PeopleSoft Financials General Ledger v9.1 Configuration Considerations

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Introduction

Document Purpose

This document is intended to provide configuration guidelines and considerations to enable expedited PeopleSoft General Ledger configuration by:

- Providing insight regarding specific PeopleSoft capabilities and associated configuration for the General Ledger module.
- Leveraging General Accounting best practices and tie to configuration where applicable.

Audience

Implementation teams planning to implement PeopleSoft General Ledger and/or SpearMC personnel discussing implementation approaches with clients.

Version

PS Version 9.1

Contributors

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Prerequisite

- **Before configuring the General Ledger, certain key implementation topics must be addressed and the decisions will become inputs to the configuration.**

Topic/Description	Considerations
Thick Versus Thin Ledger	• An organization's reporting requirements and strategy will influence the amount of detail that is stored in the General Ledger • Assess transaction volumes and batch processing requirements
Security and Data Validation	• Security can be configured at the lowest level (I.e., account) or a business unit or legal entity level • Data validation should be controlled at the source. Rules should be used to validate individual segment or chartfield values as well as account combinations • Legacy system interfaces may need to be custom built
Reporting Requirements	• Access the needs for standard, canned reports versus ad hoc analysis • Determine the different types of account rollups that will be used for reporting and analysis • Drill down capability back to transaction level details, including scanned images provides more detail for analysis • Determine how budget and forecast information will be integrated with actuals
Workflow	• Determine which method is the most efficient for journal entries • Consider the use of materiality thresholds and automated approvals and postings • Review features to automate accruals or journal entry • Use automated inter-company processing to manage the flow of data between entities • Determine process for handling suspense

Operational Structure

Sub-process	Available Capability	Configuration Consideration
Business Units	5 digit alphanumeric Chartfield, typically represents organization or sub-set of organization that is independent with regard to operational or accounting functions	• Consider functions that GL Business Units differentiate, including: entering, approving, maintaining journal transactions, reports, background processes, journal edit rules (combination edits), financial consolidations, inter-unit accounting, ledger set-up • Ledger data is secured by business unit. Pay particular attention to financial transaction security needs when defining business units.
Chartfield configuration	PeopleSoft delivers approx. 23 Chartfields, and allows for full chartfield configuration	• Code block-Code block is the set of elements used to classify transactions or balances. It determines common language used for data entry, storage and reporting. In PeopleSoft, the data fields/code block values used on transactions to specify an accounting distribution are called ChartFields. • The Most Frequently Used ChartFields in PeopleSoft Financials for both Private and Public Sector: Business Unit (required), Account (required), Department, Project • When planning how to configure your ChartFields to meet your reporting requirements, consider the following: How many ChartFields do you need? •Can the existing active ChartFields meet your requirements or do you need to activate any of the expansion ChartFields 1, 2 or 3? •Do you need to add additional ChartFields beyond the expansion ChartFields? •What should the length of each ChartField be? •In what order do you wish the ChartFields to be displayed? •Do you use Alternate Account functionality (described later)? If so, Alternate Account must be active.

Operational Structure

Sub-process	Available Capability	Configuration Consideration
Chartfield configuration	PeopleSoft delivers approx. 23 Chartfields, and allows for full chartfield configuration (cont.)	•Do you use Alternate Account functionality (described later)? If so, Alternate Account must be active. •Have you implemented Expenses, Asset Management or Resource Management? If so, the Department ChartField must be active. •How many IntraUnit balancing ChartFields do you require, if any, and what are their related ChartFields? •Do you wish to rename any of the delivered ChartFields? PeopleSoft will strongly discourage this because it makes upgrades more complex. Instead, it is recommended that you re-label the Chartfield in the database •Do you wish to delete any of the delivered ChartFields? PeopleSoft will strongly discourage this because it makes upgrades more complex. Instead, it is recommended that you 'inactivate' the Chartfield in the database •Do you wish to reduce the field length of any of the delivered ChartFields? PeopleSoft will strongly discourage this because it makes upgrades more complex. Instead, it is recommended that you change the display length of the Chartfield in the database

Operational Structure

Sub-process	Available Capability	Configuration Consideration
Chartfield configuration	PeopleSoft delivers approx. 23 Chartfields, and allows for full chartfield configuration (cont.)	• When defining the code block for a very large organization, consider the impact on Ledger volume when additional Chartfields are added. Each unique chartfield per month, per year, per business unit, represents a unique row in the ledger • PeopleSoft delivers approx. 23 Chartfields, including 'Chartfield 1, Chartfield 2, Chartfield 3', which is delivered inactive, and can be used for generic ChartField expansion • PeopleSoft 8.4 delivers a new tool called *ChartField Configuration*. This tool allows you to perform various configurations to ChartFields to meet unique accounting requirements. All ChartFields fall into one of three categories:1-Fully- Configurable - Any configuration action may be taken 2-Partially Configurable – Selective configuration actions may be taken 3-Non-Configurable – ChartField is required and may not be changed • Use Advanced Configuration when the Standard Configuration and delivered ChartFields do not meet your requirements. Keep in mind these configuration actions must be applied to new objects containing ChartFields received via an upgrade or by applying application fixes. PS recommends the Standard Configuration be use exclusively, if possible • A Chartfield is a balancing chartfield when you require debit amounts to equal credit amounts to maintain a balanced set of accounts for the particular chartfield. Business Unit is the most common balanced chartfield for private sector GL • Centralize Chartfield maintenance when possible. Want to keep the code block thin, and enforce rigor when a new account or chartfield value is requested

Operational Structure

Sub-process	Available Capability	Configuration Consideration
Combination Editing	Combo Edit is set of rules that every journal edit job must pass which governs what Chartfield combinations are allowed in your ledger group	▪ Defines which Chartfield values are required, what combinations of Chartfield values are valid values for those Chartfields are, etc. ▪ Uses constant detail values or ranges of values in PeopleSoft tree-based criteria, you can define an unlimited number of Combination Editing Rules for each of your Ledger Groups and business units. ▪ Account is the basis of the Combination Edit rules, and must be part of any rule, but any other chartfield value can be included ▪ Careful consideration should be placed on the Combination Edit rules. The more Combination Edit rules that are defined the *longer the run-times* of the Edit Process. The more straight-forward the rules, the better ▪ Combination Editing should be perfomance tested thoroughly

Operational Structure

Sub-process	Available Capability	Configuration Consideration
Statutory Accounting	PeopleSoft delivers the Alternate Account field to enter statutory chart of accounts	• In PeopleSoft, the analytical or primary account is 'ACCOUNT' • Where local regulatory authorities require a set of books to be kept according to a statutory chart, this is stored in Alternate Account 'ALTACCT' • Alternate Account values are linked with Account ChartField values. When you enter values for the Account ChartField, the system enters the associated Alternate Account value. When you enter values for the Alternate Account ChartField, the system enters the associated Account value. You can override the default values by selecting another value from the prompt list. The system displays only account values that you have mapped to the Account or Alternate Account ChartField • Its recommended that Account is always used as the analytical or primary account, and Alternate Account is used as the local set of books. Despite the fact that PeopleSoft says they are interchangeable, experience has shown that in past PS releases the Alternate Account was not fully functioning in all of the sub-modules. Therefore integration with the other modules provided difficult/impossible with Alternate Account as the primary account