



PeopleSoft General Ledger 9.1

Common Definitions & Configurations Options

Training Manual

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PURPOSE

This document contains a review of the set up for different General Ledger configuration values, like Currency Codes, Table SetIDs, Ledgers, Chartfields, Trees, SpeedTypes and User Preferences.

CHAPTER 1 - GENERAL LEDGER OVERVIEW AND INSTALLATION OPTIONS

Topic 1: General Ledger Overview

Version 9.1 Navigation and Menu Options (**figure 1**) includes all major GL related functions. This page can be accessed either via the General Ledger Home Page or via direct menu navigation. Users can access most GL page from the links on the Home page.

NAVIGATION: Home > General Ledger > General Ledger Center

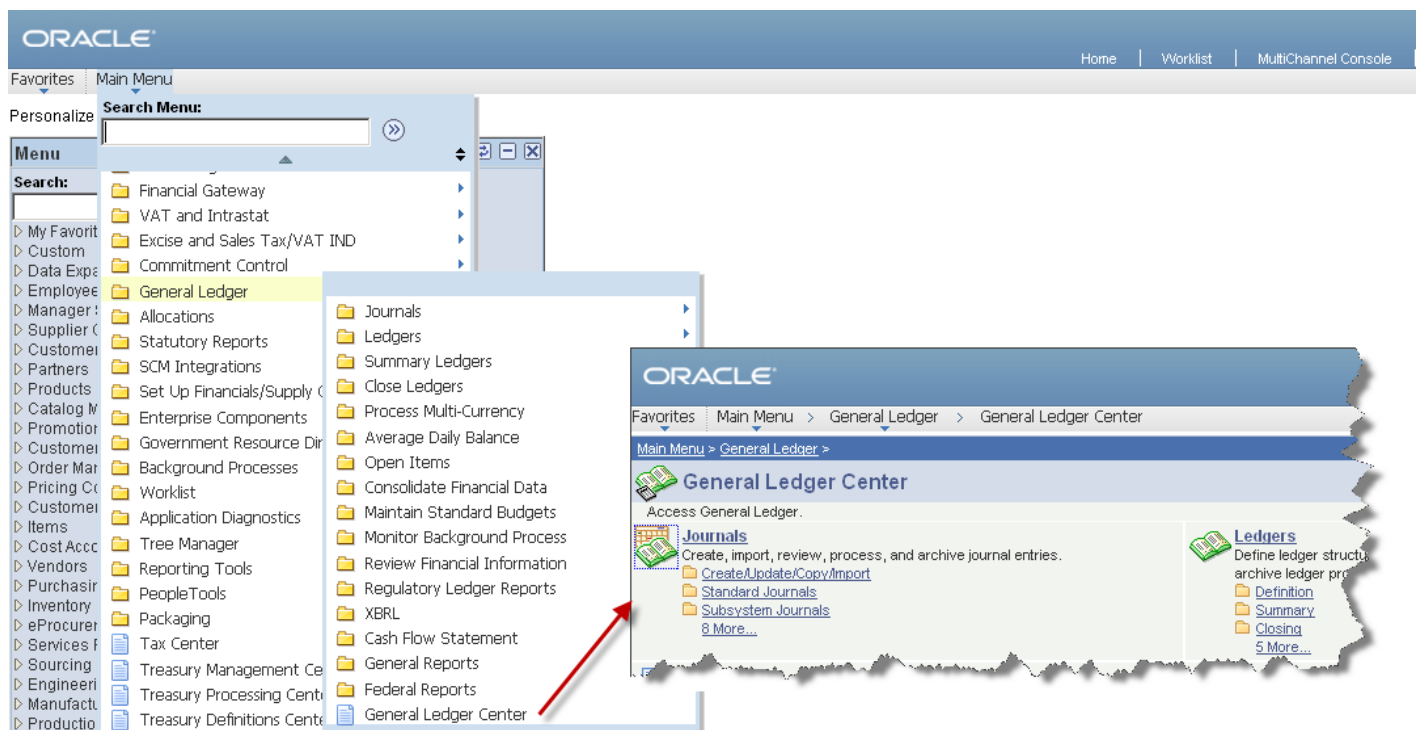


Figure 1

Version 9.1 Navigation and Menu Options (**figure 2**) includes setup functions found in the menu navigation Setup Financial/Supply Chain. The Setup Financial/Supply Chain is grouped into the following:

- Business Unit Related – For GL, open/close accounting periods, Ledgers for a Unit page.
- Common Definitions – operator preferences, journal sources, Inter/Intra unit pairs.
- Product Related – there is no GL-specific setup in this area.

NAVIGATION: Home > Setup Financials/Supply Chain

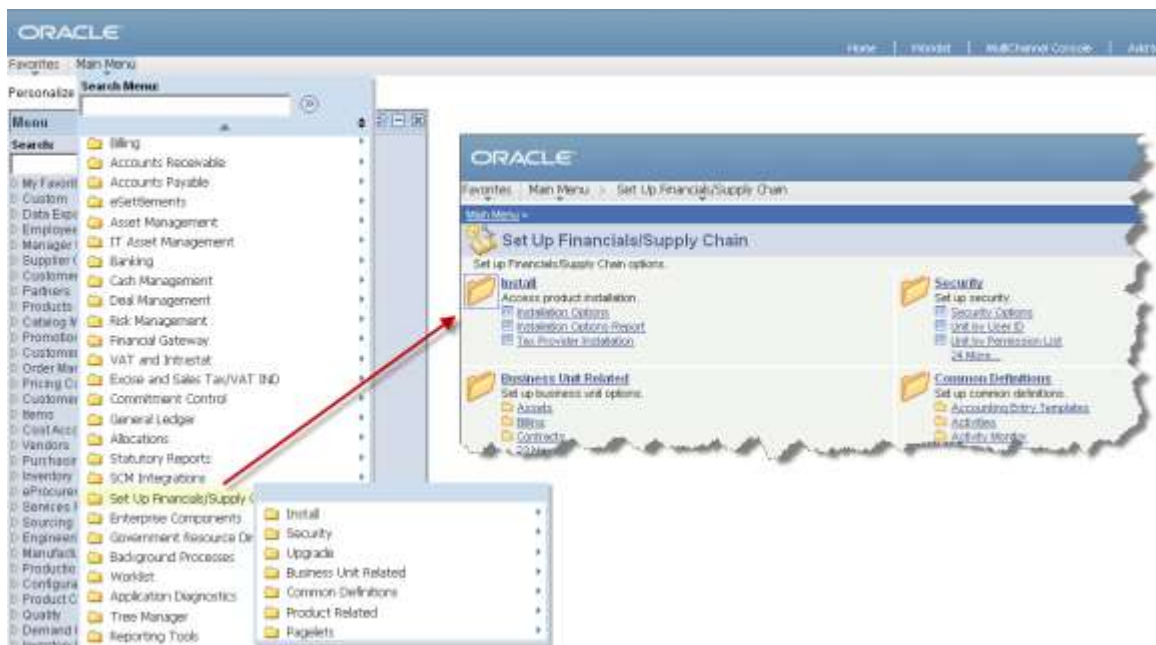


Figure 2

Common GL Tables: PeopleSoft General Ledger stores large quantities of data to support many business functions in database tables. The main GL tables are:

- Ledger Table (PS_LEDGER): stores the posted net activity for a set of ChartField values by accounting period and fiscal year.
- Journal Header Table (PS_JRNL_HEADER): contains header information such as OPRID, Journal description, Posted status.
- Journal Line Table (PS_JRNL_LN): journal detail information includes chartfield values.
- Account Table (PS_GL_ACCOUNT_TBL): contains list of accounts and related information.
- Department Table (PS_DEPT_TBL): contains list of departments and related information.
- Product Table (PS_PRODUCT_TBL): contains list of products and related information.
- Project Table (PS_PROJECT): contains list of projects and related information.

Topic 2: Installation Options

Installation Options specify all modules that are installed and the various options and defaults that match unique processing requirements and environment setting. Configuring the Installation Options is a multi-step process shared by all PS applications.

The Products panel (**figure 3**) specifies which PeopleSoft applications are included in the installation: this panel is defaulted with the PeopleSoft application installed (AM, AR, AP, PO and GL) and requires future updates if additional applications are installed (for instance Billing).

NAVIGATION: Home > Set Up Financials/Supply Chain > Install > Installation Options > Products

PeopleSoft Products		
<input checked="" type="checkbox"/> ALM Portal Pack	<input checked="" type="checkbox"/> Flow Production	<input checked="" type="checkbox"/> Promotions Management
<input checked="" type="checkbox"/> Asset Management	<input checked="" type="checkbox"/> General Ledger	<input checked="" type="checkbox"/> Proposal Management
<input checked="" type="checkbox"/> Billing	<input checked="" type="checkbox"/> Grants	<input checked="" type="checkbox"/> Purchasing
<input checked="" type="checkbox"/> Cash Management	<input checked="" type="checkbox"/> Human Capital Management	<input checked="" type="checkbox"/> Quality
<input checked="" type="checkbox"/> Catalog Management	<input type="checkbox"/> Implementation Toolkit	<input checked="" type="checkbox"/> Receivables
<input checked="" type="checkbox"/> Collaborative Supply Mgmt	<input checked="" type="checkbox"/> Inventory	<input checked="" type="checkbox"/> Resource Management
<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Inventory Planning	<input checked="" type="checkbox"/> Risk Management
<input checked="" type="checkbox"/> Currency Conversion Utility	<input checked="" type="checkbox"/> Lease Administration	<input checked="" type="checkbox"/> Services Procurement
<input checked="" type="checkbox"/> Deal Management	<input checked="" type="checkbox"/> Maintenance Management	<input checked="" type="checkbox"/> Staffing Front Office
<input checked="" type="checkbox"/> Demand Planning	<input checked="" type="checkbox"/> Manufacturing	<input checked="" type="checkbox"/> Strategic Sourcing
<input checked="" type="checkbox"/> Engineering	<input checked="" type="checkbox"/> Mobile Time and Expense	<input checked="" type="checkbox"/> Supplier Contract Management
<input checked="" type="checkbox"/> ESA Portal Pack	<input type="checkbox"/> Mobile Time, Expense for Palm	<input checked="" type="checkbox"/> Supply Chain Portal Pack
<input checked="" type="checkbox"/> Expenses	<input checked="" type="checkbox"/> Order Management	<input checked="" type="checkbox"/> Supply Planning
<input checked="" type="checkbox"/> eBill Payment	<input checked="" type="checkbox"/> Payables	<input type="checkbox"/> Trading Partner Management
<input checked="" type="checkbox"/> eProcurement	<input checked="" type="checkbox"/> Pay/Bill Management	<input checked="" type="checkbox"/> Transaction Billing Processor
<input checked="" type="checkbox"/> eSettlements	<input checked="" type="checkbox"/> Product Configurator	
<input checked="" type="checkbox"/> eSupplier Connection	<input checked="" type="checkbox"/> Program Management	
<input checked="" type="checkbox"/> Financials Portal Pack	<input checked="" type="checkbox"/> Project Costing	
Enable Commitment Control		
<input type="checkbox"/> Billing	<input type="checkbox"/> Inventory	<input checked="" type="checkbox"/> Purchasing
<input checked="" type="checkbox"/> Expenses	<input checked="" type="checkbox"/> Payables	<input checked="" type="checkbox"/> Receivables
<input checked="" type="checkbox"/> General Ledger	<input type="checkbox"/> Procurement Card	
<input type="checkbox"/> Grants	<input checked="" type="checkbox"/> Project Costing	

Figure 3

The Overall panel (**figure 4**) lists unique options that span multiple modules. Options related to GL are described below.

NAVIGATION: Home > Set Up Financials/Supply Chain > Install > Installation Options > Overall

Installation Options Overall

Last Journal Number Assigned:

Default Country:

Last VAT Authority Number:

SubCustomer Usage:

Tax Vendor:

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

[Financial Sanctions Options](#)

D&B Settings

Enable Realtime D&B Access
 Maximum Response Number: [DB Account Information](#)

Account Balancing Attributes Customize | Find | First 1-2 of 2 Last

Attribute Name	Active	Default Value
Balance Sheet Indicator	<input type="checkbox"/>	
Book Code	<input type="checkbox"/>	

Figure 4

Last Journal Number Assigned

Use this option to determine where to begin numbering journals or change the numbering for your journals.

This option is set to 1 at the beginning of the implementation

Default Country

Select a country to default on your pages. You can override the default on the actual pages.

Reconciliation Level

Identifies 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 every business units set up in the system. Select Single BU if you want reconciliation to adhere to the business unit security 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 in the only shows the business units that the user has security to access.

Multibook entries in Subsystem

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).

InterUnit Method

There are three Due To/From Balancing methods for InterUnit transactions. Select the method that you want to use. Default is **Direct**.

- **Direct:** The Due-To/From Chartfields used to balance each entity in the transaction are retrieved from the entity's own Inter/IntraUnit Template definition.
- **Indirect:** The Due-To/From Chartfields used to balance each entity in the transaction are retrieved from the affiliate entity's Inter/IntraUnit Template definition.
- **Pairs:** The Due-To/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.

Enable Document Sequencing:

Select this check box to enable you to use Document Sequencing for the overall installation.

Enable Alternate Account:

Select to enable alternate account processing. Alternate account produces journal line/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 defaults to the suspense account defined on the Ledgers for a Unit page.

Process Partition for GL

Select check box 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 only available if you have installed PeopleSoft General Ledger.

Item Approval Required: Method

Select Manual or Workflow as your approval Method. If you select Manual approval, 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 this check box to enable you to perform a Fund Tolerance that is an edit that checks the percentage or dollar amount change between a requisition & purchase order document at a ChartField distribution level. You can also define this edit to check the relationship between purchase order & voucher. The thresholds are defined by fund since these may change depending on the source of funds used to encumber and pay for goods or services.

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 you want to use different InterUnit Payables and Receivables depending on whether the transaction is InterEntity or IntraEntity. This field must remain unchecked when the InterUnit Method is Pairs.

Balance Sheet Indicator:

If you define an Account value as Balance Sheet or Off Balance Sheet, you must also assign various PeopleSoft 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 insure proper balancing.

CHAPTER 2 - CURRENCY CODES AND MARKET RATES

Topic 1: Currency Codes

The Currency Code table is delivered with all commonly used currencies. PeopleSoft will provide updates to the Currency Code table as currencies change over time. Currency Codes define the currencies that are shared by all General Ledger and sub-systems Business Units.

Currency Codes (**figure 5**) are not stored by SetID and are therefore universal across all applications and Business Units. The currency code table is populated with many available international currencies using the ISO (International Standards Organization) code as the identifier is delivered in standard.

NAVIGATION: Home > Setup Financials/Supply Chain > Common Definitions > Currency > Currency Code

The screenshot displays the Oracle PeopleSoft interface for defining a currency code. The breadcrumb navigation path is: Home > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Currency > Currency Code. The page title is "Currency Code". Below the title, the "Currency Code" is set to "USD". A "Definition" window is open, showing the following details for the USD entry:

Definition		Find View All First 1 of 1 Last	
*Effective Date:	01/01/1900	*Status:	Active
*Description:	US Dollar		
Short Description:	Dollar		
Currency Symbol:	\$		
Country:	USA	United States	
Decimal Positions:	2		
Scale Positions:			

Figure 5

Topic 2: Market Rate Types and Market Rate Index

Market Rate Indexes (figure 6) categorize the various market rates that a business tracks (ex: Reuter's foreign exchange). PeopleSoft comes delivered with a default index named "MODEL." This is used for currency exchange rates.

NAVIGATION: Home > Setup Financials/Supply Chain > Common Definitions > Market Rates > Market Rate Index

Market Rate Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Market Rate Index:

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Market Rate Index	Rate Category	Description	Default Exchange Rate Index
MODEL	Exchange	Default	Y

Figure 6

Market Rate Types (figure 7) further categorize market rates. PeopleSoft delivers several Market Rate Types. Market Rate Types are used to define rate types that further categorize market rates. The RT_TYPE_TBL is used to store the foreign exchange rate types for multicurrency processing. The rate type is used in place of a foreign exchange rate. A single rate type must be defined for use within PeopleSoft Financials, even if no multi-currency transactions will be processed.

NAVIGATION: Home > Setup Financials/Supply Chain > Common Definitions > Market Rates > Market Rate Type

Market Rate Type

Rate Type:

Description:

Short Description:

Figure 7