be the same as the accounting date).
- ChartFields (those on standard subrecord, plus DeptID and Project ID).
- Ledger Group (LEDGER_GROUP).
- Ledger (LEDGER).
- IU Anchor Flag (IU_ANCHOR_FLG).
- IU System Transaction (IU_SYS_TRAN_CD).
- IU Transaction Code (IU_TRAN_CD).

Note: Where a field name is not specified, any field name may be used because it is defined on the system transaction definition.

Line Update Record (UPDATE_LINE_REC)

The Line Update Record is used to update the Document and Transaction Status fields on the original accounting entries. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Line (Input) Record, unless the Line (Input) Record is a SQL View.

Line Insert Record (INSERT_LINE_REC)

The Line Insert Record is the record to which the processor inserts the inter and intraunit balancing entries that it creates. It may be a SQL Table or a Temporary Table, and in most cases is the same as either the Line (Input) Record or the Line Update Record.

You may wish to use a different Line Insert Record if it is necessary for the calling application to perform additional manipulation of the inter and intraunit balancing entries prior to inserting them in the accounting entry table. For example, if the calling application has non-standard rules regarding sequence numbering, it might be better to perform this function after the processor creates the balancing entries, rather than having the processor assign sequence number.

Line Work Record (LINE_WRK_REC)

The Line Work Record is used internally within the Inter/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Record, plus the following additional fields (if they are not already on the Line Record):

- Process Instance (PROCESS_INSTANCE).
- InterUnit Line Type (IU_LINE_TYPE).
- If the Account Balance Group option on the System Transaction is selected, then the work record must also contain the Account Balance Group (ACT_BAL_GRP) field.

Note: If there are fields on the Line Insert Record that should always be populated with the PeopleTools default value (the default specified on the record definition, or blank for character fields and zero for numeric fields), then these fields do not have to be included on the Line Work Record. If you do choose to leave the fields off the Line Work Record, then you should not specify them in the Other Fields to Populate section of the System Transaction definition.

Line Work Record #2 (LINE_WRK2_REC)

The Line Work Record #2 is used internally within the Inte/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Work Record, plus the following additional fields (if they are not already on the Line Record):

Maximum Sequence Number (MAX_SEQ_NBR)

Error Message Set and Number (MESSAGE_SET_NBR and MESSAGE_NBR)

If the Status returned by the processor is Complete with Errors (IU_STATUS = 1), these fields contain the message set and message number for the appropriate error message.

Inter/IntraUnit Processor Status (IU_STATUS)

The IU Processor Status has the following valid values:

0 - Complete without errors.

1 - Complete with errors.

2 - Incomplete.

We recommend that you set the Status equal to 2 - Incomplete when you populate the state record prior to calling the Inter/IntraUnit Processor. When the processor returns control to the calling program, the status is set to either 0 - Complete without Errors or 1 - Complete with Errors.

Dynamic Where Clause, part 1 (SQL_STMT_254)

The Dynamic Where Clause is used to specify selection criteria that changes each time the processor is called. Selection criteria that is constant or static is typically defined on the System Transaction definition, but can also be included here if desired.

The where clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.

If the where clause exceeds 254 characters, you can use the field IU_WHERE_SQL below instead of or in addition to this field.

System Transaction Code (IU_SYS_TRAN_CD)

If all of the transactions on your Line (Input) Record are for the same InterUnit System Transaction Code, or if you want to process entries for a System Transaction only, then you specify the System Transaction Code in this field in the state record. This makes the processor run more efficiently.

If your Line (Input) Record contains transactions for more than one System Transaction and you want to process them with one call to the processor, you can leave this field blank.

Dynamic Where Clause, part 2 (IU_WHERE_SQL)

Continuation of the Dynamic Where Clause, as described above. If your *where* clause exceeds 254 characters, you can use this long character field instead of or in addition to the SQL_STMT_254 field described above.

Specifying Anchor Values for the Inter/IntraUnit Processor

The Inter/IntraUnit Processor looks for the accounting entry line whose InterUnit Anchor (IU_ANCHOR_FLG) is set equal to *Y* to determine the anchor business unit and anchor values for other balancing ChartFields for each transaction group (or document group if transaction group by fields are not used).

It is important that each transaction group (or document group if transaction group-by fields are not used) has one and only one accounting entry identified as the anchor entry per ledger.

The line marked as the *anchor* line (IU_ANCHOR_FLG = Y) affects how the due to and due from lines are formatted. For example, assume that you call the interunit and intraunit processor to process the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	-100	Y	
US002	60	N	
US003	40	N	

Based on the processing of the preceding information, the processor creates the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US002	-60	N	US001
US001	60	N	US002
US003	-40	N	US001
US001	40	N	US003

However, if you change the original assumption so that the second line and not the first line has the value *Y* and is the anchor, the due to and from lines created by the processor then appear as follows:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	100	N	US002
US002	-100	N	US001
US003	-40	N	US002
US002	40	N	US003

The following example illustrates how the *IU_ANCHOR_FLG* determines the transaction (foreign) currency and amount of the due to and from lines for a cross currency transaction. The processor rule is that the due to and from lines have the transaction currency and amount of the non-anchor line. For example, assume the processor is run for the following transaction lines:

BUSINESS_UNIT	FOREIGN_AMOUNT	BASE_AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	-100 USD	-100 USD	Y	
US002	150 CAD	100 USD	N	

The following lines are generated by the processor given the previous assumptions:

BUSINESS_UNIT	FOREIGN_AMOUNT	BASE_AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US002	-150 CAD	-100	N	US001
US001	150 CAD	100 USD	N	US002

MultiBook entries and the Inter/IntraUnit Processor

If the calling application supports PeopleSoft MultiBook processing, then the application typically generate accounting entries for both the primary and secondary ledgers prior to calling the processor. In this case, one entry for the primary ledger and all of its corresponding secondary ledger entries are all flagged as anchor entries for each transaction group (or document group if transaction group-by fields are not used).

The following is an example from General Ledger of the type of parameters provided at run-time when calling the Central Inter/IntraUnit Processor:

JRNL_HEADER	Header record name
JRNL_HEADER	Header Update record name
JRNL_LN joined with JRNL_HEADER	Line record name

JRNL_LN	Line Update record name
JRNL_LN or JRNL_LN_TMP	Line Insert record name
	Uses JRNL_LN_TMP if additional manipulation is needed. For example, re-assigning Journal Line numbers before inserting to JRNL_LN.
Additional WHERE clause for the journals.	Dynamic selection criteria
Process Business Unit	Process one business unit at a time
The JRNL_IU_ANCHOR table with the following fields maintains inter and intraunit anchor values:	
BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, and UNPOST_SEQ	These fields provide the keys that link multiple journals together. Journals within the unique set of keys provide by these fields are pulled together into the Journal Entry page.
IU_TRAN_GRP_NBR	The key that links unique inter and intraunit transaction groups under the set of interunit journals.
BUSINESS_UNIT_IU	The key Anchor business unit.
Configurable ChartFields	Excludes ACCOUNT, ALTACCT, CURRENCY_CD, STATISTICS_CODE, for example.

The table is also used to identify inter and intraunit journals because non-interunit journals have no entries in this table.

The following fields in the JRNL_HEADER table support calling of the interunit processor:

IU_SYS_TRAN_CD	InterUnit System Transaction Code, for example <i>GLJ</i> .
IU_TRAN_CD	InterUnit Transaction Code, for example <i>JOURNAL</i> and <i>EXPALLOC</i> .

The following fields on the JRNL_LN table must be populated properly before calling the inter and intraunit processor:

IU_ANCHOR_FLG	Indicates which journal line contains the Anchor Business Unit value or anchor ChartField value.
IU_TRAN_GRP_NBR	Groups a set of journal lines as a set of intraunit transactions.

Using Mass Maintenance for Interunit Pairs

This topic provides an overview and discusses how to:

- Export interunit pairs for mass maintenance.
- Make changes using Excel worksheets.
- Set up your system for import the Excel worksheets.

- Preview your changes and update the database.

Pages Used to Perform Interunit Pair Mass Maintenance

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Export	IU_PAIRS_EXPORT	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Export	Enter criteria to query the InterUnit Pairs Billing and Transfer Options and, if you choose, the ChartField Values tables to generate a Microsoft Excel worksheet to do interunit pairs mass maintenance.
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs	As an option, you might want to change the storage location of the file attachment to another location.
Import	IU_PAIRS_IMPORT	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Import	Preview your interunit pairs mass maintenance for actions to be taken. Import the final revision of your interunit pairs mass maintenance files to update the database.

Understanding Mass Maintenance for Interunit Pairs

When the sheer number of GL business unit pairs makes it impractical to update interunit pairs online, PeopleSoft provides mass maintenance capabilities using Microsoft Excel worksheets.

Using the Export to Excel feature you can export from one or both of the following InterUnit Pairs tables to Excel worksheets in the .xls file format to do your maintenance:

- IU_INTER_PR_TR contains interunit pairs with billing and transfer options.
- IU_INTER_PR_CF contains associated ChartField values.

After making your changes, save the worksheets in the CSV (comma delimited) file format. You can then preview the actions to be taken before updating your database tables using the Preview feature.

When you are ready to update your database, the changes are incorporated directly to the interunit pairs tables using the Application Engine process, IU_PAIRS_MAINT.

Warning! If a business unit pair has been exported for mass maintenance but not yet imported, no updates should be made to the pair using the online Interunit Pair page. Online updates made after the export are subsequently overwritten when data is imported with the same key values.

Prerequisites

Microsoft Excel 97 or a later version must be installed to use interunit pairs mass maintenance. Excel displays an error message when a worksheet exceeds 64k rows.

Because the Export page is subject to business unit row level security, you must have the appropriate level of security to access interunit pairs for mass maintenance.

Interunit Pair Mass Maintenance - Export Page

Use the Interunit Pair Mass Maintenance - Export page (IU_PAIRS_EXPORT) to enter criteria to query the InterUnit Pairs Billing and Transfer Options and, if you choose, the ChartField Values tables to generate a Microsoft Excel worksheet to do interunit pairs mass maintenance.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Export

Image: InterUnit Pair Mass Maintenance - Export page

This example illustrates the fields and controls on the InterUnit Pair Mass Maintenance - Export page. You can find definitions for the fields and controls later on this page.

Using the Business Unit Pairs Selection criteria you can create one or more files that contain the interunit pairs, associated transaction codes, billing options, and transfer options.

For each of the files created by your Business Unit Pairs Selection criteria, you can use the ChartField Selection criteria to optionally create an additional file to maintain the associated ChartField values.

Selection ID

Enter a user-defined value to uniquely identify the set of selection criteria you specify for interunit pairs and associated ChartFields to be exported. One or two Excel worksheets are produced for each Selection ID depending on whether you elect to Include ChartField Values in the mass maintenance. You can affect the size of the resulting Excel worksheets by limiting the number of business unit pairs specified for a particular Selection ID.

Do not define multiple Selection IDs which select the same pairs data or you may inadvertently overwrite previous updates when you import your data.

From GL Unit , To GL Unit , and Transaction Code

Using the following selection methods, enter a set or subset of your interunit pair criteria to produce a manageable worksheet.

In the initial drop down edit box, if you select these fields:

- *equal to* or *not equal to*- Select a specific value in the associated prompt edit box. If you leave this field blank, the system selects all values.
- *In or Not In* – Enter a comma delimited list in the free form edit box. You cannot enter a range of values. Enter each value and separate it from any following value by a comma. If you leave this field blank, the system selects all values.
- *Like or Not Like* – Enter a wildcard value in the free form edit box, for example FRA% to include all business units beginning with FRA. If you leave this field blank, the system selects all values.

Process Instance

After the export to Excel is completed, the process instance for the file produced from the Business Unit Pairs Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.

Include ChartField Values

If associated ChartField values are to be included in your pairs maintenance, select this check box and provide ChartField Selection criteria to produce a second worksheet for the same Selection ID and sharing the criteria specified in your Business Unit Pairs Selection criteria.

Account Balancing Group

Select or enter criteria to identify any associated Account Balancing Group. If you leave this field blank, the system selects all values.

Entry Type

Select or enter an associated Entry Type. If you leave this field blank, the system selects all values.

Process Instance

After the export to Excel is completed, a process instance for the file produced from the ChartField Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.

Export to Excel

When you select the Export to Excel button, the system returns an error message if the criteria you specify would result in a worksheet that exceeds the 64,000 row limit for Excel. This requires adjustment of the selection criteria to achieve the reduced worksheet size. One or two (if Include ChartField Values is selected) queries are run for each Selection ID specified. Each query generates a spreadsheet (.xls) that is posted to the Report Repository. Each field on the source pairs

tables has an equivalent column on the worksheet. An additional column, labeled Delete, is added to each worksheet. Use it to specify that a row is to be deleted by the import process. Use Excel functionality to make other changes and additions to the data.

Pairs Maintenance Reports

Click to access the Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.

Process Monitor

Access the Process Monitor to see the progress or status of the export process.

If your exported worksheet is empty this indicates no data met your selection criteria.

Note: Although data values may appear in fields that do not apply to particular transaction codes, these fields should be ignored for those transaction codes. For example, the Print Invoice field should be ignored for the *GENERAL* transaction code since it is not mapped to the Billing Invoice System Transaction.

Making Changes Using Excel Worksheets

Using the Pairs Maintenance Reports link on the Export page to access the report repository to locate and open the Excel (.xls) worksheet in which you want to make changes. You can manipulate the data using Excel worksheet functionality; however, to delete a row you must enter a *Y* in the Delete column, located to the far right of the worksheet after the interunit pairs data columns. Do not delete rows loaded from the interunit pairs source tables using the Excel row delete functionality.

Worksheets containing billing and transfer options (from the IU_INTER_PR_TR table) cannot be combined with worksheets containing ChartField values (from the IU_INTER_PR_CF table). If you select to create a Chartfield value worksheet, each row must have a corresponding row in a billing and transfer options worksheet with the same values for:

- From GL Unit
- To GL Unit
- Transaction Code

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Billing Invoice System Transaction:

- Print Invoice
- Generate AR Open Item
- Generate AP Voucher
- AP Unit
- Supplier
- Location

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Cost Management InterUnit Transfer System Transaction:

- Ownership Unit
- InterCompany Processing
- BI Unit
- Customer

If values are specified in the fields above for Transaction Codes to which they do not apply, the import process will overwrite these values with either the field default (if one is defined) or blanks.

You can open, work on and save the worksheets in the file repository or copy the file to your local drive to do your changes in the .xls file format.

When you have completed your changes, save the worksheet either in the file repository or on your local drive as a CSV (comma delimited) Excel file.

You can then either preview or immediately update your database using the Import page.

If further changes need to be made as a result of your preview, open the worksheet in the .xls format, make your changes and save the file in the CSV (comma delimited) format. You can again preview your changes and actions to be taken before updating your database.

Note: Do not modify column headings or insert/delete columns in the worksheet. The Import process requires that this column information remain unchanged.

URL Maintenance Page

Use the File Locations component (FILE_LOC) to setup file locations in conjunction with URL maintenance.

Use the URL Maintenance page (URL_TABLE) to maintain URL information; for example, change the storage location of the file attachment to another location.

Navigation

PeopleTools, Utilities, Administration, URLs, URL Maintenance.

Image: URL Maintenance page

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

URL Maintenance

URL Identifier: IU_PAIRS_IMPORT

Description: IU Pairs Mass Maint Import URL

URLID: record://PSFILE_ATTDET

Comments:
 The InterUnit Pairs Mass Maintenance use this to store files submitted for processing.
 To store files in a database record, set URL = record://<reaname>
 (The default URL store files in the database record PSFILE_ATTDET)
 To store files in the server, set URL = ftp://<user>:<password>@<server>.com

[URL Properties](#)

The interunit pairs text file import process (IU_PR_IMPORT) may require the following setup:

- The storage location of the file attachment is defined by the URL definition IU_PAIRS_IMPORT. By default, it points to a database record. You may want to change the storage location of the file attachment to another location, such as an FTP server. This is optional.
- You are required to define an environmental variable, PS_FILEDIR. This variable defines the temporary flat file location on the process scheduler that runs the file import process. If you have a Unix or OS390 process scheduler, you define this in the psconfig.sh file. If you have an NT process scheduler, you define this in the control panel. Refer to the PeopleTools description for GetFile() PeopleCode for additional details, or consult your system administrator.
- If you are using Unicode, the CSV file needs to be in a Unicode format. Excel by default does not save CSV as a Unicode file. You can open in Notepad and save as a Unicode.
- If the file contains duplicate values, it does not process any information for that business unit.
- If there is an error in the import excel file, you need an error message indication.

See “Understanding File Attachments and PeopleCode”, *PeopleTools: PeopleCode Developer's Guide*.

InterUnit Pair Mass Maintenance – Import Page

Use the Import page (IU_PAIRS_IMPORT) to preview your interunit pairs mass maintenance for actions to be taken.

Import the final revision of your interunit pairs mass maintenance files to update the database.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Import.

Image: InterUnit Pair Mass Maintenance – Import page

This example illustrates the fields and controls on the InterUnit Pair Mass Maintenance – Import page. You can find definitions for the fields and controls later on this page.

Preview

Select to preview the actions to be taken by the system as the result of your changes before actually updating the interunit pairs tables in your database. Preview loads your worksheets, which you attach in CSV format, to a worktable when you click the Import button.

The system inserts an Action column to the right of the Delete column and assigns one of the following Action values to each row based on your changes:

- Insert – The row does not exist in the original interunit source table and will be inserted.
- Update – The row exists in the original interunit source table and the values in your worksheet will replace existing values in the source table.
- Duplicate – One or more rows in your worksheet have the same key values. Duplicate rows are errors and must be resolved before importing to the database.
- DUMMY TEXT for completeness check.

The Action column is for information purposes only. The import process ignores this column. Rows to be deleted are identified by a 'Y' in the Delete column and are not identified in the Action column.

When you are ready to update your database, deselect the Preview check box prior to selecting the Import button.

Attached Files

Attach worksheets in the CSV (comma delimited) file format. Enter a value or click Add Attachment to find your files. You can add multiple files to be processed in a single Import.

Note: If you have already imported a CSV file in a previous run and are re-importing it, you must delete the previous CSV file row from the Import page and insert a new row for the updated file.

Import Text Files

When the Preview check box is not selected and you have attached files in the CSV (comma delimited) format, select this button to update the interunit pairs tables with your changes using the PeopleSoft Application Engine process, IU_PR_IMPORT.

Pairs Maintenance Reports

Click to access the system generated Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.

Process Monitor

Access the Process Monitor to see the progress or status of the import process.

The import process (IU_PR_IMPORT) will produce an Excel worksheet as output for each worksheet imported. This worksheet will list up to 5 error messages for each row of data imported. These errors must be corrected before the data can be successfully imported. If no errors are listed for a row and the Preview check box was not checked for the import run, that row successfully updated the database.

The error message 'InterUnit Pairs transaction does not exist' occurs when importing a ChartField value worksheet row for a GL BU pair/Transaction Code that does not exist in the billing and transfer options (header) table nor in a billing and transfer options worksheet being imported.

Using ChartField Inheritance

To use and setup ChartField inheritance, use the ChartField Inheritance component (CF_INHERIT) and the Detail Ledger Group component (DETAIL_LEDGER_GROU).

This topic provides an overview of ChartField Inheritance and discusses how to:

- Specify inheritance options.
- Deal with ChartField inheritance groups requiring special validation with balanced ChartFields.

Pages Used to Set Up ChartField Inheritance

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
ChartField Inheritance	CF_INHERIT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance, ChartField Inheritance	Use to maintain the Inheritance Options for an Inheritance Group.

Page Name	Definition Name	Navigation	Usage
Ledger Groups - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Detail Ledgers, Ledger Groups, Balancing	Select to use IntraUnit Balancing Entries, and select Balancing ChartFields and Affiliates for a Ledger Group.

Understanding ChartField Inheritance

ChartField inheritance, in and of itself, does not generate additional entries to complete a transaction. Instead it drives how the ChartFields are determined for the system-generated entries that are normally created for the transaction. In many cases this is an offset, such as AP (accounts payable) Vouchers, where the user enters the distribution lines and the system generates the customer liability. Inheritance also applies to other system generated entries that are not offsets, like the VAT entries generated for a GL (general ledger) journal.

Note: Even if you do not want to inherit any ChartField values, you must access the ChartField inheritance page to setup Inheritance Groups for each setID, setting all Inheritance Options to *Do Not Inherit*.

ChartField Inheritance uses the ChartField Offset Balancing Method to complete transactions by *inheriting* ChartField values from partial entries, accounting lines or voucher lines to generate complete accounting entries. It is used extensively in education and governmental accounting, and to a lesser extent in commercial accounting.

It enables you to select automatically the source for certain ChartField values to complete partial entries for a given number of system generated accounting entries that are predefined by Inheritance Groups.

Inheritance functionality does not necessarily relate to centralized inter and intraunit processing. This is because it may or may not involve inter or intraunit transactions, and inheritance processing is performed by the individual general ledger feeder systems, such as Receivables and Payables to arrive at offset accounts before any inter and intraunit processing is required.

For example, when posting accounts payable vouchers, you can choose to have the Fund Code on the Vendor Liability entry derived from the Voucher Distribution Line, the GL Business Unit Definition ChartField Defaults, or the Accounting Entry Template.

When you balance on ChartFields other than business unit, and inherit ChartField values onto the system generated offset entries, the transaction often self-balances, making additional intraunit balancing entries unnecessary. For this reason, applications use inheritance functionality before calling the inter and intraunit processor.

The following terms and concepts are important to an understanding of ChartField Inheritance and the examples provided:

Fund

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or balances. Inheritance is often used with this ChartField, but can also be used for any ChartField.

Pooled Bank Account

Pooled is a term used in education and governmental accounting to describe a single bank account that is used for multiple funds.

When defining a pooled bank account, you do not associate it with any specific fund or funds. Instead, the fund from the item and or voucher being paid is carried forward (inherited) to the cash entry.

The PeopleSoft equivalent of a Pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Always Inherit or Inherit Within Unit.

Non-pooled Bank Account

Non-pooled is a term used in education and governmental accounting to describe a bank account that is for a single fund, which is identified on the bank account definition. If a non-pooled bank account is used for payments of items or vouchers belonging to other funds, then InterFund entries must be generated to balance the transaction.

The PeopleSoft equivalent of a Non-pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Do Not Inherit.

Offset Inheritance Balancing

For transactions that include system-generated entries (often as offset entries), the system generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to balance the transaction and distribute the offset as needed.

For example, you enter a voucher that records expenses to two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate accounts payable accounts for the two funds.

ChartField Inheritance Page

Use the ChartField Inheritance page (CF_INHERIT) to maintain the Inheritance Options for an Inheritance Group.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance, ChartField Inheritance

Image: ChartField Inheritance page

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

ChartField	*Inheritance Option
Operating Unit	Do Not Inherit
Fund Code	Do Not Inherit
Department	Do Not Inherit
Program Code	Do Not Inherit
Class Field	Do Not Inherit
Budget Reference	Do Not Inherit
Product	Do Not Inherit
Project	Always Inherit

Inheritance Group

Along with setID, this is a key field for the table. PeopleSoft delivers the following predefined Inheritance Groups for its various products:

- Expense Control Accounts
- Expenses Payroll Offset
- Expenses VAT Non-Recoverable
- GL Journal VAT Input Other
- GL Journal VAT Non-Recoverable
- GL Journal VAT Output
- Payables Header-Level Entries
- Payables Distrib-Level Entries (payables distribution - level entries)
- Payables VAT Non-Recoverable

- Promotions Mgmt (management) Accounts
- Purchasing Control Accounts
- Purchasing Expense Accounts
- Purchasing VAT Non-Recoverable
- Receivables Revaluation
- Receivables and Billing
- Treasury VAT Input Other
- Treasury VAT Non-Recoverable
- Treasury VAT Output

ChartField

The page is pre-populated with the fully and partially configurable ChartFields other than Account, Alternate Account and the Affiliates.

Account and Alternate Account are not available for inheritance and Affiliate values are automatically supplied by the system.

Inheritance Option

The following ChartField Inheritance options apply to all Inheritance Groups:

- *Do Not Inherit*– When this option is selected, you can specify a value for the ChartField on the product specific Accounting Entry Template or you can leave the value blank. This option would usually not be selected for a balanced ChartField, unless you select the Intra Unit Balancing Entries check box on the Detail Ledger Group - Balancing page.
- *Use Unit Default*– When this option is selected, the ChartField value is the default value that you enter in the Inheritance Defaults for the business unit on the General Ledger Definition – Inter/IntraUnit page. With this option, you do not enter a value for this ChartField on a product specific Accounting Entry Template.
- *Inherit within Unit*– If this option is selected, the ChartField value is inherited from one of the other entries on the transaction, but only if the other entry is in the same business unit. Otherwise, the business unit Default is used. You may want to select this option if the ChartField values are not shared across all business nits. With this option you do not enter a value for this ChartField on the product specific Accounting Entry Template page.
- *Always Inherit*– If you select this option, the ChartField value is always inherited from one of the other entries that make up the transaction, regardless of whether it is in the

same business unit. This option should only be selected if all business units share the same ChartField values; otherwise, the inherited value might be invalid. With this option, you do not enter a value for the ChartField on the product specific Accounting Entry Template or setup page.

Some Inheritance Groups have edits that restrict which inheritance options are valid for each ChartField, often based on whether or not the ChartField is balanced. Refer to the next section for details.

Refer to the documentation for ChartField Inheritance for each product for variations in functionality or information specific to that product.

Dealing with ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields

For some Inheritance Groups, the Inheritance Options are restricted based on whether or not ChartFields are balanced ChartFields. For this reason, the Inheritance Options table shares the same Record Group control as the Ledger Group definition. There may be multiple Ledger Groups defined for a given setID. If any one of these Ledger Groups, having a Ledger Group Type of Standard or Translation, defines a ChartField as balanced, the ChartField is considered balanced for Inheritance Option validation.

This cross-validation occurs when you save the ChartField Inheritance page or the Detail Ledger Group page. If you change a ChartField from balancing to non-balancing or vice versa for a Ledger Group, the system checks whether the change has invalidated any existing ChartField inheritance groups. When you select Inheritance Options for an Inheritance Group, the system checks for balancing ChartFields that make the selected Option invalid.

The specific validation requirements for the individual product Inheritance Groups depends not only on whether balanced or non-balanced ChartFields are involved but in the case of accounts payable on whether the posting method is Summary Control or Detail Offset.

If you receive an error message when saving either the ChartField Inheritance page or the Detail Ledger Group - Inter/IntraUnit page, refer to the following table for correct settings:

<i>Inheritance Group</i>	<i>Valid Options for a Balanced ChartField</i>	<i>Valid Options for a Non-Balanced ChartField</i>
Payables (When the Post Method is Summary Control)		
APCA - Control	Use Unit Default	Use Unit Default, Do Not Inherit
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Payables (When the Post Method is Detail Offset)		
APCA - Control	Always Inherit, Inherit Within Unit	Any of the 4 options

<i>Inheritance Group</i>	<i>Valid Options for a Balanced ChartField</i>	<i>Valid Options for a Non-Balanced ChartField</i>
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Purchasing		
POCA - Control	Always Inherit	Any of the 4 options
POEA - Expense	Always Inherit	Any of the 4 options
POVN - Non-Recoverable VAT	Always Inherit	Any of the 4 options
Receivables		
ARRE - Revaluation Gain/Loss	Always Inherit	Any of the 4 options
Translate Gain/Loss	Always Inherit	Any of the 4 options
Promotions Management		
TDAC - Promotions Mgt Accounts	Always Inherit	Any of the 4 options

Verifying Interunit, Intraunit, and ChartField Inheritance Setup

The following topic provides an overview and discusses how to select interunit and intraunit setup validation queries and run the audit program.

Page Used to Verify Interunit, Intraunit and ChartField Inheritance Setup

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Setup Validation	IU_AUDIT	Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Setup Validation, Setup Validation	Run the application engine audit program and specify desired queries to review audit data.

Understanding Verification of Interunit, Intraunit, and ChartField Inheritance Setup

Verifying inter and intraunit setup is very important when first installing your system for inter and intraunit processing and it is also important when any of the following events occur:

- You add new business units.
- You change or restructure your chart of accounts.
- You migrate a subsidiary to your corporate chart of accounts.

- You add or remove Inter/IntraUnit Transaction Codes.

With these and any like events, you typically perform verification to indicate if and where inter and intraunit setup data might be missing. It is advisable to run inter and intraunit setup verification on a periodic basis to catch inadvertent errors as well as after any major maintenance activity.

Using the PeopleSoft Application Engine process (IU_AUDIT), you can identify missing setup data and run queries that download this data to Microsoft Excel worksheets to be printed, sorted or filtered as you choose.

The Application Engine program first validates inter and intraunit setup data and identifies missing setup data. It populates the following audit tables with the results:

<i>Audit Table</i>	<i>Type of Audit</i>	<i>Summary of Missing Data Identified in Audit</i>
IU_AUDIT_BU	Business Unit Audit	Identifies business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.
IU_AUDIT_TR	Inter/IntraUnit Template Audit	Identifies missing InterUnit/ and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.
IU_AUDIT_CF	ChartField Value Audits	Identifies missing ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the general ledger business unit pair or Inter/IntraUnit Template indicated.
IU_AUDIT_INH	ChartField Inheritance Audits	Identifies missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products. Also lists missing bank account ChartField inheritance SQL Definitions.

The application engine program then runs the queries selected by the user to extract the audit data and writes it to Microsoft Excel worksheets. A separate Excel worksheet is generated by each query and is posted to the Report Repository.

The Run Control page for the application engine program indicates the names of the queries that are available to run.

Setup validation queries lend themselves to use on an adhoc basis. For example, you enter a voucher involving business units US001 and FRAE1 and the post process fails due to missing interunit setup. In this instance you can run the application engine program, select the queries desired to see the data that is set up for each business unit and, if there is any missing data, go to the setup pages and make corrections.

Note: If you are using the InterUnit Pairs Method, you can use the related Inter/IntraUnit Mass Maintenance feature to facilitate correction of audit errors.

Prerequisites

Microsoft Excel 97 or a later version must be installed to verify Inter/IntraUnit and ChartField Inheritance setup. Excel displays an error message when a worksheet exceeds 64,000 rows. If you receive this error message, it is necessary to correct some of the errors listed and rerun the application engine process (IU_AUDIT).

Inter/Intraunit - Setup Validation Page

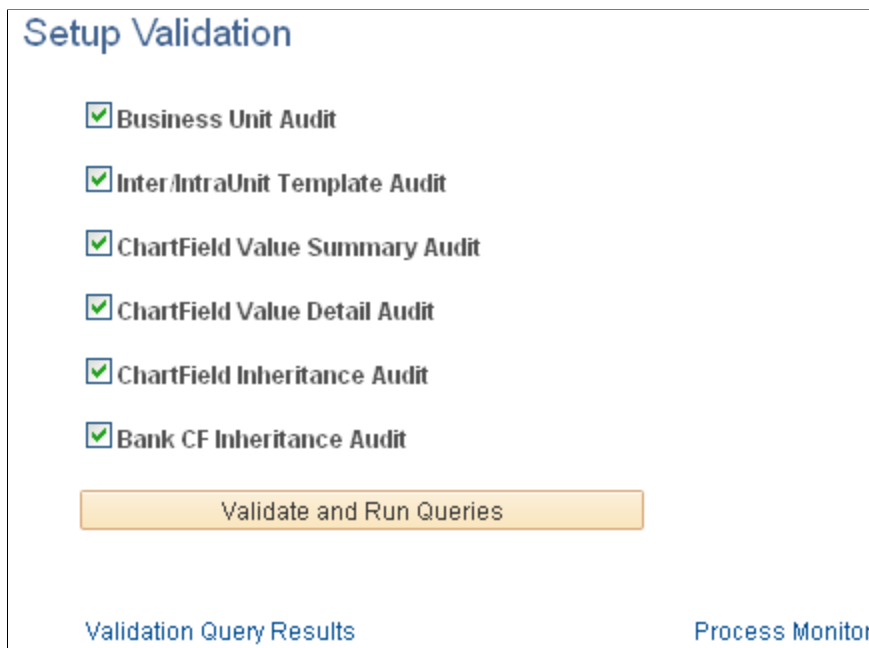
Use the Setup Validation page (IU_AUDIT) to run the application engine audit program and specify desired queries to review audit data.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Setup Validation, Setup Validation

Image: Setup Validation page

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



The screenshot shows the 'Setup Validation' page. It has a title 'Setup Validation' in blue. Below the title is a list of six audit options, each with a checked checkbox and a label: 'Business Unit Audit', 'Inter/IntraUnit Template Audit', 'ChartField Value Summary Audit', 'ChartField Value Detail Audit', 'ChartField Inheritance Audit', and 'Bank CF Inheritance Audit'. Below this list is a large orange button labeled 'Validate and Run Queries'. At the bottom of the page, there are two links: 'Validation Query Results' on the left and 'Process Monitor' on the right, both in blue text.

Note: To preclude the same errors being reported multiple times in subsequent audits, we recommend that you begin by running the audits one at a time, in the following order and correct any errors prior to running the next audit:

1. Business Unit Audit—Identify business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.
2. Inter/IntraUnit Template Audit—Identify missing InterUnit and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.

3. ChartField Value Summary Audit—Identify missing setID/ChartField values. Each setID/ChartField value is listed only once.
4. ChartField Value Detail Audit—Identify missing SetID/ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the GL BU (general ledger business unit) pair or Inter/IntraUnit Template indicated.
5. ChartField Inheritance Audit—Identify missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products.
6. Bank ChartField Inheritance Audit—Identify missing external bank account ChartField inheritance SQL Definitions.

The following provides an understanding the query results.

Query columns that do not apply based on the InterUnit Method selected are blank. For example, the From GL Unit and To GL Unit columns are blank if the InterUnit Method is not Pairs.

Business Unit Audit

Select this query to verify the following:

- InterUnit Setup, Direct and Indirect Method—Verify each business unit has an InterUnit Template defined on the general ledger business unit definition. Excludes elimination units.
- InterUnit Setup, Pairs Method—Verify each business unit combination exists on the InterUnit Pairs definition.
- IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntraUnit Balancing Entries option selected and that ledger group is valid in the setID specified under Record Group FS_04 for that business unit, verify that the business unit has an IntraUnit Template defined on the general ledger business unit definition. Excludes elimination units.

The Business Unit Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit (GL)
- Missing InterUnit Template? (Y=Yes)
- Missing IntraUnit Template? (Y=Yes)
- Missing GL BU Pair? (Y=Yes)

Inter/IntraUnit Template Audit

Select this query to verify the following:

- InterUnit Setup, Direct Method—Verify the InterUnit Template defined for each business unit is valid in the SetID specified under Record Group FS_59 for that business unit.

Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the InterUnit Template.

- InterUnit Setup, Indirect Method—For each business unit (called the *driving* business unit), verify the InterUnit Template defined for each other business unit is valid in the SetID specified under Record Group FS_59 for the *driving* business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on each of the InterUnit Templates identified above.
- InterUnit Setup, Pairs Method—Verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined for each BU pair defined on the InterUnit Pairs table.
- IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntraUnit Balancing Entries option selected and that Ledger Group is valid in the SetID specified under Record Group FS_04 for that business unit, verify the business unit's IntraUnit Template is valid in the SetID specified under Record Group FS_59 for that business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the IntraUnit Template.

The Inter/IntraUnit Template Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit
- Set Control Value
- Template SetID (from FS_59 Record Group)
- InterUnit Template
- IntraUnit Template
- Transaction Code
- Account Balancing Group
- Entry Type

From GL Unit, To GL Unit and Business Unit are *driving* values that determine which template is being audited.

Set Control Value is used to retrieve the Template setID. It varies depending on the Interunit Method selected.

Only Transaction Codes that are mapped to System Transactions are listed.

When multiple active Account Balancing Groups are defined, they are only listed for Transaction Codes mapped to the GLJ System Transaction.

Inter/IntraUnit Template, Transaction Code, Account Balance Group and Entry Type are hierarchical. If a higher level value is missing or invalid, there is no reason to validate the lower level values, so asterisks are placed in the lower level columns. For example, if an InterUnit Template is missing from a setID, asterisks are placed in the Transaction Code, Account Balance Group and Entry Type columns. In the same way, if Transaction Code is missing from an InterUnit Template, asterisks are placed in the Account Balance Group and Entry Type columns. Once the higher level values are corrected, the audit is rerun to validate any lower level values that are required.

ChartField Value Summary Audit and ChartField Value Detail Audit

These two audits do similar tasks.

ChartField Value Summary Audit summarizes data from the IU_AUDIT_CF audit table. It lists each missing SetID/ChartField Value one time.

ChartField Value Detail Audit lists detail data from the IU_AUDIT_CF audit table. It lists each missing SetID/ChartField Value for every Transaction Code, Account Balance Group and Entry Type combination.

Select these queries to verify the following:

- *InterUnit Setup, Direct Method*— For each General Ledger Business Unit/InterUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the setID obtained and the InterUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the setID specified under that ChartField's Record Group.
- *InterUnit Setup, Indirect Method*— For each business unit (called the *driving* business unit), obtain the SetID specified under Record Group FS_59. Using the SetID obtained, validate the InterUnit Template defined for the other business unit. For each template, validate each ChartField value, using the *driving* business unit as the SetControlValue

to obtain the SetID specified under that ChartField's Record Group.

- *IntraUnit Templates*— For each Business Unit and IntraUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the SetID obtained and the IntraUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group.
- *InterUnit Pairs*— For each Business Unit pair defined on the InterUnit Pairs table, verify that the ChartField values for each populated ChartField are valid in the SetID specified under the Record Group for that ChartField using the From or To General Ledger Unit value as the Set Control Value as detailed in the topic InterUnit Pairs Audit Table A at the end of this section.

The ChartField Value Summary Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit
- Template Setid (from FS_59 Record Group)
- InterUnit Template
- IntraUnit Template
- Set Control Value
- ChartField Setid
- ChartField
- Invalid ChartField Value

The ChartField Value Detail Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit
- Template Setid
- InterUnit Template
- IntraUnit Template

- Transaction Code
- Account Balancing Group
- Entry Type
- Set Control Value
- ChartField Setid
- ChartField
- Invalid ChartField Value

Set Control Value is used to retrieve the ChartField setID. It is equal to the *driving* GL business unit value.

ChartField setID will come from the ChartField's Record Group.

Invalid ChartField Value was not found in the ChartField setID.

ChartField Inheritance Audit

Select this query to verify the following:

- For each setID to which a valid Ledger Group (a Ledger Group that is tied to at least one business unit in the Ledgers For a Unit page) is defined, verify that all the required ChartField Inheritance Groups are defined based on the products installed as detailed in the topic ChartField Inheritance Audit Table B at the end of this section.
- Also verify that field list and field override list SQL Definitions exist for each required setID/Inheritance Group combination assuming the following SQL Definition Naming convention:
 - Field List SQL Definition—FS_CFI_FLST_<SETID>_<CF_INHERIT_GRP> (for example, FS_CFI_FLST_SHARE_APEA)
 - Field Override List SQL Definition—FS_CFI_FOVR_<SETID>_<CF_INHERIT_GRP> (for example, FS_CFI_FOVR_SHARE_APEA)

The ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns:

- Ledger Group Setid
- Inheritance Group
- Missing CF Inheritance Group
- Missing List SQL Object
- Missing Override SQL Object

Bank ChartField Inheritance Audit For each SetID/External Bank Account combination defined on the bank table, verify that field list and field override list SQL Definitions exist assuming the following SQL Definition Naming convention:

- Field List SQL Definition—BK_CFI_FLST_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FLST_SHARE_USBK_CAN_H)
- Field Override List SQL Definition—BK_CFI_FOVR_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FOVR_SHARE_USBK_CAN_H)

The Bank ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns:

- Bank Setid
- Bank
- Bank Account
- Bank Account Type
- Description
- Missing List SQL Object
- Missing Override SQL Object

Validate and Run Queries

Click this button to initiate the application engine process (IU_AUDIT) to create audit results and run the queries you select.

Validation Query Results

Select to view the results of the queries in Excel worksheets.

Process Monitor

Select to view the progress of the application engine process (IU_AUDIT).

InterUnit Pairs Audit Table A

Use this table with the ChartField value audits information in the preceding section.

Entry Type	Ownership Unit	Set Control Value
Receivable, Revenue, Cost of Goods	N/A	From GL Unit value
Payable, Expense, Accrued Payable, Customer Shipments	N/A	To GL Unit value
In Transit	Source	From GL Unit value

Entry Type	Ownership Unit	Set Control Value
In Transit	Destination	To GL Unit value

ChartField Inheritance Audit Table B

Use this table with the ChartField inheritance audit information in the preceding section.

Installed Product	Inheritance Group Translate Value	Inheritance Group Description
Expenses	EXCA	Expense Control Accounts
	EXPY	Expenses Payroll Offset
	EXVN	Expenses VAT Non-Recoverable
General Ledger	GLVI	GL Journal VAT Input Other
	GLVN	GL Journal VAT Non-Recoverable
	GLVO	GL Journal VAT Output
Payables	APCA	Payables Header-Level Entries
	APEA	Payables Distrib-Level Entries
	APVN	Payables VAT Non-Recoverable
Promotions Management	TDAC	Promotions Mgmt Accounts
Purchasing	POCA	Purchasing Control Accounts
	POEA	Purchasing Expense Accounts
	POVN	Purchasing VAT Non-Recoverable
Receivables	ARRE	Receivables Revaluation
	ARBI	Receivables and Billing
Treasury	TRVI	Treasury VAT Input Other
	TRVN	Treasury VAT Non-Recoverable
	TRVO	Treasury VAT Output

Processing Allocations

Processing Allocations

This topic provides an overview of Oracle's PeopleSoft Allocations process (FS_ALLC) and discusses how to:

- Define allocation process steps.
- Define the allocation group.
- Copy, rename, or delete allocation steps.
- Create adjusting entry journals.
- Set up interunit and intraunit allocations.
- Use allocations with PeopleSoft Project Costing.
- Run an allocation request.
- Produce allocation reports.
- View process messages.
- Restart and recover the allocations process.

Understanding Oracle's PeopleSoft Allocations Process (FS_ALLC)

Most businesses have some expenses or assets that are held or accumulated in one entity but must be shared by more than one business unit, department, or other entity. Typically, you allocate these balances and statistical quantities across the entities within the organization so that they recognize an appropriate share of the amounts.

Using the PeopleSoft Allocations process, you can define multiple allocation steps or step-down allocations when amounts must be applied according to a hierarchy and in a precise order, which might include allocations to multinational, national, and regional levels for the organization. Step-down allocations are used to determine not only how much general and administrative expense to charge to each business unit and department, but also what portion of that expense to attribute to individual projects or products.

Allocations offers the following advantages:

- Save allocation specifications for such recurring items as rent, utilities, and administrative expenses each time that they are allocated.

- Use time spans (rolling time frames) to automate the determination of accounting periods for the allocations.
- Generate journal entries, edit, and post them to update ledgers from the allocations process or choose to post them later in a separate process.
- Create calculation logs for a complete audit trail.
- Migrate allocation configuration data from one database to another.

When you are defining an allocation, first determine the desired end result. For example, the cost of renting an office building might be shared among the departments that are housed in that building. If rent is paid as a single amount and is initially charged to one department, you can allocate the expense to each department in proportion to its share of office space, personnel head count, or any other fixed, percentage, or statistical criteria.

After you determine the purposes of the allocations, gain a working knowledge of the records or tables that are involved and identify which ChartFields are affected.

Note: Carefully consider the types of accounts you propose to use with allocations. Allocation does not support open item accounting. In particular, do not select open item accounts on the Target Tab of the Allocation Step Definition Process.

These are important consideration as you establish the following basic elements of the allocation:

- **Allocation type:** This is the calculation method for the pool and basis and describes how the basis is used to distribute the pool amounts to the target.
- **Pool:** The amount or amounts to be allocated.

This amount can originate from a ledger or table, or you can specify a fixed amount. If it comes from a ledger, allocations uses the ledger definition to determine its table name and other characteristics (such as calendar, multibook, and base currency). If the pool record is a table, specify the table name.
- **Basis:** Determines how and in what proportion the pool amounts are distributed to the various targets.
- **Target:** This is the destination where the amounts are allocated.
- **Offset:** Entries that balance the targets.

These entries reflect the clearing of pool amounts as they are transferred to the targets or amounts that offset the target.

- **Amount fields:** Determine the mapping of the amount fields between the pool, basis, and target records.

For example, assume that you want to allocate rent expense that is originally debited against the rent account 640000 to administrative department 14000. The pool is the sum of the amounts that are in the ledger rows for that ChartField combination. The pool is divided among the ChartField values that are specified as the target (the other departments in the company) according to the basis, which in this case is the amount of floor space that each department uses as specified by a statistical account. As the target accounts are debited, the system generates an offset to balance them.

The PeopleSoft Allocations process uses background processing. It is also flexible in that you can update the target and offset tables directly, create and post allocation journals, or create journals that are to be posted later.

Ultimately, an allocation results in updated target and offset ledgers, but the output of the allocation can be to journal entries that you choose to post in allocations or later in a separate process to update the ledgers.

In PeopleSoft applications, you can also allocate among business units (interunit) or within business units (intraunit), such as between funds or departments.

Migrating Allocation Configuration Data

For efficiency when implementing Allocations, you can create and test your allocations in a development or test database and use the Data Migration Workbench to migrate your Allocation Steps, Groups, and Requests from one database to another, and ultimately to the production database.

For more information, see [Using the Data Migration Workbench for PeopleSoft Allocations](#)

Related Links

[Setting Up Interunit and Intraunit Allocations](#)

[Using TimeSpans](#)

"The Background Process Model (*PeopleSoft FSCM 9.2: General Ledger*)"

Defining Allocation Process Steps

To define steps in the PeopleSoft Allocations process, use the Define Allocation Step component (ALLOCATIONS).

The following section provides an overview of allocation steps and process group and discusses how to:

- Select the allocation type.
- Define the allocation pool.
- Define the allocation basis.
- Define the allocation target.
- Define the allocation offset.
- Select output options.
- Select rounding and distribution of odd cents options.
- Specify batch records.
- Define amount fields.

Pages Used for Allocation Steps

Page Name	Definition Name	Navigation	Usage
Type	ALLOC_CALC_OPTN	Allocations, Define and Perform Allocations, Define Allocation Step, Type	Define one of five allocation types, as well as any special arithmetic operations that you want to perform by using the pool and basis. Select a transaction code for use in interunit and intraunit allocations.
Pool	ALLOC_POOL	Allocations, Define and Perform Allocations, Define Allocation Step, Pool	Define the allocation pool: pool record, selection criteria, and selection method. You can define the pool from ledger balances, any table, or a fixed amount.
Pool Exceptions	ALLOC_POOLX	Select the Exceptions link on the Define Allocations Step - Pool page.	Enter pool exceptions for ranges of values.
Basis	ALLOC_BASIS	Select the Basis tab on the Define Allocation Step page.	Determine the basis of the allocation or how the pool amount is to be allocated to the target.
Basis Exceptions	ALLOC_BASISX	Select the Exceptions link on the Define Allocations Step - Basis page.	Enter basis exceptions for ranges of values.
Basis Exceptions	ALLOC_BASISX	Select the Exceptions link on the Define Allocations Step Basis page.	Enter basis exception ranges.
Target	ALLOC_TARGET	Select the Target tab on the Define Allocation Step page.	Define the destination for the allocation or the target record (journal or any table) and target field values.
Offset	ALLOC_OFFSET	Select the Offset tab on the Define Allocation Step page.	Define the offset entry that balances the target. Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.
Output Options	ALLOC_OUT_JRL_OPTN	Select the Output Options tab on the Define Allocation Step page.	Define journal options if the target or offset record is journals, or define the Table Output Option if the target or offset record is table.

Page Name	Definition Name	Navigation	Usage
Round Options	ALLOC_ROUND_OPTN	Select the Round Options tab on the Define Allocation Step page.	Define the method for rounding the allocation amount and distributing odd cents. This option is valid for only these allocation types: <i>Spread Evenly</i> , <i>Allocate of Fixed Basis</i> , and <i>Prorata with Record Basis</i> .
Batch Records	ALLOC_RECNAME	Select the Batch Records tab on the Define Allocation Step page.	Specify the batch temporary tables that are used in the PeopleSoft Allocations process.
Amount Fields	ALLOC_AMOUNT	Select the Amount Fields tab on the Define Allocation Step page.	Define the amount field mapping between the pool, basis, target, and offset records.

Understanding Allocations Steps and Process Group

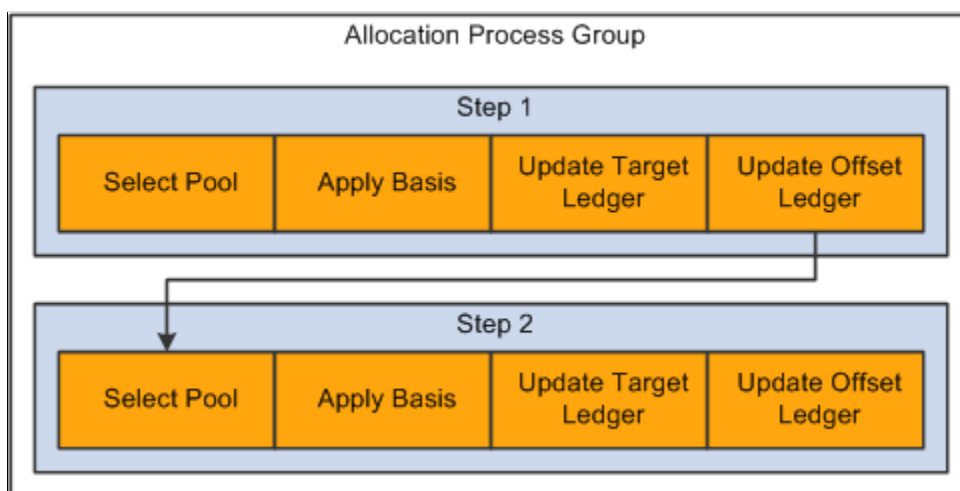
Depending on its complexity, you can define an allocation by one or more process steps. Multiple steps represent a step-down allocation. These steps together form a process group, with each allocation identified by a unique group ID.

Each allocation step represents a discrete stage in the PeopleSoft Allocations process, which means that the process updates the ledger balances or creates journals at the end of the step. For example, you can perform a rent expense allocation in one step because you update the ledger only once to accomplish this allocation. But for more complex allocations, such as the distribution of administrative expenses across sales departments followed by the allocation of sales expense across products, you need two steps.

This diagram illustrates the use of multiple steps in an allocation processing:

Image: Multiple steps in allocation processing

Multiple steps in allocation processing



In this example, the first allocation step distributes administrative expense across the sales departments and then updates the ledger. If the ledger is not updated, the second step draws erroneous data from the ledger because the second step must allocate the newly updated sales expense across products.

Define Allocation Step - Type Page

Use the Allocation Step - Type page (ALLOC_CALC_OPTN) to define one of five allocation types, as well as any special arithmetic operations that you want to perform by using the pool and basis.

Select a transaction code for use in interunit and intraunit allocations.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Type

Image: Define Allocation Step - Type page

This example illustrates the fields and controls on the Define Allocation Step - Type page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Define Allocation Step - Type' page. At the top, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Round Options', 'Batch Records', and 'Amount Fields'. The 'Type' tab is selected. Below the tabs, there are several fields and controls:

- SetID**: 01
- SHARE**: 1900
- Step**: RENTXP
- Effective Date**: 01/01/1900
- Status**: Active
- Description**: Allocate Rent by Floor Space
- Allocation Type**: Prorata with Record Basis
- Extension opcode**: Add
- Transaction Code**: GENERAL

There are also search and navigation controls at the top right, including 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Allocation Type

Select a calculation option to determine the pool amounts that are going to the targets from one of the following allocation types:

- *Copy*: Copies pool amounts to the target or offset with possible percentage changes.
- *Spread Evenly*: Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type can be used to divide the pool equally in thirds among department IDs 0100, 0200, and 0300.
- *Allocate on Fixed Basis*: Allocates on a fixed basis. It is based on the fixed allocation percentage that you specify in the % field in the Value/Node scroll area on the Basis page.
- *Prorata with Record Basis*: Divides the pool amount among the targets based on amounts that are stored in the basis record.
- *Arithmetic Operation*: Defines the allocation calculation as a mathematical operation between the pool and basis.

Extension opcode (extension operation code)

When you select *Arithmetic Operation*, the extension operation code field becomes active and you can select *Add*, *Subtract*, *Multiply*, or *Divide*.

Transaction Code

Select the appropriate code when you use interunit and intraunit allocation.

See [Setting Up Interunit and Intraunit Allocations](#).

These tables illustrate the results of a simple rent allocation using the same pool of 400 GBP but different allocation types.

The following example illustrates the allocation type of spread evenly:

<i>Basis and Target For a Pool of 400 GBP</i>	<i>Account</i>	<i>Department</i>	<i>Amount</i>
Basis		11001	One of 4 departments
		12000	One of 4 departments
		13000	One of 4 departments
		22001	One of 4 departments
Target	RENT	11001	100 GBP
	RENT	12000	100 GBP
	RENT	13000	100 GBP
	RENT	22001	100 GBP

The following example illustrates the allocation type of fixed basis:

<i>Basis and Target For a Pool of 400 GBP</i>	<i>Account</i>	<i>Department</i>	<i>Amount</i>
Basis		11001	10 percent
		12000	20 percent
		13000	20 percent
		22001	50 percent
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of prorata:

<i>Basis and Target For a Pool of 400 GBP</i>	<i>Account</i>	<i>Department</i>	<i>Amount</i>
Basis	FLOORSPEACE	11001	10 SQF
	FLOORSPEACE	12000	20 SQF
	FLOORSPEACE	13000	20 SQF
	FLOORSPEACE	22001	50 SQF
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of arithmetic operations of multiplication:

<i>Basis and Target For a Pool of 400 GBP</i>	<i>Account</i>	<i>Department</i>	<i>Amount</i>
Basis	FLOORSPEACE	11001	10 SQF
	FLOORSPEACE	12000	20 SQF
	FLOORSPEACE	13000	20 SQF
	FLOORSPEACE	22001	50 SQF
Target	RENT	11001	4000 GBP
	RENT	12000	8000 GBP
	RENT	13000	8000 GBP
	RENT	22001	20000 GBP

Related Links

[Define Allocation Step - Basis Page](#)

[Setting Up Interunit and Intraunit Allocations](#)

Define Allocation Step - Pool Page

Use the Define Allocation Step - Pool page (ALLOC_POOL) to define the allocation pool: pool record, selection criteria, and selection method.

You can define the pool from ledger balances, any table, or a fixed amount.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Pool

Image: Define Allocation Step - Pool page

This example illustrates the fields and controls on the Define Allocation Step - Pool page. You can find definitions for the fields and controls later on this page.

Pool Record Type

Specify one of the following:

- If you are specifying the pool record for General Ledger, select the *Ledger Group* and enter the ledger group name.
- If you are defining the pool record for Project Costing, select *Any Table* and enter the table name.

Note: If you specify the value *Any Table* in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table.

- If you want to pool a specific amount, select *Fixed Amount*. While the pool amount is typically based on amounts from the ledger, you can choose to base it on any fixed amount, such as equipment cost of 40000.00 GBP allocated across departments. Specify the fixed amount on the Amounts Field page.

Note: The allocation process does not require the currency control fields (such as FOREIGN_CURRENCY and CURRENCY_CD) to be specified in the target and offset definitions when using a fixed pool amount.

Foreign Currency: The process defaults the target and offset foreign currency from the base currency of the pool primary ledger or from the base currency of the business unit of the request. If you specify a ledger group for the pool, the process selects the base currency of the primary ledger for the pool ledger group. If the pool ledger group is blank, the process gets the base currency from the business unit of the request.

Base Currency: The process defaults the base currency to the base currency of the target and offset business unit. This enables you to set up interunit allocation steps by using a fixed amount and targeting the results to different business units with different base currencies.

Pool factor

Enter a percentage to apply to the pool amount. This option provides the flexibility to allocate a percentage of the pool amount. You can also allocate more than 100 percent of the pool amount.

Time Span

Select to specify a period that is relative to the current period: the fiscal year and accounting period that are to be used to retrieve pool records. Enter a single or multiple period time span to determine the accounting periods that are used for the pool. Relative time spans, such as *PER* (current period activity), retrieve amounts that are relative to the as of date that you specify on the Allocation Request page. You are not required to specify a value in the Time Span field; if you do, the system retrieves only the pool amounts for the specified fiscal year and accounting periods. If you leave this field blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify *Any Table* for the pool record, and the pool record does not have both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you cannot specify a time span value here.

If you specify *Ledger Group* for the Pool Record Type field, the system determines the fiscal year and accounting period by using the calendar that is defined for the ledger group on the Ledgers for a Unit - Definition page. If you specify *Any Table* for the Pool Record Type, the system determines the fiscal year and accounting period by using the calendar that is defined on the Time Spans page.

If you specify a multiple period time span, the system adds together the pool amounts for all periods to get one single pool amount, regardless of the values that you enter in the Basis Time Span, Target Time Span, Basis Span Opt, and Target Span Opt

fields. You cannot split pool amounts across periods to match basis or target periods.

Note: The PeopleSoft Allocations process excludes period 999.

Zero Pool Amount Option

Select one of the following options to tell the system how to proceed when the amount of the pool record retrieved is zero:

- *Calculate This Pool:* Proceed to calculate the amount when the pool is zero.
- *Select Next Pool:* Skip the zero amount pool record and select the next pool record for processing.
- *Stop Processing:* Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error.
- *Calc No Rows as Zero* (calculate no rows as zero): If no pool rows are selected based on the time span and selection criteria that is specified in the Pool fields, the allocations process processes these rows as zero pool amounts. For rows that exist in the database, the system processes these rows the same as *Calculate This Pool*. When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the pool.

Before the allocation process selects pool records, it groups them based on how the target and offset fields are specified.

The process uses the zero pool amount option logic only if the total amounts of the group of pool records totals zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, the system process this group of pool records.

Field Name

Enter, within the Pool Fields group box, the field name that the PeopleSoft Allocations process uses in selecting only certain pool rows from the pool record. If the pool record type is a ledger group, the pool record name is the ledger record name that is defined in the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the pool record.

If no pool rows are selected based on the time span and selection criteria that you specify in the Pool Fields group box, the PeopleSoft Allocations process skips this step unless you specify *Calc No Rows as Zero* in the Zero Pool Amount Option field. You receive the message, "No record row exists for the pool," and if this is a multiple step group, the system continues processing the next step in the group.

In the How Specified group box that follows, specify the appropriate option or select a combination of the three methods that are described to determine how values are to be provided for the field name that you select.

If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select pool rows.

Note: Use trees whenever possible to reduce future maintenance when the ChartField values change.

Selected Detail Values

Select to activate the first Specify Values/Range of Values/Tree Nodes edit box so that you can list individual pool field values, such as specific departments or accounts.

Selected Tree Nodes

Select to activate the tree information fields for you to specify a tree from which to select nodes. The Level Name field is optional and is used to limit the prompting to the selected level.

Use the Set Control Value field to select trees that are not keyed by setID. For example, some Project Costing trees are keyed by business unit. The system uses the value to identify which trees are available in the Tree Name field.

Range of Values

Select to activate the Specify Values/Range of Values/Tree Nodes edit box for you to enter the beginning and ending pool field values. If you leave the fromValue field blank, the system selects all pool field values that are less than or equal to the To field value. You cannot leave the To field blank because the blank value is always the smallest value. You can insert multiple ranges of values.

Include/Exclude

This option is visible when selecting to enter a Range of Values. Select *Exclude Specified Values* to specify a range of values that you wish to exclude from the pool. Select *Include Specified Values* to specify a range of values that you wish to include in the pool.

Exceptions

Click the link in the Exceptions column to access the Pool Exceptions page. Define exceptions to the associated range of included or excluded values on this page. This link displays the number of exceptions that you have defined for a given range of values.

Pool Exceptions Page

The ability to define exceptions to included or excluded ranges of values provides the ability to refine selection criteria while reducing the need for multiple rows or steps.

Use the Pool Exceptions page (ALLOC_POOLX) to enter pool exceptions for ranges of values.

Navigation

Select the Exceptions link on the Define Allocations Step - Range of Values option, provide the range values and click the link in the Exceptions column on the Define Allocation Step - Pool page).

Image: Pool Exceptions page

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

Pool Exceptions

SetID: SHARE Step: RENTEXP

Effective Date: 01/01/1900 Status: Active

Pool Fields

Field Name: Department

Exclude Specified Values: 30000 to 39999

Range From	Range To
35000	35000

Navigation: First 1 of 1 Last

Range From and Range To

Enter the range of values that are exceptions to the associated range of either included values or excluded values. If you selected the *Include Specified Values* field for the Include/Exclude option on the Pool page, the exceptions that you define on this page are exceptions to the included range that you entered. If you selected the *Exclude Specified Values* field for the Include/Exclude option on the Pool page, the exceptions that you define on this page are exceptions to the excluded range that you entered.

Define Allocation Step - Basis Page

Use the Define Allocation Step - Basis page (ALLOC_BASIS) to determine the basis of the allocation or how the pool amount is to be allocated to the target.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Basis

Image: Define Allocation Step - Basis page

This example illustrates the fields and controls on the Define Allocation Step - Basis page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Define Allocation Step - Basis' page. At the top, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Round Options', 'Batch Records', and 'Amount Fields'. The 'Basis' tab is selected. Below the tabs, there are fields for 'SetID' (SHARE) and 'Step' (RENTEXP). The 'Effective Date' is 01/01/1900, 'Status' is Active, and 'Description' is 'Allocate Rent by Floor Space'. The 'Basis Record' section contains: 'Basis Record Type' (Ledger Group), 'Time Span' (PER0199), 'Zero Basis' (Stop Processing), 'Basis Ledger' (RECORDING), and '*Basis factor' (100.0000). The 'Basis Fields' section has two fields: 'Account' and 'Currency Code'. Each field has a 'How Specified' section with radio buttons for 'Selected Detail Values', 'Selected Tree Nodes', and 'Range of Values'. The 'Account' field has a value of 999903. The 'Currency Code' field is empty.

The allocation type that you select on the Type page determines much of the Basis page. The following describes what occurs for each allocation type:

- *Copy*: No basis is required and all fields on the Basis page are unavailable.
- *Spread Evenly*: The pool amount is divided evenly across the basis field values that are specified in the basis. No basis rows are required to exist in the basis record that is specified. You must still specify a value in the Basis Record Type field so that the system can provide a prompt table listing for the Field Name field in the Basis Fields group box.

In the How Specified group box, you can use Selected Detail Values, Selected Tree Nodes, or Range of Values fields to specify field values.

You can specify more than one field name; the system divides the pool amount evenly across all basis field value combinations.

Suppose that you spread evenly across department IDs 0100 and 0200 and products A, B, and C. In this case, each department ID and product combination (that is, DeptID 0100 and Product A, DeptID 0100 and Product B, and so on) receives 1/6 of the pool amount.

Note: This is a simplified example of spread evenly allocation type to illustrate how the amounts are distributed across the target. However, depending on the distribute odd cents option, one of the departments might contain the odd cents that are required to offset the allocated amount against the pool. The distribution of the odd cents is covered in the values in the Selecting Rounding Options section.

See [Define Allocation Step - Round Options Page](#).

- *Allocate on Fixed Basis:* This is a variation of prorata allocation, where the percentage of the prorata is fixed. As with *Spread Evenly*, no basis rows are required to exist in the basis record that is specified. You must still specify the basis record type so that the system can provide a prompt table listing on the basis field name.

You can use only the Selected Detail Values field to specify basis field values, and you can specify more than one value in the Field Name field.

You must also specify the fixed % (percent) for each field value in the Specify Value/Range of Values/Tree Nodes edit box. The total of the percentage for one field does not have to add up to 100 percent, but the system uses the percentages to calculate the actual percent-to-total for each value.

For example, if you specify 10 percent for DeptID 0100 and 40 percent for DeptID 0200, the system allocates 20 percent of the pool amount to DeptID 0100 and 80 percent to DeptID 0200.

- *Prorata with Record Basis:* Specify basis fields in the same way that you do the pool. Basis rows are selected from the basis record, and their amounts are used to calculate a percent-to-total to distribute the pool amount to each target.
- *Arithmetic Operation:* Like *Prorata with Record Basis*, basis rows are selected from the basis record, and you specify basis in the same way that you do the pool. Target amounts are calculated by performing the mathematical operation between each pool and basis amount.

For example, suppose that the total November rent expense for US004 is 110,000.00 USD, paid through the administrative division. This expense must be divided among six divisions. The basis for the rent expense allocation is the amount of floor space that is occupied each month by each division. Floor space is maintained in statistical account 999903. Department ID is defined using the MFG_DEPARTMENTS tree, the DIVISION tree level, and the USA tree node. The following table indicates how much floor space each division uses:

Division	Floor Space	Preallocation Expense
Administration	4000	110000 USD
Sales/Marketing	4000	
Customer Service	2000	
Engineering	4000	
Manufacturing	6000	
Other (No Department Value)	2000	

Division	Floor Space	Preallocation Expense
Total	22,000 square feet	110000 USD

When the amounts are allocated, each division is debited for its share of the rent expense:

Division	Floor Space	Allocated Expense
Administration	4000	20000 USD
Sales/Marketing	4000	20000 USD
Customer Service	2000	10000 USD
Engineering	4000	20000 USD
Manufacturing	6000	30000 USD
Other (No Department Value)	2000	10000 USD
Total	22000 square feet	110000 USD

Basis Record Type

Specify from the following values:

- *Ledger Group*: Select if you are specifying the basis record for General Ledger and enter the basis ledger name.
- *Any Table*: Select if you are defining the basis record for Project Costing and enter the table name.

TimeSpan

Specify the basis time span if the allocation type is prorata with record basis or arithmetic operation. Basis time span works in the same way as the pool time span, except that you have an option (Basis Span Opt) to combine or split basis amounts for a multiple periods' basis time span if you also specify a multiple periods target time span.

Basis Factor)

Specify a percentage to apply against the basis. The factor is applicable only to arithmetic operations.

Zero Basis

Select an option to indicate how the system should proceed when the amount of the basis record retrieved is zero if the allocation type is prorata with record basis or arithmetic operation:

- *Calculate This Basis*: Proceed to calculate the amount when the basis is zero, except for Arithmetic Operation - Divide, where the system issues an error message and stops this allocation step.
- *Select Next Basis*: Skip the zero amount basis record and select the next basis record for processing.

- *Stop Processing*: Issue an error message to indicate that a zero amount basis record is selected, and stop the allocation step due to this error.
- *Calc No Rows as Zero* (calculate no row as zero): If no basis rows are selected based on the time span and selection criteria that is specified in the Basis Fields field, the allocations process processes these rows as zero basis amounts. For rows that exist in the database, the process processes these rows the same way that it processes the *Calculate This Basis* field value.

When you use this option, any selection criteria field that you use for the basis must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the basis.

Before the PeopleSoft Allocations process selects basis records, it groups them based on how the target and offset fields are specified. It uses the Zero Basis option logic only if the total amounts of the group of basis records add up to zero. If some individual basis amounts are zero, but the total amounts of the group of the basis records are not zero, the system still process this group of basis records. The Zero Basis option works independently of the Zero Pool option. You can select different options for them, and the system proceeds based on those selections.

If no basis rows are selected based on the time span and selection criteria that is specified in the Basis Field field, allocations stops this step unless you select the *Calc No Rows as Zero* option in the Zero Basis Option field. You receive the message, "No record row exist for the basis ...," and whether the system continues processing the next step in a group depends on the option that you specified in the Continue field on the Allocations Group page.

Field Name

Enter the basis field name that the PeopleSoft Allocations process uses in selecting only certain rows from the basis record. If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select basis rows.

Refer to the Pool page for a description of the remaining fields on the Basis page.

Note: Allocations does not support using summary ledgers in the basis.

Basis Exceptions Page

The ability to define exceptions to included or excluded ranges of values provides the ability to refine selection criteria while reducing the need for multiple rows or steps.

Use the Basis Exceptions page (ALLOC_BASISX) to enter basis exception ranges.

Navigation

Select the Range of Values option, provide the range values, and click the link in the Exceptions column on the Define Allocation Step - Basis page.

Image: Basis Exceptions page

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

Range From and Range To

Enter the range of values that are exceptions to the associated range of either included values or excluded values. If you selected the *Include Specified Values* field for the Include/Exclude option on the Basis page, the exceptions that you define on this page are exceptions to the included range that you entered. If you selected the *Exclude Specified Values* field for the Include/Exclude option on the Basis page, the exceptions that you define on this page are exceptions to the excluded range that you entered.

Define Allocation Step - Target Page

Use the Define Allocation Step - Target page (ALLOC_TARGET) to define the destination for the allocation or the target record (journal or any table) and target field values.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Target

Image: Define Allocation Step - Target page

This example illustrates the fields and controls on the Define Allocation Step - Target page. You can find definitions for the fields and controls later on this page.

Target Record Type

Select one of the following:

- For *Journals Records*, specify a target ledger group name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency).
- If the target is *Any Table*, specify the table name in the edit box that becomes available.

Time Span

Use to specify the output for a single or multiple accounting periods for the target. Relative time spans, such as *PER* (current period activity), create the target relative to the as of date that is specified on the Allocation Request page.

If the Target Record Type value is *Journals Records*, you must specify the time span value.

If the target record is a table that has both `FISCAL_YEAR` and `ACCOUNTING_PERIOD` fields, you have the option to specify the time span value.

If the target record is a table that does not have both `FISCAL_YEAR` and `ACCOUNTING_PERIOD` fields, you cannot specify the time span value. If you do not specify the time span value, the system populates both `FISCAL_YEAR` and `ACCOUNTING_PERIOD` with a zero value in the target record.

Basis Span Opt (basis span option)

If you use a multiperiod time span for the basis and target, select one of the following in the Basis Span Opt field:

- *Combine Periods for Basis*: Combines the basis amounts for each period that is defined by the time span into one virtual period, producing a single amount.
- *Split Basis by Period*: Maps the basis amount for each period one-to-one with the target periods. For this reason, the number of periods that is in the basis and target time span must match. When you select this option, the Target Span Opt field becomes inactive.

Target Span Opt (target span option) If you select a multiple period time span for the target, you must specify the Target Span Opt field when the basis time span is either a single period or multiple periods (the Basis Span Opt field is *Combine Periods for Basis*):

- *Repeat Target Each Period*: Repeats the entire target amount for each period that is defined in the time span.
- *Divide Target Across Periods*: Divides the target amount by the number of periods that are defined in the time span and distributes it equally to each period.

Field Name

If the target record is journals, the target record name is actually the journal line record name that is defined on the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the target record.

The system validates the Field Name field value that is entered against the record when you save this allocation step definition. Typically, you include any fields that are required by the target record including all the keys and any fields that affect functionality and those that you might decide are mandatory.

Source

Provides a convenient way to populate the target field values, particularly if the values are from the pool or basis records. You need not reenter them here, just prompt for the appropriate option and choose from the following:

- *Pool*: Uses the field values from pool records.
- *Basis*: Uses the field values from basis records.
- *Group By*: Uses the matched field values from both the pool and basis records.
- *Value*: Specifies a fixed value for the target field. You can use this only for character- or date-type fields. You should enter a fixed date in one of these formats: mmddyy, mm/dd/yy, or mm/dd/yyyy. If you select this option, you enter the value in the Value/Mask field.
- *Begin Pd* (begin period): Uses the beginning date for the target accounting period. If you use this option, the target

time span must be populated. Otherwise, the system cannot populate a date value.

- *End Period*: Uses the end date for the target accounting period. If you use this option, the target time span must be populated. Otherwise, the system cannot populate a date value.
- *Req Date* (request date): Uses the as of date that is specified on the Allocation Request page.
- *Seq Num* (sequence number): Uses the next field sequence number for the target records. The allocations process selects the maximum field sequence number for the specified target criteria and increments the number by one. This option is used if the Target Record Type field value is *Any Record*.

Field Mapping

If the source is from *Pool*, *Basis*, or *Group by*, you can specify field mapping for those occasions when the field name for the pool or basis record differs from the field name that is in the target record. For example, this could occur if the Product field value for the target record must come from the Project field value of the pool record.

Value/Mask

If you specify a fixed value in the Source field, use this Value/Mask field for character or date-type fields. You can enter a fixed date in one of the following formats: mmddyy, mm/dd/yy, or mm/dd/yyyy.

Define Allocation Step - Offset Page

Use the Offset page (ALLOC_OFFSET) to define the offset entry that balances the target.

Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Offset

Image: Define Allocation Step - Offset page

This example illustrates the fields and controls on the Define Allocation Step - Offset page. You can find definitions for the fields and controls later on this page.

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Department	Pool		

Offset Record Type

Select *Journal Records* or *Any Table*. For journals, specify the Offset Ledger name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency). If the value in the Offset Record Type field is a table, specify the record name in the Table edit box that becomes available.

Note: If the allocation step does not require an offset, leave this field blank.

Specify Field Values

Specify the offset field values. The offset fields can be directed to the pool record or a particular target table, but the purpose of the offset is always to prevent double counting.

Related Links

[Define Allocation Step - Target Page](#)

Define Allocation Step - Output Options Page

Image: Define Allocation Step - Output Options page

This example illustrates the fields and controls on the Define Allocation Step - Output Options page. You can find definitions for the fields and controls later on this page.

Journal Options

Journal ID Mask

If the target or offset is a journal that is on the Allocations Target or Allocations Offset pages, you must define the journal options.

The Journal ID Mask field enables you to specify a prefix for naming allocation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify the Journal ID Mask to be *ALLOC*, the allocation journal IDs might be *ALLOC00001*, *ALLOC00002*, and so on. Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically.

Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID.

Journal Date Code

You can assign a value based on the following options, all of which are adjusted to the prior working day if the next day is in the next period:

- *Request As of Date*: Uses the as of date that is specified in the Allocation Request page. As a result, the system dates all journals the same day as the allocation request. If you use the as of date, and the date is a not a working calendar day that you define on the Business Calendars page, the system adjusts the date to the next working calendar day.
- *Beginning of the Period*: Uses the beginning day of the periods that are defined in the target time span.

- *End of the Period*: Uses the last day of the periods that are defined in the target time span.

Note: You must use either the *Beginning of the Period* or *End of the Period* journal date options if you use multiple-period time spans for the target.

Source

Enter the journal source. Unless you specify otherwise, the journal source moves by default to *ALO* (allocations).

Reversal

Click to access the Journal Entry Reversal page.

You can set up a reversing entry for the current allocation by selecting the applicable option, which then appears in the link.

Options are:

- *Beginning of Next Period*: Creates a reversing entry that is dated the first business day of the next accounting period. It uses the business calendar that you assign to the business unit that is on the General Ledger Definition - Definition page to determine the first business day.
- *Do Not Generate Reversal*: The PeopleSoft Allocations process does not create the reversal entry, but it does mark the allocation journals with the reversal code. When the allocation journals are posted later in a separate process, the system creates the reversal entry.
- *End of Next Period*: Creates a reversing entry that is dated the last business day of the next accounting period. It uses the business calendar that you assign to the business unit on the General Ledger Definition - Definition page to determine the last business day.
- *Next Day*: Creates a reversing entry that is dated the next business day. It uses the holiday list ID that you assign to the business unit that is on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day.
- *Adjustment Period*: Creates a reversing entry to the adjustment period that you select. Click in the drop-down list to display a list of valid adjustment periods (as defined on the Detail Calendar). When you select this option, you also must enter the Reversal Date. The reversal date value is used to populate the journal date and fiscal year of the reversing entry.
- *On Date Specified By User*: Enables you to select any date that is in the calendar. When you select this option, you also must enter the adjustment period and reversal date. If you enter a date on a nonworking day, and a holiday list ID is

assigned to the business unit, you get an error message. The system does not reset the reversal date. You must reenter a date that is a working day.

Reference Number

Enables you to refer each journal back to a document, person, invoice, date, or any other piece of information that is helpful to you when you track the source of the transaction.

Document Type

If you run the PeopleSoft Allocations process for a business unit for which you enable document sequencing, you must select a document type. If you do not select a document type, you receive an error. If some of the business units require document sequencing, you assign a document type to the allocation rules regardless of whether you enable document sequencing for that business unit. If you do not enable document sequencing for any of the business units, the Document Type field is unavailable.

Bypass VAT Processing (bypass value added tax processing)

Click if you want the allocations process to skip VAT processing.

Even if Bypass VAT Processing is not selected, the journals that are created through allocations and edited do not create VAT rows for VAT applicable accounts. The VAT process processes VAT accounts that are created by the allocation process.

However, to prevent double counting, the VAT process does not create VAT lines for VAT applicable accounts that are created from allocations.

Post Journal (s)

Click to post the journals. If you select this option, the system automatically selects the Edit Journal(s) and Budget Check Journal(s) check boxes. You can deselect the Budget Check Journal(s) check box if you want to run the Budget Processor later to update the commitment control ledgers.

Edit Journal (s)

Select to edit the journals that the PeopleSoft Allocations process creates so that you do not have to edit them later in a separate process. You select this option when you want to edit journals without posting them. Typically, you select this option in a multiple-step allocation process where the pool amount for the next step comes from the target of the previous step.

If journals are not posted, the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the PeopleSoft Allocations process calls the Journal Edit process (GL_JEDIT) first to edit the journals.

If the journals fail in the Journal Edit process, the system does not post them to the ledger and the PeopleSoft Allocations process issues this error message: "Allocation step ... is complete with journal created but not posted." Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem,

you might have to change the allocation step definition to avoid it.

Budget Check Journal (s)

Select this check box to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, the system automatically selects Edit Journal. You must edit journals before you budget check them.

When No Journals are Created

Specify what you want the PeopleSoft Allocations process to do:

- Issue the no journal message type Issue Error message.
- Issue the no journal message type Issue Warning message.

Commitment Control

Click the Commitment Control link to access the Commitment Control page.

In the Commitment Control Amount Type field, select from the following options:

Actuals and Recognized

Select for the actual amount of the expenditure or the recognized revenue transaction.

Encumbrance

Select if the journal is not an actuals transaction. Instead, it records the amount that you authorize to be spent. This usually occurs when you create a contract or a purchase order.

Pre-Encumbrance

Select if the journal is not an actual transaction. Instead, it records the amount that you expect to expend. This usually occurs when you create a requisition.

Collected Revenue

Select if the journal records the collected amount from a prior revenue transaction.

Actuals, Recognize and Collect

Select if the journal records both recognize and collect amounts on the revenue estimate budget ledger.

Planned

Select if the journal records the amount that you plan to spend. This amount is only an estimate; it is not yet an actual transaction.

Bypassing or Overriding Budget Checking

Click the Commitment Control link to access the Commitment Control page.

Bypass Budget Checking

You can select this option to temporarily allow the journal to bypass budget checking. This field is active only if you enabled Commitment Control.

Override

If selected, journal entries are allowed to pass budget checking if they exceed their budgeted amount. This field displays the override user ID and override date.

Budget Entry Type

The following options apply to commitment control budget journals:

Original

Select to indicate an original budget journal entry. Used to record adopted or approved budgets.

Adjustment

Select to indicate an adjustment to an original budget.

Parent Budget Options

Automatic generation of parent budget impacts revolves around the *originating* journal. The originating journal is a child level budget, budget adjustment, or transfer budget journal, entered manually or by journal import or allocations, on which parent or multiple parent budget level impacts are generated.

The automatic generation of parent budgets is discussed in the Commitment Control documentation regarding posting of budgets.

See "Generating Parent Budgets, Budget Adjustments and Budget Transfers Automatically (*PeopleSoft FSCM 9.2: Commitment Control*)".

Table Output Option**Table Output Option**

If the target or offset record that you select is *Any Table* on the Allocation Target or Allocation Offset pages, the Table Output Option field becomes available and you can select *Replace Existing Amount* or *Update Existing Amount*.

Currency Conversion

The currency conversion fields are used by the PeopleSoft Allocations process to convert the base currency amount of the target and offset. The process converts the base currency if the base currency of the target and offset is different from the base currency of the pool. When allocating to a table, the business unit of the target and offset must be a General Ledger business unit; otherwise, the process does not convert the base currency amount.

Rate Type

Specify the currency conversion exchange rate type. When allocating to a journal, if the rate type is blank, the process uses the rate type from the primary ledger of the target and offset ledger group. When allocating to a table, if the rate type is blank, the process does not convert the base currency amount.

Currency Effective Date Code

Select one of the following for the allocation:

- *Jrnl Date* (journal date)
- *Req Date* (request date)

Related Links

"Understanding Journal Processing (*PeopleSoft FSCM 9.2: General Ledger*)"

"Understanding Document Sequencing (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

Define Allocation Step - Round Options Page

Use the Round Options page (ALLOC_ROUND_OPTN) to define the method for rounding the allocation amount and distributing odd cents.

This option is valid for only these allocation types: Spread Evenly, Allocate of Fixed Basis, and Prorata with Record Basis.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Round OptionsA

Image: Define Allocation Step - Round Options page

This example illustrates the fields and controls on the Define Allocation Step - Round Options page. You can find definitions for the fields and controls later on this page.

Specify Field Values		Personalize	Find	First	1 of 1	Last
*Field Name	Field Value					

Round Options

Specify the method to use to round the allocation amount from the following options:

- *Normal*: This is the default. The process rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 is rounded to 104.50 GBP.
- *Round Down*: The process rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 is rounded down to 104.49 GBP.
- *Round Up*: Rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 and 104.494 are both rounded up to 104.50 GBP.

- *Truncate*: Truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.4949 are truncated to 104.49 GBP.

Distribute Odd Cents

For allocation types of prorata, spread even, and fixed basis, the process balances the target and offset amounts to the pool amount that is allocated. In other words, the process attempts to allocate 100 percent of the pool amount to the target and offset amount, sometimes resulting in odd cents. The Distribute Odd Cents option gives you the flexibility to determine where to distribute odd cents. Because allocation processing is set based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread even, and fixed basis.

- *First Target Line*: This is the default. Odd cents are distributed to the first target line.
- *Specify ChartFields*: Define the ChartFields to which the system distributes the odd cents.
- *Last Target Line*: Select to distribute odd cents to the last target line.
- *Largest Target*: Select to distribute odd cents to the target line with the largest amount.

If you are allocating within ChartFields or grouping by ChartFields in the definition, the process distributes odd cents with each group, ChartField value.

Note: PeopleSoft recommends that you select the first two options for optimum performance.

Field Name and Field Value

If you select *Specify ChartFields* as the Distribute Odd Cents option, enter the ChartField combination to which you want to distribute the odd cents. Enter the ChartField in the Field Name field and the ChartField value in the Field Value field. For example, enter *ACCOUNT* for the field name and *100000* for the field value.

The following examples show how the process rounds the allocation amounts if you select one of the options on this page:

Allocation Type	Spread evenly.
Pool Amount	1000.00 with a currency precision of two for USD.
Pool Factor	100.00.
Basis	Dept ID: 11001, 12000, 13000, 14000, 15000, 16000.
Target	Account: 100000.

Dept ID: values from basis.

Example 1

The first example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents

Specify ChartField.

Account: 100004.

Dept ID: 41000.

Round Options

Normal.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis).

$(1000 (1/6)) = 166.67$ rounded:

<i>Account</i>	<i>Dept ID</i>	<i>Allocated Amount</i>
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67
100000	15000	166.67
100000	16000	166.67
100004	41000	-0.02

Example 2

The second example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents

Last target line.

Round Options

Round up.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) + .005.

$(1000 (1/6)) = 166.67$ rounded:

Account	Dept ID	Allocated Amount
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67
100000	15000	166.67
100000	16000	166.65

Example 3

The third example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents Largest target.

Round Options Round down.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) - .005.

(1000 (1/6)) = 166.67 rounded:

Account	Dept ID	Allocated Amount
100000	11001	166.70
100000	12000	166.66
100000	13000	166.66
100000	14000	166.66
100000	15000	166.66
100000	16000	166.66

Related Links

[Define Allocation Step - Round Options Page](#)

Define Allocation Step - Batch Records Page

Use the Batch Records page (ALLOC_RECNAME) to specify the batch temporary tables that are used in the PeopleSoft Allocations process.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Batch Records.

Image: Define Allocation Step - Batch Records page

This example illustrates the fields and controls on the Define Allocation Step - Batch Records page. You can find definitions for the fields and controls later on this page.

Calculation Log Record

Specify to create a calculation log for a complete audit trail for debugging. Select the Create Calculation Log option on the Allocation Request page. You can use the delivered calculation log record, ALLOC_CALC_LOG, for all allocation steps that are processed against the actuals ledger (but not the budgets ledger, which might have ChartFields that are different from the actuals ledger). If the allocation is not processed against the actuals ledger, modify the Calculation Log Record field or create a unique record.

Pool

Specify the temporary table for the pool data. The PeopleSoft Allocations process uses this table to store the temporary data for the pool.

Basis

Specify the temporary table for the basis data. The PeopleSoft Allocations process uses this table to store the temporary data for the basis.

Target Detail

Specify the temporary table for the target detail data. The PeopleSoft Allocations process uses this table to store the temporary data for the target.

Target Summary

Specify the temporary table for the target summary data. The PeopleSoft Allocations process uses this table to store the summarized data for the target and offset.

Offset Detail

Specify the temporary table for the offset detail data. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset data.

Offset Summary

Specify the temporary table for the Offset Summary data. Data is summarized from the target record or journals. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset summary data.

Target Balance

Specify the temporary table for the target balance data. The PeopleSoft Allocations process uses this table to store the target balance lines, which are necessary to balance the target and offset against the pool amount.

Calculation Log

Specify the temporary table (ALC_CLOG_TAO) to the calculation log.

Default

Click the Default button to assign the default temporary tables. The process assigns the temporary tables based on the setup of the pool, basis, target, and offset.

PeopleSoft delivers these standard temporary (TAO) tables:

Temporary Table	General Ledger	Projects
Calculation log	ALC_CLOG_TAO	ALC_CLOG_TAO
Pool	ALC_GL_P_TAO	ALC_PC_P_TAO
Basis	ALC_GL_B_TAO	ALC_PC_B_TAO
Basis Summary	ALC_GL_BS_TAO	ALC_PC_BS_TAO
Target Detail	ALC_GL_T_TAO	ALC_PC_T_TAO
Target Summary	ALC_GL_TS_TAO	ALC_PC_TS_TAO
Offset Detail	ALC_GL_O_TAO	ALC_PC_T_TAO
Offset Summary	ALC_GL_OS_TAO	ALC_PC_TS_TAO
Target Balance	ALC_GL_TB_TAO	ALC_PC_TB_TAO

Use the standard General Ledger TAO tables to allocate ledger (including all ledger, commitment control, projects, and budgets) and journal data.

Use the standard Project Costing TAO tables to allocate projects resource data.

Note: When allocating to a journal, the PeopleSoft Allocations process sometimes uses a separate temporary table for the offset detail and offset summary data in order to optimize the processing performance. The process determines if it must use a separate temporary table at runtime. Even if you specify a different table for the offset detail and summary, the process might not use a separate temporary table to process the offset data. There are no delivered offset detail and summary TAO tables for projects because these tables are not used to allocate to a journal.

PeopleSoft recommends that you use the standard delivered TAO tables.

Note: If you specify the value Any Table in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table.

If you are using your own customized TAO tables, use the delivered TAO tables as a model. Open the delivered TAO table and do a save as to create a TAO table. The following fields are required:

- PROCESS_INSTANCE, LOGICAL_RECORDS, BUSINESS_UNIT, BUSINESS_UNIT_IU.
- ChartField that are applicable to the process, such as Account, DEPTID, and so on.
- Amount Fields and the currency control fields that are applicable to the amounts that are allocated.

This should also include the calculation log pool and basis amount fields, namely, ALLOC_POOL_AMT, ALLOC_POOL_PBA, ALLOC_POOL_PTR, ALLOC_BASIS_AMT, ALLOC_BASIS_TOT.

- Fields required for interunit processing, IU_TRAN_GRP_NBR, IU_ANCHOR_FLG.
- Fields required for intraunit processing, CF_VALUE1 to CF_VALUE10.
- Field required for base currency conversion, BASE_CURRENCY_POOL, RATE_MULT, RATE_DIV.
- Fields required for time span, ACCOUNTING_PERIOD, FISCAL_YEAR.
- Other fields that are applicable to the setup.

For example, if you are allocating to a specific ledger, add field LEDGER to the TAO tables.

Note: To increase performance, the PeopleSoft Allocations process attempts to use a dedicated temporary table for all TAO tables. If you are using your own TAO tables, use dedicated temporary tables that are created in PeopleSoft Application Designer and define the record type as a temporary table. Define the temporary tables in the definition of the PeopleSoft Allocations process (FS_ALLC).

Related Links

[Define Allocation Step - Basis Page](#)

"The Background Process Model (*PeopleSoft FSCM 9.2: General Ledger*)"

Define Allocation Step - Amount Fields Page

Use the Amount Fields page (ALLOC_AMOUNT) to define the amount field mapping between the pool, basis, target, and offset records.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step, Amount Fields

Image: Define Allocation Step - Amount Fields page

This example illustrates the fields and controls on the Define Allocation Step - Amount Fields page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Define Allocation Step - Amount Fields' page. At the top, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Round Options', 'Batch Records', and 'Amount Fields'. Below the tabs, the page shows the 'Effective Date' (01/01/1900), 'Status' (Active), and 'Description' (Allocate Rent by Floor Space). The main section is titled 'Allocation Amount Field Mappings' and contains a table with the following columns: Field Name, Pool, Basis, Target, and Offset. The table lists several fields and their corresponding mappings:

Field Name	Pool	Basis	Target	Offset
Amount	Posted Total Amount	Posted Total Amount	Foreign Amount	Foreign Amount
Base Amount	Posted Base Currency Amount		Monetary Amount	Monetary Amount
Log Amount	Allocations Pool Amount	Alloc Basis Amt	Alloc Target/Offset Amount	
Log Base Amount	Allocations Pool PBA Amount		Alloc Target/Offset PBA Amt	
Log Basis Total Amount		Alloc Basis Total		

Use this page to define the fields in the chosen pool record that store the pool amounts, the fields in the chosen basis record that store the basis amounts, and where the system is to put the calculated amounts in the chosen target and offset records.

You can specify many sets of amount fields to perform allocations. For example, Project Costing can allocate on both resource amount and resource quantity fields in the same allocations. You can allocate pool resource amounts by using the basis resource amount percentage-to-total ratio and the pool resource quantity by using the basis resource quantity percentage-to-total ratio. You can also allocate both the pool resource amount and resource quantity using the basis resource amount percentage-to-total ratio. This page gives you the flexibility to define how the amounts are distributed from the fields in the pool record to the fields in the target and offset record.

General Ledger provides information about the total balances in the base currency and in individual transaction currency balances. Use the posted total amount field to get the total balance in the base currency. You can use the Posted Transaction Amount field to get the individual transaction currency balances. The Posted Transaction Amount (POSTED_TRAN_AMT) and Posted Total Amount (POSTED_TOTAL_AMT) fields exist in the ledger table to store different currency information.

The following simplified example illustrates the totals as recorded in the ledger for three transactions in three currencies: 1000 EUR, 100 USD, and 1000 GBP. Assume that the base currency is USD. Also, assume that 1 EUR is equal to 1.10 USD and that 1 GBP is equal to 1.58 USD. After the three transactions are recorded, the balances in the ledger are as follows:

Currency	Posted Total Amount	Posted Base Currency Amount	Posted Transaction Amount
EUR	1000	1100	1000
USD	2780	100	100
GBP	1000	1580	1000

Note: The Foreign Amount (FOREIGN_AMOUNT) field on the journal line is the transaction currency amount and is ultimately recorded in the posted transaction amount. The Monetary Amount (MONETARY_AMOUNT) field on the journal line is the equivalent of the base currency amount and is recorded in the posted base amount. It is important to keep this relationship between ledger and journal line fields in mind when the target and offset are journal lines.

Fixed Pool Amount

Enter an amount if the pool is not a record but a fixed amount. This field is not available if you do not specify *Fixed Amount* in the Pool Record Type field on the Pool page.

Amount

Select amount fields for the Pool, Basis, Target, and Offset.

Depending on the records and fields that you specify on the Pool, Basis, Target and Offset pages, the system displays possible fields for the amount in the drop-down menus.

Following are values for a RENTEXP allocation example that uses the ledger group record and the Account field for pool and basis and is allocating the pool amount to the journal record for target and offset.

The values that are available in the drop-down menus differ depending on the records and fields that are specified for the basis, pool, target and offset, and thus for the product for which the allocation is intended. For example, the values are different for Project Costing and General Ledger allocations because the records and fields are different. You must thoroughly understand the relationship between records and fields in the product and between pool, basis, target, and offset before you can successfully complete the allocations.

- Pool amount: Select the field in the pool record that provides the amounts that are to be allocated to the target and offset.

For example, select the Posted Transaction Amount (POSTED_TRAN_AMT) in the ledger record when you are allocating transaction amounts to the target and offset.

- Basis amount: Select a field in the basis record that you can use to determine in what proportion the pool amounts are distributed to the target and offset.
- Target amount: Select the field in the target record where the pool amounts are to be distributed. For example, the transaction (FOREIGN_AMOUNT) field in the journal line record.
- Offset amount: Select a field in the offset record where the pool amounts that are distributed to the target are offset, or cleared.

Offset is only necessary when you must prevent double counting. For example, FOREIGN_AMOUNT in the journal line record offsets (balances out) the amount that is

distributed to the target in the FOREIGN_AMOUNT field when posted to the ledger.

Base Amount

Select from the values for the Pool, Target, and Offset fields.

- Pool base amount: Select the field in the pool record that contains the amount that is the base currency that is equivalent to the pool Amount field.

For example, POSTED_BASE_AMT is the base currency equivalent of POSTED_TOTAL_AMT in the ledger record and MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record. When you specify the base amount for the pool, the PeopleSoft Allocations process assumes that the amounts are monetary and uses the currency control fields that are defined for the Pool, Target and Offset records to determine the currency codes.

- Target base amount: Select the Amount field in the target record that contains amounts that are the base currency equivalent of the Target Amount field.

For example, MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record.

- Offset base amount: Select the field in the offset record for which is the base currency equivalent of FOREIGN_AMOUNT on the journal line record.

This field is optional. Its purpose is to support multicurrency functionality for monetary amount fields in allocations. If the target amount is a statistical amount or only one currency is involved, leave this field blank.

Transaction Amount

Specify the *Posted Transaction Amount* to allocate the individual transaction currencies when the target record is specified as *Any Table* on the Target page. The allocation must be allocating to a record for this field to be available. It does not appear on the Amount page otherwise.

Log Amount

Select the appropriate fields from the Calculation Log record used to store the pool, basis, and target amounts to provide an audit trail.

Log Base Amount

Select the appropriate fields from the Calculation Log record:

- Pool log base amount: Select the field that is used to store the pool base currency amount for an audit trail.

- Target log base amount: Select the amount field that is used to store the calculated target base currency amount for an audit trail.

Log Basis Total Amount

The amount field in the Calculation Log record that is used to store the total basis amount for the audit trail. Dividing the value stored in the Log Basis field by the value stored in the Log Basis Total field gives you the percentage of pool amount distributed to the target.

The following are examples of the setup for the amount fields for various allocation scenarios.

For example, if you are allocating on monetary amounts for General Ledger, the pool record might be Ledger Group ACTUALS and the Target record journals ACTUALS. The allocation fields are:

Allocation Amount Fields	Field Value
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT

The actual pool and target records are LEDGER and JRNL_LN, respectively. The currency control fields that are defined in PeopleSoft Application Designer for the POSTED_TOTAL_AMT, POSTED_TRAN_AMT, and POSTED_BASE_AMT fields are the CURRENCY_CD and BASE_CURRENCY fields for the LEDGER record. The currency control fields that are defined in PeopleSoft Application Designer for the FOREIGN_AMOUNT and MONETARY_AMOUNT fields are the FOREIGN_CURRENCY and CURRENCY_CD fields for the JRNL_LN record.

Using these currency control field definitions, allocations automatically determine that the target record's FOREIGN_CURRENCY field value source is from the pool record's CURRENCY_CD field value, and the target record's CURRENCY_CD field value source is from the pool record's BASE_CURRENCY field value. You need not define the currency field values explicitly for the Target and Offset fields.

These currency control field values also determine the currency precision and rounding feature in the PeopleSoft Allocations process. For example, if the target record FOREIGN_CURRENCY field value is USD, the system rounds the FOREIGN_AMOUNT to the second decimal. If the target record FOREIGN_CURRENCY field value is JPY (Japanese yen), the system rounds the FOREIGN_AMOUNT to the integer.

The PeopleSoft Allocations process uses the target record's currency control field values to determine the currencies that are for the target and offset records. If you are allocating on fixed pool amounts, there is no pool record; you must specify the target and offset records' currency field values in the Target and Offset fields. For example, if you are allocating 100.00 USD, you enter 100 in the Fixed Pool Amount field on the Amount page. On the Target and Offset pages, specify the FOREIGN_CURRENCY and CURRENCY_CD fields in the Specify Field Values group box. Set the Source field value on the Target and Offset page to *Value*.

The following table is an example of the fields that are used when allocating on monetary amounts in PeopleSoft applications:

<i>Allocation Amount Field</i>	<i>Field Value</i>
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

The following example shows fields used when allocating to statistics amounts in PeopleSoft applications:

<i>Allocation Amount Field</i>	<i>Field Value</i>
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	STATISTIC_AMOUNT
Target Base Amount	optional
Offset Amount	STATISTIC_AMOUNT
Offset Base Amount	optional
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT

Allocation Amount Field	Field Value
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	optional

If you are multiplying a statistics pool amount (such as, hours) by a basis amount (such as , hourly rate) in PeopleSoft applications to create a monetary amount target, explicitly specify the FOREIGN_CURRENCY and CURRENCY_CD field values for the target and offset record. The amount fields are defined as follows:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

If you are creating budgets for next year in PeopleSoft applications and you do not want to carry all foreign currencies in the budget ledger but instead you want to use the consolidated total amounts for all currencies, you can specify the currency code equal to the base currency for your pool. Define the amount fields as follows:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT

<i>Allocation Amount Field</i>	<i>Field Value</i>
Target Base Amount	MONETARY AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

Defining the Allocation Group

To define the allocation group, use the Define Allocation Group component (ALLOC_GROUP).

This section provides an overview of the allocation group and discusses how to put process steps in allocation groups.

Page Used to Define Allocation Group

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Allocation Group	ALLOC_GROUP	Allocations, Define and Perform Allocations, Define Allocation Group	Define multiple allocations across ChartFields.

Understanding the Allocation Group

You can define multiple allocation steps for step-down allocations across ChartFields. The target for each step can become the next step's pool or basis. You define an allocation group for these steps and then process the allocation on the group. If a step in the sequence fails, the Continue option determines if processing continues for the next step.

The allocation group is effective-dated, allowing you to track the historical basis of the financial data that results from allocation processing.

Note: Even if there is only one step in an allocation, you must define an allocation group.

Allocation Group Page

Use the Allocation Group page (ALLOC_GROUP) to define multiple allocations across ChartFields.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Group, Allocation Group.

Image: Allocation Group page

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

Allocation Group

SetID SHAREGroup RENT

Effective date

Find | View All

First 1 of 1 Last

*Effective Date01/01/1900

StatusActive

DescriptionRent & Building exp Allocation

Comments

This is an example of multi-steps Allocations:
1. First, US001's Rent is allocated on fixed ratio to CAN01 and US001' (this is an Inter Unit Allocation with currency conversion).

Steps

Personalize | Find | View All

First 1-2 of 2 Last

*Step	Description	Continue	
RENT_IU	Allocate Rent to Inter Units	<input checked="" type="checkbox"/>	+ -
RENTEXP	Allocate Rent by Floor Space	<input checked="" type="checkbox"/>	+ -

Use the icons in the upper right corner of the page to copy, rename, or delete the allocation group.



Click the Copy Allocation Group button to make a copy of the group.



Click the Rename Allocation Group button to rename the copy group.



Click the Delete Allocation Group button to delete the copy group.

Effective Date

Enter the date that the Allocation Group is to be effective. This provides the ability to change the Allocation Group as time progresses and retain the audit trail of those changes.

Status

Select a status of *Active* or *Inactive* for the Allocation Group.

Description

Enter a short description to appear in prompt lists and reports.

Comments

Add a detailed explanation for the Allocation Group and document the purpose of each step within a complex allocation.

Step

Enter the name of the process step that determines the various allocations processing options in addition to the pool, basis, target, and offset ChartFields. Define each allocation step in a series of pages. You must define a step before you can select it

in the allocation process group sequence. After it's defined, you can use a step in any number of allocations.

The sequence determines the order in which the PeopleSoft Allocations process performs the steps. It is important to enter them in the correct sequence because the target of each step becomes the pool for the next step (or basis if the journals are posted).

Continue

Select for a specific step to indicate that you want the system to continue processing even if that allocation step fails.

Related Links

[Defining Allocation Process Steps](#)

Copying, Renaming, or Deleting Allocation Steps

This section provides an overview of copying, renaming, or deleting allocation steps and discusses how to copy, rename, or delete allocation steps.

Page Used to Copy, Rename, or Delete Steps

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Copy / Rename / Delete Allocation Step	GL_ALC_COPY	Allocations, Define and Perform Allocations, Copy / Rename / Delete Allocation Step	Create new steps that are identical or similar to the ones that you already defined. Also rename or delete an allocation step.

Understanding Copying, Renaming, or Deleting Allocation Steps

The PeopleSoft Allocations process requires several steps. Chances are that some of the steps in a single allocation—or even steps for a different allocation altogether—can be quite similar. It's possible to use identical steps in several allocations simply by specifying the step name; there is no limit to the number of times or places that you can use a given step.

Copy / Rename / Delete Allocation Step Page

Use the Copy / Rename / Delete Allocation Step page (GL_ALC_COPY) to create new steps that are identical or similar to the ones that you already defined.

Also rename or delete an allocation step.

Navigation

Allocations, Define and Perform Allocations, Copy / Rename / Delete Allocation Step, Copy / Rename / Delete Allocation Step

Image: Copy / Rename / Delete Allocation Step page

This example illustrates the fields and controls on the Copy / Rename / Delete Allocation Step page. You can find definitions for the fields and controls later on this page.

Process Frequency	Action	*SetID	*Allocation Step	Description	New Step	Add step to Allocation Groups
Always	Copy	SHARE	RENTEXP	Allocate Rent by Floor Space	OHALLOC	Do not add in group

Action

Select one of the action options:

For *Copy* or *Rename*, the New Step field is available. Use this field to identify the new step or rename the original one.

If you select *Delete*, the process purges the step definition from the system.

If you rename to delete a process step, the process automatically updates the allocation process groups.

Allocation Step

Select the step that you want to manipulate.

Add Step to Allocation Groups

When you copy a step, you can choose one of the following options to add the step to the process group where the process step, used to copy the new step, exists:

- Add after process step.
- Add first in group.
- Add last in group.
- Do not add in group.

Creating Adjusting Entry Journals

To create adjusting entry journals, use the TimeSpans component (TIME_SPAN).

This section provides an overview of allocations and adjusting entry journals and discusses how to:

- Set up time span definitions specifying absolute period.
- Set up time span definitions specifying relative period.
- Allocate to multiple adjustment periods.

- Specify the Adjusting Entry option.

Page Used to Create Adjusting Entry Journals

Page Name	Definition Name	Navigation	Usage
TimeSpans	TIME_SPAN	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans	Specify the adjusting period's type for the output.

Understanding Allocations and Adjusting Entry Journals

The PeopleSoft Allocations process supports creating adjusting entry journals, where the accounting period is an adjustment period. Adjustment periods can be defined as absolute period or relative to current period.

TimeSpans Page

Use the TimeSpans page (TIME_SPAN) to specify the adjusting period's type for the output.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans

Image: TimeSpans page

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

In this example, the adjustment period is set up for the absolute period of 905.

Setting Up TimeSpan Definitions Specifying Relative Period

In the following example, the adjustment periods are defined relative to the current regular period:

Image: TimeSpans page (adjustment period determined relative to current period)

This example illustrates the fields and controls on the TimeSpans page (adjustment period determined relative to current period). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'TimeSpans' page with the following fields and controls:

- SetID**: SHARE
- TimeSpan**: PER_ADJ
- Description**: Current Year Adjustments
- Start Year**: 0
- *Start Year Type**: Relative to Current Year
- Start Period**: 0
- *Start Period Type**: Relative to Current Period
- End Year**: 0
- *End Year Type**: Relative to Current Year
- End Period**: 0
- *End Period Type**: Relative to Current Period
- Calendar ID**: 01 (Monthly)
- ☐ Include Balance Forward
- Include Adjustment Periods** (Section Header)
 - ☐ No Adjustment Period
 - ☐ Adjustment Period 998
 - ☒ Specify Adjustment Period
 - Start Adjustment Period**: 900
 - *Start Adjustment Period Type**: Relative to Current Period
 - End Adjustment Period**: 900
 - *End Adjustment Period Type**: Relative to Current Period

The adjustment period is the Start Adjustment Period/End Adjustment Period value that is specified, plus the current regular period. For example, suppose that you are processing allocations in March, then the current period is 03 (monthly calendar) and the adjustment period is 903.

The advantage of defining the adjustment period as relative to the current period is that you need not maintain the adjustment period value in the time span.

Allocating to Multiple Adjustment Periods - Example

Use relative adjustment periods to allocate to multiple adjustment periods. In this example, the TimeSpans page is defined for allocations to create adjusting journal entries for adjustment periods 901 through 912:

Image: TimeSpan for multiple adjustment periods

This example illustrates the fields and controls on the TimeSpan for multiple adjustment periods. You can find definitions for the fields and controls later on this page.

TimeSpans

SetID SHARE TimeSpan PER_ADJ Description Current Year Adjustments

Start Year 0 *Start Year Type Relative to Current Year

Start Period 1 *Start Period Type Absolute Period

End Year 0 *End Year Type Relative to Current Year

End Period 12 *End Period Type Absolute Period

Calendar ID 01 Monthly

☐ Include Balance Forward

Include Adjustment Periods

☐ No Adjustment Period ☐ Adjustment Period 998 ☒ Specify Adjustment Period

Start Adjustment Period 900

*Start Adjustment Period Type Relative to Current Period

End Adjustment Period 900

*End Adjustment Period Type Relative to Current Period

Specifying the Adjusting Entry Option

Select a time span that uses adjustment period on the Define Allocation Step - Target page.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step. Select the Target tab.

Image: Define Allocation Step - Target Page

This example illustrates the fields and controls on the Define Allocation Step - Target Page. You can find definitions for the fields and controls later on this page.

Type Pool Basis **Target** Offset Output Options Round Options Batch Records Amount Fields

SetID SHARE Step RENTEXP

Effective Date 01/01/1900 Status Active Description Allocate Rent by Floor Space

Target Record

Target Record Type Journal Records Target Ledger RECORDING

Time Span PER

Basis Span Opt Combine Periods for Basis Target Span Opt Divide Target Across Periods

Specify Field Values

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Department	Basis		

Notice in the following example that if the TimeSpan that you select on the Target page is set up to use adjustment periods, the Adjusting Entry options on the allocation Output Option page are visible.

Navigation

Allocations, Define and Perform Allocations, Define Allocation Step. Select the Output Options tab.

Image: Define Allocation Step - Output Options Page

This example illustrates the fields and controls on the Define Allocation Step - Output Options Page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Output Options' tab of the 'Define Allocation Step' page. At the top, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options' (selected), 'Round Options', 'Batch Records', and 'Amount Fields'. Below these, the 'SetID' is 'SHARE' and the 'Step' is 'RENTEXP'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. The 'Description' is 'Allocate Rent by Floor Space'. The 'Journal Options' section includes 'Journal ID Mask' (RENT), 'Journal Date Code' (Request As of Date), 'Journal Source' (ALO), 'Reference Number' (empty), 'Document Type' (FS-ALLOC), and 'Reversal: Do Not Generate Reversal'. There are checkboxes for 'Post Journal(s)', 'Edit Journal(s)', 'Bypass VAT Processing Commitment Control', and 'Budget Check Journal(s)'. The 'When No Journals are Created' dropdown is set to 'Issue Error Message'. The 'Currency Conversion' section shows 'Rate Type' (CRRNT) and 'Currency Effective Date Code' (Jrnl Date).

The PeopleSoft Allocations process uses this option to determine which accounting periods are used with the journals. If the Adjusting Entry option is selected, the PeopleSoft Allocations process creates the journal or journals with the adjustment period or periods that are defined in the target time span. If the option is not selected, allocations creates the journal or journals with the regular accounting period or periods.

Setting Up Interunit and Intraunit Allocations

The PeopleSoft Allocations process creates what are initially unbalanced allocation journal entries between legal entities (interentity), between business units (interunit), and among balancing ChartFields within a particular business unit (intraunit).

The PeopleSoft Allocations process does not create the interunit and intraunit balancing journal lines as a part of the process. The interunit and intraunit balancing transaction lines are created by the Inter/IntraUnit Processor, which is run from journal edit.

In the following example, business unit JP001 is allocating rent expense that is accumulated in its account 640000 in the amount of 1000000 JPY to JP001, JP002, and JP003 on a fixed basis of 50 percent, 20 percent, and 30 percent, respectively.

The following illustrates a simple allocation of this expense across multiple business units:

BU Pool	Fixed Basis	Target by Basis	Offset to BU Pool
JP001	50 percent to JP001	JP001	JP001
	20 percent to JP002	JP002	
	30 percent to JP003	JP003	

You create an interunit and intraunit allocation much as you would any other, except that you must select an appropriate transaction code on the Allocation Type page. The PeopleSoft Allocations process populates this value on each journal entry line.

The transaction code is a means to categorize interunit and intraunit transactions. In this instance, we have used the delivered System Transaction for General Ledger journals (GLJ) and the Transaction Code JOURNALS.

If you want to distinguish the allocated interunit and intraunit rent receivables and payables from all others, you can create a transaction code (such as AllocJrnl) and map it to the GLJ System Transaction. You must also create interunit templates and intraunit templates that associate the new transaction code with accounting entry types for which you provide ChartField values that are used by the system to complete the partial interunit and intraunit entries.

The PeopleSoft Allocations process supplies the following information for the journal header:

Business Unit	Business Unit IU	System Transaction	Transaction Code
JP001	JP001	GLJ	JOURNALS
JP002	JP001	GLJ	JOURNALS
JP003	JP001	GLJ	JOURNALS

The PeopleSoft Allocations process creates the following journal line information:

IU Group	Anchor	Line #	BU	Acct	Amount
1	JP001	1	JP001	640000	-1000000
1		2	JP001	640001	500000
1		3	JP002	640001	200000
1		4	JP003	640001	300000

The anchor is the business unit or ChartField value around which the system completes the entry and determines such things as the balancing method and organizes the related journal lines in the same IU group (interunit group).

For intraunit allocation steps, the process always defines a unique IU group for each balancing ChartField value that is defined in the pool. For interunit, the process always uses an IU group number of 1.

The PeopleSoft Allocations process derives the anchor business unit based on the definition setup.

The process first checks to determine if the business unit is defined in the offset as a fixed value. If this condition is the case, the process uses the offset fixed value as the anchor.

If not, the business unit is not in the offset as a fixed value, the process checks if the business unit is defined in the target as a fixed value. If this condition is true, the process uses the target fixed value as the anchor.

If the business unit is not defined in the target or offset as a fixed value, then the process uses the business unit from the pool as the anchor.

Note: If there are multiple pool values, each is processed against the basis in turn. The result is a separate IU group for each pool value and its journal entry lines. Use any of the interunit business units that are defined in the pool when requesting interunit allocations.

At this point, the rent expense is allocated but the journal is not in balance because you have not yet created the due to and due from interunit or intraunit payables and receivables lines. When you run the Inter/IntraUnit Central Processor, it provides the following information or additional lines to balance the journal entry (lines 5 through 8):

<i>IU Group</i>	<i>Anchor</i>	<i>Line#</i>	<i>BU</i>	<i>Acct</i>	<i>Affiliate</i>	<i>Amount</i>
1		5	JP001	100000	JP002	200000
1		6	JP001	100000	JP003	300000
1		7	JP002	100000	JP001	-200000
1		8	JP003	100000	JP001	-300000

Related Links

[Understanding PeopleSoft Interunit and Intraunit Functionality](#)

[Running the Centralized Interunit and Intraunit Processor](#)

[Verifying Interunit, Intraunit, and ChartField Inheritance Setup](#)

Using Allocations with PeopleSoft Project Costing

There are two basic types of allocations that you can perform in PeopleSoft Project Costing by using the PeopleSoft Allocations process:

- Project-to-project allocations.
- General Ledger to Project Costing allocations.

The *PeopleSoft Project Costing* product documentation discusses using the PeopleSoft Allocations process in Project Costing and provides an example of a project-to-project allocation step.

Related Links

[Using Allocations with PeopleSoft Project Costing](#)

"Understanding Allocations in PeopleSoft Project Costing (*PeopleSoft FSCM 9.2: Project Costing*)"

Running an Allocation Request

This section discusses how to run the allocation request.

Page Used to Run the Allocation Request

Page Name	Definition Name	Navigation	Usage
Allocation Request	ALLOC_REQUEST	Allocations, Define and Perform Allocations, Request Allocation, Allocation Request	Specify parameters for running the PeopleSoft Allocations process.

Allocation Request Page

Use the Allocation Request page (ALLOC_REQUEST) to specify parameters for running the PeopleSoft Allocations process.

Navigation

Allocations, Define and Perform Allocations, Request Allocation, Allocation Request

Image: Allocation Request page

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

Run the request after you define the allocation steps and allocation group.

Unit

Specify the business unit for the PeopleSoft Allocations process. For non-interunit steps, this business unit also determines the business unit value for the pool and basis rows that are selected. For interunit steps, use any one of the business units that are defined in the pool when requesting interunit allocations.

Allocation Group

Identify the allocation group to be processed in this request.

Request Date Option

Select the *As of Date* value in the Request Date Option field, and two additional *As of Date* fields become available. The as

of date moves by default to the current system date; however, you can change the date for individual lines by using the As of Date field on each line or for all lines using the As of Date field for the request.

You can define individual steps in an allocation group using relative time spans, such as PER (Current Period Activity).

A relative time span retrieves ledger amounts relative to the Request Date Option that you specify. The request date options are:

- *Process Date*: Uses journals dated before the run date.
- *SYSDATE*: Uses journals dated before the system date for your computer.
- *As of Date*: Uses journals dated before the date that you specify in the As of Date field that appears for the line when you select this option.



Click the Update As of Date button to change the as of date for all lines in the run requests to the current date or the date that you specify.

Output Options

Select one of the following options:

- *Create Calc Log - No Output* (create calculation log - no output): Serves as a *dry run* by creating a calculation log but no journals and ledger entries.
- *Create Calc Log and Output* (create calculation log and output): Creates a calculation log and generates journals and ledger entries.
- *No Calc Log - Create Output* (no calculation log - create output): Creates journals and ledger entries, but no calculation log. This is the system default value.

Note: Calculation logs are cleared using SQL scripts.

Start Step

When errors occur and processing aborts, you can restart processing at the step that failed by selecting Start Step. This option appears only if an error occurred during processing.

Related Links

[Restarting and Recovering the Allocations Process](#)

Producing Allocations Reports

The allocation reports provide information about the allocation setup and the results of a PeopleSoft Allocations process run.

Pages Used to Produce Allocation Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Allocation Step	RUN_GLS6000	Allocations, Reports, Allocation Step	<p>Define run parameters for the Allocation Step Definition report (GLS6000).</p> <p>An SQR, the report lists detailed information for allocation steps and provides a hard copy of the allocation steps that you define using the Allocation pages.</p>
Allocation Group	RUN_GLC6001	Allocations, Reports, Allocation Group	<p>Specify the run parameters for the Allocation Group Definition Report .</p> <p>A Crystal report (GLC6001) lists all allocation steps that are associated with a particular allocation group. The report provides a hard copy of the allocation groups that you define on the Allocation Group page.</p>
Allocation Calculations Logs	RUN_GLS6002	Allocations, Reports, Allocation Calculation Logs	<p>Specify the run parameters for the Allocation Calculations Log Report (GLS6002).</p> <p>An SQR, the report lists the allocation calculations that the specified process step performs within a process instance.</p>

Viewing Process Messages

The run status in the process monitor appears as a warning if allocations generates any error messages for the request. Use the Message Log to view any system-generated messages when you process allocations. The Message Log can also help you to troubleshoot allocations and to audit allocation information.

Restarting and Recovering the Allocations Process

If the system encounters an error while it is processing a request, it sets the request status to error. The program then continues with the next request. To rerun the canceled request, you must return to the online request page and initiate the request.

You can use the Message Log page to identify any request marked in error. When you correct the condition that caused the error, mark the request for processing and run the job again.

For allocations, the request specifies the allocation group to be processed and a commit is performed after each allocation step in that group. If the system encounters an error while it is processing a step, two factors determine whether the system continues with subsequent steps:

- The type of error.
- The Continue option on the Allocation Group page.

If the error is a system error, the allocation process aborts. If the error is a data error, the system checks the Step Continue option on the Allocation group definition.

If you select Continue for the step that failed, the system continues processing despite the failure. If you do not select Continue for that step, allocations proceeds with the next group on the request. After you correct the problem that caused the error, you can rerun the process for the same group.

The Start Step check box on the Allocation Request page enables you to specify whether the PeopleSoft Allocations process should restart processing at the step that failed. If you do not select this check box, allocations starts with the first step in the group. The Start Step option is available only if an error occurred during processing.

Setting Up On-Demand Processing

Setting Up On-Demand Processing

This topic provides an overview of Oracle's PeopleSoft on-demand processing and discusses how to:

- Set up on-demand processing options.
 - Define process group user preferences.
-

Understanding Setting Up On-Demand Processing

Oracle's PeopleSoft Financial Management and Supply Chain Management provides on-demand process groups that certain users can run directly from transaction entry pages. These process groups generally consist of logically-related and sequentially-ordered processes that a transaction might require.

The process groups available depend on your user ID and whether or not a given transaction requires the processing. For example, if budget checking is not applicable to a particular voucher, the Budget Checking (BUDGET_CHK) process group is not available.

Warning! Some of the on-demand processing depends on products installed. For example, if PeopleSoft General Ledger is licensed and installed, the Journal Generator (FS_JGEN) process will also execute the Journal Edit and Journal Post process. If you do not choose to license and install PeopleSoft General Ledger, deselect the check box for the PeopleSoft General Ledger product on the Installation Options - Products page. This eliminates the wasted time your system will incur by executing the Journal Edit and Journal Post process when these processes are not needed. In general, deselect all check boxes on the Installation Options - Products page for all products that you have not licensed.

Payables

When you finish entering a voucher in PeopleSoft Payables, you can either save the voucher and process it in batch, or you can process it on demand on the following pages:

- Cancel Payment (PYMNT_CANCEL).
- Close Voucher (VCHR_CLOSE1).
- Complete Register Voucher (VCHR_HDR_CMP).
- Mass Payment Cancellation (AP_PMT_MASS_CNL).
- Match Exception Workbench Details (AP_MTCH_WB_EXCPTN).
- Match Overridden Workbench Details (AP_MTCH_WB_OVRD).

- Match Workbench (AP_MTCH_WB).
- Payment Escheatment (PYMNT_ESCHEAT).
- Quick Invoice (VCHR_HEADER_QV1 and VCHR_HEADER_QV2).
- Voucher component (VCHR_EXPRESS).
- Voucher Maintenance component (VCHR_CORRECTION).
- Voucher Mass Maintenance – Close (VCHR_MMT_CLSE_SEC1).
- Voucher Mass Maintenance – Delete (VCHR_MMT_DLTE_SEC1).
- Voucher Mass Maintenance – Field Replace (VCHR_MMT_RPLC_SEC1).
- Voucher Mass Maintenance – UnPost (VCHR_MMT_UNPS_SEC1).
- Withholding Invoice Line Update (WTHD_LINE_UPDT).
- Withholding Vendor Update (VNDR_UPDT).

On-demand processing is also available from the Voucher On-Demand Process component for batch processing by process group.

Processes are numbered to indicate the order of how the processes run. For example, on the Quick Invoice page if you select 4. Journal Generate, the system automatically initiates the number 1 process (Voucher Build), the number 2 process (Matching), the number 3 process (Voucher Posting), and then the number 4 process (Journal Generate). The process group used in this example is All Processes through Journal Generate (QVJGEN).

Note: The system automatically displays the on-demand processing functionality only to assigned users. Definitions configured on the User Preferences - Process Group page determine whether the system enables this functionality for a specific user, and further, a specific process.

See "Invoice Information Page (*PeopleSoft FSCM 9.2: Payables*)".

Receivables

In PeopleSoft Receivables, a process group is not associated with a process; it is associated with a posting action. The posting action that is associated with a process group determines which processes to run, and when to run those processes.

Each process group (posting action) is associated with six different source transactions, for example payment worksheets and maintenance worksheets.

See "Understanding the Receivables Update Application Engine Process (*PeopleSoft FSCM 9.2: Receivables*)".

Process Groups

This table shows the process groups, their associated processes and posting actions, and the products that use them:

Process Group	Processes and Posting Actions	PeopleSoft Products
Voucher Build (AP_VCHRBLD)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Mass Cancellation (APPMTCNL1)	Runs the Mass Cancellation Application Engine (AP_MASSPMTCN).	Payables
Cancel, Payment Post (APPMTCNL2)	Runs the Mass Cancellation process followed by the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Cancel, Payment Post, Voucher Post (APPMTCNL2A)	Runs three processes: first, the Mass Cancellation process, followed by the Payment Posting process, and then the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
All Processes Through Journal Generate (BLDTPPOST)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator. 	Payables
Budget Checking (BUDGET_CHK)	Runs the Commitment Control Budget Chk on-demand process (FS_BCHK), which in turn calls the Budget Processor Application Engine process (FS_BP).	Payables
Document Tolerance (DOC_TOL)	Runs the Document Tolerance Checking Application Engine process (FS_DOCTOL).	Payables
Voucher Mass Maintenance (MASSMAINT)	Runs the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT).	Payables
Mass Maintenance and Voucher Build (MASSMNTVB)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Build Application Engine Process (AP_VCHRBLD).	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
Voucher Maintenance and Voucher Posting (MASSPOST)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Voucher Maintenance, Post and Journal Generator (MASSPOSTGL)	Runs the same process as the Voucher Maintenance and Voucher Posting process group, along with and the Journal Generator Application Engine process (FS_JGEN).	Payables
Matching (MATCHING) <hr/> Note: eSettlements delivers Matching (ESMATCH). <hr/>	Runs the Matching Application Engine process (AP_MATCH).	Payables
Matching, Doc Tolerance, Budget Check (MTCH_DT_BC)	Runs the Matching process, the Document Tolerance Checking process, and the Commitment Control Budget Chk on-demand process. Only the processes that apply to the voucher are run.	Payables
Payment Post (PAYPAYPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Payment Post and Journal Generator (PAYPOSTGL)	Runs the same process as the Payment Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment, Voucher Post and Journal Generator (PAYVCHRJG)	Runs the same processes as the Payment Post and Voucher Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment Post and Voucher Post (PAYVCHRPST)	Runs the same process as the Payment Post process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Payment Post (PYMNTPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Voucher Post (PST_VCHR)	Runs the same processes as the Matching, Doc Tolerance, Budget Check process group, and also runs the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Journal Generate (PST_VCHRGL)	Runs the same processes as the Voucher Post process group and also runs the Journal Generator process (FS_JGEN).	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
Voucher Post Load AM (POSTAPAM)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Matching. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting <p>Only the processes that apply to the voucher are run.</p> <p>Runs the AP/AM Interface Application Engine process (INTFAPAM), and the Pre-Interface Loader process (AMPS1000), which in turn calls the Transaction Loader process (AMIF1000).</p> <p>This posts the voucher and sends asset information to Asset Management.</p>	Payables
Journal Gen, Load AM (POSTAPGLAM)	<p>Runs the same processes as the Voucher Post Load AM process group, with the addition of the Journal Generator process (FS_JGEN).</p> <p>This performs all possible voucher processes on the voucher, therefore there is no need to run any other process. This process sends the information to Asset Management, Payables, and General Ledger.</p>	Payables
Payment Post (PYCNCLPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
All Processes Through Budget Check (QVBUDGCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Commitment Control Budget Checking. 	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
All Processes through Budget Check (QVBUDGDTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> Voucher Build. Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> Document Tolerance Checking. Commitment Control Budget Checking. 	Payables
All Processes through doc tolerances (QVDOCDT)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> Voucher Build. Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> Document Tolerance Checking. 	Payables
All Processes through Doc Tol (QVDOCDTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> Voucher Build. Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> Document Tolerance Checking. Commitment Control Budget Checking. 	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
All Processes through Journal Generate (QVJGEN)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Voucher Posting. • Journal Generator. 	Payables
All Processes through Journal Generate (QVJGENCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator. 	Payables
All Processes through Journal Generator (QVJGENDT)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Document Tolerance Checking. • Voucher Posting. • Journal Generator. 	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
All Processes through Journal Generate (QVJGENDTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator. 	Payables
Matching (QVMTCH)	Runs the Matching Application Engine processes, only if vouchers have associated copied purchase orders.	Payables
All Process through Matching (QVMTCHCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/>	Payables
Voucher Build and Matching DT On CC Off (QVMTCHDT)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/>	Payables
All Processes through Matching (QVMTCHDTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/>	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
All Processes through Voucher Post (QVPOST)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Voucher Posting. 	Payables
All Processes through Voucher Post (QVPOSTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Commitment Control Budget Checking. • Voucher Posting. 	Payables
All Processes through Voucher Post (QVPOSTDT)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> • Voucher Build. • Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> • Document Tolerance Checking. • Voucher Posting. 	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
All Processes through Voucher Post (QVPOSTDTCC)	<p>Runs the following Application Engine processes, in the order listed:</p> <ul style="list-style-type: none"> Voucher Build. Matching. <hr/> <p>Note: Matching runs only if vouchers have associated copied purchase orders or receivers.</p> <hr/> <ul style="list-style-type: none"> Document Tolerance Checking. Commitment Control Budget Checking. Voucher Posting. 	Payables
Voucher Build (QVVBLD)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build (QVVBLDCC)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build Doc Tol On CC Off (QVVBLDDT)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Voucher Build (AVVBLDDTCC)	Runs the Voucher Build Application Engine process (AP_VCHRBLD).	Payables
Mass Maintenance & Journal Generator (UNPSTJGEN)	Runs the same processes as the Voucher Mass Maintenance and Journal Generate process groups, and also calls the Voucher UnPost Application Engine process (APVCHRUNPOST).	Payables
Voucher Post (VCHRPOST)	Runs the Voucher Posting Application Engine Process (AP_PSTVCHR).	Payables
Voucher Post and General Ledger (VCHRPOSTGL)	Runs the same process as the Voucher Post process group, with the addition of the and the Journal Generator Application Engine process (FS_JGEN).	Payables
Withhold Post and Update (WHUPDPST)	Runs the same process as the Withhold Update process group, along with the Withholding Posting Application Engine process (AP_WTHD).	Payables
Withhold Update (WTHDUPD)	Runs the Withholding Update Application Engine process (AP_WTHD_UPDT).	Payables

Process Group	Processes and Posting Actions	PeopleSoft Products
Do Not Post (ARACTIONA)	<p>Posting Action: Do Not Post</p> <p>Changes the posting status for the group so that the group is not processed by a scheduled run of the Receivable Update multiprocess job (ARUPDATE).</p>	Receivables
Batch Standard (ARACTIONL)	<p>Posting Action: Batch Standard</p> <p>Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run. The Budget Processor process runs only if you have enabled the commitment control feature for Receivables and the business unit.</p>	Receivables
Batch Priority (ARACTIONN)	<p>Posting Action: Batch Priority</p> <p>Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run with the RP_RUN_OPTIONS "PRIORITY" flag set.</p> <p>The Budget Processor process runs only if you have enabled commitment control for Receivables and the business unit.</p>	Receivables
Post Now (ARPOST)	<p>Posting Action: Post Now</p> <p>Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit.</p>	Receivables
Post Now to GL (ARPOSTGL)	<p>Posting Action: Post Now to GL</p> <p>Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit. Also runs the Journal Generator process (FS_JGEN), the Journal Edit process (GL_JEDIT), and the Journal Post process (GLPPPOST).</p>	Receivables

Note: If a given voucher is not asset related, then neither the *Voucher Post Load AM* nor *Journal Gen, Load AM* process groups will be available. These process groups are only available for selection if the voucher is asset related.

Setting Up On-Demand Processing Options

To set up on-demand processing options, use the On-Demand Processing Options component (RTM_OPTIONS).

Before you can use on-demand processing, you must specify the accounting entry definitions that are used by each source transaction-process group combination, along with other options. Accounting entry definitions define the record and fields that the Journal Generator process uses to extract accounting entries from the system source.

This topic discusses how to set up on-demand processing options.

Page Used to Set Up On-Demand Processing Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
On-Demand Processing Options	RTM_OPTIONS	Set Up Financials/Supply Chain, Common Definitions, On-Demand Processing, On-Demand Process Options, On-Demand Processing Options	Specify Journal Generator accounting entry definitions and other processing options for on-demand process groups.

On-Demand Processing Options Page

Use the On-Demand Processing Options page (RTM_OPTIONS) to specify Journal Generator accounting entry definitions and other processing options for on-demand process groups.

Navigation

Set Up Financials/Supply Chain, Common Definitions, On-Demand Processing, On-Demand Process Options, On-Demand Processing Options

Image: On-Demand Processing Options page

This example illustrates the fields and controls on the On-Demand Processing Options page. You can find definitions for the fields and controls later on this page.

On-Demand Processing Options

Run Control Option

Last Process Number
Run Control Prefix

Process Option

Server Name
☒ Use Event Notification

Journal Generator Accounting Entry Definition
1-21 of 21

Source	Process Group	Sequence	'SetID	'Accounting Definition Name
ARMNTWS	ARPOSTGL	20	SHARE	ARDEFN
AROPIE	ARPOSTGL	20	SHARE	ARDEFN
ARPAYWS	ARPOSTGL	20	SHARE	ARDEFN
ARTRNWS	ARPOSTGL	20	SHARE	ARDEFN
ARUNPOST	ARPOSTGL	20	SHARE	ARDEFN
PYMNCNCL	PAYPOSTGL	20	SHARE	APDEFN
PYMNCNCL	PAYVCHRJG	30	SHARE	APDEFN
PYMNESCH	PAYPOSTGL	20	SHARE	APDEFN
QUICKVCHR	QVJGEN	4	SHARE	APDEFN
QUICKVCHR	QVJGENCC	5	SHARE	APDEFN
QUICKVCHR	QVJGENDT	5	SHARE	APDEFN
QUICKVCHR	QVJGENDTCC	6	SHARE	APDEFN
REGISTER	PST_VCHRGL	30	SHARE	APDEFN
VCHMASSCLS	MASSPOSTGL	30	SHARE	APDEFN
VCHMASSUNP	MASSPOSTGL	30	SHARE	APDEFN

Run Control Option

Last Process Number

Enter any three digits to define the number at which the system will begin numbering the run controls.

Run Control Prefix

Enter any three letters to identify the run control ID.

Process Option

Server Name Enter the server on which you want to run on-demand process groups.

Use Event Notification Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.

This is the most typical mode of execution.

Journal Generator Accounting Entry Definition

For each combination of source transaction and process group that includes the Journal Generator process, specify the SetID of the accounting entry definition and the Accounting Definition Name.

Related Links

[Accounting Entry Definition Page](#)

Defining Process Group User Preferences

To define process group user preferences, use the User Preferences - Process Group component (OPR_DEFAULT).

This section provides an overview of process group user preferences and discusses how to define process group preferences.

Page Used to Define Process Group Preferences

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
User Preferences - Process Group	OPR_DEF_TBL_RTM	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group	Specify, by source transaction, the process groups a user can use for on-demand processing.

Understanding Process Group User Preferences

Each user must be assigned access to a process group to use it for a particular type of transaction.

For Payables, you assign the process groups for each of these source transactions for defined users to enable on-demand processing functionality:

- Complete Register Voucher (REGISTER).
- Mass Payment Cancellation v1 (APMASSCNL).
- Mass Payment Cancellation v2 (APMASSCNL2).

- Matching Exception (MTCHEXPTN).
- Matching Override (MTCHOVRD).
- Payment Cancellation (PYMNCNCL).
- Payment Escheatment (PYMNESCH).
- Quick Invoice (QUICKVCHR).
- Voucher Close (VCHRCLOSE).
- Voucher Entry (VOUCHER).
- Voucher Maintenance (VCHR_MAINT).
- Voucher Mass Maintenance Close (VCHMASSCLS).
- Voucher Mass Maintenance Delete (VCHMASSDEL).
- Voucher Mass Maintenance Field Update (VCHMASSFLD).
- Voucher Mass Maintenance Unpost (VCHMASSUNP).
- Voucher On-Demand Processes (VCHR_STM).
- Withholding Invoice Line Update (LINEWTHD).
- Withholding Vendor Update (VNDRWTHD).

For Receivables you assign the appropriate process groups to each of these source transactions for all users based on the posting actions that you want to enable each user to perform:

- Item Split (ARITSPLT).
- Maintain Receivables (ARMNTWS).
- Online Pending Item Entry (AROPIE).
- Payment Worksheet (ARPAYWS).
- Transfer Worksheet (ARTRNWS).
- Unpost (ARUNPOST).

Note: All Receivables source transactions except Item Split (ARITSPLT) support all five process groups. Item Split (ARITSPLT) supports only Do Not Post (ARACTIONA), Batch Standard (ARACTIONL) and Post Now (ARPOST).

User Preferences - Process Group Page

Use the User Preferences - Process Group page (OPR_DEF_TBL_RTM) to specify, by source transaction, the process groups a user can use for on-demand processing.

Navigation

Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group

Note: Ensure that the process groups that you assign match the responsibilities of the user you are setting up.

Copy From User ID

Enter an already-defined user ID from which the system is to copy the source transaction specifications. This enables you to set up template user ID's that can then be used to copy source transaction process groups to other users with the same responsibilities.

Allow Processing

Select this check box to enable on-demand processing for this user ID.

Use Event Notification

Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.

Source Transaction

Select a source transaction for which to assign associated process groups:

- *APMASSCNL* (Mass Payment Cancellation v1).
- *APMASSCNL2* (Mass Payment Cancellation v2).
- *ARITSPLT* (Item Split).
- *ARMNTWS* (Maintain Receivables Worksheet).
- *AROPIE* (Online Pending Item Entry).
- *ARPAYWS* (Payment Worksheet).
- *ARTRNWS* (Transfer Worksheet).
- *ARUNPOST* (Unpost Groups).
- *LINEWTHD* (Withholding Invoice Line Update).
- *MTCHEXPTN* (Match Exception).
- *MTCHOVRD* (Match Override).
- *PYMNCNCL* (Payment Cancellation).
- *PYMNESCH* (Payment Escheatment).
- *QUICKVCHR* (Quick Invoice).
- *REGISTER* (Complete Register Voucher).
- *VCHMASSCLS* (Voucher Mass Maintenance Close).

- *VCHMASSDEL* (Voucher Mass Maintenance Delete).
- *VCHMASSFLD* (Voucher Mass Maintenance Field Update).
- *VCHMASSUNP* (Voucher Mass Maintenance Unpost).
- *VCHR_MAINT* (Voucher Maintenance).
- *VCHR_STM* (Voucher On-Demand Processes).
- *VCHRCLOSE* (Voucher Close).
- *VNDRWTHD* (Withholding Vendor Update).
- *VOUCHER* (Voucher Entry).

Process Group

Select the process groups that you want available for the user for the selected source transaction:

- *AP_VCHRBLD*: Voucher Build (Payables).
- *APPMTCNL1*: Mass Cancellation (Payables).
- *APPMTCNL2*: Cancel, Payment Post (Payables).
- *APPMTCNL2A*: Cancel, Payment Post, Voucher Post (Payables).
- *ARACTIONA*: Do Not Post (Receivables).
- *ARACTIONL*: Batch Standard (Receivables).
- *ARACTIONN*: Batch Priority (Receivables).
- *ARPOST*: Post Now (Receivables).
- *ARPOSTGL*: Post Now to GL (Receivables).
- *BLDPOST*: All Processes Through Journal Generate (Payables).
- *BUDGET_CHK*: Budget Checking (Payables).
- *DOC_TOL*: Document Tolerance (Payables).
- *ESMATCH*: Matching (eSettlements).
- *MASSMAINT*: Voucher Mass Maintenance (Payables).
- *MASSMNTVB*: Mass Maintenance and Voucher Build (Payables).
- *MASSPOST*: Voucher Maintenance and Voucher Posting (Payables).
- *MASSPOSTGL*: Voucher Maintenance, Post and Journal Generator (Payables).

- *MATCHING*: Matching (Payables).
- *MTCH_DT_BC*: Matching, Doc Tolerance, Budget Check (Payables).
- *PAYPAYPOST*: Payment Post (Payables).
- *PAYPOSTGL*: Payment Post and Journal Generator (Payables).
- *PAYVCHRJG*: Payment, Voucher Post and Journal Generator (Payables).
- *PAYVCHRPST*: Payment Post and Voucher Post (Payables).
- *POSTAPAM*: All Processes through Voucher Post, Load AM (Payables).
- *POSTAPGLAM*: All Processes through Journal Generator, Load AM (Payables).
- *PST_VCHR*: All Processes through Voucher Post (Payables).
- *PST_VCHRGL*: All Processes through Journal Generate (Payables).
- *PYCNCLPOST*: Payment Post (Payables).
- *PYMNTPOST*: Payment Post (Payables).
- *QVBUDGCC*: All Process Through Budget Check (Payables).
- *QVBUDGDTCC*: All Process through Budget Check (Payables).
- *QVDOCDT*: All Process through doc tolerance (Payables).
- *QVDOCDTCC*: All Process through Doc Tol (Payables).
- *QVJGEN*: All Processes through Journal Generate (Payables).
- *QVJGENCC*: All Processes through Journal Generate (Payables).
- *QVJGENDT*: All Processes through Journal Generator (Payables).
- *QVJGENDTCC*: All Processes through Journal Generate (Payables).
- *QVMTCH*: Matching (Payables).
- *QVMTCHCC*: All Processes through Matching (Payables).

- *QVMTCHDT*: Voucher Build and Matching DT On CC Off (Payables).
- *QVMTCHDTCC*: All Processes through Matching (Payables).
- *QVPOST*: All Processes through Voucher Post (Payables).
- *QVPOSTCC*: All Processes through Voucher Post (Payables).
- *QVPOSTDT*: All Processes through Voucher Post (Payables).
- *QVPOSTDTCC*: All Processes through Voucher Post (Payables).
- *QVVBLD*: Voucher Build (Payables).
- *QVVBLDCC*: Voucher Build (Payables).
- *QVVBLDDT*: Voucher Build Doc Tol On CC Off (Payables).
- *QVVBLDDTCC*: Voucher Build (Payables).
- *UNPSTJGEN*: Mass Maintenance & Journal Generator (Payables).
- *VCHRPOST*: Voucher Post (Payables).
- *VCHRPOSTGL*: Voucher Post and General Ledger (Payables).
- *WHUPDPST*: Withhold Post and Update (Payables).
- *WTHDUPD*: Withhold Post (Payables).

Note: You cannot select Payables groups for Receivables source transactions, and vice versa.

Related Links

[Process Groups](#)

Using Common Usability Features

Using Common Usability Features

This topic provides an overview of the mouse over popup feature and discusses how to activate the mouse over popup feature.

Understanding Mouse Over Popup Pages

This section provides an overview of:

- How to identify mouse over popup pages.
- Customer popup pages.
- Customer contact popup pages.
- Vendor popup pages.
- Vendor extension popup pages.
- Vendor contact popup pages.

Understanding How To Identify Mouse Over Popup Pages

Mouse over popup pages enable users to see additional information for fields such as customers, suppliers, contacts, and sponsors. The popup page provides information such as name, phone number, location, and email address.

This feature provides the ability to display additional information on the page without having to use space on the primary page and without having to open a secondary page.

The mouse over popup page is a PeopleTools feature that is configured using Application Designer. PeopleSoft FSCM provides the mouse over popup feature on selected pages. However, not all customer and supplier pages are activated for the mouse over popup feature. You can activate the mouse over popup feature on additional pages using PeopleTools Application Designer.

See [Activating the Mouse Over Popup Feature](#).

You can:

- Set up additional popup pages.
- Turn on or turn off the mouse over popup page feature at two levels:
 - On the Define Personalizations page at the installation level.

- On the My Personalizations page at the user level.

The popup page is activated when you pause your mouse over a field that has a dotted line. For example, this page shows that the popup page is activated for the Supplier Name field, CAMPER'S WAREHOUSE, on the Maintain Purchase Order – Purchase Order page.

Image: Example of mouse over popup page

This example illustrates the fields and controls on the Example of mouse over popup page. You can find definitions for the fields and controls later on this page.

Maintain Purchase Order

Purchase Order

Business Unit US001
PO ID 0000000231

PO Status Approved
Budget Status Not Chk'd

Copy From [Dropdown]
Hold From Further Processing

Header ?

*PO Date 03/05/2010
*Supplier BIKE-001
*Supplier ID SCM0000001
*Buyer POS4

Supplier Search
Supplier Details
BIKE SHOP

Doc Tot Status Valid

Receipt Status Not Recvd
Method EDX
Dispatch

PO Reference

Header Details
PO Defaults
PO Activities
Requisitions
Actions

Add Items From ?

Catalog
Purchasing Kit

Lines ?

Details Ship To/Due Date Statuses Item In

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	CHIPS	Chips	200.0000	EA	SUPPLIES	5.00000	1,000.00	Approved
2	STICK	Stick	200.0000	EA	SUPPLIES	6.00000	1,200.00	Approved
3	FLAVOUR	Milk	300.0000	GAL	ALLITEMS	2.00000	600.00	Approved
4	COOKIES	Cookies	400.0000	EA	SUPPLIES	4.00000	1,600.00	Approved

View Printable Version
Delete PO
Close Short All Lines
*Go to ... More ...

PeopleSoft Financials and Supply Chain Management deliver these types of popup pages:

- Customer popup pages.
- Customer contact popup pages.
- Customer popup pages.
- Customer extension popup pages.
- Customer contact popup pages.

Understanding Customer Popup Pages

There are three types of customer popup pages:

- Bill To Customer Popup Page (type 1)
- Ship To Customer Popup Page (type 2)

- Sold To Customer Popup Page (type 3)

The address and phone numbers that are shown in the popup page depends on the information that is shown on the main page. If the main page displays information for a document, such as an invoice or an order, and if that document references a location, then the address and phone numbers of the location on the document is displayed. Otherwise the page shows the primary address and phone for the customer. The primary address that is shown depends on the type of page, such as bill to, sold to, or ship to. For example, for bill to customer, the page shows the primary bill to address and phone numbers. For ship to customer, the page shows the primary ship to address and phone numbers. For sold to customer, the page shows the primary sold to address and phone numbers. The current date is used as the effective date.

If any of the fields on the popup page show as blank, it means that the data is not defined for the customer. For example, phone number and web site are optional fields, so if they are blank on the customer master, they display as blank on the popup page.

The customer phone number is stored in three separate fields, namely country code, phone, and extension. These three fields are concatenated together when displayed on the page. The country code is prefixed with a + and the extension field is prefixed with an x. The customer fax number does not consist of three separate fields, but is only one field, so it is displayed as it is displayed on the customer master record.

Bill To Customer Popup Page (Type 1)

The Bill To Customer popup page (SAC_CUSTBIL_POP):

Image: Example of Bill To Customer popup page

This example illustrates the fields and controls on the Example of Bill To Customer popup page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web application interface titled "Review Billing - As Incurred". On the left, there is a "Search Criteria" section with several input fields: "Business Unit" (containing "US001"), "Billing Plan", "Billing Business Unit", and "Project". Below these fields are "Search" and "Clear" buttons. To the right of the search criteria, there are labels for "Contract", "Contract Classification", "Billing Plan Status", and "Bill To Customer" (containing "1000"). A "Bill To Customer" dropdown menu is open, showing a list of "Alliance Group" entries. A mouse cursor is pointing at one of the entries in the dropdown. On the far right, there is a checkbox labeled "Other Fee" which is checked.

Examples of where this popup page is used are:

- Review Billing - As Incurred page in PeopleSoft Contracts.
- Review Pre - Award Budget component in PeopleSoft Grants.
- Review Statements page in PeopleSoft Receivables.
- Standard Bill Entry page in PeopleSoft Billing.

Ship To Customer Popup Page (Type 2)

The Ship To Customer popup page (SAC_CUSTSHP_POP):

This page is currently not delivered on a specific page. To activate this popup page:

See [Activating the Mouse Over Popup Feature](#).

Sold To Customer Popup Page (Type 3)

The Sold To Customer popup page (SAC_CUSTSLD_POP):

Image: Example of Sold To Customer popup page

This example illustrates the fields and controls on the Example of Sold To Customer popup page. You can find definitions for the fields and controls later on this page.

Buying Agreements
Buying Agreement Form

Header Details

SetID: SHARE Buying Agreement ID: CPBBA02 Go to: ...Header Menu

Description: CPBBA02

*Status: Active *Buying Agreement Type: SLS

*Start Date: 01/01/2011 *End Date: 01/31/2011

Grace Days: Grace End Date: 01/31/2011

Maximum Amount: 0.000 % Over Amount: Minimum Order Amount: 0.00 Adjustment To BA Allowed:

Sold To Customer CPBC03

*Rate Type: CRRNT *Currency Code: USD ☐ Default Contract [Customer Buying Agreements](#) [Update PO](#)

PO Number: PO Line:

Total Lines: 1 Filter: From Line: 1 To Line: 1 [Display Lines](#) [Previous](#) [Next](#)

Line Details Personalize | Find | [Print](#) First 1 of 1 Last

Line	Quantity / Amount	Terms	Pricing	Product	Product Group	UOM	Product Group	Net Unit Price	Standard Discount	Customer PO	PO Line
1	US001	Product		CPBP03		EA		600.0000			

Examples of where this popup page is used are:

- Contract - General Information page in PeopleSoft Contracts.
- Buying Agreement Form page in PeopleSoft Order Management.

Understanding Customer Contact Popup Pages

There are three types of contact popup pages:

- Bill To Customer Contact Popup Page (type 4)
- Ship To Customer Contact Popup Page (type 5)
- Sold To Customer Contact Popup Page (type 6)

If the address of the contact is the correct type of address for the page, then the address of the contact is shown. If it is not the correct type of address, then the customer's primary address is shown. For example, on the Bill To Contact popup page, if the contact's address is not marked as a bill to address, then the customer's primary bill to address is shown. The contact's address is stored on the Contact Customer page. The current date is used as the effective date.

If any of the fields on the popup page show as blank, it means that the data is not defined for the contact. For example, the phone numbers and title are optional fields. Therefore, if they are blank on the contact master, they are displayed as blank on the popup page.

The contact phone numbers are stored in three separate fields: country code, phone, and extension. These three fields are concatenated together when displayed on the page. The country code is prefixed with a + and the extension field is prefixed with an x.

If the email link on the popup page is pressed, a new window with the defined mail program for the user opens for the user to create a new email. The email address is automatically populated on the email.

Bill To Customer Contact Popup Page (Type 4)

The Bill To Customer Contact popup page (SAC_CUSTCNTBIL_POP):

Image: Example of Bill To Customer Contact popup page

This example illustrates the fields and controls on the Example of Bill To Customer Contact popup page. You can find definitions for the fields and controls later on this page.

RMA Form

Unit: US001 RMA Number: REC0106 *RMA Date: 11/05/2002 *RMA Status: Open *Reason Code: DAMAGE Return Type Code: RETURN

Sold To
 1000 Alliance Group Bill To: 1000 Alliance Group
 Location: 1 Sold To Address Location: 1 Bill To Address Currency: USD
 Contact: 1 Paula Smith Contact: 1 Paula Smith

Return From
 1000 Alliance Group Return To: US001
 Location: 1 Return From Address Intrastat
 Contact: 1 Paula Smith Restockin
 Approval

Estimated Return Date: 11/05/2002 Estimated Return Time: 8:16AM Payment Terms ID:

Transfer To
 Customer Shipment History
 Customer Conversations
 Change Currency Display
 Header Notes/Attachments
 Refund Payment Groups
 RMA Header Project

Paula Smith
 Title: Owner/President
 Primary Phone: 800/888-9090
 Fax: 800/967-2253
 Email: psmith@genericemail.com
 Address: 14410 Union Ave
 San Jose, CA 95124
 United States

RMA Lines

*Line	*Status	*Product Source	Product ID	Actions	Quantity Returned	Quantity Base	UOM	Return To	Net Unit Price	Ext Net Amount	Currency	RMA Line
1	Open	System	10003	Actions	1.0000	1.0000	EA	US001		0.00	USD	

RMA Summary

Return Goods Amount	0.00
RTV (Supplier) Amount	0.00
No Return Amount	0.00
RMA Total	0.00 USD

An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

Ship To Customer Contact Popup Page (Type 5)

The Ship To Customer Contact popup page (SAC_CUSTCNTSHP_POP):

Image: Example of Ship To Customer Contact popup page

This example illustrates the fields and controls on the Example of Ship To Customer Contact popup page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'RMA Form' with a 'Ship To Customer Contact' popup. The popup shows contact details for Paula Smith, including title, phone, fax, email, and address. The main form contains various fields for RMA details, a table of RMA lines, and a summary section.

*Line	*Status	*Product Source	Product ID	Quantity Returned	Quantity Base	UOM	Return To	Net Unit Price	Ext Net Amount	Currency	RMA Line
1	Open	System	10003	1.0000	1.0000	EA	US001		0.00	USD	

RMA Summary		
Return Goods Amount	0.00	
RTV (Supplier) Amount	0.00	
No Return Amount	0.00	
RMA Total	0.00	USD

An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

Sold To Customer Contact Popup Page (Type 6)

The Sold To Customer Contact popup page (SAC_CUSTCNTSLD_POP):

Image: Example of Sold To Customer Contact popup page

This example illustrates the fields and controls on the Example of Sold To Customer Contact popup page. You can find definitions for the fields and controls later on this page.

RMA Form

Unit: US001, RMA Number: REC0106, *RMA Date: 11/05/2002, *RMA Status: Open, *Reason Code: DAMAGE, Return Type Code: RETURN

Sold To: 1000, Alliance Group, Location: 1, Contact: 1, Paula Smith

Bill To: 1000, Alliance Group, Location: 1, Contact: 1, Paula Smith

Return From: 1000, Location: 1, Contact: 1, Paula Smith

Contact Information:
 Title: Owner/President
 Primary Phone: 800/888-9090
 Fax: 800/967-2253
 Email: psmith@genericemail.com
 Address: 14410 Union Ave, San Jose, CA 95124, United States

RMA Lines

*Line	*Status	*Product Source	Product ID	Quantity Returned	Quantity Base	UOM	Return To	Net Unit Price	Ext Net Amount	Currency	RMA Line
1	Open	System	10003	1.0000	1.0000	EA	US001		0.00	USD	

RMA Summary

Return Goods Amount	0.00
RTV (Supplier) Amount	0.00
No Return Amount	0.00
RMA Total	0.00 USD

An example of where this popup page is used is the RMA Form page in PeopleSoft Order Management.

Understanding Supplier Popup Pages

There are three types of supplier popup pages:

- Supplier popup page (type 1).
- Supplier popup page (type 2).
- Supplier popup page (type 3).

Note: All of these popup pages are visually identical. They differ only in the fields that are required on the main page to populate the data and in how the data is retrieved for each.

Supplier Popup Page (Type 1)

The supplier popup page (type 1) (SAC_VENDOR_POP):

Image: Example of supplier popup page (type 1)

This example illustrates the fields and controls on the Example of supplier popup page (type 1). You can find definitions for the fields and controls later on this page.

Contract Entry

Contract

SetID SHARE
Contract ID PRINTER_EQUIPMENT
*Status Approved
Administrator/Buyer BBELL

Header

Process Option Purchase Order
Supplier MIDTOWN-001
Supplier ID USA0000010
Begin Date 06/01/2009
Expire Date 05/31/2011
Renewal Date
Currency USD CRRNT
Primary Contact 1 James Scott
Supplier Contract Ref
Description Contract for Printers
Master Contract ID
Tax Exempt ID
☐ Tax Exempt

Midtown Computer Supplies

Short Name MIDTOWN-001
Phone +303 430-1223
Email jscott_midtown@yahoo.com
Default Location HQ
867 Main Street
Martinez, CA 94518
United States

Status Current
Approved Date 07/06/2009
Add a Document

Activity Log
Document Status
Thresholds & Notifications

Primary Contact Info
Contract Header Agreement
Contract Releases

Amount Summary

Maximum Amount	250,000.00	USD
Line Item Released Amount	0.00	
Category Released Amount	24,239.40	
Open Item Released Amount	-11,361.62	
Total Released Amount	12,877.78	
Remaining Amount	237,122.22	
Remaining Percent	94.85	

Order Contract Options

☒ Allow Multicurrency PO
☒ Corporate Contract
☐ Lock Chartfields
☐ Allow Open Item Reference
☐ Adjust Supplier Pricing First
☐ Price Can Be Changed on Order
☐ Must Use Contract Rate Date
☒ Auto Default
Rate Date 07/06/2009

PO Defaults
Add Open Item Price Adjustments
Price Adjustment Template

PeopleCode reads a row from `VENDOR_LOC` using the `SETID`, `VENDOR_ID`, and the default location. The current date is used as the effective date. After the row is retrieved, the ordering address sequence number is used to select the correct address to display along with the email ID and business phone.

Examples of where this popup page is used are:

- Contract Entry - Contract page in PeopleSoft Purchasing.
- Purchase Order Detail page in PeopleSoft eSettlements.
- Match Exception Workbench Details page in PeopleSoft Payables.

Vendor Popup Page (Type 2)

The supplier popup page (type 2) (SAC_VENDOR_POP2):

Image: Example of supplier popup page (type 2)

This example illustrates the fields and controls on the Example of supplier popup page (type 2). You can find definitions for the fields and controls later on this page.

Maintain Return To Vendor / Supplier

Return To Vendor / Supplier

Business Unit US001
RTV ID 0000000002
Status Open

*Supplier SCM0000003
Supplier Name TRAILBLAZE-001
Location MAIN
*Buyer VP1
Dispatch Option Manual

Header Details
Select Receipt

RTV Defaults
Select PO

Header Comment

Override Supplier Address

TRAILBLAZERS

Short Name TRAILBLAZE-001
Phone
Email
Location MAIN
1234 WALNUT ST.
ANY TOWN, MO 66031
United States

RTV Lines

Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description	Return Qty	Ship Qty	Ship Date	Supp UOM	Std UOM	Status
1	Credit	Ship	DAM	R117A1	1	10014	Cadence Kit	1.0000			EA	EA	Open
2	Replac	Ship	FAL	R117A1	2	10016	TC8799 Cyclometer	2.0000			EA	EA	Open
3	Exchan	Ship	WRG	R117A1	3	10020	Hand Pump, Frame Attachment	3.0000			EA	EA	Open

The field ADDRESS_SEQ_NUM references the address that is shown on the page. Email and business phone for this location are shown on the page using the current date as the effective date to retrieve the correct row. VNDR_LOC is used to display the location name.

An example of where this popup page is used is the Return to Supplier page in PeopleSoft Purchasing.

Supplier Popup Page (Type 3)

The supplier popup page (type 3) (SAC_VENDOR_POP3):

Image: Example of supplier popup page (type 3)

This example illustrates the fields and controls on the Example of supplier popup page (type 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Supplier Popup Page (Type 3)' with the following fields and controls:

- Header Details:**
 - Business Unit: US001
 - Receipt ID: SBIPOREC
 - Receive Source: On-line
 - Supplier: USA0000003
 - Location: MAIN
 - Supplier ID Number: [Empty]
 - Last Change Date: 02/17/2012 11:15:40AM
- Shipping Information:**
 - Ship Date: 02/17/2012
 - Carrier ID: [Empty]
 - Vehicle ID: [Empty]
 - Driver ID: [Empty]
 - Bill of Lading: [Empty]
 - Pack Slip: [Empty]
 - Shipment Number: [Empty]
 - Pro Number: [Empty]
- Match Options:**
 - *Receipt Date: 02/17/2012
 - Receipt Time: 11:10AM
 - User ID: SAMPLE
 - Receipt Status: Moved to Destination
 - Supplier Name: Telecomm for East Bay

A popup window titled 'Telecomm for East Bay' is displayed, showing the following details:

- Short Name: TELECOMM-001
- Phone: [Empty]
- Email: [Empty]
- Location: MAIN
- P.O. Box 9445
- Pittsburg, CA 94445
- United States

The supplier location identified by the VNDR_LOC field is used to obtain the ordering address key field, which is used to retrieve the correct address to display on the page using the current date as the effective date.

Examples of where this popup page is used are:

- Maintain Receipts - Header Details page in PeopleSoft Purchasing.
- Match Exception Workbench Details page in PeopleSoft Payables.

Understanding Supplier Extension Popup Pages

There are two types of supplier extension popup pages:

- Supplier extension popup page (type 1).
- Supplier extension popup page (type 2).

The supplier extension popup pages include supplier and contact information on the pop up page.

Supplier Extension Popup Page (Type 1)

The supplier extension popup page (type 1) (SAC_VENDOREXT_POP):

Image: Example of supplier extension popup page (type 1)

This example illustrates the fields and controls on the Example of supplier extension popup page (type 1). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Express Purchase Order' interface. The main form includes fields for Business Unit (US001), PO ID (SUMMARYPO), and Copy From. A 'Supplier Search' popup is active, showing details for 'East Bay Travel'. The popup lists the Short Name (EB.TRAVEL-001), Phone, Email, Location (1), and Address (2598 Clayton Rd, Concord, CA 94528, United States). The background form shows PO Date (02/17/2012), Supplier (EB.TRAVEL-001), Supplier ID (USA0000002), Buyer (POS4), and various status indicators (PO Status: Dispatched, Budget Status: Valid, Receipt Status: Not Recvd). A 'Calculate' button is visible on the right side of the form.

VENDOR is keyed by SETID, VENDOR_ID. VNDR_HLOC_VW is keyed by the additional field VNDR_LOC, and VNDR_HADDR_VW is keyed by ADDRESS_SEQ_NUM. VENDOR_CNT_VW is keyed by SETID, VENDOR_ID, and CNTCT_SEQ_NUM. All of these fields are required at level 0 so that they can retrieve the appropriate rows to display.

An example of where this popup page is used is Maintain Purchase Order – Purchase Order page in PeopleSoft Purchasing.

Supplier Extension Popup Page (Type 2)

The supplier extension popup page (type 2) (SAC_VENDOREXT_POP2):

Image: Example of supplier extension popup page (type 2)

This example illustrates the fields and controls on the Example of supplier extension popup page (type 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Manage PO Acknowledgements' page. The main section is 'Acknowledgement Summary - History' for PO Number 0000000228. It shows 'Acknowledgement Status' as 'Buyer Accepted' and 'POA Response' as 'Accepted'. The source is 'Online' and it's 'By Supplier'. Below this is the 'PO Header Detail' section with fields for 'Contact', 'Currency Code' (US Dollar), 'Rate Type' (Current Rate), and 'Reference Information' (Supplier: USA0000011). A popup window titled 'East Bay Office Supplies' is open, displaying contact details: Short Name (EASTBAY-001), Phone (+925 442-3322), Email (jhayes_US001@yahoo.com), Location (MAIN), and Address (234 Jones St., Concord, CA 94522, United States). The popup also shows 'Contact Name', 'Title', 'Phone', 'Email', and 'Address' fields. At the bottom of the main page, there's a 'Standard BU Comments' section with a link to 'Click on the purchase order line number to see more details and to make any modifications.' Below this is the 'POA Lines' section with a table showing one line item: 'Color Printer Cartridges' with a quantity of 250.0000 and a POA Response of 'Accepted'. The table has columns for 'Line', 'Item ID', 'Description', 'PO Qty', 'Acknowledge Quantity', 'UOM', and 'POA Response'. At the bottom, there are links for 'Return to Search Acknowledgement' and 'Send E-mail'.

The vendor address is retrieved based on the ADDRESS_SEQ_NUM found in record PO_HDR. The current date is used as the effective date to retrieve the appropriate address row. Email and business phone are also retrieved in this manner.

For the contact, the address used is the one linked to the vendor contact keyed by CNTCT_SEQ_NUM. The business phone and email are also retrieved from this row using the current date as the effective date.

An example of where this popup page is used is Manage PO Acknowledgements page in PeopleSoft Purchasing.

Understanding Supplier Contact Popup Pages

The supplier contact popup page (SAC_VENDRCNTCT_POP):

Image: Example of supplier contact popup page

This example illustrates the fields and controls on the Example of supplier contact popup page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Contract Entry' page with a 'Contract' section. A popup window is open over the 'Primary Contact' field, showing details for 'James Scott'. The popup includes fields for Title, Phone, Email, and Address. The background page shows contract details such as SetID, Contract ID, Status, and various dates. A table on the right lists financial amounts like Maximum Amount, Line Item Released Amount, and Remaining Amount.

Contract	
SetID	SHARE
Contract ID	PRINTER_EQUIPMENT
*Status	Approved
Administrator/Buyer	BBELL Brad Bell
Contract Version	Version 1 Status Current
Approved Date	07/06/2009
Add a Document	

Header	
Process Option	Purchase
Supplier	MIDTOWN
Supplier ID	USA0000
Begin Date	06/01/2009
Expire Date	05/31/2010
Renewal Date	
Currency	USD
Primary Contact	1 James Scott
Supplier Contract Ref	
Description	Contract for Printers
Master Contract ID	
Tax Exempt ID	<input type="checkbox"/> Tax Exempt

Order Contract Options	
<input checked="" type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Supplier Pricing First
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order
PO Defaults	Add Open Item Price Adjustments
<input type="checkbox"/> Must Use Contract Rate Date	<input checked="" type="checkbox"/> Auto Default
Rate Date	07/06/2009
Price Adjustment Template	

Financial Summary	
Maximum Amount	250,000.00 USD
Line Item Released Amount	0.00
Category Released Amount	24,239.40
Open Item Released Amount	-11,361.62
Total Released Amount	12,877.78
Remaining Amount	237,122.22
Remaining Percent	94.85

An example of where this popup page is used is the Contract Entry page in Purchasing.

Activating the Mouse Over Popup Feature

This topic discusses how to:

- Activate or deactivate the mouse over popup feature at the installation level.
- Activate or deactivate the mouse over popup feature at the user level.
- Add popup pages to additional pages.

Pages Used to Activate the Mouse Over Popup Feature

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Personalizations	PSUSEROPTNDEFN	PeopleTools, Personalization, Personalization Options Select PPTL.	Activate or deactivate the mouse over popup feature at the installation level.
My Personalizations	PSUSERSELFPRSNL	My Personalizations	Activate or deactivate the mouse over popup feature for a user.

Define Personalizations Page

Use the Define Personalizations page (PSUSEROPTNDEFN) to activate or deactivate the mouse over popup feature at the installation level.

Navigation

PeopleTools, Personalization, Personalization Options

Select PPTL.

Image: Define Personalizations page: Format tab

This example illustrates the fields and controls on the Define Personalizations page: Format tab. You can find definitions for the fields and controls later on this page.

Define Personalizations

Option Category Level: PeopleTools

Define Personalizations

Personalize | Find | View All | First 1-25 of 51 Last

Definition	Format	Explanation					
*User Option	Field Format	Format Length	Record (Table) Name	Field Name	Option Default Value	Set Option Default Value	
ACCESS			PSXLATITEM	ACCESSIBILITY_M	Accessibility features off	Set Option Default Value	+ -
ACEGRDCOLS	Numbers O	3			40	Set Option Default Value	+ -
ACEGRDROWS	Numbers O	6			100	Set Option Default Value	+ -
ADBTN			PSXLATITEM	PSYESNO	No	Set Option Default Value	+ -
ADES	Uppercase	5			PM	Set Option Default Value	+ -
ANAVSORT			PSXLATITEM	PT_PORTAL_NAV	None	Set Option Default Value	+ -
AUTOGREGCAL			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
AUTOJOIN	Uppercase	1			Y	Set Option Default Value	+ -
AUTOMENU			PSXLATITEM	PSYESNO	No	Set Option Default Value	+ -
BADDRESSBAR			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BBUTTONS			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BGLYPHTAB			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BLINKS			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BMENU			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BMOPOPUP			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
BNEWWIN			PSXLATITEM	PSYESNO	No	Set Option Default Value	+ -
CALBTN			PSXLATITEM	PSYESNO	No	Set Option Default Value	+ -
CALENDAR			PSXLATITEM	PT_CALENDAR	Gregorian	Set Option Default Value	+ -
CUSTOMPGSET			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
DCSP	Mixedcase	1			.	Set Option Default Value	+ -
DFRMT			PSXLATITEM	PT_DATE_FORMAT	MMDDYY	Set Option Default Value	+ -
DICTIONARY	Uppercase	1			N	Set Option Default Value	+ -
DTSP	Mixedcase	1			/	Set Option Default Value	+ -
EXPERT			PSXLATITEM	PSYESNO	Yes	Set Option Default Value	+ -
GRDRWS	Numbers O	6			100	Set Option Default Value	+ -

To activate or deactivate the mouse over popup feature at the installation level:

1. Select PeopleTools (PPTL) category.
2. Select the Format tab.
3. For user option BMOPOPUP, select the Set Option Default Value link.
4. Select *Yes* or *No* in the Option Default Value field.

The option is delivered as *Yes*.

5. Click the Save button.

My Personalizations Page

Use the My Personalizations page (PSUSERSELFPRSNL) to activate or deactivate the mouse over popup feature for a user.

Navigation

My Personalizations

Image: My Personalizations page: Navigation Personalizations

This example illustrates the fields and controls on the My Personalizations page: Navigation Personalizations. You can find definitions for the fields and controls later on this page.

Option Category: Navigation Personalizations

Personalizations

FindFirst1-22 of 22Last

Personalization Option	Default Value	Override Value	
Tab over Add/Del Buttons (+/-)	No	<input type="text"/>	Explain
Drop down Menu Sort Order	None	<input type="text"/>	Explain
Automatic Menu Collapse	No	<input type="text"/>	Explain
Show browser address location	Yes	<input type="text"/>	Explain
Show browser navigation bar	Yes	<input type="text"/>	Explain
Tab over Glyph icon	Yes	<input type="text"/>	Explain
Show browser links	Yes	<input type="text"/>	Explain
Show browser menu	Yes	<input type="text"/>	Explain
Mouse over popup event	Yes	<input type="text"/>	Explain

To activate or deactivate the mouse over popup feature at the user level:

1. From the Navigation Personalizations category, select the Personalize User Options button.
2. From the Mouse over pop up event option, select *Yes* or *No* in the Override Value column.

The option is delivered as *Yes*.

3. Click the OK button.
4. Click the Save button.

Adding Popup Pages to Additional Pages

Access the Edit Box Properties - Use page in Application Designer.

Image: Edit Box Properties - Use page.

This example illustrates the fields and controls on the Edit Box Properties - Use page. You can find definitions for the fields and controls later on this page.

Edit Box Properties

Record | Label | **Use** | General

Field Use Options

<input checked="" type="checkbox"/> Display Only	<input type="checkbox"/> Multi-Currency Field
<input type="checkbox"/> Invisible	<input type="checkbox"/> Display Control Field
<input type="checkbox"/> Show Label	<input checked="" type="checkbox"/> Related Field
<input type="checkbox"/> Modifiable by JavaScript	
<input type="checkbox"/> Enable When Page is Display Only	

Related Control Field:

86 | Customer

Popup Menu

☒ Allow Deferred Processing

☒ Set Component Changed

Display-Only Appearance

☒ Text Only ☐ Disabled Edit Control

☐ Wrap Long Words

Mouse Over Popup

☐ No Popup

☒ Page Popup SAC_CUSTBIL_POP

☐ Message Catalog Popup

Message Set/Number: 0 0

Text:

OK Cancel

PeopleSoft FSCM does not activate the mouse over popup feature on all customer and vendor pages. Therefore, you may decide to add this feature to additional pages. To do this, determine which pages that you want to activate the mouse over popup feature. Then link a field on the page to the appropriate popup page using the Application Designer Edit Box Properties - Use page.

To link a field to a popup page:

- A mouse over can be added to a page by selecting a display-only field on the page.

In other words, the Display Only option must be selected in the Field Use Options topic.

- Select a popup page in the Mouse Over Popup section

See “Using Page Controls, Using Popup Pages, Associating Popup Pages with Fields”, and “Creating Page Definitions, Setting Use Properties”, in *PeopleTools: PeopleSoft Application Designer Developer's Guide*

To activate a popup page, specific fields, also known as keys, must be available in the component buffer.

Bill To Customer Popup Page

Required fields in the component buffer for the bill to customer pop up page are:

- SETID
- BILL_TO_CUST_ID
- ADDRESS_SEQ_NUM (optional – if found on main page, this address will be displayed)

Ship To Customer Popup Page

Required fields in the component buffer for the ship to customer pop up page are:

- SETID
- SHIP_TO_CUST_ID
- ADDRESS_SEQ_SHIP (optional – if found on main page, this address will be displayed)

Sold To Customer Popup Page

Required fields in the component buffer for the sold to customer pop up page are:

- SETID
- SOLD_TO_CUST_ID
- ADDRESS_SEQ_SOLD (optional – if found on main page, this address will be displayed)

Bill To Customer Contact Popup Page

Required fields in the component buffer for the bill to customer contact pop up page are:

- SETID
- BILL_TO_CUST_ID
- CNTCT_SEQ_BILL

Ship To Customer Contact Popup Page

Required fields in the component buffer for the ship to customer contact pop up page are:

- SETID

- SHIP_TO_CUST_ID
- CNTCT_SEQ_SHIP

Sold To Customer Contact Popup Page

Required fields in the component buffer for the sold to customer contact pop up page are:

- SETID
- SOLD_TO_CUST_ID
- CNTCT_SEQ_NUM

Vendor Popup Page (Type 1)

Required fields in the component buffer for the vendor pop up (type 1) page are:

- SETID
- VENDOR_ID at level 0

Vendor Popup Page (Type 2)

Required fields in the component buffer for the vendor pop up (type 2) page are:

- SETID
- VENDOR_ID
- VNDR_LOC
- ADDRESS_SEQ_NUM at level 0

Vendor Popup Page (Type 3)

Required fields in the component buffer for the vendor pop up (type 3) page are:

- SETID
- VENDOR_ID
- VNDR_LOC at level 0

Vendor Extension Popup Page (Type 1)

Required fields in the component buffer for the vendor extension pop up (type 1) page are:

- SETID
- VENDOR_ID
- VNDR_LOC
- ADDRESS_SEQ_NUM

- CNTCT_SEQ_NUM at level 0

Vendor Extension Popup Page (Type 2)

Required fields in the component buffer for the vendor extension pop up (type 2) page are:

- SETID
- VENDOR_ID
- CNTCT_SEQ_NUM at level 0

Vendor Contact Popup Page

Required fields in the component buffer for the vendor contact pop up page are:

- SETID
- VENDOR_ID
- CNTCT_SEQ_NUM
- EFFDT at level 0.

Setting Up and Using PeopleSoft Mobile Applications

Understanding PeopleSoft Mobile Applications

PeopleSoft provides mobile applications to allow real time access to critical business information. You can use these applications on your desktop, smart phone, or tablet devices.

PeopleSoft currently delivers the following mobile applications:

- PeopleSoft Mobile Approvals
- PeopleSoft Mobile Expenses
- PeopleSoft Mobile eProcurement

PeopleSoft Mobile Approvals

PeopleSoft Mobile Approvals gives you the flexibility to approve transactions on the go. You can log into the PeopleSoft system from a mobile device, such as a tablet or smart phone, and process transactions that are pending your approval.

PeopleSoft provides the Mobile Approval Framework for the following transactions:

- Journal entries
- Expense reports
- Vouchers
- Purchase orders
- Requisitions

See [Using PeopleSoft Mobile Approvals](#).

PeopleSoft Mobile Expenses

PeopleSoft Mobile Expenses provides mobile entry of expense reports, Wallet entries, approval actions and review of past expenses. (Managing time sheets, cash advances, and travel authorizations are not included in this release).

Use your iPad or iPhone (no application download required from the AppStore) to access the application and manage your expense reporting on the go.

See [Using PeopleSoft Mobile Expenses](#).

PeopleSoft Mobile eProcurement

PeopleSoft Mobile eProcurement provides the ability to add and manage requisitions from a mobile device. Use your mobile tablet or mobile phone to access the application and manage your requisitions on the go. Mobile eProcurement allows you to create requisitions, view recently-ordered items, search for catalog items (via Secured Enterprise Search), and add items to your shopping cart.

See [Using PeopleSoft Mobile eProcurement](#).

Configuring PeopleSoft Mobile Applications

This section describes prerequisites and configuration for PeopleSoft Mobile Applications and discusses how to:

- Grant security to Mobile Approvals users.
- (Optional) Customize login configuration for PeopleSoft Mobile Applications.
- Configure enterprise-wide Mobile Approval Options.
- Map expense types to the Mobile Expenses icons.
- Add notices for the Mobile Expenses homepage.

Prerequisites

1. PeopleTools 8.52 is the minimum requirement for PeopleSoft Mobile Applications.
2. PeopleSoft Mobile Applications have been tested for the following mobile devices:
 - Android Phone (Samsung Galaxy SIII)
 - Apple iPhone 4 & 4S (iOS 5.1)
 - Apple iPad 2 and iPad 3 (iOS 5.1)
 - Google Nexus Tablet (Android Jelly Bean)
 - Samsung Galaxy Tablet 10.1 (Android Honeycomb)
3. PeopleSoft supports the Google Chrome browser (version 21 or above) for PeopleSoft Mobile Applications:

Note: For Android phone and tablet devices, it is recommended that you use the latest Google Chrome browser instead of the default device browser.

4. For Mobile Approvals, you should have enabled and configured the PeopleSoft applications for Approval Framework. See related links in [Mobile Approval Options Page](#)

Pages Used to Configure PeopleSoft Mobile Applications

Page Name	Definition Name	Navigation	Usage
Web Profile Configuration – Look and Feel	WEB_PROF_LOOKFEEL	PeopleTools, Web Profile, Web Profile Configuration, Look and Feel	(Optional) Configure appearance and character of web profile.
Mobile Approval Options	FIN_MBL_TYPE_SETUP	Enterprise Components, Approvals, Approvals, Mobile Approval Options, Mobile Approval Options	Specify enterprise-wide Mobile Approval options.
Expense Type Image Page	EX_EXP_TYP_IMG_SEC	Set Up Financials/Supply Chain, Product Related, Expenses, Expense Types, Purchase, Expense Type, Update Image	Upload image for Expense Type definitions used in Mobile Expenses.
Notices/ Announcements	MBL_NOTICES	Set Up Financials/Supply Chain, Common Definitions, Notices/ Announcements	Add or modify notices for display on the Mobile Expenses Homepage.

Granting Security Access to Users for PeopleSoft Mobile Approvals

PeopleSoft delivers two Permission Lists for granting access to users as follows:

Delivered Permission List	Description
EOAW2000	Mobile Approvals Administrator - This permission list allows user access to the application and setup. Access is granted for the FIN_MBL_TYPE_SETUP component in the FIN_MOBILE_APPROVAL menu for access to the Mobile Approval Options page (setup). See Mobile Approval Options Page
EOAW2100	Mobile Approvals User - This permission list allows user access to the application only.

Both delivered permission lists grant user access to the iScript functions in the WEBLIB_FIN_MBL record in order to access the application. Be sure to assign these permission lists to roles according to your organization's requirements for administrator and user access.

Use the Roles - Permission Lists page to assign the delivered permission lists to the appropriate role name (PeopleTools, Security, Permissions & Roles, Roles, Permission Lists).

For example, the EOAW2000 permission list is assigned to the ADMINISTRATOR role name, which is associated with the user ID VP1 on the User Profiles - Roles page (PeopleTools, Security, User Profiles, User Profiles, Roles). If the ADMINISTRATOR role name is assigned to User ID VP1 in this example, the User ID VP1 is able to access the Mobile Approval Options page as well as the Mobile Approvals application pages.

(Optional) Customizing Login Configuration for PeopleSoft Mobile Applications

You can create a custom login page for your mobile applications by using the following instructions.

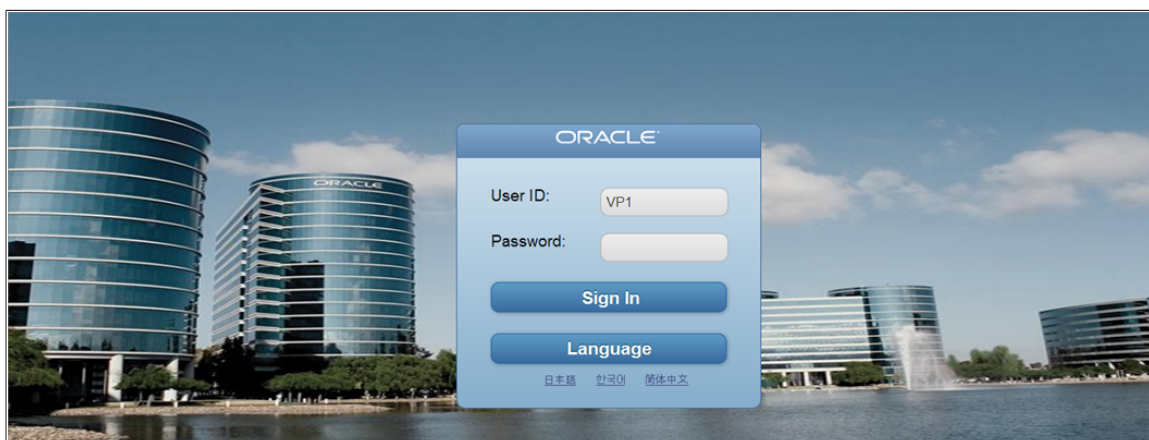
To configure your custom login page

1. Launch the PeopleSoft Pure Internet Architecture (PIA) setup to install a separate PIA for Mobile Applications (recall the site name and web profile that you specified during the setup to use in the steps that follow).
2. Locate the Mobile Expenses Setup.zip file under the `../MIN_SETUP` folder (as instructed in the Manual Instruction Document that is part of Bundle #23). Unzip the file (files found in the Custom Login folder).
3. Open `styles_fmode.css` in any text editor and replace `ps` with the site name according to your PIA setup and web server setup. `Body {background-image: url(/ps/images/Mobile/LoginBackgroundImage.jpg); background-repeat:no-repeat; -moz-background-repeat:no-repeat; background-size:100% 100%; -moz-background-size:100% 100%;}`
4. Copy `styles_fmode.css` to `../PORTAL.war\<your site name>\. (You can modify this file to suite your needs).`
5. Copy the following files to `../PORTAL.war\WEB-INF\psftdocs\<your site name>\. (You can modify these files to suit your needs).`
 - `signin_fmode.html`
 - `expire_fmode.html`
 - `exception_fmode.html`
6. Create a *Mobile* subfolder (case sensitive) under `../PORTAL.war\<your site name>\images\.`
7. Copy the image files (`CompanyLogo.gif` and `LoginBackgroundImage.jpg`) to the folder you just created: `../PORTAL.war\<your site name>\images\Mobile\.` Note that the folder and file names are case sensitive.

Once you perform these steps, your custom login page should look as presented here:

Image: Mobile Applications Login page

Mobile Applications Login page



You can overwrite these image files with your own company logo and background images.

- Configure the web profile that you specified in the PIA setup. Access the Web Profile Configuration - Look and Feel page (PeopleTools, Web Profile, Web Profile Configuration. Select the web profile name that you created and navigate to the Look and Feel tab).

Add the following on the Look and Feel page (if you modify, save the page; stop and restart the web server):

Expire Page *expire_fmode.html*

Exception Page *exception_fmode.html*

Signon Page *Signon_fmode.html*

For information on configuring web profiles, see PeopleTools Portal Technologies: Configuring the Portal Environment.

Mobile Approval Options Page

Use the Mobile Approval Options page (FIN_MBL_TYPE_SETUP) to set the enterprise-wide mobile approval options.

Navigation

Enterprise Components, Approvals, Approvals, Mobile Approval Options, Mobile Approval Options.

Image: Mobile Approval Options page

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

Mobile Approval Options

☐ Display Attachments

Maximum Approvals Displayed:

Maximum Lines Displayed:

☐ Actionable Approvals Only

Included	*Order	*Transaction ID	*Transaction Name	*Process ID	*Transaction Handler Class	*Large Image
<input type="checkbox"/>	50	APVCH	Voucher	VoucherApproval	AP_APPROVAL.Voucher.MobileApprovalHandler	Image.FS_MBL_VOUC
<input type="checkbox"/>	10	EXER	Expense Report	ERApproval	EX_MOBILE_APPROVAL.ExpenseReport	Image.FS_MBL_EXPET
<input type="checkbox"/>	20	GLJE	Journal Entry	GLJournalApproval	GL_APPROVAL.Journal.MobileApprovalHandler	Image.FS_MBL_JOURI
<input type="checkbox"/>	30	POPO	Purchase Order	PurchaseOrder	PO_APPROVAL.POMobileApproval	Image.FS_MBL_PURC
<input type="checkbox"/>	40	PVREQ	Requisition	Requisition	PV_APPROVAL.Requisition.MobileApprovalHand	Image.FS_MBL_REQU

Mobile Approval Home URL: http://rtcd78286qaemt.us.oracle.com/psc/ap920dvlnt/EMPLOYEE/ERP/s/WEBLIB_FIN_MBL.PAGES.FieldFormula.IScript_Home

Mobile Approval List URL: http://rtcd78286qaemt.us.oracle.com/psc/ap920dvlnt/EMPLOYEE/ERP/s/WEBLIB_FIN_MBL.PAGES.FieldFormula.IScript_ApprovalList

Use this page to set the following enterprise-wide mobile approval options:

- Select the Display Attachments check box to enable, at the enterprise level, approvers to view attachments. If you select this option, you must also select a process scheduler server for the Process Server field with proper distribution node setup.

Note: Attachments are not yet available for requisitions, purchase orders, or expense reports.

- Specify maximum display settings (approvals and transaction lines).
- Select the Actionable Approvals Only check box if you want to view only those transactions that require your approval action.
- Select the Transaction ID(s) to enable for the Mobile Approvals application and enter display order.

This page also provides the URLs for accessing Mobile Approvals. For more information about Mobile Approvals, see [Using PeopleSoft Mobile Approvals](#)

Note: PeopleSoft Mobile Approvals uses the Approval Framework as configured for the specific application. Make sure that the Approval Framework has been enabled and configured properly for each application before implementing Mobile Approvals for the transactions.

For information on setting up application-specific Approval Framework:

For Expenses, see "Managing Workflow (*PeopleSoft FSCM 9.2: Expenses*)".

For General Ledger, see "Setting Up and Using Configurable Workflow (*PeopleSoft FSCM 9.2: General Ledger*)".

For eProcurement, see "Understanding the Approval Framework (*PeopleSoft FSCM 9.2: eProcurement*)".

For Payables, see "Approving Vouchers (*PeopleSoft FSCM 9.2: Payables*)".

For Purchasing, see "Setting Up the Approval Framework for PeopleSoft Purchasing (*PeopleSoft FSCM 9.2: Purchasing*)".

Mapping Expense Types to Mobile Expenses Icons

To maximize the user experience, it is recommended that you upload an image for each frequently-used expense type. You may use the sample images that are provided or create and add your own.

Locate the Mobile Expenses Setup.zip file under the `../MIN_SETUP` folder. Unzip the file (unless you previously completed the [optional custom login steps](#)) and find the sample images in the Expense Type Sample Images folder. Upload an image for each frequently-used expense type. These images are used to render the mobile expense application pages on the mobile devices. . If no image is associated with an expense type, the system uses the default expense type image for the Mobile Expenses page.

Use the Expense Type 1 page to upload images for Expense Type definitions used in Mobile Expenses (from Mobile Expenses, select the Full Site button for PeopleSoft applications).

Navigation

Set Up Financials/Supply Chain, Product Related, Expenses, Expense Types, Purchase, Expense Type

Image: Expense Types 1

This example illustrates the fields and controls on the Expense Types 1. You can find definitions for the fields and controls in the PeopleSoft Expenses documentation.

The screenshot displays the Oracle PeopleSoft Expense Types 1 page. The top navigation bar includes 'Home' and 'Peoplesoft Full Site'. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Purchase > Expense Type. The page has tabs for 'Expense Types 1', 'Expense Types 2', and 'Expense Types 3'. The 'Expense Types 1' tab is selected, showing the 'Expense Types 1' section. The 'SetID' is 'SHARE' and the 'Expense Type' is 'AIRFARE'. There is an 'Update Image' link. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. The 'Description' is 'Air Travel' and the 'Short Description' is 'Airfare'. The 'Physical Nature' is 'Services' and the 'BenchMark Threshold %' is '0.0000'. There is a 'VAT Default' link. The 'Required Fields' section includes checkboxes for 'Description', 'Merchant', 'Location', 'Preferred Merchant', 'Originating Location', 'Number of Passengers', and 'Transportation Type'. The 'Tax Related Indicators' section includes checkboxes for 'Items with Tax Implications' and 'Gross Up Indicator'. The 'Expense Type Edit' section includes radio buttons for 'None', 'Airfare', 'Hotel', 'Attendees', 'Automobile', 'Rental', 'Per Diem', and 'Per Diem Lodging'. The 'Rate Retrieval Table' section includes radio buttons for 'Location Amount Table' and 'Per Diem Table'.

Select the Update Image link to access the Expense Type Image Page and update (or remove) an image for the icon:

Image: Expense Type Image Page

This example illustrates the fields and controls on the Expense Type Image Page.

The screenshot displays the Expense Type Image Page. The page title is 'Expense Type Image Page'. There is a large image of an airplane icon. To the right of the image are two buttons: 'Change Image' and 'Remove Image'.

Notices/Announcements Page

Use the Notices/ Announcements page to add or modify notices for display on the Mobile Expenses Homepage.

Navigation

Set Up Financials/Supply Chain, Common Definitions, Notices/ Announcements.

(If you want to access this page from your mobile device, you can select the Full Site footer button from the Mobile Expenses homepage or any other page. Use the same navigation from above):

Image: Notices/Announcements search page

This example illustrates the fields and controls on the Notices/Announcements search page.

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

Image: Notices/Announcements page

This example illustrates the fields and controls on the Notices/Announcements page.

Supply a *title* for your notice, *priority*, *start date* and *end date* for the notice duration. The text that you add in the Description field is the notice that appears on the Mobile Expenses homepage. Optionally,

select the Update Image link to add an icon that will appear in the Notices section of the Expenses homepage

Image: Notices page

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



See [Using Mobile Expenses](#)

Accessing PeopleSoft Mobile Applications

This section discusses how to access the Mobile Applications page. See [Prerequisites](#) for requirements and a list of supported mobile devices and browsers.

Mobile Applications Page

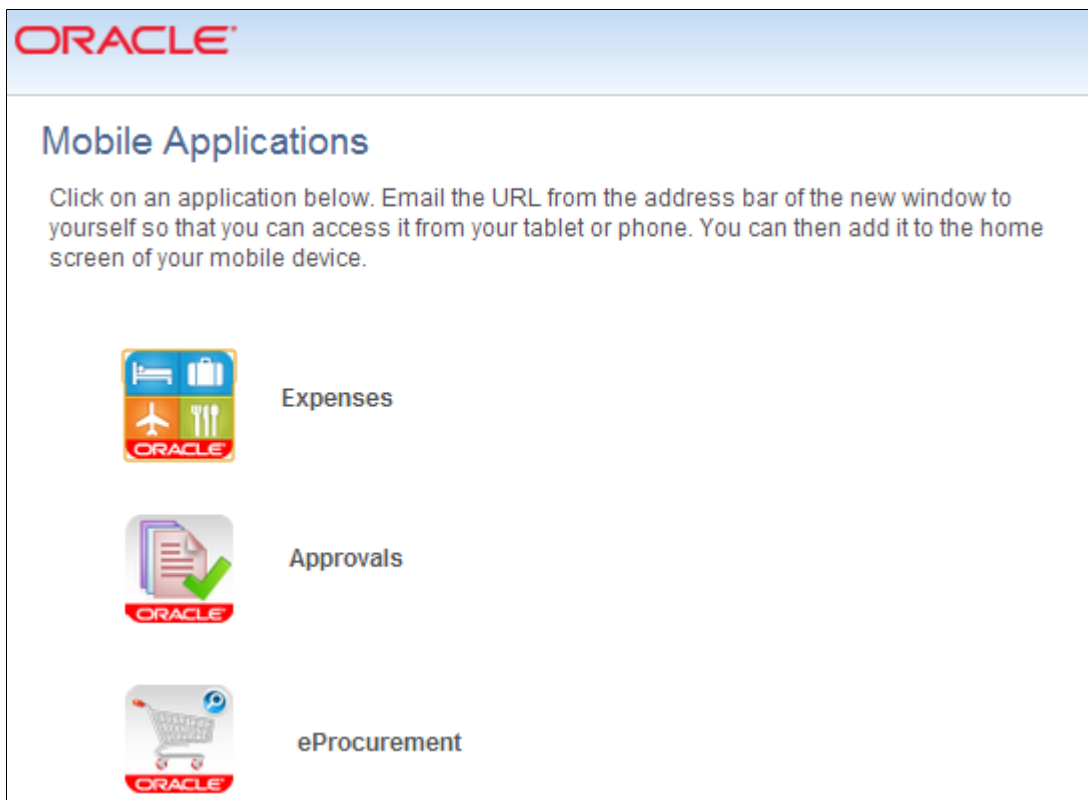
Use the Mobile Applications page to launch the delivered PeopleSoft Mobile Applications.

Navigation

Main Menu, Employee Self-Service, Mobile Applications:

Image: Mobile Applications page

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



Once you select the respective button to access the corresponding mobile application, you can then copy the URL from the address bar and email it to the user group or to yourself to access from a mobile device.

Once you access this page on your mobile devices, select the link to access the mobile application, and add it on your home screen.

Expenses

Select to access the PeopleSoft Mobile Expenses application from your mobile device to create and manage expense reports on the go.

Approvals

Select to access the PeopleSoft Mobile Approvals to approve pending transactions: journals, expense reports, vouchers, requisitions, and purchase orders.

eProcurement

Select to access the PeopleSoft Mobile eProcurement application from your mobile device to create and manage requisitions on the go.

Grant access for this page to users according to your organization's security rules.

See *PeopleTools: Security Administration*.

See also [Using PeopleSoft Mobile Expenses](#).

See also [Using PeopleSoft Mobile Approvals](#).



Click to view a Video Feature Overview (VFO) of [PeopleSoft Mobile Expenses](#).



Click to view a Video Feature Overview (VFO) of [PeopleSoft Mobile Approvals](#).

Using PeopleSoft Mobile Approvals

This topic provides an overview of PeopleSoft Mobile Approval Framework and discusses how to:

- Access Mobile Approvals.
- Approve multiple transactions using Mobile Approvals.
- View attachments using Mobile Approvals.

Understanding PeopleSoft Mobile Approval Framework

PeopleSoft Mobile Approval Framework allows you to perform the following from your mobile device:

- Approve, deny, or push back pending transactions at the header level from a mobile device. You can perform approval actions for individual transactions or multiple transactions at once.
- View attachments (if applicable) and add comments for approval actions.
- Preview a graphical representation of the transaction approval flow, view other approvals, and see any comments that previous approvers have entered.

Note: Although Mobile Approval actions are not available at the line level, you are still able to view the individual lines for all transactions.

Note: Attachments are not currently available for purchase orders, requisitions, or expense reports.



Click to view a Video Feature Overview (VFO) of [PeopleSoft Mobile Approvals](#).

Accessing PeopleSoft Mobile Approvals

Once you have completed the prerequisite configuration (see [Configuring PeopleSoft Mobile Applications](#)), you can access the Mobile Approvals application using the URL for the Approvals homepage. Log in using a supported browser, providing your PeopleSoft user ID and password. The URL can be obtained from:

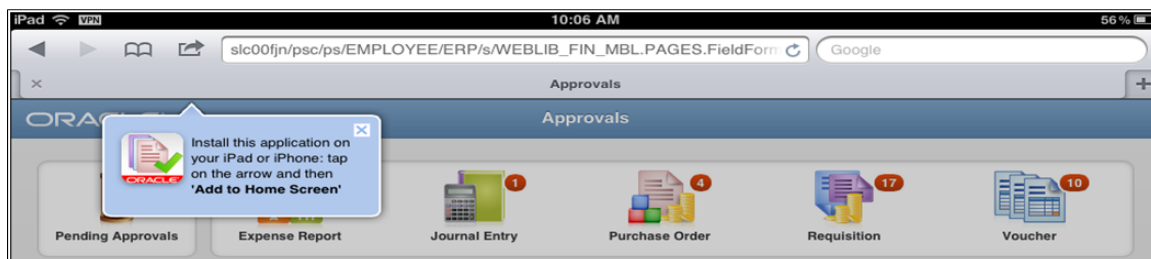
- The Mobile Applications page. See [Mobile Applications Page](#)

- The Mobile Approval Options setup page. See [Mobile Approval Options Page](#)

If you are accessing Mobile Approvals from an iPad or iPhone using the Safari browser, you are prompted to bookmark the application to the Home Screen as shown:

Image: Mobile Approvals Bookmark page

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



You can:

- Follow the prompt to bookmark the application to the Home Screen and launch the application from there.
- Ignore the prompt. The prompt will disappear in a few seconds and you can continue with the application. However, this prompt will appear again the next time you use Safari to access the application.
- Select the “X” to close the prompt. You will not be prompted again to bookmark the application.

Launching Mobile Approvals from a Mobile Tablet

Launch Mobile Approvals from your mobile tablet device, such as an iPad, to access the Approvals homepage:

Image: Mobile Approvals Homepage

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



The Approvals homepage provides access to the respective transactions that are pending the login user's approvals, as well as other analytical charts from which you can drill down to view the details. Select any button or graph bar to open the main page with the selected pending approvals. For example, you can select the Journal Entry bar in the graph to open the main page with only the journal entries that are pending your approval.

Similar to dashboard or worklists, Mobile Approvals simply provides a convenient option to review and approve pending transactions. All transactions must be created in the database first and adhere to the Approval Framework logic and configuration within each application. For information on configuring Approval Framework for each application, see related topics by product. See related links in [Mobile Approval Options Page](#).

Footer Buttons

The following buttons appear in the footer of the Mobile Approvals application pages:

Buttons	Description
Full Site	Select to access the full PeopleSoft Full Site, which includes the traditional PeopleSoft menus. The default view on the full site is the user worklist page.

Buttons	Description
Refresh	Select to refresh the homepage.
Sign out	Select to log out of the Mobile Approvals application.



Select the Pending Approvals button to access the main Approvals page that lists all of the pending transactions that require your approval (secure by given user ID login).

Individual Transaction Buttons

Select the transaction buttons – Expense Report, Journal Entry, Purchase Order, Requisition, or Voucher – to access the main Approvals page that limits the search result to only that specific type of transaction.

All buttons display a red bubble count of transactions pending approval within each category for the user.

Metric Bar Charts

The Approvals homepage includes a bar chart for each of the three metrics: Pending Amounts by Transaction, Pending Amounts By Priority, and Pending Amounts By Date. Swipe the display to advance through the various charts. You can select the bars and access the main Approvals page that is filtered for the specific criteria of the bar that you selected.

Pending Amounts by Transaction

This metric displays the sum total amounts of all transactions by transaction type that await approval from the given approver. You can select the bar or the metric row to access the main Approvals page for each transaction category.

Pending By Priority

The Approvals homepage sorts your pending approval transactions by priority - High, Medium, or Low - so that you can address more urgent pending approvals first. It displays the number of transactions within each priority as well. You can select the bar or priority row to access the main Approvals page with only those transactions that require your approval with the corresponding criteria.

Pending By Date

The Approvals homepage sorts your pending transactions based on the Pending Since date. Possible values are:

- Today
- Yesterday
- Less Than 7 Days
- Less Than 30 Days

- More Than 30 Days

A bubble count displays the number of transactions within each aging category. Select the row by age to access only those transactions for approval action.

All buttons and bars launch the Approvals page filtered by the various metrics from the point of entry:

Image: Approvals Transaction List page - (tablet view)

This example illustrates the fields and controls on the Approvals Transaction List page - (tablet view). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Approvals (5 of 39)' page in a tablet view. On the left, a list of transactions is shown, with the first one highlighted. On the right, the details for the selected transaction are displayed, including a summary, a list of lines, and pending actions.

Journal Entry		
Test Mobile Approval Journal 1	60,000.00 USD	August 3, 2012
US001 / MBAF-J1 / 2012-06-22 / US001		
Test Mobile Approval Journal 1	30,000.00 USD	August 3, 2012
US001 / MBAF-J1 / 2012-06-22 / US007		
Test Mobile Approval Journal 1	20,000.00 USD	August 3, 2012
US001 / MBAF-J1 / 2012-06-22 / US004		
Test Mobile Approval Journal 1	10,000.00 USD	August 3, 2012
US001 / MBAF-J1 / 2012-06-22 / US003		
Test Mobile Approval Journal 2	8,000.00 CAD	June 28, 2012
CAN02 / MBAF-J2 / 2012-06-22 / CAN02		

Summary

Test Mobile Approval Journal 1 60,000.00 USD

Ledger Group: RECORDING Business Unit: US001
 Year / Period: 2012 / 6 Journal ID: MBAF-J1
 Entered By: Walker, Cliff Journal Date: June 22, 2012
 Entered On: June 22, 2012 Line Business Unit: US001
 Pending Since: August 3, 2012

Attachments (2)

Lines

Line	Description	Amount
Line # 4	USBNK - Disbursements Account	60,000.00 USD
Account	100000 Dept	Oper Unit
Line # 5	InterE Rec - GENERAL - US001	10,000.00 USD
Account	100204 Dept	Oper Unit
Line # 7	InterE Rec - GENERAL - US001	20,000.00 USD
Account	100204 Dept	Oper Unit
Line # 9	InterE Rec - GENERAL - US001	30,000.00 USD
Account	100204 Dept	Oper Unit

Pending Actions

Default Test Approval Stage 1

Unit US001, ID MBAF-J1, Date 2012-06-22, Line Unit US001: Pending

Default Path For Actuals

Pending

Multiple Approvers
 GL Approvers by Query

Approve Deny Push Back

On the mobile tablet (in landscape mode), the filtered transaction list displays on the left side of the page. The right side of the page displays the details for the selected (highlighted) transaction from the list on the left. In the example presented, the corresponding Summary, Lines, and Pending Actions for the selected journal are displayed. You can approve or deny the selected journal entry using the action buttons at the bottom of the page.

Note: The action buttons that display vary based on whether the transaction is eligible for the action or actions. The actions currently supported in Mobile Approvals are Approve, Deny, and Push Back. The Hold action is not available for Mobile Approvals. You must use the desktop application to use the Hold action.

Mass Approval

Select the Mass Approval button to select multiple transactions (or just one) to approve.

Filter

Select the Filter button to change or further limit your result set by Priority, Transaction, or Date.

Home

Select the Home button to access the Approvals homepage.

Summary

The Summary section on the right side of the Approvals page displays corresponding header information for the selected transaction (left side). The Summary section also displays attachments, justifications, and alerts, if applicable. Select the Attachments button to view any attachments for the transaction, if applicable. The number of attachments displays on the button in parentheses. See [Viewing Attachments Using Mobile Approvals](#). Expand the Justification/Alerts button to view any associated comments and alerts.

Lines

The Lines section displays line information for the selected transaction.

Pending Actions

The Pending Actions section displays the approval flow diagram. Select the links in the diagram to access more details. Expand the Comments section to view comments from approvers.

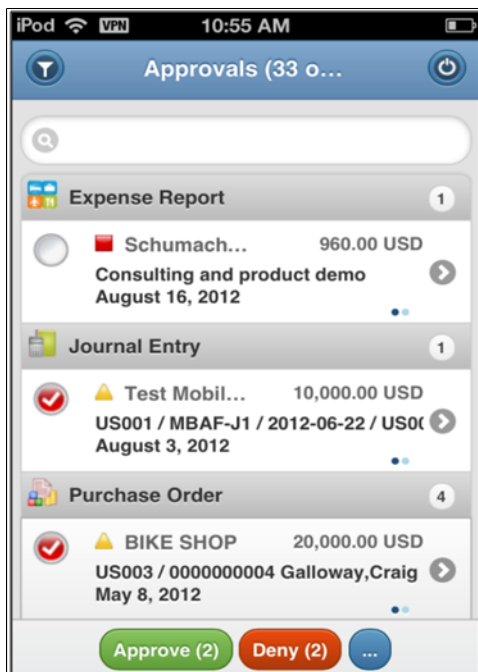
Note: For Expense Reports, this section displays pending approvers instead of the approval flow diagram.

Launching Mobile Approvals from a Mobile Phone

The Approvals homepage is accessible only from a mobile tablet. When you launch Mobile Approvals from your mobile phone (iPhone), you are directed to the transaction list page:

Image: Approvals Transaction List page - (mobile phone view)

This example illustrates the fields and controls on the Approvals Transaction List page - (mobile phone view). You can find definitions for the fields and controls later on this page.



When you select a transaction from the transaction list page, you are directed to the Summary, Lines, and Pending Actions where you can view attachments, justifications/alerts, other approvals, and select an approval action for a single transaction (portrait view of the right side of the Approvals page):

Image: Summary, Lines, and Pending Actions (mobile phone view)

This example illustrates the fields and controls on the Summary, Lines, and Pending Actions (mobile phone view). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Journal Entry' mobile application interface. At the top, there is a blue header bar with a back arrow and the title 'Journal Entry'. Below this, the 'Summary' section is highlighted with a blue bar and contains the following information: 'Test Mobile Approval Journal 1' with a value of '20,000.00 USD'. Below this, a list of fields includes: 'Ledger Group: RECORDING', 'Year / Period: 2012 / 6', 'Entered By: Walker, Cliff', 'Entered On: June 22, 2012', 'Pending Since: August 3, 2012', 'Business Unit: US001', 'Journal ID: MBAF-J1', 'Journal Date: June 22, 2012', and 'Line Business Unit: US004'. A button labeled '+ Attachments (2)' is located below the summary fields. The 'Lines' section is also highlighted with a blue bar and shows two line items: 'Line # 2 - Organization...' with a value of '20,000.00 USD' and 'Account 500500 Dept 20000', and 'Line # 8 - Due To - All' with a value of '-20,000.00 USD' and 'Account 200200 Dept'. The 'Pending Actions' section is highlighted with a blue bar and shows 'Default Test Approval Stage 1' and 'Unit US001, ID MBAF-J1, Date 2012-06-22, Line Unit'. At the bottom, there are two buttons: 'Approve' (green) and 'Deny' (red).

See Summary, Lines and Pending Actions.

Approving Multiple Transactions Using Mobile Approvals

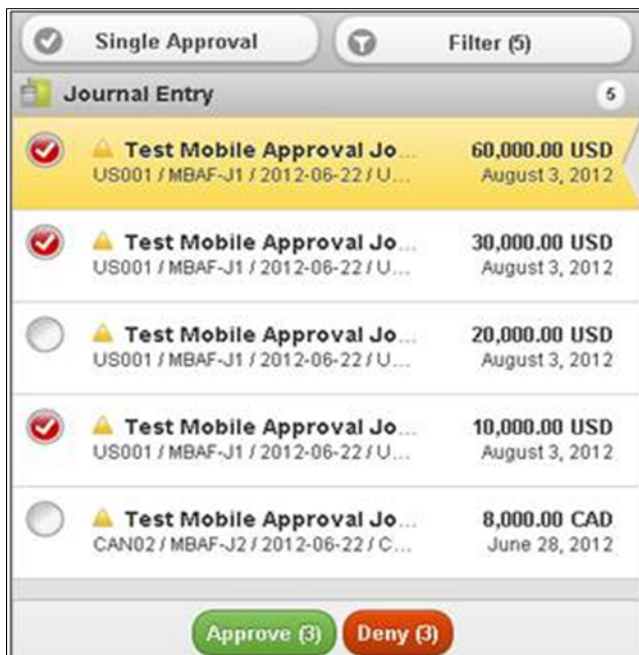
To perform mass transaction approvals using Mobile Approvals, select the Mass Approval button located in the top left corner of the Approvals page or the Transaction List page. Once you select the Mass Approval button, a selection column appears on the left of each transaction so that you can select one or many transactions for approval:

Note: For mobile phone or portrait tablet view, the transaction list page allows only mass approval mode. In this case, you must select a transaction to access the detail page to approve a single transaction.

Select the Mass Approval button to approve multiple transactions at once:

Image: Mass Approvals page - (mobile phone view)

This example illustrates the fields and controls on the Mass Approvals page - (mobile phone view). You can find definitions for the fields and controls later on this page.



Select one or many transactions to approve, deny, or push back, if applicable. Once you have selected the transactions to process, select the appropriate button to Approve, Deny, or Push Back the transactions. The buttons display the number of transactions that you selected for processing.

This launches the Approve, Deny, or Push Back page (depending on the button selected) where you can add a comment and submit for processing:

Image: Approve - Comment page (mobile phone view)

This example illustrates the fields and controls on the Approve - Comment page (mobile phone view). You can find definitions for the fields and controls later on this page.

Selected Approvals		
	Test Mobile Approval Journal 1 US001 / MBAF-J1 / 2012-06-22 / US001 August 3, 2012	Ledger Group RECORDING Year / Period 2012 / 6 60,000.00 USD
	Test Mobile Approval Journal 1 US001 / MBAF-J1 / 2012-06-22 / US007 August 3, 2012	Ledger Group RECORDING Year / Period 2012 / 6 30,000.00 USD
	Test Mobile Approval Journal 1 US001 / MBAF-J1 / 2012-06-22 / US003 August 3, 2012	Ledger Group RECORDING Year / Period 2012 / 6 10,000.00 USD

Single Approval

Select this button to return to the original transaction list where you approve one transaction at a time.

(priority indicator)

Priority indicators are: High, Medium, and Low priority.

Viewing Attachments Using Mobile Approvals

You can view attachments using a mobile device if you selected the Display Attachments check box from the Mobile Approval Options page. See [Mobile Approval Options Page](#)

From the Summary section, select the Attachment button to access the Approval Detail:

Image: Approval Detail page

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



Access the Approval Detail page and expand the Attachments section to view attachments, if enabled. Select the arrow button that is associated with the attachment that you would like to view or download. You are presented with a new window to view or save the file.

Note: Attachment display support is limited by attachment type and mobile device used.

For details by application, see the respective application documentation.

Related Links

"Understanding Mobile Approvals in General Ledger (*PeopleSoft FSCM 9.2: General Ledger*)"

"Setting Up Approval Framework in PeopleSoft eProcurement (*PeopleSoft FSCM 9.2: eProcurement*)"

"Approving Purchase Orders With Mobile Approval Framework (*PeopleSoft FSCM 9.2: Purchasing*)"

Using PeopleSoft Mobile Expenses

This topic provides an overview of PeopleSoft Mobile Expenses and discusses how to:

- Set up PeopleSoft Mobile Expenses.
- Access PeopleSoft Mobile Expenses.
- Use Mobile Expenses.

Understanding PeopleSoft Mobile Expenses

PeopleSoft Mobile Expenses provides the following functionality from a mobile phone or tablet:

- Enter, maintain, and submit expense reports (with business rule validation).
- Review expense report history - reports and statuses for the past six months.
- Add, review, and edit My Wallet transactions.
- Receive notices that alert you to travel advisories, expense policy changes, and so on.
- View delivered expense report analytics and metrics.
- Link to Mobile Approvals where approvers can approve or deny pending expense reports. See
- Upon completing a mobile transaction and returning to the expense report summary page, your entries automatically update the database.
- Change currency code.
- Specify accounting distribution ChartField values (Department, Fund, Project ID, and Activity ID).
- Interchangeably use link to full site for complex expense reporting needs.
- Accelerometer technology automatically determines portrait or landscape display (phone versus tablet).
- Web based (Wi-Fi connection needed). No AppStore installation required.



Click to view a Video Feature Overview (VFO) of [PeopleSoft Mobile Expenses](#).

Setting Up PeopleSoft Mobile Expenses

To use Mobile Expenses, you must configure system-wide settings. See [Configuring PeopleSoft Mobile Applications](#).

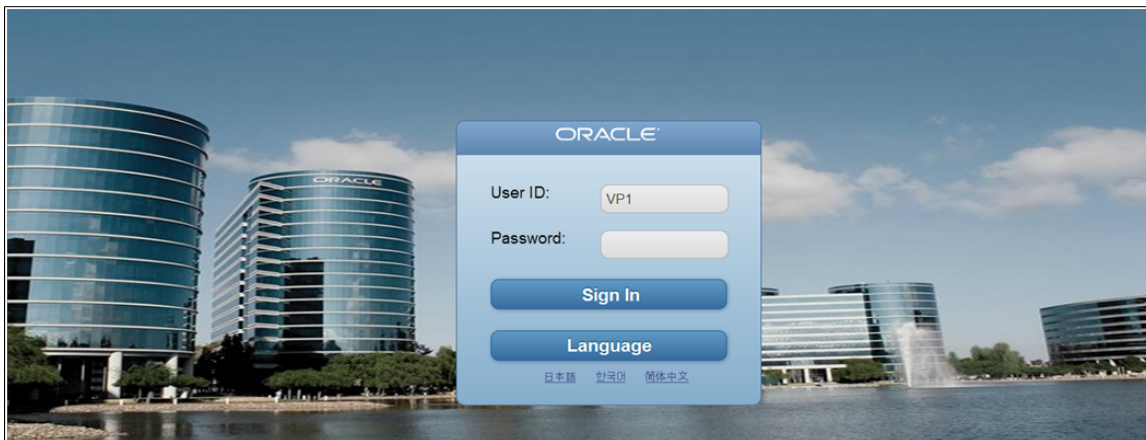
Accessing PeopleSoft Mobile Expenses

To use Mobile Expenses, you must configure system-wide settings. See [Accessing PeopleSoft Mobile Applications](#)

From the Mobile Applications page, select the Expenses button:

Image: Mobile Expenses Sign In page (tablet only)

This example illustrates the fields and controls on the Mobile Expenses Sign In page (tablet only). You can find definitions for the fields and controls later on this page.



Once you have signed in with your User ID and password, you are presented with the Expenses primary homepage. The Expenses homepage is virtually identical whether you launch from a mobile phone or a tablet and includes the same functionality. The only difference is that the mobile phone version is scaled to fit the smaller screen size of the mobile phone device:

Image: Mobile Expenses homepage (mobile phone view)

This example illustrates the fields and controls on the Mobile Expenses homepage (mobile phone view). You can find definitions for the fields and controls later in this topic.



Using Mobile Expenses

This topic presents the Expenses homepage and discusses how to:

- Add My Wallet expenses (Quick Expense).
- Review My Wallet transactions.
- Create mobile expense reports.
- Review expense history.

When you sign in from a mobile tablet, the Expenses homepage automatically adjusts to fit the screen:

Image: Mobile Expenses homepage (mobile tablet view)

This example illustrates the fields and controls on the Mobile Expenses homepage (mobile tablet view). You can find definitions for the fields and controls later on this page.



Buttons	Description
Add Quick Expense	Select to add transactions directly to My Wallet. See Adding My Wallet Expenses
My Wallet	Select to review and edit My Wallet transactions. See Reviewing My Wallet Transactions
Create Expense Report	Select to add a new expense report. See Creating Mobile Expense Reports
Expense History	Select to review past expense reports and their statuses for the past 6 months. See Reviewing Expense History
Unsubmitted Reports	Select to access your pending expense reports. Entry of expenses is limited to the employee associated with the user ID with which you logged in. You can then open the reports and edit further before submitting for payment.
Reports Pending Approval or Payment	Select to access your submitted expense reports that are awaiting approval or payment. You can open the reports and check on their status. Once a report is paid, it is no longer available on this page, but you can view it in Expense History.

Buttons	Description
Reports to Approve	Select to access the Mobile Approvals application that displays all expense reports that require your review and approval. See
Notices	Displays messages regarding expense policy notices, changes in travel security, and so on. You set up these notices using the Notices/ Announcements page. See Notices/ Announcements Page
(analytics and metrics charts)	A maximum of three analytic charts can be displayed on the tablet view of the homepage: My Wallet by Type, My Expense Reports by Status, and Expense Reports to Approve. All charts are available on the mobile phone view as well, but only one is shown at a time (swipe to advance to the next chart).

Footer Buttons

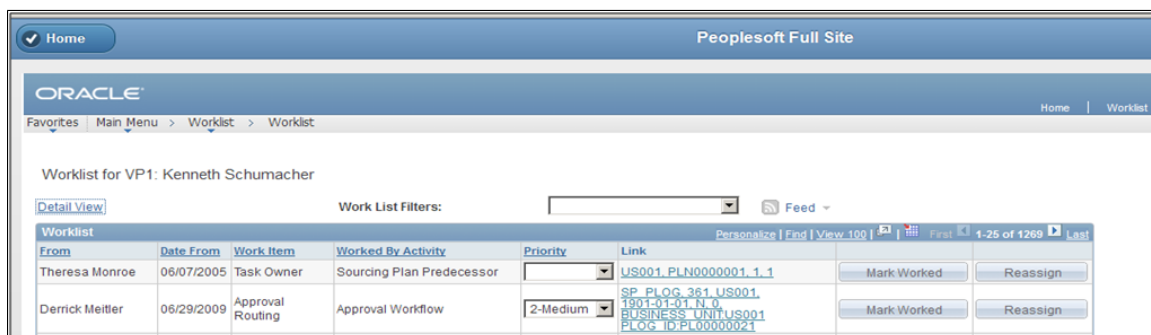
The following buttons appear in the footer of most of the Mobile Expense application pages:

Buttons	Description
Full Site	Select from any Mobile Expenses page or subpage to access the full PeopleSoft Full Site, which includes all PeopleSoft menus, including the traditional Expenses user interface. You can go back and forth between the mobile interface and the traditional application. The default view on the full site is the worklists page.
Refresh	Select to refresh the homepage.
Sign out	Select to log out of the Mobile Expenses application.
Home	Select to return to the Expenses homepage from anywhere in the application.

When you select the Full Site footer button, you access the PeopleSoft Full Site:

Image: Worklist page

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



By default, you are directed to your Worklist. From here, you can navigate anywhere in the traditional PeopleSoft application. When you have performed the intended functions, select the Home button to return to the Mobile Expenses application.

Adding My Wallet Expenses

Add My Wallet transactions from your mobile device by selecting the Add Quick Expense button from the Expenses homepage:

Image: Add My Wallet Transaction page

This example illustrates the fields and controls on the Add My Wallet Transaction page. You can find definitions for the fields and controls later on this page.

This page contains a minimal set of fields to keep entry as simple as possible.

Note: Additional fields are dynamically displayed on this page based on required fields that are designated for the particular expense type on the Expense Types setup pages (EX_EXPENSE_TYPES1). For example, when you select Air Travel, the Ticket Number and Merchant fields appear (some exceptions apply). For more information, see "Expense Types 1 Page (*PeopleSoft FSCM 9.2: Expenses*)".

For information on My Wallet transactions, see "Understanding My Wallet Transactions (*PeopleSoft FSCM 9.2: Expenses*)".

Expense Type

Select the arrow to select from a list of expense types. Once you save the transaction, you can no longer change the expense type. You will need to delete the row and create a new one.

Date

Enter the transaction date. The current date is the default value.

Payment Type

Select a payment type. If your Employee Profile - User Defaults page (EX_EE_USER_PREF) has a Payment Type default specified, that default appears here; otherwise, this field is not populated with a default value. For more information, see PeopleSoft Expenses product documentation, Viewing or Modifying User Defaults.

If you have more than one credit card for a payment type (more than one American Express, for example), you can select the Full Site button to access the correct credit card for selection.

Transaction Amount/Transaction Currency

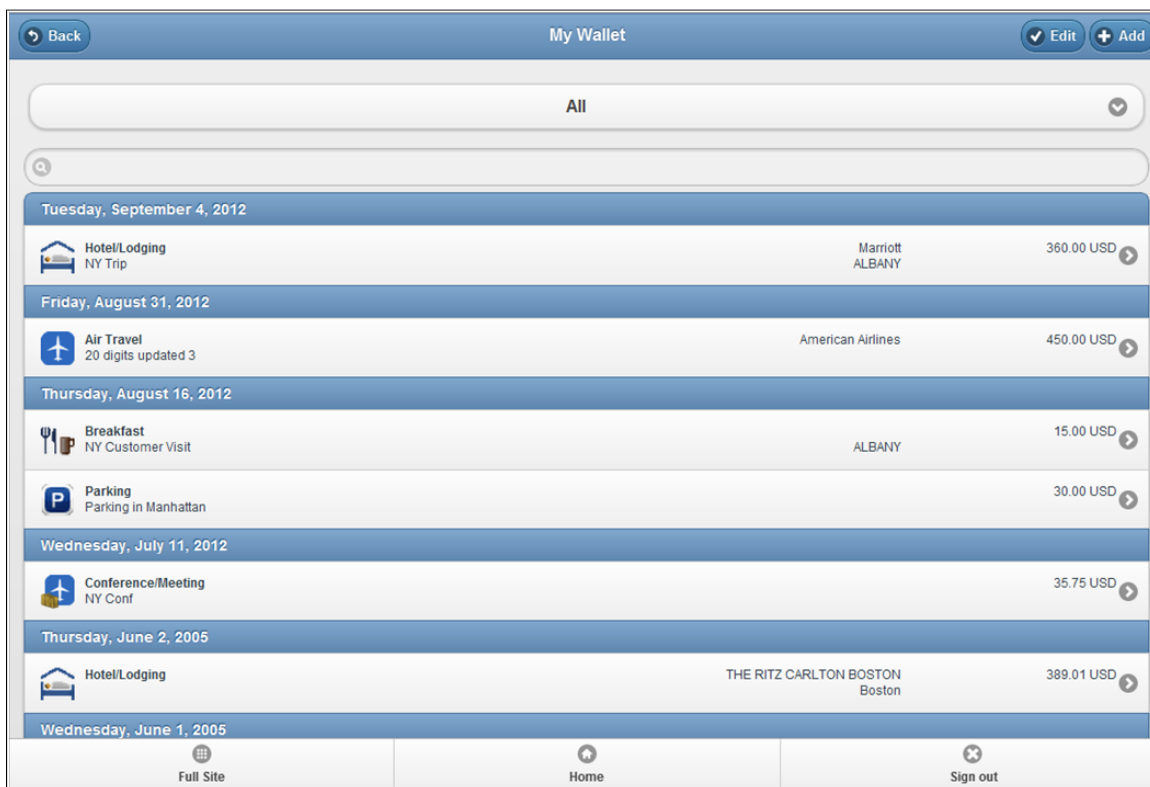
Enter the amount of the expense transaction and select the transaction currency. The currency default value is the same here as is specified on the Employee Profile – User Defaults page. See "Employee Profile - User Defaults Page (*PeopleSoft FSCM 9.2: Expenses*)"

Reviewing My Wallet Transactions

Use this page to review and edit My Wallet transactions. To access, select the My Wallet button from the Expenses homepage:

Image: My Wallet page

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



This page provides a listing of all outstanding wallet entries that have not yet been imported into an expense report for reimbursement. Transactions can come from multiple sources: credit card data feeds, traditional My Wallet component, and the Add Quick Expense in Mobile Expenses.

You can review and edit transactions prior to import, as well as delete one or many transactions. Credit card feed transactions cannot be edited or deleted here.

To filter your transactions by expense type, select the arrow button on the right in the top row.

delete one or many transactions, select the Edit button at the top of the My Wallet page. A column is added to the left of the transactions so that you can select them for deletion (a Delete button appears at top of page).

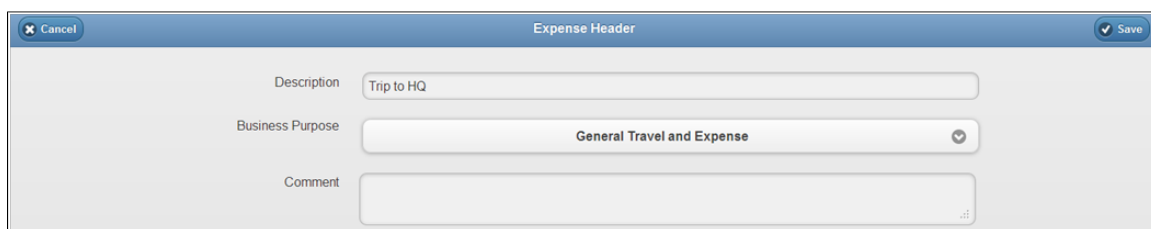
To view and edit individual transactions, select the arrow button on the far right within the transaction line. You can save or cancel your changes.

Creating Mobile Expense Reports

When you select the Create Expense Report button from the Expenses homepage, you start a new, blank report. You are first presented with the Expense Header page: Add a description, select a business purpose and add a comment:

Image: Expense Header page

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

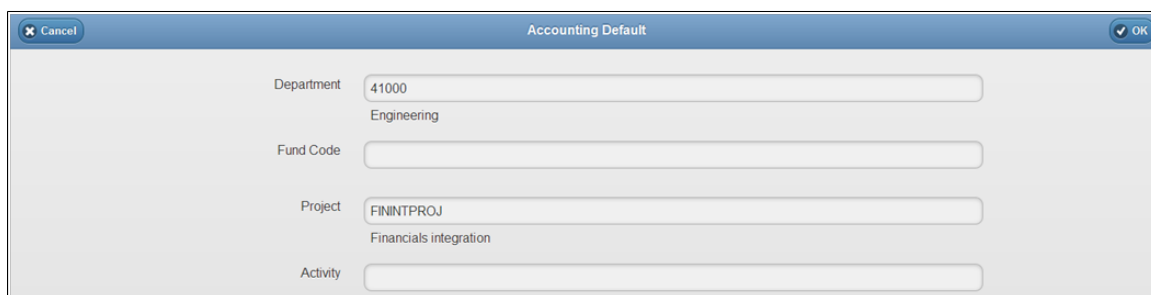


The screenshot shows the 'Expense Header' form. It has a blue header bar with 'Cancel' on the left and 'Save' on the right. The form contains three fields: 'Description' with the value 'Trip to HQ', 'Business Purpose' with a dropdown menu showing 'General Travel and Expense', and 'Comment' which is empty.

Select the Accounting Default button to establish default ChartField values for your expense report:

Image: Accounting Default page

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



The screenshot shows the 'Accounting Default' form. It has a blue header bar with 'Cancel' on the left and 'OK' on the right. The form contains four fields: 'Department' with the value '41000' and a dropdown showing 'Engineering', 'Fund Code' which is empty, 'Project' with the value 'FININTPROJ' and a dropdown showing 'Financials integration', and 'Activity' which is empty.

Because these defaults are established at the header level, all transactions on this expense report are charged to this department, fund, project, and activity combination, unless overridden at the line level. There is no header level percentage split for mobile expenses; although, you can provide a single override at the transaction line level. If you need to have a percentage or line level split among multiple lines, you should use the full site (standard user interface entry page).

The Department, Fund, Project, and Activity fields are only available here for a given user if they are established for the role in the Employee Privilege Template (EX_EE_PRIV_TMPL).

For more information, see "Understanding Employee Privilege Templates (*PeopleSoft FSCM 9.2: Expenses*)".

For Department and Fund Code to appear, the GL ChartFields privilege must be set to *Modify*. For Project and Activity to appear, the PC ChartFields must be set to *Modify* (only if Project Costing is an installed product; if not, these fields do not appear). If the user does not have the proper privileges as described, the Accounting Default button does not appear either.

Select the OK button when you have supplied the ChartField default values for your expense report. Once you return to the Expense Header page, select the Save button. You are presented with the Edit Expense Report page:

Image: Edit Expense Report page

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

Add Expense

Select to add a new expense transaction directly to the expense report (not the wallet).

My Wallet

Select to select the Wallet transactions to be imported into this expense report for submission. Once you select the transactions, select the Import button. The transactions you selected appear on your expense report.

Exceptions

Select to show all exceptions that were triggered in this expense report (such as location limit exceeded, non-preferred merchant, and so on). A red bubble count indicates how many exceptions exist. When you select this button, only the expense lines with exceptions are displayed. You can drill into each transaction to provide comments for the exceptions.

Submit

Select to submit the expense report for approval. If any errors exist, you are presented with the errors, highlighting the additional information needed. You must correct your errors to submit successfully.

Select the arrow button to the right of the header information to edit header details, if needed.

When you select the Add Expense button to add expense lines directly, you access the Expense Line page:

Image: Expense Line page

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

The screenshot shows the 'Expense Line' page with the following fields and values:

Field	Value
Expense Type	Gratuity
Date	
Payment Type	Cash
Expense Billing Code	Billable
Transaction Amount	5.00
Currency	US Dollar
Description	

Select the Expense Type and complete the related dynamic fields.

Note: Expense types using per diem defaulting are not supported. Any expense types with the per diem check box activated (in expense type setup) is excluded from the available list of expense types in Mobile Expenses. If you open an existing expense report with a per diem expense type, you will be able to view the transaction in Mobile Expenses, but you cannot edit or copy it.

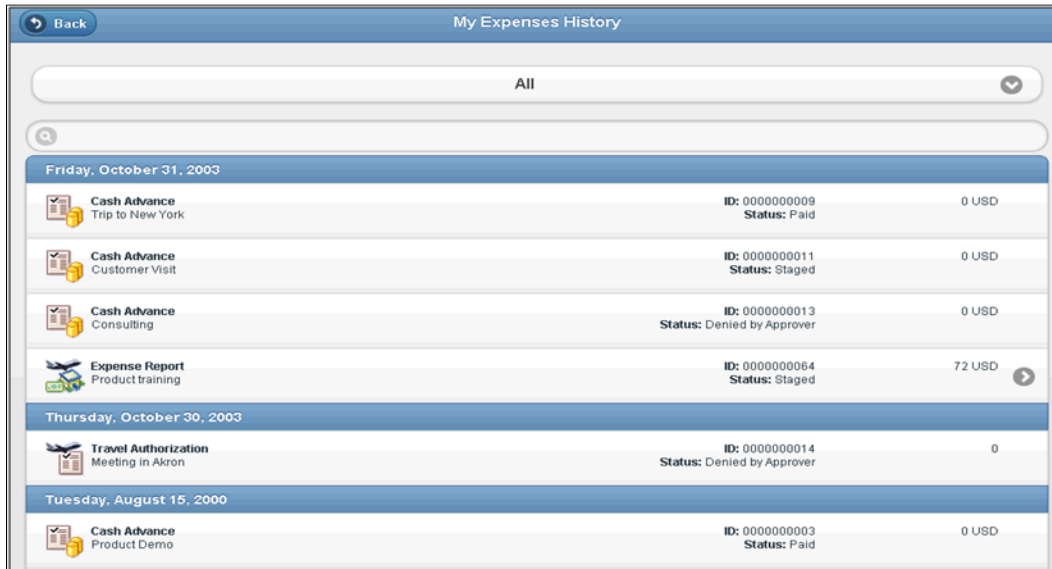
Select the Distribution button to override the ChartField value defaults for this expense line. The same information applies at the line level as described for the header level defaults. See [Accounting Default page](#).

Reviewing Expense History

Access the My Expenses History page by selecting the Expense History button from the Expenses homepage:

Image: My Expenses History page

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



View all expense reports, cash advances, and travel authorizations and their statuses for the past 6 months. You are able to view the summary of cash advances and travel authorizations, but there is no drill down page to see the details, since that functionality is not available for Mobile Expenses.

Select the right arrow to view (only) expense report details.

Using PeopleSoft Mobile eProcurement

This topic provides an overview of PeopleSoft Mobile eProcurement and discusses how to access and use PeopleSoft Mobile eProcurement.

Understanding PeopleSoft Mobile eProcurement

PeopleSoft Mobile eProcurement provides the following functionality from a mobile tablet (iPad, for example):

- Add and manage PeopleSoft requisitions on the go.
- View recently ordered items, search for catalog items, and, add items to the shopping cart.
- Upon completing a requisition and returning to the summary page, your entries automatically update the database.
- Web based (Wi-Fi connection needed). No AppStore installation required.

Accessing and Using PeopleSoft Mobile eProcurement

This section presents the Mobile eProcurement homepage and discusses how to:

- View your orders using a mobile tablet.
- Create requisitions from your mobile tablet.
- Create and submit preferences.
- Manage your shopping cart from a mobile tablet.

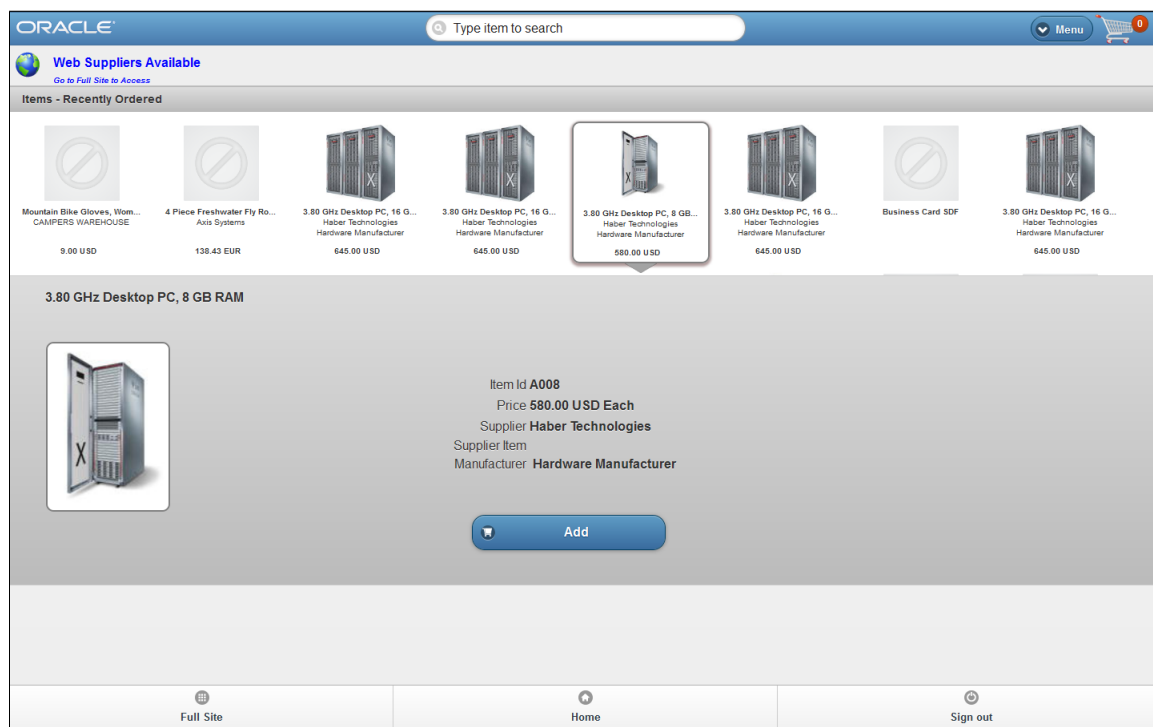
Navigation

From the [Mobile Applications](#) page, select the eProcurement button.

Once you have signed in with your User ID and password, you are presented with the eProcurement primary homepage:



Image: Mobile eProcurement Homepage

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



When you sign in from a mobile tablet, the Mobile eProcurement homepage automatically adjusts to fit the screen:

Buttons	Description
Web Suppliers Available	Tap the Web Suppliers Available bar to view a popup list of your available suppliers. When you tap again, the popup list recedes.

Buttons	Description
Items - Recently Ordered	This area of the homepage shows the items that were recently ordered. You can tap on one of these and the details of the selected item display on the panel below. Click the Add button to add the selected item to your shopping cart.
Type item to search	You can enter keywords to search for an item to order. This feature uses PeopleSoft's Secure Enterprise Search (SES) technology. Once selected, the item details appear on the panel below and you can click the Add button to add the item to your shopping cart. See also, Understanding Financials and Supply Chain Search .
	Tap the Menu icon to access your Mobile eProcurement My Orders page (summary and details). You can also set your Create and Submit preference. Tap the Menu icon again to hide the menu pagelet.
	Tap the Shopping Cart icon to access your shopping cart pagelet where you can edit your cart and complete your order. The icon displays the number of items in your cart in the red bubble. Tap the Shopping Cart icon again to hide the Shopping Cart pagelet.

Footer Buttons

Buttons	Description
Full Site	Select from any Mobile eProcurement page or subpage to access the PeopleSoft Full Site, which includes all PeopleSoft menus, including the traditional eProcurement user interface. You can go back and forth between the mobile interface and the traditional application. The default view on the full site is the Create Requisition page.
Sign out	Select to log out of the Mobile eProcurement application.
Home	Select to return to the eProcurement homepage from anywhere in the application.

When you select the Full Site footer button, you access the PeopleSoft Full Site. The Default full site view is the Create Requisition page:

Image: Create Requisition page

This example illustrates the fields and controls on the Create Requisition page.

By default, you are directed to your Create Requisition page. From here, you can create your requisitions and navigate anywhere as in the traditional PeopleSoft application. When you have performed the intended functions, select the Home button to return to the Mobile eProcurement homepage.

For information on how to create requisitions, see "Creating Requisitions (*PeopleSoft FSCM 9.2: eProcurement*)".

Viewing Your Orders Using a Mobile Device

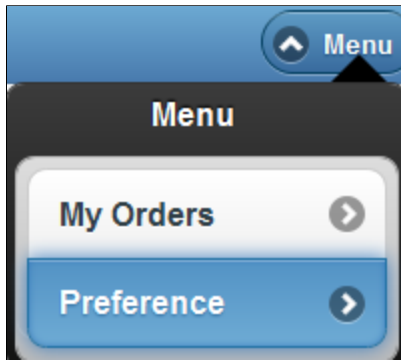
Use the My Orders pagelet to view your orders.

Navigation

Tap the Menu icon to expand your Mobile eProcurement menu where you can access the My Orders page (summary and details). You can also set your Create and Submit preference. Tap the Menu icon again to hide the menu pagelet.

Image: Menu pagelet

This example illustrates the fields and controls on the Menu pagelet.



My Orders

Tap My Orders to access the summary and details of your orders.

Preference

Tap to access the Create and Submit Preference pagelet.

My Orders Pagelet

Use the My Orders pagelet to view the summary and details of your orders. You can select your preference for the range of time for which to display your orders in the Mobile Installation Settings on

the eProcurement Installation Options page. (eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options, Mobile Installation Settings).

Image: My Orders pagelet

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

My Orders

Requisition ID	Total Amount	Date	Status
0000000167	643.72 USD	February 21, 2013	PO(s) Created
0000000168	580.00 USD	February 21, 2013	Approved
0000000169	64500.00 USD	February 21, 2013	Approved
0000000170	1290.00 USD	February 21, 2013	Approved
0000000166	1290.00 USD	February 20, 2013	Open
0000000164	100.00 USD	February 19, 2013	
0000000165	645.00 USD	February 19, 2013	Approved

Summary

Requisition ID: 0000000167
 Requester: Kenneth Schumacher
 Entered By: Kenneth Schumacher
 Requestion Date: February 21, 2013
 Business Unit: US001
 Request State: PO(s) Created

Lines

Line #	Description	Price	Item ID	Ship To	Quantity	Line State	Total
Line #1	4 Piece Freshwater Fly Ro...	276.86	10086	US001	2 EA	Approved	553.72 USD
Line #2	Mountain Bike Gloves, Wom...	9.00	10010	US001	10 EA	Approved	90.00 USD

My Orders

The My Orders pagelet lists the requisition ID, total debits in the base currency, transaction date, business unit and header status. Tap on the requisition that you want to review

Summary

The Summary section on the right side of the page displays the corresponding requisition header information for the selected requisition on the My Orders pagelet. The Summary section also displays icons that link you to existing related documents within the PeopleSoft application:

- Requisition - Select to access the Manage Requisitions component. Create or update requisitions. See "Creating Requisitions (*PeopleSoft FSCM 9.2: eProcurement*)"
- Approvals
- Inventory
- Purchase Orders
- Change Request
- Receiving
- Returns
- Invoice
- Payment

Lines

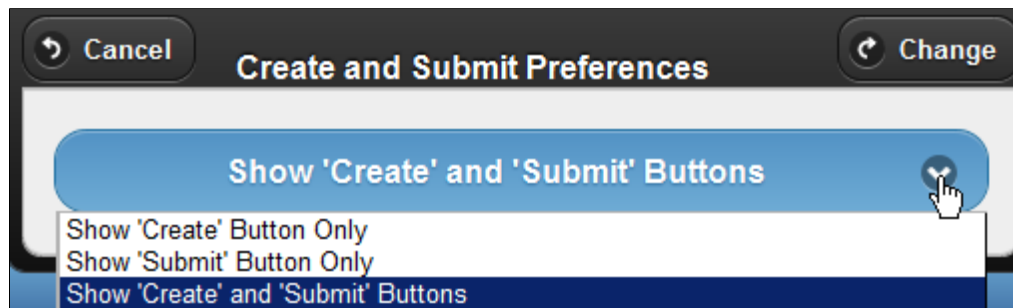
This section displays the requisition line details of the selected requisition.

Create and Submit Preferences

Use the Create and Submit Preferences pagelet to select whether to display the Create button, the Submit button, or both.

Image: Create and Submit Preferences

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



Tap the Show 'Create' and 'Submit' Buttons bar to select the display option that you want for your Create and Submit buttons.

Show 'Create' Button Only

You can choose to only display a Create button to create a requisition order but not submitting it for approval. An "Edit in Full Site" link will appear upon order creation to allow user to open up the newly created requisition in full site for further data entry if needed.

Show 'Submit' Button Only

You can choose to only display a Submit button to create and submit a requisition order for approval. A link to the approval monitor, if applicable, will appear upon order submission.

Show 'Create' and 'Submit' Buttons

You can choose to display both Create and Submit buttons so that you have the ability to perform either option on the mobile device.

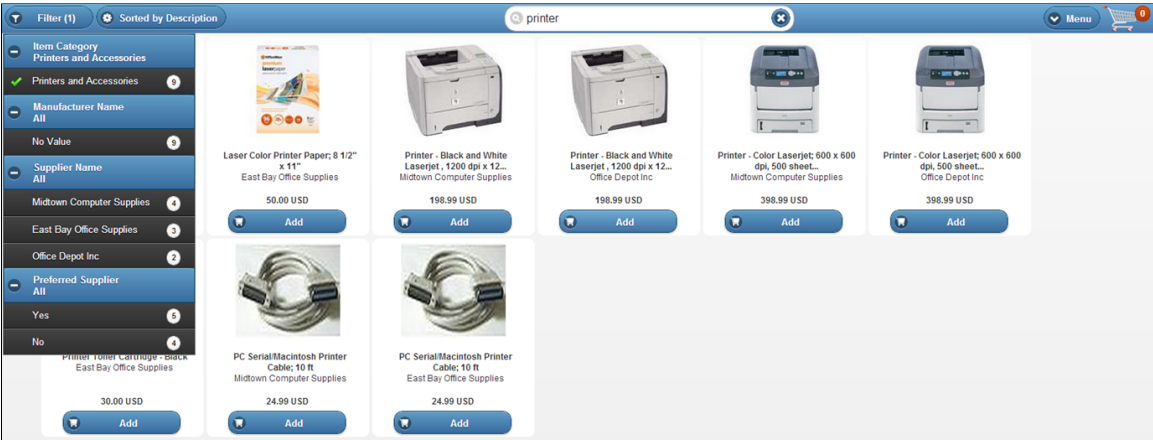
Note: Availability of the Preference option is set in the Mobile Installation Settings on the eProcurement Installation Options page. (eProcurement, Administer Procurement, Maintain Overall System Options, eProcurement Installation Options, Mobile Installation Settings).

Managing Your Shopping Cart from a Mobile Tablet

In addition to the keyword search, you can use filters to search for items. Select from the Facets available in the drop-down Filter list to narrow your search results:

Image: Mobile eProcurement - Search Facets

This example illustrates the fields and controls for the Mobile eProcurement - Search Facets.

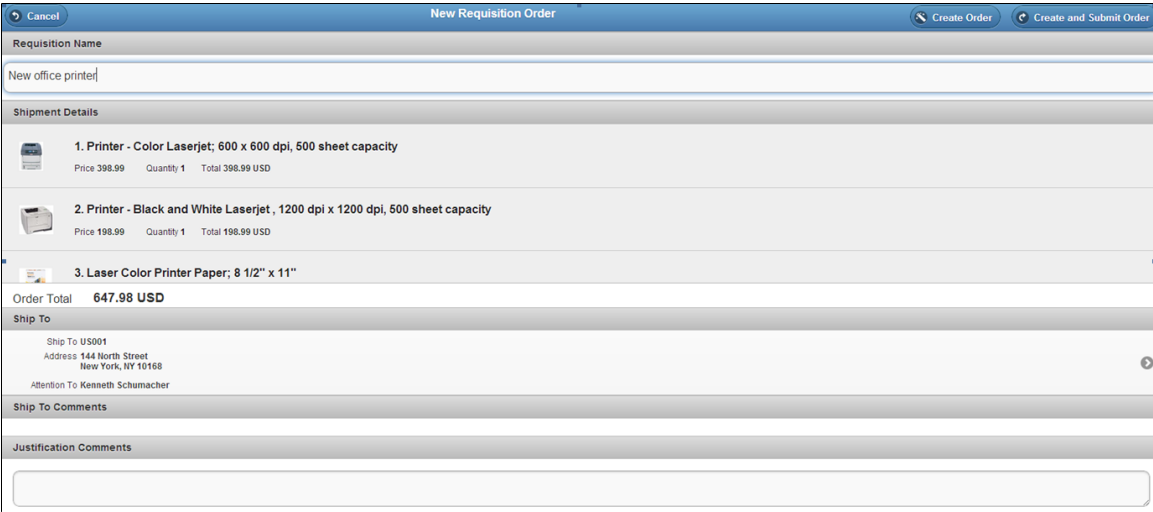


You can also sort your facets to suit your needs.

When checking out from your shopping cart, you are presented with the New Requisition Order page with both Create Order and Create and Submit Order ‘ buttons (if your preference is set up for displaying both options):

Image: New Requisition Order page

This example illustrates the fields and controls on the New Requisition Order page.



Enter a Requisition Name and Justification Comments. When ready, and if preferences are enabled, select the Create Order button, or select the Create and Submit Order button. Once you have submitted your order, you are presented with the Order Confirmation page:

Image: Order Confirmation page

This example illustrates the fields and controls on the Order Confirmation page.

Home		Your Requisition Order has been Submitted for Approval		Menu	
Requisition Id 0000000163 New office printer					
Total # of Lines	3	Order Total	647.98 USD	Status	Approved
Shipment Details					
1. Printer - Color Laserjet; 600 x 600 dpi, 500 sheet capacity					
Price	398.99	Quantity	1	Total	398.99 USD
2. Printer - Black and White Laserjet , 1200 dpi x 1200 dpi, 500 sheet capacity					
Price	198.99	Quantity	1	Total	198.99 USD
3. Laser Color Printer Paper; 8 1/2" x 11"					
Price	50.00	Quantity	1	Total	50.00 USD
Ship To					
Ship To US001					
Address 144 North Street					
New York, NY 10168					
Attention To Kenneth Schumacher					

Working with and Personalizing WorkCenters

Understanding WorkCenters and Dashboards

This topic discusses:

- WorkCenters
- Common terms used with the PeopleSoft WorkCenter
- Pagelets, setup, maintenance, and personalization.
- Dashboards and pivot grids.

WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, which reduces the time used when navigating through menus.

WorkCenters are delivered as empty components. It is the responsibility of the system administrator from your organization, to design and create links so that users can view and access specific links and pages.



Click to watch a short video about [PeopleSoft WorkCenters](#).

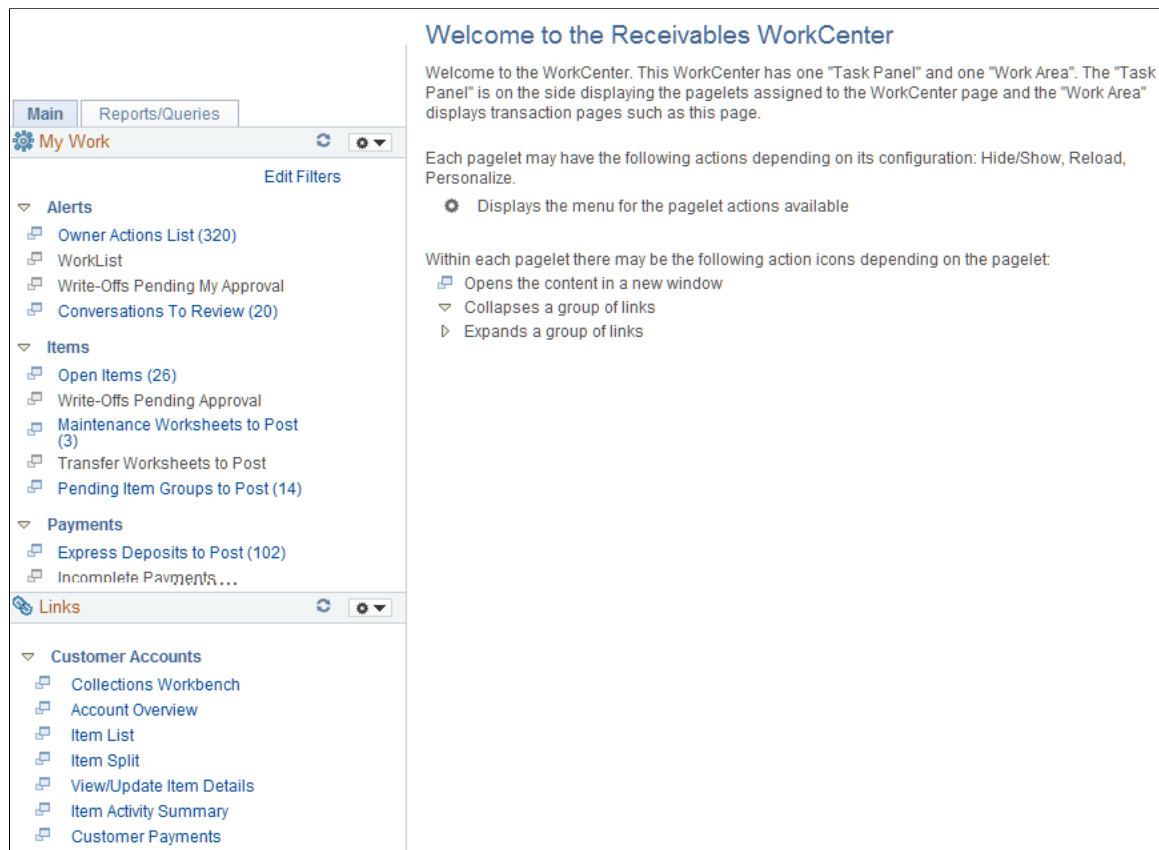
For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".

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

Example: WorkCenter

Image: Example: WorkCenter page

This example illustrates the fields and controls on the Receivables WorkCenter page.



Note: Other application-specific WorkCenters may appear slightly different. This page shot is provided as a general example of a WorkCenter.

The WorkCenter navigation is located on the left side of the page and includes two main tabs: Main and Report/Queries. Some WorkCenter pagelets are common to multiple applications, and some pagelets are unique to individual applications.

Oracle's PeopleSoft development has predefined My Work links that are available to import.

WorkCenter Tabs and Pagelets

Within the two primary tabs within a WorkCenter there are common pagelets:

- Main tab:
 - My Work
 - Links
- Reports/Queries:
 - Queries

- Reports and Processes

WorkCenters also provide a Welcome pane, which is displayed to the right of the left pane. A Welcome page explains some of the basic icons that are used throughout the WorkCenter. If a system administrator or an end user (if given access rights) selects the Starting Page check box on the Configure Pagelets component for My Work, Links, Queries, or Reports/Processes, then the option selected replaces the Welcome page in this pane.

Common Terms Used with the PeopleSoft WorkCenter

These terms are commonly used when referring to the PeopleSoft WorkCenter:

Term	Description
Alert	An alert in the events and notifications framework.
Dashboard	A dashboard is a collection of information summaries (high-level data views) that enable users to monitor different objects and data. A dashboard is within a sub domain or functional area of interest to a specific user, based on his or her roles. It is meant to support lightweight actions directly, and in-place, and it offers users quick navigation to a work area or transaction page when appropriate.
Edit Filters	Select to access the "Edit Filters Page (<i>PeopleSoft FSCM 9.2: Application Fundamentals</i>)". If a system administrator had granted filter editing rights to the end user, then this link is displayed.
Links Pagelet	A pagelet that contains links to PeopleSoft components and links to external URL's. This typically contains links that a user needs to do their daily work. An administrator can add links as needed to suit the needs of your business.
My Work Pagelet	A common pagelet that contains links to application-designed results pages. The content is filtered by administrator or end user defined criteria.
Pagelet Area	A collection of application-defined pagelets that contain links, task lists, and other content. This area is part of the PeopleTools framework but the pagelet content is defined by individual product needs.
Pivot Grids	Pivot Grids display data in a dashboard. Business analysts can display data in different view by performing operations such as pivoting and filtering, which enables them to interpret data in a variety of ways.
Queries Pagelet	A common pagelet that contains links to queries (public or private) that are added by the administrator (public queries) or the end-user (public or private queries).
Refine Filter Criteria	Select to access pre-defined filter criteria for an exception. Users can change filter values to change search results.

Term	Description
Reports and Processes Pagelet	A pagelet that contains links to PeopleSoft components; primarily reports and processes. This type of pagelet is controlled by the administrator.
WorkCenter	A WorkCenter is used to increase the productivity of a specific role by streamlining and simplifying their work in a central place. The left pane of a WorkCenter should help drive the transaction or work area for a user to complete their tasks based on the functional area.
WorkCenter Configuration ID	Individual PeopleSoft products, such as Payables, Billing, and Supply and Demand, has defined a template that is assigned to users who have a specific role in an organization. For example, a Billing Specialist or an Accounts Payable Clerk.
Worklist	Refers to the PeopleTools worklist.
Working Zone or Transaction Area	The pagelet area where the search results or components are displayed. This area is the area that is not occupied by the pagelet area or is the entire WorkCenter if the pagelet area is hidden.

Pagelets and Pagelet Setup, Maintenance, and Personalization

This topic provides a general, high-level description of the four types of pagelets:

- My Work Pagelet
- Links Pagelet
- Queries Pagelet
- Reports and Processes Pagelet
- Pagelet setup, maintenance, and personalization

My Work Pagelet

The My Work section of the Main tab includes links to pages that an end user would need to access on a daily basis. The My Work section can also include exceptions and alerts, where the user would need to take some type of action.

Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

The My Work section can be personalized by end users by clicking on the Pagelet Settings icon and then selecting Personalize.

Links Pagelet

The Links section of the Main tab includes additional links to pages or other areas of interest to the user role. A system administrator can determine a list of links that are available to end users, and the end user can personalize which links they want to appear on their WorkCenter.

Links to external pages can be placed in this section as well.

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries. The end user can personalize their private queries.

When a link is selected, the query or pivot grid results are displayed in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console.

The system administrator can determine whether an end user can configure their pagelet.

Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a WorkCenter, there are setup options that are defined at the system administrator level and personalization options that are defined at the user level.

The system administrator must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards component. The end user performs their personalization options second, using the Personalize and Configure options in the WorkCenter.

Dashboards and Pivot Grids

Setting up PeopleSoft Dashboards is similar to setting up WorkCenters because you use the same pages in Enterprise Components. However, Dashboards can display pivot grids that can also be displayed on a users' Home page.

Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. You use the Pivot Grid Wizard (Reporting Tools, Pivot Grid, Pivot Grid Wizard) to design how the page is displayed to the user.

Pivot Grids can be added as pagelets (on a user's Home page) and to the Queries tab in a WorkCenter.



Click to watch a short video about [Pivot Grids](#).

For more information about setting up WorkCenters as a system administrator, see the documentation for "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)"..

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

Understanding How to set up the WorkCenter as a System Administrator

Use the Enterprise Components menu to set up WorkCenters and Dashboards as a system administrator.

For complete information about setting up WorkCenters and Dashboards as a system administrator, see these topics in the *PeopleSoft Enterprise Components* documentation:

- "Setting Up Pagelets for WorkCenters and Dashboards as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".
- "Setting Up Pagelets for My Work as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".
- "Setting Up the Links Pagelet as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".
- "Setting Up Pagelets for Queries as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".
- "Setting Up Pagelets for Reports and Processes as a System Administrator (*PeopleSoft 9.2: Enterprise Components*)".

Migrating WorkCenter Data

PeopleSoft WorkCenters provide critical My Work Link filters that are based in SQL application classes. You can use the Application Data Set (ADS) definitions to migrate the WorkCenter My Work Links, Filters, and Pagelet Configurations between development environments, test environments, and ultimately to your production environment.

See [Understanding the PeopleSoft Data Migration Workbench](#).

See [Using the Data Migration Workbench for PeopleSoft WorkCenters](#).

See also *PeopleTools: Data Migration Workbench*.

Working with and Personalizing the WorkCenter as an End User

This topic discusses how to:

- Use the WorkCenter as an end user.
- Personalize the WorkCenter as an end user.

Note: Application-specific information is available for each application that uses WorkCenters and Dashboards. This section discusses WorkCenter concepts in general.

Pages Used to Work with and Personalize the WorkCenter as an End User

Page Name	Definition Name	Navigation	Usage
<Application> WorkCenter	<Application Code>_WC_INIT	<Application>, <Application> WorkCenter.	View user-specific work items, links, queries, reports, and processes.
User Personalization – Personalize <Application> WorkCenter	PTAL_USER_PREF	<Application>, <Application> WorkCenter. Click the Workcenter Settings icon. Click the Personalize link.	Personalize the WorkCenter as an end user.

<Application> WorkCenter Page

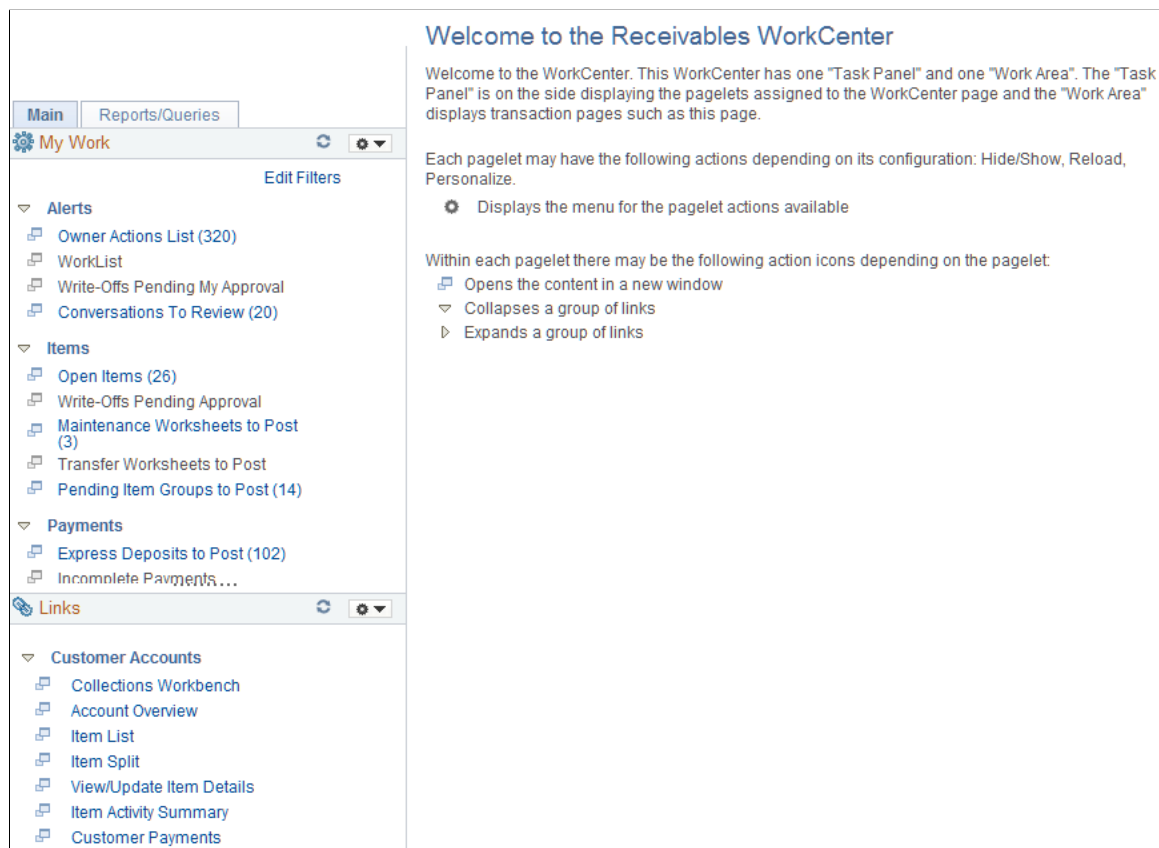
Use the <Application> WorkCenter page (<application code>_WC_INIT) to view user-specific work items, links, queries, reports, and processes.

Navigation

<Application menu option>, WorkCenter

Image: WorkCenter page

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



<Application> WorkCenter



Click the Workcenter Settings icon to:

- Reload the pagelets.
- Access the [WorkCenterPage" ?>](#).
- Configure WorkCenter Page page.

This option is typically available only for a system administrator.



Click the Minimize <Application> WorkCenter icon to hide the left pane.

When you hide the left pane, the Show icon displays in the top left corner.



Click the Expand icon to display the WorkCenter navigation in the left pane.

User Personalization - Personalize <Application> WorkCenterPage

Use the User Personalization page (PTAL_USER_PREF) to personalize the general layout of the WorkCenter as an end user.

Navigation

<Application menu option>, WorkCenter. Click the Workcenter Settings icon. Click the Personalize link.

Image: User Personalization - Personalize <Application> WorkCenter page

This example illustrates the fields and controls on the User Personalization - Personalize <Application> WorkCenter page.

Pagelets	Pagelet Label	Selected	Initially Minimized	Display Order
	My Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
	Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2

Pagelet Group

Select *Main* or *Reports/Queries*. These options represent the primary tabs that display on the left pane of the WorkCenter.

Depending on the option selected, the Pagelet Label displays the pagelet headings in the Pagelets grid.

Pagelets

When making a change to this grid, you must select the Reload option from the WorkCenter Setting icon, to reload the page and display your changes.

Pagelet Label

Displays the pagelet headings that appear on the tab selected in the Pagelet Group field.

Selected

Select to indicate that you want the pagelet displayed when accessing the WorkCenter.

Deselect to hide the label and all links within the label.

Initially Minimized

Select to indicate that you want the links within this pagelet label minimized, or collapsed, when accessing the WorkCenter.

Deselect to indicate that you want the links within this pagelet label displayed when accessing the WorkCenter.

Display Order

Enter a number that represents the order in which the pagelet label (and associated links) is displayed when accessing the WorkCenter.

Working with and Personalizing the My Work Pagelet as an End User

This topic provides a general discussion on how to:

- Use the My Work pagelet as an end user.
- Personalize the My Work pagelet as an end user.
- Edit filters for the My Work pagelet as an end user.

Note: Application-specific information is available for each application that uses WorkCenters and Dashboards. This section discusses WorkCenter concepts in general.

Pages Used to Use and Personalize the My Work Pagelet as an End User

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
My Work	<Application Code>_WC_INIT	<Application>, <Application> WorkCenter	Access links to pages that are needed on a daily basis.

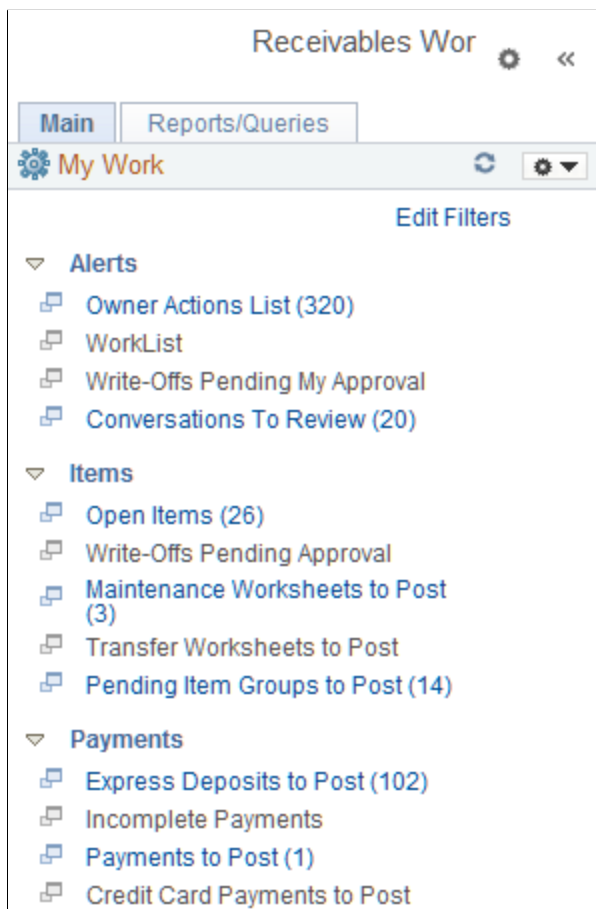
Page Name	Definition Name	Navigation	Usage
Define User My Work Links – My Work Pagelet Personalization	FSPC_USER_MYWORK	<Application>, <Application> WorkCenter. Click the Pagelet Settings icon and select Personalize.	Personalize the My Work pagelet as an end user.
Edit Filters	FSPC_MYWORK_FILTER	<Application>, <Application> WorkCenter. Click the Edit Filters link.	Modify filters for the My Work pagelet as an end user.

My Work Pagelet

Use the My Work page (<Application Code>_WC_INIT) to access links to pages that are needed on a daily basis.

Image: Example: My Work pagelet

This example illustrates the fields and controls on the My Work pagelet.



Depending on how your system administrator set up the "Configure Pagelets – My Work Page (PeopleSoft 9.2: Enterprise Components)", an end user sees the group headers, links, and transaction counts in parenthesis.

My Work



Click the Pagelet Settings icon and select an option to:

- *Minimize*: Minimizes the My Work links. The system displays the My Work heading as well as this icon.
- *Personalize*: Access the [Define User My Work Links – My Work Pagelet Personalization Page](#).



Select to reload the options.

Edit Filters

Select to access the "Edit Filters Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)". If a system administrator had granted filter editing rights to the end user, then this link is displayed.

Define User My Work Links – My Work Pagelet Personalization Page

Use the Define User My Work Links – My Work Pagelet Personalization page (FSPC_USER_MYWORK) to personalize the My Work pagelet as an end user.

Navigation

<Application>, <Application> WorkCenter. Click the Pagelet Settings icon and then select Personalize.

Image: Define User My Work Links – My Work Pagelet Personalization page

This example illustrates the fields and controls on the Define User My Work Links – My Work Pagelet Personalization page.

Define User My Work Links

My Work Pagelet Personalization

Configuration ID AR Receivable WorkCenter

User ID VP1

My Work Groups ? Find | View All First 1 of 5 Last

Group Label Alerts

Display Order

☐ Start Group Collapsed

My Work Links ? Personalize | Find | First 1-4 of 4 Last

Display Order	Link Label	Show Count	Show Link	Starting Page
<input type="text" value="1"/>	Owner Actions List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	WorkList	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	Write-Offs Pending My Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	Conversations To Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

My Work Groups

Display Order

Enter the order in which you want this group label to appear on the pagelet.

Start Group Collapsed

Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page.

Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Edit Filters Page

Use the Edit Filters page (FSPC_MYWORK_FILTER) to modify filters for the My Work pagelet as an end user.

<Application>, <Application> WorkCenter. Click the Edit Filters link.

Image: Edit Filters page

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

Edit Filters

Configuration ID BI Billing WorkCenter

User ID VP1

My Work Groups Find | View All First 1 of 3 Last

Link Label	Filter ID	Description	Edit Filter
Invoices Not Finalized	BI_FILTER	Billing Generic Filter	
Consolidated Invoices Not Finalized	BI_FILTER	Billing Generic Filter	
Invoices Pending My Approval			
Invoices Not Submitted for Approval	BI_FILTER	Billing Generic Filter	
Invoices Pending Approval	BI_FILTER	Billing Generic Filter	
Installment Invoices Not Generated	BI_FILTER	Billing Generic Filter	
Recurring Invoices Not Generated	BI_FILTER	Billing Generic Filter	
Recurring Schedules Expiring	BI_FILTER	Billing Generic Filter	
Invoices Entered Today	BI_FILTER	Billing Generic Filter	
Recent Invoices	BI_FILTER	Billing Generic Filter	
Recent Credit and Rebill Invoices	BI_FILTER	Billing Generic Filter	
Credit Invoices with AP Vouchers	BI_FILTER	Billing Generic Filter	
Invoices with Open Balances	BI_FILTER	Billing Generic Filter	
Invoices Not Integrated to AP	BI_FILTER	Billing Generic Filter	
Invoices Not Integrated to AR	BI_FILTER	Billing Generic Filter	

If a system administrator had selected the Public check box on the Configure Filter Definition page, then this page is available to end users.



Click the Edit Filter icon to access the "Configure Filter Values Page (PeopleSoft 9.2: Enterprise Components)".

Working with and Personalizing the Links Pagelet as an End User

This section discusses how to:

- Use the Links pagelet as an end user.
- Personalize the Links pagelet as an end user.
- Define a Links link as an end user.

Pages Used to Use and Personalize the Links Pagelet as an End User

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Links	<Application Code>_WC_INIT	<Application>, <Application> WorkCenter.	Use the Links pagelet as an end user.
Define User “Links” Links – Links Pagelet Personalization	FSPC_USER_LINK	<Application>, <Application> WorkCenter. In the Links pagelet, click the Pagelet Settings icon and select the Personalize option.	Personalize the Links pagelet as an end user.
Define Link	FSPC_USR_LNK_SEC	<Application>, <Application> WorkCenter. In the Links pagelet, click the Pagelet Settings icon and select the Personalize option.	Define a Links link as an end user.

Links Pagelet

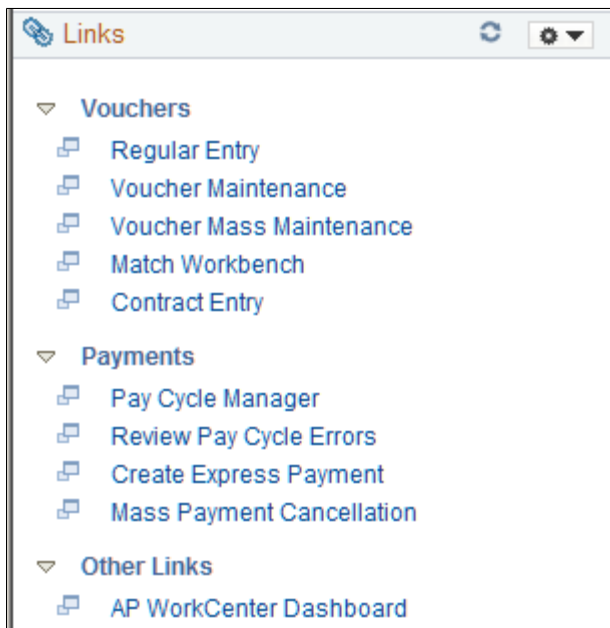
Use the Links pagelet (<Application Code>_WC_INIT) to access additional links to pages or other areas of interest for the user’s role.

Navigation

<Application>, <Application> WorkCenter. Open the Links section.

Image: Example: Links pagelet

This example illustrates the fields and controls on the Links pagelet.



Links



Click the Pagelet Settings icon and select an option to:

- *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon.
- *Personalize*: Access the [Define User “Links” Links – Links Pagelet Personalization Page](#).



Select to reload the options.



Click the New Window icon to launch the link in a new window.

Define User “Links” Links – Links Pagelet Personalization Page

Access the Define User “Links” Links – Links Pagelet Personalization page (FSPC_USER_LINK) to personalize the Links pagelet as an end user.

Navigation

<Application>, <Application> WorkCenter. In the Links pagelet, click the Pagelet Setting icon. Select Personalize.

Image: Define User “Links” Links – Links Pagelet Personalization page

This example illustrates the fields and controls on the Define User “Links” Links – Links Pagelet Personalization page

Define User "Links" Links

Links Pagelet Personalization

Configuration ID AP Accounts Payable WorkCenter

User ID VP1

Link Groups ? Find | View All First 1 of 3 Last

*Group Label Vouchers

Display Order 1

☐ Start Group Collapsed

Link List ? Personalize | Find | 1-5 of 5 First 1-5 of 5 Last

Define Link	Display Order	Link Label	Link Type	Show Link	Starting Page
Define	1	Regular Entry	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	2	Voucher Maintenance	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	3	Voucher Mass Maintenance	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	4	Match Workbench	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	5	Contract Entry	Menu Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Link Groups

Group Label

Enter a description that describes the group of Links links that appear on the Queries pagelet.

Add

If the system administrator has selected the Allow User to Add Additional Links check box on the "Configure Pagelets – Links Page (PeopleSoft 9.2: Enterprise Components)", then the end user can click the Add icon, within the Link Groups section of the page, to add another group label and define links in the Link List section.

Display Order

Enter the order in which you want this group label to appear on the pagelet.

Start Group Collapsed

Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page.

Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Link List

Define Click to access the [Define Link Page](#), where you can define the link as a menu item or a URL.

Define Link Page

Use the Define Link page (FSPC_USR_LNK_SEC) to define a link as an end user.

Navigation

<Application>, <Application> WorkCenter In the Links pagelet, click the Pagelet Setting icon. Select the Personalize option. Click the Define Link link.

Link Type Select *Menu Item* or *URL*.

Select Menu Item Click to access the Select a Content Reference page where you can select a menu item from a tree structure view.

Override Label Select to indicate that you want to override the menu label that is populated when selecting a menu item.

Label Enter the label that you want the system to use if you selected the Override Label check box.

Working with and Personalizing the Queries Pagelet as an End User

This section discusses how to:

- Use the Queries pagelet as an end user.
- Personalize the Queries pagelet as an end user.

Pages Used to Use and Personalize the Queries Pagelet as an End User

Page Name	Definition Name	Navigation	Usage
Queries	<Application Code>_WC_INIT	<Application>, <Application> WorkCenter. Select the Reports/Queries tab.	Access links to Query Manager, public queries, private queries, and pivot grids.
Define User Query Links – Queries Pagelet Personalization	FSPC_USER_QUERY	<Application>, <Application> WorkCenter. Select the Reports/Queries tab. In the Queries pagelet, click the Pagelet Settings icon and select Personalize.	Personalize the Queries pagelet as an end user.

Queries Pagelet

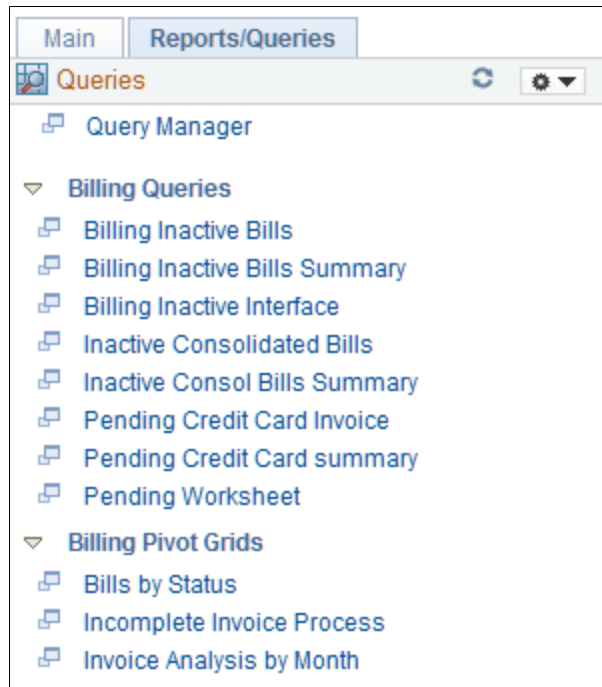
Use the Queries pagelet (<Application Code>_WC_INIT) to access links to Query Manager, public queries, private queries, and pivot grids.

Navigation

<Application>, <Application> WorkCenter. Select the Reports/Queries tab.

Image: Example: Queries pagelet

This example illustrates the fields and controls on the Queries pagelet.



Queries



Click the Pagelet Settings icon and select an option to:

- *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon.
- *Personalize*: Access the [Define User Query Links – Queries Pagelet Personalization Page](#).



Select to reload the options.



Click the New Window icon to launch the link in a new window.

Define User Query Links – Queries Pagelet Personalization Page

Access the Define User Query Links – Queries Pagelet Personalization page (FSPC_USER_QUERY) to personalize the Queries pagelet as an end user.

<Application>, <Application> WorkCenter. Select the Reports/Queries tab. In the Queries pagelet, click the Pagelet Settings icon. Select Personalize.)

Image: Define User Query Links – Queries Pagelet Personalization page


This example illustrates the fields and controls on the Define User Query Links – Queries Pagelet Personalization page. You can find definitions for the fields and controls later on this page.



Define User Query Links

Queries Pagelet Personalization

Configuration ID BI Billing WorkCenter




User ID VP1

Query Groups  Find | View All First 1 of 2 Last

*Group Label  

Display Order

☐ Start Group Collapsed

Query Definition  Personalize | Find   First 1-8 of 8 Last

Display Order	Owner	*Type	Query Name	Description	Show Link	Starting Page
<input type="text" value="1"/>	Public Owner	Query	BI_PENDING_BILLS	Billing Inactive Bills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	Public Owner	Query	BI_PENDING_BILLS_SUM	Billing Inactive Bills Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	Public Owner	Query	BI_PENDING_INTFC	Billing Inactive Interface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	Public Owner	Query	BI_PENDING_BILLS_CON	Inactive Consolidated Bills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="5"/>	Public Owner	Query	BI_PENDING_CON_BILLS_SUM	Inactive Consol Bills Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="6"/>	Public Owner	Query	BI_PENDING_CRCARD	Pending Credit Card Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="7"/>	Public Owner	Query	BI_PENDING_CRCARD_SUM	Pending Credit Card summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="8"/>	Public Owner	Query	BI_PENDING_WKSHEET	Pending Worksheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Query Groups

Group Label

Enter a description that describes the group of query links that appear on the Queries pagelet.



Click to add additional links.

If the system administrator has selected the Allow User to Add Additional Links check box on the "Configure Pagelets – Queries Page (*PeopleSoft 9.2: Enterprise Components*)", then the end user can click the add icon within the Query Groups section of the page.

Display Order

Enter the order in which you want this group label to appear on the pagelet.

Start Group Collapsed

Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page.

Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Query Definition

Owner	Select <i>Private Owner</i> or <i>Public Owner</i> .
Type	Select <i>Pivot Grid</i> or <i>Query</i> .
Query Name or Pivot Grid Name	Select the name of a query or pivot grid.
	For more information about setting up Pivot Grids, see <i>PeopleTools: PeopleSoft Pivot Grid</i> .

Working with and Personalizing the Reports and Processes Pagelet as an End User

This section discusses how to:

- Use the Reports and Processes pagelet as an end user.
- Personalize the Reports and Processes pagelet as an end user.

Pages Used to Use and Personalize the Reports and Processes Pagelet as an End User

Page Name	Definition Name	Navigation	Usage
Reports/Processes	<Application Code>_WC_INIT	<Application>, <Application> WorkCenter. , Select the Reports/Queries tab.	Access links to reports and processes.
Define User “Reports” Links – Reports/Processes Pagelet Personalization	FSPC_USER_REPORT	<Application>, <Application> WorkCenter. Select the Reports/Queries tab. Click the Pagelet Settings icon and select the Personalize option.	Personalize links to reports and processes.

Reports and Processes Pagelet

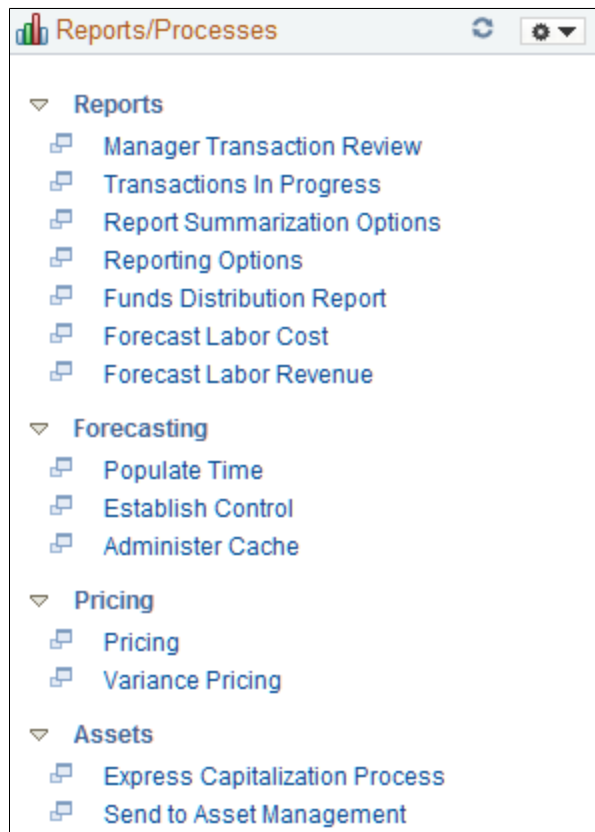
Use the Reports and Processes pagelet (<Application Code>_WC_INIT) to access links to reports and processes.

Navigation

<Application>, <Application> WorkCenter., Select the Reports/Queries tab.

Image: Example: Reports/Processes pagelet

This example illustrates the fields and controls on the Reports/Processes pagelet..



Reports/Processes



Click the Pagelet Settings icon and select an option to:

- *Minimize*: Minimize the My Work links. The system displays the My Work heading as well as this icon.
- *Personalize*: Access the [Define User “Reports” Links – Reports/Processes Pagelet Personalization Page](#).



Select to reload the options.



Click the New Window icon to launch the link in a new window.

Define User “Reports” Links – Reports/Processes Pagelet Personalization Page

Use the Define User “Reports” Links – Reports/Processes Pagelet Personalization page (FSPC_USER_REPORT) to personalize links to reports and processes.

Navigation

<Application>, <Application> WorkCenter. . Select the Reports/Queries tab. Click the Pagelet Settings icon. Select the Personalize option.

Image: Define User “Reports” Links – Reports/Processes Pagelet Personalization page

This example illustrates the fields and controls on the Define User “Reports” Links – Reports/Processes Pagelet Personalization page

Define User "Reports" Links

Reports/Processes Pagelet Personalization

Configuration ID PC Projects WorkCenter

User ID VP1

Link Groups ? Find | View All First 1 of 4 Last

*Group Label

Display Order

☐ Start Group Collapsed

Define Link	Display Order	Link Label	Link Type	Run Control ID	Show Link	Starting Page
Define	1	Manager Transaction Review	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	2	Transactions In Progress	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	3	Report Summarization Options	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	4	Reporting Options	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	5	Funds Distribution Report	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	6	Forecast Labor Cost	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Define	7	Forecast Labor Revenue	Menu Item		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Link Groups

Group Label

Enter a description that describes the group of reports or process links that appear on the Reports/Processes pagelet.



Click to add additional links.

If the system administrator has selected the Allow User to Add Additional Links check box on the "Configure Pagelets – Reports/Processes Page (*PeopleSoft 9.2: Enterprise Components*)", then the end user can click the add icon within the Link Groups section of the page.

Display Order

Enter the order in which you want this group label to appear on the pagelet.

Start Group Collapsed

Select to indicate that you want this group label to appear collapsed when entering the WorkCenter page.

Deselect to indicate that you want this group label to appear expanded, and see all links within the group, when entering the WorkCenter page.

Link List

Define

Click to access the [Define Link Page](#), where you can define the link as a menu item or a URL.

Run Control ID

Enter a value that appears when you select this link. This field is associated with reports and processes.

Appendix A

Application Fundamentals Reports

Application Fundamentals Reports

This topic lists the reports provided with Oracle's *PeopleSoft Application Fundamentals documentation*, including general information and links to additional information about specific reports in various PeopleSoft applications and discusses how to manage ChartFields for reports.

Note: For samples of these reports and reports associated with particular applications, see the Portable Document Format (PDF) files that are published with your online documentation.

See also, *PeopleTools: PeopleSoft Process Scheduler*.

Application Fundamentals Reports: General Description

Use this table to find general information about PeopleSoft Application Fundamentals reports.

Note: You may see both of the terms XML Publisher (XMLP) and BI Publisher, depending on the version of your PeopleTools installation and the bundle version of your application. As of PeopleTools 8.52, references to XML Publisher (XMLP) have changed to BI Publisher. This does not denote a change to the reports; only the naming convention has changed.

See [Managing ChartFields for Reports](#).

Report ID and Report Name	Description	Navigation	Run Control Page
APY0003 AP Operator Profile	Displays Payables User defaults by setID. For each user, the default values for Business Unit, setID and Origin as well as Vendor and Voucher Processing Authority display. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, User Preferences, AP User Preferences Report	RUN_APY0003
APY0006 Tax Authorities Report	Displays tax authorities by setID. For each tax authority, the authority code, name, effective date, percentage and ChartField values appear.	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Authorities Report	RUN_APY0006

Report ID and Report Name	Description	Navigation	Run Control Page
APY0007 Tax Codes Report	Displays tax codes by setID. For each tax code, a description, tax type, VAT reference, tax calculation information, taxing authority, effective date, and tax percentage appear.	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Codes Report	RUN_APY0007
APY0012 Accounting Entry Template	Displays available accounting entry templates and shows template name, effective date, type, description, account, department, product, and project. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Template Report	RUN_APY0012
CFX001 ChartField Project	Displays steps to configure a ChartField to individual needs. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Configuration Steps	RUN_CFC001
EO9030 Cross/Reciprocal Rate Calc	Displays the cross rates calculated for selected currency exchange rates. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Market Rates, Cross/Reciprocal Rate Calc	RUN_EO9030
FSX0001 Installation Options (BI Publisher)	Displays the contents of the PeopleSoft Installation Table, which contains system-wide parameters used by the applications. (BI Publisher)	Set Up Financials/Supply Chain, Install, Installation Options Report	RUN_FIN0001
FSX0002 Detail Calendars (BI Publisher)	Displays information about detail calendars, including a description as well as a listing of the periods you have defined for the calendar. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Detail Calendar Report	RUN_FIN0002
FSX0003 TimeSpans (BI Publisher)	Displays the TimeSpan definitions for a setID, including a description and information about the start year, start period, end year, and end period. The report also shows whether the TimeSpan includes forward balances and closing adjustments. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans Report	RUN_FIN0003
FSX0004 Account Types (BI Publisher)	Displays all the account types, including the long and short descriptive name, and indicates whether the system carries forward the balance for that account type. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Types	RUN_FIN0004

Report ID and Report Name	Description	Navigation	Run Control Page
FSX0005 Statistics Units of Measure (BI Publisher)	Displays a standard, portrait-style report of the contents of the Statistics Units of Measure table. The report also contains the unit of measure and description. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure Report	RUN_FIN0005
FIN0006 User Preferences	Displays the values you enter for system users on the User Preference page. The User ID, business unit, setID, ledger, source, and as-of date also display. These are the default settings that appear on the pages and reports used by each user. (SQR)	Set Up Financials/Supply Chain, Common Definitions, User Preferences, User Preferences Report	RUN_FIN0006
FSX0007 List of Valid SpeedTypes (BI Publisher)	Crystal reports require manual changes when there are ChartField configurations. BI Publisher reports do not require manual changes to support ChartField configuration and use the same criteria from the request page as the Crystal reports. Displays a valid list of SpeedTypes. A SpeedType enables you to enter shorthand keys to trigger a system expansion into pre-specified values for one or more fields on a page. For each SpeedType, the report prints a description, the User ID or class, and associated values for account, department, product, project, and statistics code.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes, Run, Process Scheduler Request, and select BI Publisher: List of Valid Speed Types	RUN_FIN0007
FIN0008 Journal Sources	Displays valid journal entry sources. Source codes describe the origination of journal entries or the party responsible for generating the journal, define special processing, and make financial transactions easier to identify and report. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Journals, Source Report	RUN_FIN0008

Report ID and Report Name	Description	Navigation	Run Control Page
FSX0010 Valid General Ledger Accounts (BI Publisher)	Displays the valid general ledger accounts by setID. For each account, the report prints a description, short name, and the account type. Shows if the account is a statistical account and if so, what unit of measure is used. If the account contains open items, lists their descriptions as well as the edit record and field that apply. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Account	RUN_FIN0010
FSX0011 Valid Department Codes (BI Publisher)	Displays valid department codes by setID. Prints the department ID and its description, along with each department manager's name. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Department	RUN_FIN0011
FSX0012 Valid Product Codes (BI Publisher)	Displays valid product codes by setID. Prints the product ID and its description, in ascending order by ID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Product	RUN_FIN0012
FSX0013 Valid Project IDs (BI Publisher)	Displays valid projects by setID. For each project, prints the description, manager's name, and the project start and end dates. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Project	RUN_FIN0013
FSX0015 Valid Statistics Code (BI Publisher)	Produces a standard portrait style report that show the contents of the Statistics Codes table. Displays the code along with a description, the standard unit of measure, and the ledger update method. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Statistics Code	RUN_FIN0015
FSX0016 Record Groups (BI Publisher)	Displays tables by the record group they belong to. Displays a description and table name for each record group ID. (BI Publisher)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Record Groups	RUN_FIN0016
FSX0017 Valid Set IDs (BI Publisher)	Displays a short and long description of each setID valid on a specific date. (BI Publisher)	Set Up Financials/Supply Chain, Business Unit Related, Reports, TableSet IDs	RUN_FIN0017

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0018 Table Set Controls	Displays the record groups associated with the TableSet you specify, including the field names and values you enter at the system prompt. Displays the trees designated for that TableSet. For each record group, shows the ID, description, setID, and setID description. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, TableSet Controls	RUN_FIN0018
FIN0020 Valid General Ledger Business Units	Displays a list of business units that are valid as of a specific date. For each business unit, prints a description of the unit, and the default as-of date. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, General Ledger Units	RUN_FIN0020
FIN0021 Ledgers for a Business Unit	Displays information about the ledgers that you have defined for a business unit. Shows information about each ledger, including type, ledger, definition, setID, date of last update, and whether the ledger is balanced. Also shows open accounting periods, the adjustments year, and journal error handling options. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Ledgers For A Unit	RUN_FIN0021
FSX0022 Detail Ledger Definition (BI Publisher)	Displays general information about detail ledgers. Includes a description, error handling options, accounting periods, record names, and a listing of the ChartFields associated with the ledger. (BI Publisher)	General Ledger, Ledgers, Detail Ledger Report	RUN_FIN0022
FSX0023 Detail Ledger Template Definition (BI Publisher)	Displays the records and fields included in detail ledger templates. (BI Publisher)	General Ledger, Ledgers, Template Report	RUN_FIN0023
FSX0024 Valid Budget Reference (BI Publisher)	Lists all valid Budget Reference ChartField values in a setID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report, Select Budget Reference	RUN_FIN0024
FSX0025 Scenario (BI Publisher)	Lists by setID the current active budget scenario. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Scenario	RUN_FIN0025

Report ID and Report Name	Description	Navigation	Run Control Page
FSX0030 PS/nVision Reports (BI Publisher)	Displays the PS/nVision reports for selected business units. Each report shows the ID, description, layout, scope ID, scope description, business unit, last run date, as-of date type, as-of date, tree date type, and tree date. (BI Publisher)	General Ledger, General Reports, nVision Request Summary	RUN_FIN0030
FSX0031 PS/nVision Scopes (BI Publisher)	Displays the details of each PS/nVision Scope definition. (BI Publisher)	General Ledger, General Reports, nVision Scope	RUN_FIN0031
FSX0032 Valid Operating Units (BI Publisher)	Displays the valid operating units for a selected setID. For each setID, it shows the operating units, their description, their status, and the effective date of the status. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Operating Unit	RUN_FIN0032
FSX0033 Valid Alternate Account (BI Publisher)	Displays the valid Alternate Accounts for a setID. For each alternate account, the report prints a description, account type, if it has open items, if it's a statistical account, any control flags, the current effective status and, its effective date. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Alternate Account	RUN_FIN0033
FSX0035 Currency Codes (BI Publisher)	Displays information about a currency, including code, effective date, description, symbol, country, and decimal point. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Currency, Currency Code Report	RUN_FIN0035
FIN0036 Alternate Account Cross Reference	Displays accounts with corresponding cross-referenced alternate accounts, by setID and Effective Date. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Alt Acct Cross Reference	RUN_FIN0036
FSX0037 Chartfield 1 (BI Publisher)	Displays the valid values for a selected setID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 1	RUN_FIN0037
FSX0038 Chartfield 2 (BI Publisher)	Displays the valid values for a selected setID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 2	RUN_FIN0038

Report ID and Report Name	Description	Navigation	Run Control Page
FSX0039 Chartfield 3 (BI Publisher)	Displays the valid values for a selected setID. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 3	RUN_FIN0039
FSX0050 Valid Fund Codes (BI Publisher)	Displays a list of all valid fund code ChartField values. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Fund Code	RUN_FIN0050
FSX0052 Valid Program Codes (BI Publisher)	Displays a list of all valid program code ChartField values. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Program Code	RUN_FIN0052
FSX0053 Valid Class (BI Publisher)	Displays a list of all valid class ChartField values. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Class Field	RUN_FIN0053
FSX0057 Journal Types (BI Publisher)	Displays the various Journal Types defined on the Journal Types page for a particular setID. Includes descriptions for each Journal Type and indicates whether they are sequenced by Document Type or Journal Code. Related to Document Sequencing. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Journal Type Report	RUN_FIN0057
FSX0058 Journal Codes (BI Publisher)	Displays the various Journal Codes defined on the Journal Codes page for a particular setID-Journal Type combination. Includes descriptions for each Journal Code, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Journal Code Report	RUN_FIN0058

Report ID and Report Name	Description	Navigation	Run Control Page
FSX0059 Document Types (BI Publisher)	Displays the various Document Types defined on the Document Type page for a particular setID-Journal Type-Journal Code combination. Includes descriptions for each Document Type, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Document Type Report	RUN_FIN0059
FSX0060 Document Sequence Ranges (BI Publisher)	Displays the detail range(s) defined on the Document Sequence Range page for a specified Sequence Range. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Sequence Range Report	RUN_FIN0060
FIN0061 ChartField Attribute Report	This report lists all or a selected list of ChartFields and their associated attributes, attribute descriptions, and attribute values. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Attributes	RUN_FIN0061
FIN1001 Message Log Report	Prints message logs for a process instance ID and batch report type, similar to the online query available for each background program. Displays job ID, program name, date, time, sequence number, logged message, and explanation for each process instance ID. (SQR)	Background Processes, Print Process Report	RUN_FIN1001
FIN2001 Journal Entry	Displays all journal entries entered in the system for a business unit and ledger within the date range specified. Prints the journal entries in ascending ID order within the ledger and shows the journal date, the source, whether a reversal entry was created, journal status, posted date (if any), and a description. For each line included in the journal entry, lists the line number of the entry, the account number, a description, the department, product, and project ChartField values, and debit and credit detail. Also prints statistical information where included in a journal entry. (SQR)	General Ledger, General Reports, Journal Entry Detail	RUN_FIN2001

Report ID and Report Name	Description	Navigation	Run Control Page
FIN5001 Reconciliation by System Source	This report consists of detailed subsystem and GL journal transactions that are aggregated to the business unit, subsystem source, ledger, account or alternate account, fiscal year and accounting period level. For example, it lists the data at the system source level, such as AP, and then lists all the activity for AP, including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded. (SQR)	General Ledger, General Reports, GL Reconciliation Subsystem, Reconciliation by System Srce (source)	RUN_FIN5001
FIN5005 Reconciliation by ChartField	This report lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers. (SQR)	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by ChartFields	RUN_FIN5005
GLX1001 Ledger Codes (BI Publisher)	List Ledger Codes with associated Book Code and provides description. (BI Publisher)	General Ledger, Ledgers, Ledger Codes Report	RUN_GLC1001
GLX4004 Adjustment Types (BI Publisher)	By setID, displays current active Adjustment Type ChartField values. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Adjustment Type	RUN_GLC4004
GLX4005 Book Codes (BI Publisher)	By setID, displays current active Book Codes. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Book Code	RUN_GLC4005
GLX4006 Balancing Groups (BI Publisher)	Display all Balancing Groups and describes whether they are active or inactive and shows the default balancing group. (BI Publisher)	Set Up Financials /Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Account Balancing Group	RUN_GLC4006

Report ID and Report Name	Description	Navigation	Run Control Page
GLX4007 Journal Entry Template Report (BI Publisher)	Crystal reports require manual changes when there are ChartField configurations. BI Publisher reports do not require manual changes to support ChartField configuration and use the same criteria as the Crystal reports. Displays Journal Entry Templates by the security applied that is available to a user. (BI Publisher)	Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template Report, Journal Entry Template Report, Run, Process Scheduler Request, and select BI Publisher: Journal Entry Template	RUN_GLC4007
GLX5501 ADB Processes Report (BI Publisher)	Lists ADB calculation details, including averaged period, date, and time. (BI Publisher)	General Ledger, Average Daily Balance, ADB Calculation Report	RUN_GLC5501
GLX6001 Allocation Group (BI Publisher)	Lists detail information that is associated with a particular allocation group. (BI Publisher)	Allocations, Reports, Allocation Group	RUN_GLC6001

Managing ChartFields for Reports

The following discusses how to:

- Use Oracle BI Publisher reports to support configured ChartFields.
- Select ChartFields for SQR reports.

Using Oracle Business Intelligence (BI) Publisher Reports to Support Configured ChartFields

Oracle BI Publisher (formerly XMLP) technology streamlines report and form generation and is accessible from PeopleTools 8.52 PS Query and all PeopleTools 8.52-based applications and beyond. This technology enables PeopleSoft to deliver BI Publisher reports. The BI Publisher reports do not require manual changes to support ChartField configuration.

The following is a list of the reports that can be generated in the BI Publisher formats:

- Installation Options: FSX0001 BI Publisher report.
- Detail Calendars: FSX0002 BI Publisher report.
- TimeSpans: FSX0003 BI Publisher report.
- Account Types: FSX0004 BI Publisher report.

- Statistics Units of Measure: FSX0005 BI Publisher report.
- Valid SpeedTypes: FSX0007 BI Publisher report.
- Valid Accounts: FSX0010 BI Publisher report.
- Valid Departments: FSX0011 BI Publisher report.
- Valid Products: FSX0012 BI Publisher report.
- Valid Project IDs: FSX0013 BI Publisher report.
- Valid Statistics Codes: FSX0015 BI Publisher report.
- Tables by Record Group: FSX0016 BI Publisher report.
- Valid setIDs: FSX0017 BI Publisher report.
- Detail Ledger Definition: FSX0022 BI Publisher report.
- Ledger Template: FSX0023 BI Publisher report.
- Budget Reference: FSX0024 BI Publisher report.
- Scenario: FSX0025 BI Publisher report.
- List of PS/nVision Reports: FSX0030 BI Publisher report.
- List of PS/nVision Scopes: FSX0031 BI Publisher report.
- Valid Operating Units: FSX0032 BI Publisher report.
- Alternate Accounts: FSX0033 BI Publisher report.
- Currency Codes: FSX0035 BI Publisher report.
- ChartField1: FSX0037 BI Publisher report.
- ChartField2: FSX0038 BI Publisher report.
- ChartField3: FSX0039 BI Publisher report.
- Valid Funds: FSX0050 BI Publisher report.
- Valid Programs: FSX0052 BI Publisher report.
- Valid Sub Class: FSX0053 BI Publisher report.
- Journal Types: FSX0057 BI Publisher report.
- Journal Codes: FSX0058 BI Publisher report.
- Document Types: FSX0059 BI Publisher report.
- Document Sequence Ranges: FSX0060 BI Publisher report.
- Regulatory Ledger Translation Error: FSX5101 BI Publisher report.

- Ledger Code: GLX1001 BI Publisher report.
- Combination Edit Group: GLX4003 BI Publisher report.
- Adjustment Type ChartField: GLX4004 BI Publisher report.
- Book Code: GLX4005 BI Publisher report.
- Account Balancing Group: GLX4006 BI Publisher report.
- Journal Entry Template: GLX4007 BI Publisher report.
- ADB Processes: GLX5501 BI Publisher report.
- Allocation Group Definition: GLX6001 BI Publisher report.
- Budget Attributes: GLX8100 BI Publisher report.
- Associated Budgets: GLX8110 BI Publisher report.
- Budget Checking Batch Process Statuses: GLX 8530 BI Publisher report.
- Activity Log Detail: GLX8570 BI Publisher report.
- Activity Log Summary: GLX8571 BI Publisher report.

Note: The navigation to the reports listed above is included in this report lists for PeopleSoft Application Reports and in the report lists for each of the applications.

See "PeopleSoft Global Options and Reports: A-Z (*PeopleSoft FSCM 9.2: Global Options and Reports*)".

See "Managing ChartFields for Reports (*PeopleSoft FSCM 9.2: Commitment Control*)".

The BI Publisher report templates are designed in Microsoft Word's rich text format and contain the report layout and BI Publisher tags (placeholders) that are associated with the BI Publisher input file elements.

The following are general formatting features:

- All elements are placed in tables to optimize exact placement and alignment when the template is transformed to the actual report format.
- BI publisher can split columns to multiple pages if the columns exceed one page.

However, the GL report templates are designed to display all of the columns for a row on one page in most instances. There will be exceptions if some of the columns will be split on multiple pages. For example, if you have additional ChartFields. Multiple ChartFields will be grouped in a single column to optimize horizontal space.

- Some of the reports use intelligent formatting to display ChartFields only where a value exists in a row.
- Intelligent formatting is also used on other data such as statistical amount and statistical code to optimize horizontal spacing.

Selecting ChartFields for SQR Reports

The *ChartField Selection* grid is used by many report request pages and enables you to select the ChartFields you want to view for SQR based reports that print ChartField values.

To enter report selection criteria in the ChartField Selection Grid:

1. Enter the header selection criteria and click Refresh to populate the grid with rows for each ChartField.
2. Click Include CF for the ChartFields that you want to include values for in the report.

PeopleSoft delivers reports with a fixed number of lines on the report heading. This number is determined based on the most common business practice. There is just enough space for a few ChartFields on the heading and still retain enough space for detail lines on each page. If you elect to include more ChartFields, the report will not have enough space to print all ChartField headings. This results in report heading and detail lines that overlay each other. If your circumstances require you to print more than the optimum number of ChartField values, change the report to increase the report heading lines. Increasing the number of ChartFields is a customization and is not supported by PeopleSoft.

3. (Optional) Use the *Value* field to enter ChartField values for the budgets on which you want to report.

Leave blank to select all values for the ChartField. Some Commitment Control report request pages include *Value From* and *Value To* fields to enable you to select ranges of ChartField values.

4. (Optional) Change the *Sequence* in which the ChartFields appears on the report.

For example, if you are reporting by Account and Department and you select Account to be first in the sequence, the report displays budget rows as follows:

Account	Department
60000	100
	110
	120
62000	100
	110
	130

The default sequence is alphabetical.

5. (Optional) Select *Descr* to include a description of the ChartField value.
6. (Optional) Select *Subtotal* to include a subtotal of all amounts for the ChartField.

For example, if you are reporting by Account and Department as in the above example, and you select Subtotal for Account, the report displays a subtotal amount for each Account:

<i>Account</i>	<i>Department</i>	<i>Amount</i>
60000	100	1000
	110	2000
	120	1000
Subtotal		<i>4000</i>
62000	100	2000
	110	1000
	130	3000
Subtotal		<i>6000</i>

Appendix B

Report Samples

