

# 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:

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

**Security:** ZD GL Local Config Inquiry

**Menu:** UTILITIES

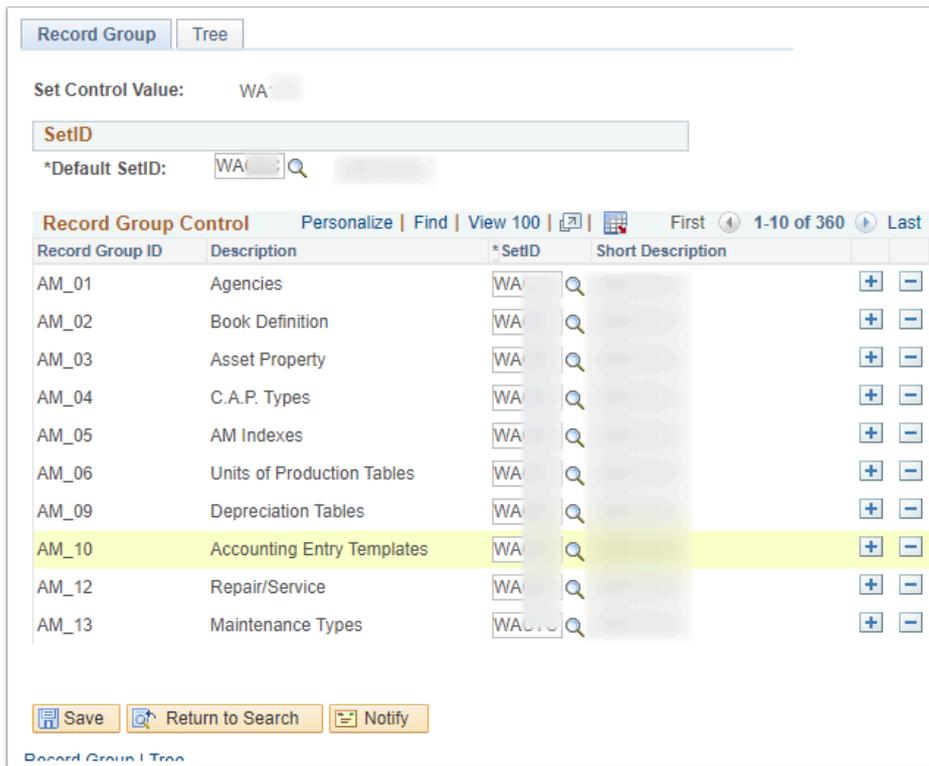
**Component:** SETID\_TABLE

**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.



**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.



**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

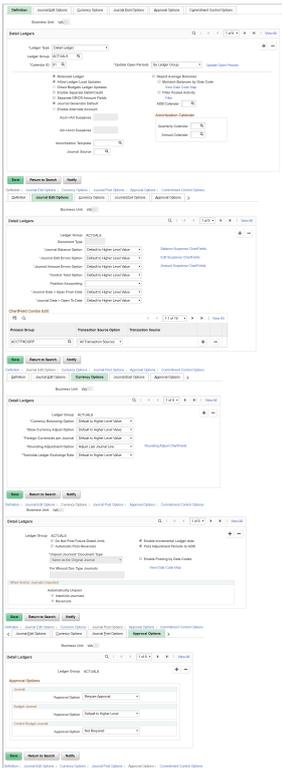
**Component:** BUS\_UNIT\_TBL\_GL

**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.



**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	+	-

**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	Attributes	Long Description	+	-
*Status	Inactive	<input type="checkbox"/>	Budgetary Only		
*Description					
*Short Description					
Manager ID		Manager Name			

**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 a 'Project'. At the top, there is a green tab labeled 'Project'. Below the tab, the page title is 'Project'. The form contains several input fields and controls:

- SetID:** WA
- Project:** [Redacted]
- \*Description:** [Redacted]
- \*Start Date:** 07/01/2009 (with a calendar icon)
- \*End Date:** 06/30/2015 (with a calendar icon)
- \*Status:** Active (dropdown menu)
- Integration:** INTGRTN\_TMPLT (with a search icon)
- Summary Project:**

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	<input type="text"/>
Operating Unit	<input type="text"/>
Fund Code	<input type="text"/>
Appropriation Index	<input type="text"/>
Department	<input type="text"/>
Class Field	<input type="text"/>
State Purpose	<input type="text"/>
PC Business Unit	<input type="text"/>
Project	<input type="text"/>
Activity	<input type="text"/>
Source Type	<input type="text"/>
Program Code	<input type="text"/>
Sub Account	<input type="text"/>
Affiliate	<input type="text"/>
Fund Affiliate	<input type="text"/>
Operating Unit Affiliate	<input type="text"/>

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.

The screenshot shows the 'Define Allocation Step' configuration interface. At the top, there is a navigation bar with tabs: Type, Pool, Basis, Target, Offset, Output Options, Round Options, Batch Records, and Amount Fields. The main content area displays 'SetID WA' and 'Step 1'. Below this, there is a form for 'Effective Date' with the following fields and values:

- \*Effective Date: 04/16/2020
- Status: Active
- \*Description: (empty)
- \*Allocation Type: Prorata with Record Basis
- Extension opcode: Add
- Transaction Code: GENERAL

At the bottom of the form, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History. The bottom navigation bar is identical to the top one.

**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

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Effective date 1 of 1 | View All

\*Effective Date

Status Active ▼

Description

Comments

Steps 1-1 of 1 | View All

Step	Description	Continue		
Update/Create		■	<input type="button" value="+"/>	<input type="button" value="-"/>

**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"/>	<input type="text"/>	<input type="text"/>	<span>+</span> <span>-</span>
State Purpose	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<span>+</span> <span>-</span>
Class Field	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<span>+</span> <span>-</span>
Department	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<span>+</span> <span>-</span>
Fund Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<span>+</span> <span>-</span>

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	

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Save As Close    Tree Definition Display Options Print Format Export to PDF

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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 -  [ ]

**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 | ChartFields

SetID WA ADB LOCALMTD \*Description Local Month to Date Averages

Comments

**ADB Source Ledger**

\*Ledger LOCAL \*Date Code ADB Date  
Adjustment Period Option No Adjustment Period

**ADB Target Ledger**

\*Target Ledger LOCALMTD LEDGER\_ADB\_MTD Period Type  
\*Work Record LED\_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	—

Save Return to Search Previous in List Next in List Notify Add Update/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