FIN: Local Configuration Guide - General Ledger

This document contains the local configuration decisions made and values to be used in deployment of the General Ledger Module of the Oracle's PeopleSoft Finance 9.2 application.

The General Ledger Configuration Guide explains necessary tables needed to setup an institution in the PeopleSoft system. The order of the configuration tables presented in this document adheres to the table setup sequence required to successfully set up all tables.

General Ledger configuration is dependent upon Finance Structure setup being completed.

This document provides implementation and processing information for PeopleSoft General Ledger system. It consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines.

Define Tableset IDs [Centrally Maintained Local Values]

The accounting structure of the Business Unit is defined by a series of tables that determine and control the Chart of accounts, summarization structures and roll-ups, ledger definitions, calendars, closing rules and so forth. The purpose of the TableSet is to define the accounting structure so that each Business Unit can work within the accounting rules. Transaction data is not shared, but belongs to a single Business Unit. Each Business Unit/District will have their own SetID. These values are initially configured by the ctcLink Project Team and remain static once established. If for some reason a change is needed it is maintained by the SBCTC Customer Support team.

TableSet ID		
SetID: Description: Short Description:	WA	
Comments:		/
🔚 Save 🔯 Return to	Search 🔚 Notify	Add 🖉 Update/Display

Navigation: NavBar > Navigator > PeopleTools > Utilities > Administration > TableSet IDs

Security: ZD GL Local Config Inquiry Menu: UTILITIES Component: SETID_TABLE Page: SETID_TABLE Action: A/UD

Tableset Control [Centrally Maintained Local Values]

Defines all the record groups based on a specific Set Control Value and their associated SetIDs. Also identifies the default SetID of the PeopleSoft General Ledger business unit. Determines whether the values or processes are defined globally for all entities, or locally to one or more entities. Local values will generally apply to only one college at SBCTC. Each Business unit/ District has its related record groups and tableset controls. These values are initially configured by the ctcLink Project Team and are maintained by the SBCTC Customer Support team.

Set Control Value:	WA					
*Default SetID:	WA()					
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Record Group ID	Description	* SetID		Short Description		
AM_01	Agencies	WA	Q			+ -
AM_02	Book Definition	WA	Q			+ -
AM_03	Asset Property	WA	Q			+ -
AM_04	C.A.P. Types	WA	Q			+ -
AM_05	AM Indexes	WA	Q			+ -
AM_06	Units of Production Tables	WA	Q			+ -
AM_09	Depreciation Tables	WA	Q			+ -
AM_10	Accounting Entry Templates	WA	Q			+ -
AM_12	Repair/Service	WA	Q			+ -
AM_13	Maintenance Types	WAUN	Q			+ -
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Navigation: NavBar > Navigator > PeopleTools > Utilities > Administration > TableSet Control

Security: ZD GL Local Config Inquiry Menu: UTILITIES Component: SET_CNTRL_TABLE1 Page: SET_CNTRL_TABLE1 Action: A/UD

General Ledger Definition [Centrally Maintained Local Values]

Define a General Ledger business unit. Each district or single college in SBCTC will comprise a General Ledger business unit. Each General Ledger Definition that defines their Business Unit and various processing options. A Definition consists of five pages.

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Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > General Ledger Definition

Security: ZD GL Local Config Inquiry - Security role under revision to grant this view access. Menu: ESTABLISH_BUSINESS_UNITS Component: BUS_UNIT_TBL_GL Page: BUS_UNIT_TBL_GL1-6 Action: A/UD

Ledgers For A Unit [Centrally Maintained Local Values]

Specify Ledgers, Ledger Groups and Calendars for a Business Unit.

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Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers For A Unit

Security: ZZ CC Budget Reports and ZZ General Ledger Reports Menu: ESTABLISH_BUSINESS_UNITS Component: BUSINESS_UNIT_LED Page: BUSINESS_UNIT_LED1-6 Action: A/UD

Operating Unit

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.

0	perating Unit	Opera	ating Unit					
	III Q						1-1 of 1 🔹	View All
-	*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description	
	01/01/1901 🗰	Inactive •				Attributes	Long Description	+ -
	Save	Irn to Search	Previous in List Next in List	Notify		Add Update/Di	splay Include History	Correct History

Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Security:

- ZD GL Central Config Inquiry
- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

Menu: DESIGN_CHARTFIELDS Component: OPERATING_UNIT Page: OPERATING_UNIT Action: A/UD/DA/C

Department

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.

C	epartment				
	SetID	WA	Department		
	Effective Date			Q I I I I I I I View All	
	*Effective Date	01/01/1901		Attributes Long Description	
	*Status	Inactive •	Budge	getary Only	
	*Description				
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Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Security:

- ZD GL Central Config Inquiry
- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

Menu: DESIGN_CHARTFIELDS Component: DEPARTMENT Page: DEPARTMENT Action: A/UD/DA/C

Project

You can use the project ID ChartField with or without the Project Costing application. The setup for the page varies depending on this option. 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. In addition, 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.

Project is used for Grants and Capital project tracking. Values will be established according to the conversion of active awards and other non-Grant projects.

Project				
Project				
SetID	AVV			
Project	(1997)			
*Description		*Status	Active Attributes	
*Start Date	07/01/2009	Integration	INTGRTN_TMPLT Q	
*End Date	06/30/2015		Summary Project	
Save	Return to Search Notify		Add Update/Display	Correct History

Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Security:

- ZD GL Central Config Inquiry
- ZD GL Local Config Inquiry
- ZZ GL Local Configuration

Menu: DESIGN_CHARTFIELDS Component: PROJECT

SpeedTypes

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called Speed Types for these frequently used combinations of ChartFields, you can greatly increase data entry efficiency and reduce errors.

SetID	WA
SpeedType Key	
Type of SpeedType	Universal (All Users)
Description	
Account	Q
Operating Unit	0
sportang sint	α,
Fund Code	Q
Appropriation Index	
-oppropriation index	٩
Department	Q
Class Field	
Class Field	Q
State Purpose	Q
PC business onic	Q
Project	Q
Activity	Q
Source Type	٩
Program Code	Q
Sub Account	0
	5
Affiliate	٩
Fund Affiliate	
	2
Operating Unit Affiliate	-

Navigation: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

Security:

- ZD GL Central Config Inquiry
- ZD GL Local Config Inquiry
- ZZ GL Local Configuration
- ZZ General Ledger Reports

Menu: DESIGN_CHARTFIELDS Component: SPEEDTYPE Page: SPEEDTYPE Action: A/UD

Define Allocation Step

Setup and Perform Allocations. 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.

Determination that no additional configuration needed at this time. No viable allocation samples provided by FirstLink colleges. Will set an allocation when colleges need to establish one.

	Туре	Pool Basis	<u>T</u> arget <u>O</u> f	fset Output Options	Round Optio	ns <u>B</u> atch Red	cords <u>A</u> mo	ount Fields	
		Set	ID WA	Step 1					
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		Allocation Type	GENERAL Q	General Transactions		Extension opcod	e Add	¥	
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Navigation: NavBar > Navigator > Allocations > Define and Perform Allocations > Define Allocation Step

Security: ZZ General Ledger Allocations Menu: PERFORM_ALLOCATIONS Component: ALLOCATIONS Page: ALLOC_CALC_OPTN Action: A/UD/DA/C

Define Allocation Group

Setup and Perform Allocations. 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.

Determination that no additional configuration needed at this time. No viable allocation samples provided by FirstLink colleges. Will set an allocation when colleges need to establish one.

Allocation Group			
SetID	WA	Group 1	
Effective date		Q	I I of 1 • I View All
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Navigation: NavBar > Navigator > Allocations > Define and Perform Allocations > Define Allocation Group

Security: ZZ General Ledger Allocations and ZZ General Ledger Reports Menu: PERFORM_ALLOCATIONS Component: ALLOC_GROUP Page: ALLOC_GROUP Action: A/UD/DA/C

Closing Rules

Closing rules define how General Ledger calculates retained earnings and carries forward balances to the new year. The PeopleSoft system provides flexibility in the determination of how retained earnings are calculated

SetID WA	Closing Rule YEARE	END	Closing Type Year End	₽ <u>/</u> î		Create Closi	ng Group
ective Date			Q	I II I	1 of 1	•	▶ View
*Effective Date	01/01/1901		*Status Active	•			+
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*Description	Year End Closing		*Ledger Template STANDARD	Q			
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Account	•			Q	+	-	
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Class Field	•			Q	+	-	
Department	•			Q	+	-	
Fund Code	•			Q	+	-	

Navigation: NavBar > Navigator > General Ledger > Close Ledgers > Closing Rules

Security: ZZ General Ledger Period End Menu: MAINTAIN_LEDGERS Component: CLOSE_DEFN Page: CLOSE_DEFN1 Action: A/UD/DA/C

Tree Manager [Centrally Maintained Local Values]

Create Trees

Tr	ee Manager		
SetID	WA	Last Audit	Valid Tree
Effective Date	01/01/1901	Status	Active
Tree Name	ALL_PROJECTS	ALL PROJEC	CTS
Save As Close Tree	Definition Display Op	tions Print Format Exp	ort to PDF
Collapse All Expand All	Find	First Page ④ 17 o	f 17 💿 Last Page
ALL_PROJECTS - No_PROJECT - Definition SPECIAL - Definition Definition			

Navigation: NavBar > Navigator > Tree Manager > Tree Manager

Security: ZD GL Local Config Inquiry Menu: TREEMANAGER Component: PSTREEMGR Page: PSTREEMGR Action: A/C

ADB Definition [Centrally Maintained Local Values]

Set up average daily balance definitions to calculate averages.

Definition Rounding Adjustment	<u>C</u> hartFields			
SetID WA	ADB LOCALMTD	*Description	Local Month to Date Averages	
ADB Source Ledger ⑦ *Ledger LOCAL	٩	*Date Code ADB Date	V	
	Ad	djustment Period Option No Adjustme	nt Period	
ADB Target Ledger ⑦ *Target Ledger LOCALMTD	Q LEDGER_ADB_MTD	Period Type "Work Record LED_ADBTG	• • • • • •	
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*Ledger ADB Amount	Target ADB Amount	Target Ending Balance	Target Aggregate Amount	
Posted Transaction Amount	Posted Transaction Amount	Posted Trans Ending Balance	Posted Transaction Aggregate	-
Posted Total Amount	Posted Total Amount	Posted Total Ending Balance	Posted Total Aggregate	-
Posted Base Currency Amount	Posted Base Currency Amount	Posted Base Ending Balance	Posted Base Currency Aggregate	-
Save Return to Search Prev Definition Rounding Adjustment ChartF	vious in List Next in List Notify	·	Add	odate/Display

Navigation: NavBar > Navigator > General Ledger > Average Daily Balance > ADB Definition

Security: ZZ General Ledger Reports Menu: MAINTAIN_LEDGERS Component: ADB_DEFN Page: ADB_DEFN Action: A/UD