



PeopleSoft General Ledger v9.1

Training Agenda

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PURPOSE

Developed for implementation team members and functional end users, PeopleSoft General Ledger v9.1 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the GL modules. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on financial transactions.

Prerequisites: Financials Foundation Boot Camp






Section 1: General Ledger Building Blocks (2 days)

1. Common Definitions and Configuration Options
 - ✔ GL Overview & Installation Options
 - ✔ Currency Codes and Market Rates
 - ✔ Table SetIDs
 - TableSet Control
 - Chartfield Sharing
 - ✔ Calendars and TimeSpans
 - ✔ Ledgers
 - Templates
 - Detail Ledgers
 - Ledger Groups
 - Chartfield Balancing
 - ✔ Schedules
 - ✔ User Preferences
 - ✔ Chartfields & Account Types
 - Chartfield Configuration
 - SPEARMC Specific Chartfield Design Presentation and Crosswalk
 - Chartfield and Tree Overview
 - Commitment Control Overview
 - Selected SPEARMC Chartfield & Tree Usage Descriptions
 - Chartfield Inheritance
 - ✔ Speedtypes
 - ✔ Trees and Tree Structure
 - Creating Trees
 - Tree Manager & Tree Viewer
2. General Ledger Configuration
 - ✔ GL Business Unit Definition (including Inter/Intra Unit Setup)
 - Ledgers for a Unit
 - Open Period Update
 - ✔ Journal Processing Options
 - Accounting Entry Definition
 - Journal Entry Template and Source
 - Journal Generator Template
3. Using PeopleTools Setup Manager in PeopleSoft v9.1
 - ✔ Manage Implementation Projects

Section 2: Journal Processing (1.5 days)

1. Combination Editing
 - ✔ Defining Chartfield Combinations
 - ✔ Understanding Combo Edit Relationships
 - Business Units
 - Trees
 - Chartfields
 - ✔ Combo Edit Processing
 - ✔ Combo Edit Maintenance
2. Creating Journals
 - ✔ Entering Journal Header Information
 - ✔ Entering Journal Line Detail
 - ✔ Specifying Control Totals
 - ✔ On-Line Journal Processing
 - Editing Journals
 - Copying Journals
 - Deleting Journals
 - Post Journals
3. Understanding Journal Processing
 - ✔ Process Flow
 - ✔ Determining the Status of Journals
 - ✔ Initiating Background Editing
 - ✔ Checking the Status of Edit Requests
 - ✔ Correcting Journal Edit Errors
 - ✔ Marking Journals for Posting
 - ✔ Posting Journals via Batch
4. Journal Inquiry and Reporting
5. Spreadsheet Journal Upload
 - ✔ Setting Up Your Workstation
 - ✔ Entering Journals
 - ✔ Importing Journal Worksheets in Online Mode
 - ✔ Running the Batch Journal Import Process
6. Journal Generator Processing
 - ✔ Running the Process and Creating Run Control
 - ✔ Viewing Process Monitor
 - ✔ Checking for Errors and Validating Results

Section 3: Inquiry, Reporting and Allocations (½ day)

1. Ledger and Journal Inquiry
2. General Ledger Reporting
 -  Delivered Reports
 -  Query & nVision Reporting
3. Allocations
 -  Allocation Steps
 -  Allocation Groups
 -  Allocation Processing