

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:

WA

Description:

Short Description:

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.

Record Group
Tree

Set Control Value:
WA

SetID

*Default SetID:
WA

Record Group Control
Personalize | Find | View 100 | First 1-10 of 360 Last

Record Group ID	Description	*SetID	Short Description		
AM_01	Agencies	WA		+	-
AM_02	Book Definition	WA		+	-
AM_03	Asset Property	WA		+	-
AM_04	C.A.P. Types	WA		+	-
AM_05	AM Indexes	WA		+	-
AM_06	Units of Production Tables	WA		+	-
AM_09	Depreciation Tables	WA		+	-
AM_10	Accounting Entry Templates	WA		+	-
AM_12	Repair/Service	WA		+	-
AM_13	Maintenance Types	WA		+	-

Save
Return to Search
Notify

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.

The screenshot displays the SAP Business Unit Configuration interface. The top navigation bar includes tabs for General, Journal Options, Currency Options, Approval Options, and Information. The 'General' tab is selected, showing fields for Business Unit, Description, Base Date, Base Currency, and various ledger and calendar options. Below these are sections for 'Approval Options' and 'Information Defaults'. The 'Approval Options' section includes fields for Journal, Budget Journal, and Control Budget Journal. The 'Information Defaults' section includes a table for 'Open Date' and 'Period'.

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.

[illegible]

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.

Operating Unit

SetID WA Operating Unit

Effective Date

1-1 of 1 View All

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901	Inactive			<input type="checkbox"/>	Attributes	Long Description	+	-

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)
[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.

Department

SetID WA Department

Effective Date

1 of 1 View All

*Effective Date 01/01/1901

*Status Inactive

*Description

*Short Description

Manager ID

Attributes Long Description

Budgetary Only

Manager Name

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)
[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: 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.

The screenshot shows a web-based configuration page for 'Project'. At the top, there is a green tab labeled 'Project'. Below the tab, the page title 'Project' is displayed. The form contains several input fields and controls:

- SetID:** A text field with the value 'WA'.
- Project:** A text field.
- *Description:** A large text area.
- *Status:** A dropdown menu currently showing 'Active'. To its right is a blue link labeled 'Attributes'.
- *Start Date:** A date picker showing '07/01/2009'.
- *End Date:** A date picker showing '06/30/2015'.
- Integration:** A text field with the value 'INTGRTN_TMPLT' and a search icon to its right.
- Summary Project:** A checkbox that is currently unchecked.

At the bottom of the form, there are several buttons: 'Save' (green), 'Return to Search', 'Notify', 'Add', 'Update/Display', and '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.

SpeedType

SetID WA

SpeedType Key

Type of SpeedType Universal (All Users)

Description

Account		
Operating Unit		
Fund Code		
Appropriation Index		
Department		
Class Field		
State Purpose		
PC Business Unit		
Project		
Activity		
Source Type		
Program Code		
Sub Account		
Affiliate		
Fund Affiliate		
Operating Unit Affiliate		

Save

Notify

Refresh

Add

Update/Display

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.

TypePoolBasisTargetOffsetOutput OptionsRound OptionsBatch RecordsAmount Fields

SetIDWAStep1

Effective Date

Q | < < 1 of 1 > > | View All

*Effective Date04/16/2020

StatusActive

*Description

*Allocation TypeProrata with Record Basis

Extension opcodeAdd

Transaction CodeGENERALGeneral Transactions

Save

Notify

Add

Update/Display

Include History

Correct History

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

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

1 of 1

View All

*Effective Date

Status

Active

Description

Comments

Steps

1-1 of 1

View All

Step		Description	Continue		
<div><div></div><div></div></div>	Update/Create		<div></div>	<div>+</div>	<div>-</div>

Save

Notify

Add

Update/Display

Include History

Correct History

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

Closing Options

Net Income/Retained Earnings

Journal Options

Roll Forward Options

SetID WA Closing Rule YEAREND Closing Type Year End

Create Closing Group

Effective Date

1 of 1

View All

*Effective Date 01/01/1901

*Status Active

*Description Year End Closing

*Ledger Template STANDARD

Year End Closing Options

Reversal Entry Chartfields

Retained Earnings

Default Retained Earnings

1-5 of 7

View All

*ChartField	Retain CFV	ChartField Value		
Account	<input type="checkbox"/>		+	-
State Purpose	<input checked="" type="checkbox"/>		+	-
Class Field	<input checked="" type="checkbox"/>		+	-
Department	<input checked="" type="checkbox"/>		+	-
Fund Code	<input checked="" type="checkbox"/>		+	-

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

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

Tree Manager

SetID

WA

Last Audit

Valid Tree

Effective Date

01/01/1901

Status

Active

Tree Name

ALL_PROJECTS

ALL PROJECTS

Save As

Close

Tree Definition

Display Options

Print Format

Export to PDF

Collapse All

Expand All

Find

First Page

17 of 17

Last Page

ALL_PROJECTS -

NO_PROJECT -

SPECIAL -

INTERNAL -

GRANT -

L200 -

CAP_PROJ -

3TC4 -

3OP4 -

3ART -

Notify

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.

DefinitionRounding AdjustmentChartFields

SetIDWAADBLOCALMTD
*DescriptionLocal Month to Date Averages

Comments

ADB Source Ledger

*LedgerLOCAL
*Date CodeADB Date
Adjustment Period OptionNo Adjustment Period

ADB Target Ledger

*Target LedgerLOCALMTDLEDGER_ADB_MTD
Period Type
*Work RecordLED_ADBTG_TAO

Default

Map Amount Fields

*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	—	

SaveReturn to SearchPrevious in ListNext in ListNotifyAddUpdate/Display

Definition | Rounding Adjustment | ChartFields

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