



Journal Generator Processing

Script Description

The Accounts Payable journals need to be brought over into the General Ledger.

Process Assumptions

- Journals exist on the Accounts Payable system that needs to be brought over into the General Ledger. The periods for the journals are open periods.
- All entries have been budget checked and posted in the sub-system.
- The Accounting Entries have been defined.
- The Journal Generator Templates have been defined.

Understanding the Process

The following are the setups required for the journal generator to work. At times you may need to review these setups to be sure they are setup to meet your requirements appropriate for each specific journal.

1. Review your general ledger setup, including open accounting periods and ledger definition.
2. Define accounting entries.
3. Review the set up of the Journal Generator templates for defaults and summarization options

The Journal Generator uses accounting entry definitions to identify accounting entry layouts, using

the record and field names to extract data from the accounting entry table for creating the journal header and lines.

These are the fields that you can map in the Accounting Entry Table:

1. ***Monetary Amount***
Monetary (base currency) amount. This field is required.
2. ***Foreign Amount*** *Foreign (transaction currency) amount.*
This field is required.
3. ***Statistical Amount***
Statistical amount. This field is optional.
4. ***Journal Ref***
Journal line reference used to track the source of the transaction. This field is optional.
5. ***Journal Descr***
Journal description used to describe a transaction. This field is optional.
6. ***OpenItem Key***
Not included in the scope of this project.
7. ***ChartFields***
ChartFields map directly to the General Ledger ChartFields. The Journal Generator uses these ChartFields when summarizing the accounting entries and creating journal entries.

<u>Acctg Name</u>	<u>Descr</u>
AMDEFN	Asset Management Definition
APDEFN	AP Definition
ARDEFN	Receivables Definition
ARDIRJRNL	Receivables Direct Journal
ARREVALUE	Receivables Revaluation
BIDEFN	Billing Definition
CWUDEFN	Interface Definition
EGAPDEFN	Entry Event Payables DEFN
EGARDJDEFN	AR Direct Jrnl EE Definition
EGAROIDEFN	Open Item EE Acctg Definition
EGPODEFN	Entry Event PO Definition
EGREQDEFN	Entry Event RQ Definition
GMDEFN	F&A Calculation

INDEFN	Inventory Definition
PCDEFN	Projects Definition
PODEFN	Purchase Order Definition
POPPOCARD	Purchasing Procurement Card
REC_ACRR	Receipt Accruals
REQDEFN	Requisition Definition

After you've budget checked and posted Accounting Entries in your PS sub-systems, you can run the Journal Generator to post these entries to your PS General Ledger.

Selecting journal entries for Journal Generator processing is the final step required to process accounting entries from "outside" or subsystem sources. In this step, the Journal Generator extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting.

The defaults and summarization options you set up in a Journal Generator template determine how it summarizes accounting entries and creates journal entries. Typically, you set up Journal Generator templates for each application system source distributing to the General Ledger, as well as each type of transaction. (See the Journal Generator Template section below.)

Each time you run the Journal Generator, it creates journal entries for your business unit to be posted inas well as for the the Actuals ledger group., and You are able to process one or all or the or one Journal Generator template(s) set up for your business unit depending on the options you define on the Journal Generator Request panel.

JOURNAL TEMPLATES

<u>Template</u>	<u>Descr</u>
ACCRUAL	Voucher Accrual
AP_REVALUE	AP Revalue
CANCEL	AP Cancel
CASHCLEAR	DIT or Confirmation
CLOSURE	AP Closure
ENC	Encumbrance
ENC_CLO	Encumbrance Close
ENC_REV	Encumbrance Reversal
PAYMENT	Voucher Payment
PREENC	Requisition pre-encumbrance
PREENC-REV	Requisition pre-enc reversal
PREENC_CLO	Requisition pre-enc close

PROCARD	Procard Accrual
REC_ACCRUE	Accrue Unmatched PO Receipts

This is what happens with Journal Generator Processing

- You define a Journal Generator request
- You process the Journal Generator request
- The process extracts data from the subsystem (Accounting Entry Table or View)
- The process generates Journal Entries from the sub-system for posting to PS GL.

Journal Generator Template

Your Journal Generator Templates are setup and do not need to be altered,. You will create additional Journal Generator Templates as needed for Interfaces. This section will allow you to understand how the Journal Generator Template was setup, and how will this setup will impact you when you actually run the Journal Generator process.

The defaults and summarization rules used by the Journal Generator are defined on the Journal Generator Template panel. You may need to be aware of this panel, if the need every arises to alter the defaults or summarization rules on the Journal Generator.

GO	Define Business Rules
	Define Business Options
USE E-P	Journal Generator Template
	Defaults
	Update/Display

Input the Journal Template if known, and then hit the button.

Or, hit the Search push button and get a list box of all the Journal Templates. Highlight the one you wish to usereview, and then click the button.

The following screen will appear:

1. Specifying Journal Generator Defaults

- a. The Journal Date Option you select on the Journal Generator Template Defaults panel

determines if the Journal Generator creates journal entries for

- I. every specific accounting date,
- II. Period end - Transaction date, or
- III. journal date.

2. Defining Defaults on the Journal Generator Template

- a. **Description** - helps you select this template from a list of templates.
- b. **Effective Date and Status** - defines when the journal template is valid.
- c. **Accounting Entry In Synch** - This option is used to create in-sync accounting entries for Multibook requirements. Unless there is more than one ledger associated in one ledger group, this options is not selected. It is out of scope of this project.
- d. **Post Journal to Ledger** - The system will immediately edit and post the journal entries created from the Journal Generator if this is checked. If you do not select this option, you will have an opportunity to review the journals before you edit and post the journal entries later in a separate process.
- e. **Reversal Code** - Choose if you want reversing entries automatically generated at the time this entry is posted.
- f. **Journal ID Mask** - Specifies the journal naming convention. Spaces are not allowed. A 10-character alphanumeric ID (Journal ID) identifies PeopleSoft journal entries. Your system automatically generates IDs based on the number or letter you enter here. For example, if you enter AM, the system supplies the remaining eight characters based on the next available journal ID number. You can also let the system automatically assign the journal IDs by accepting the default NEXT.

Warning! Once you have determined to use a Journal ID Mask for a specific type of journal entry or for a particular accounting process, that mask should not be used for any other purpose.

- g. **Source** - Identifies the originating responsibility for the journal entries. It also determines the foreign currencies per journal.
- h. **Journal Date Options** -- Determines the journal date for the journal entries created and the number of journal entries to create.
 - I. **Accounting Date on Transaction** - Uses the accounting date on the accounting entries as the journal date. This selection might result in multiple journal entries.
 - II. **Begin Date - From Period** - Uses the beginning date of the "Open From Year/Period"

set up in the Ledgers For A Unit panel.

III. ***Begin Date - To Period*** - Uses the beginning date of the open "Through Year/Period" set up in the Ledgers For A Unit panel.

IV. ***Current Date*** - Accepts the current system date when the process is run.

V. ***End Date - From Period*** - Uses the ending date of the "Open From Year/Period" set up in the Ledgers For A Unit panel.

VI. ***End Date - To Period*** - Uses the ending date of the open "Through Year/Period" set up in the Ledgers For A Unit panel.

VII. ***Period End - Transaction Date*** - Uses the period-end date that corresponds to the transaction date. This selection might result in multiple journal entries.

VIII. ***Specify Date*** - Accepts the date you enter.

i. ***Date*** - Specifies the journal date. If the Journal Date option you select is Specify Date, this Date field will be available so you can enter a specific date as the journal date.

j. ***Alt. Journal Date*** - Determines the journal date for the journal entries created if the journal date determined from the Journal Date option is not within the Open Accounting Periods range. With the Alt. Journal Date option, the Journal Generator will never create journal entries for the closed periods.

k. ***Descr*** - Identifies information about the journal. This field is optional, but you might find it useful for explaining any anomalies in the journal.

l. ***Reference*** - Tracks the source of the transaction for the journal.

m. **Journal Line Fields:**

l. ***Reference*** - Refers each journal line back to a document, person, invoice, date, or any other piece of information that will be helpful to you when tracking the source of the transaction. Spaces are not allowed.

The Journal Generator uses the value entered in this field if you:

- chose the Retain Detail summarization option on the Journal Generator Template - Summarization panel and you left the Journal Ref field blank on the Accounting Entry Definition panel, or
- you chose the Summarize to Account Level or Summarize to ChartField Level summarization options on the Journal Generator Template - Summarization panel.

- II. *Line Descr* - Describes the transaction in more detail. The Journal Generator uses the value entered in this field to populate the journal line description if you:
- chose the Retain Detail summarization option on the Journal Generator Template - Summarization panel and you left the Journal Descr field blank on the Accounting Entry Definition panel, or
 - you chose the Summarize to Account Level or Summarize to ChartField Level summarization options on the Journal Generator Template - Summarization panel.

3. Selecting Journal Generator Summarization Options

Move to the Summarization panel as shown below:

In addition to the defaults set up in a Journal Generator template, the Journal Generator uses summarization definitions to determine how to summarize accounting entries when it generates journal entries. It can summarize accounting entries at the account or ChartField level.

- a. *Primary Summarization Option* - identifies how the Journal Generator distributes account values from the other application system source to PeopleSoft General Ledger.

I. *How Specified Option* -

1. *Summarize to Account Level* - Summarizes accounting entries at the account level. All other ChartFields are blank.
2. *Summarize to ChartField Level* - Summarizes accounting entries at the full ChartField level defined in the ChartField Mapping fields on the Accounting Entry Definition panel.
3. *Retain Detail* - Distributes accounting entries in full detail.

II. *How Account Specified:*

1. *All Account Values* - Distributes all the accounting entries according to the Primary Summarization Option: How Specified Option.
2. *Selected Account Values* - Distributes the selected Account Values according to the Primary Summarization Option: How Specified Option. The Selected Values/Nodes and the Alternate Summarization Option fields are activated.
3. *Selected Tree Nodes* - Distributes the Account Values that are defined by the tree name, tree level, and selected nodes according to the Primary Summarization Option: How Specified Option. **The Selected Values/Nodes and the Alternate Summarization Option fields are activated as well as the Tree Name and Level fields.** Press *F7* to add each account or node value depending on the Account

Value option you chose.

- b. **Alternate Summarization Option** - provides the same options as the Primary Summarization Option for the accounts that aren't selected in the Selected Values/Nodes field. Choose from the drop down How Default Specified option.

- 4. This process should have created the journals. You can view them by going to

GO	Process Financial Information
	Process Journals
USE	Journal Entry
	Header
	Update/Display

From this point forward you can view them, edit them, and post them like you would any other journal.

Define a Journal Generator Request Flow Steps

- 1. The AP journals need to be brought over into GL.
- 2. Access the Journal Generator Panel as follows:

GO	Process Financial Information
	Process Journals
PROCESS	Journal Generator
	Add or Update/Display

- 3. Add a Journal Generator Run Request

Input a Run Control ID and then click the button

OR

- 4. Update/Display an existing Journal Generator Request

Or click the button to get a listbox of all the Run Control IDs

Highlight the Journal Generator Request desired and then click the button.

- 5. Setup the Journal Generator Run Controls

- a. You can create multiple requests-just press F7 to add another. Remember to use the scroll bar to view requests already set up.
- b. **Process Frequency** - controls how often the system processes a request.
 - I. **Once** - the current request processes the next time the Journal Generator is run. Once run, the status changes to Don't Run.
 - II. **Always** - The system will process this request each time the Journal Generator is run.
 - III. **Don't Run** - The system will not process this request.
- c. **SetID** - This should default in as PROTO. This is a required field used to extract the Accounting Entry Definition for the request.
- d. **Accounting Definition Name** - Identifies which Accounting Entry Definition to use when creating the journal header and lines.
- e. **Options** - Determine what accounting entries the Journal Generator extracts when it processes this request:
 - I. **Business Unit Option** - Select either ALL values or select the desired business unit.
 - II. **Ledger Group Option** - Creates journal entries for the GL ledger groups specified. Again either select ALL values or select the ACTUALS ledger group.
 - III. **Template Option** - Creates journal entries for all journal templates or for one journal template.
 - IV. **From Date Option** and **To Date Option** further define which accounting entries the Journal Generator extracts with this request. The Journal Generator compares these dates to the accounting dates associated with each accounting entry.
 - 1. **Specify Date** - Uses the date range specified to identify the period.
 - 2. **Current Date** - Uses the date the Journal Generator is run.
 - 3. **Begin Date - From Period** - Uses the Beginning Date of the From Period in the Ledgers for a Unit panel.
 - 4. **Begin Date - To Period** - Uses the Beginning Date of the To Period in the Ledgers for a Unit.

5. **No From Date** - Uses all open dates of the ledger prior to the chosen Through Date. Same as the Begin Date - From Period.

For the Journal Generator to extract data from a table of accounting entries correctly for journal generation, the following fields are required on the Table from which it is extracting that information:

Accounting_Dt	Accounting Date. Reflects the date of the accounting entry.
Accounting_Period	Accounting period. Populated by the Journal Generator after it distributes the accounting entry to a General Ledger journal.
Appl_Jrnl_Id	Journal Template ID. Identifies the journal defaults and summarization options for the accounting entry.
Business_Unit	Application business unit. (PROTO)
Business_Unit_GL	GL business unit associated with the entry. (PROTO)
Currency_Cd	Currency code. This is the currency of the monetary amount. (USD)
Fiscal_Year	Fiscal year. Populated by the Journal Generator after it distributes the accounting entry to a General Ledger journal.
Foreign_Currency	Foreign currency code. This is the currency of the foreign amount. (USD)
GLI_Distrib_Status	GL Distribution Status. Indicates the posting status for the distribution lines. The flag should be an 'N' for None when the accounting entry is created. The Journal Generator changes the flag to a 'D' for Distributed when it distributes the accounting entry to a General Ledger journal. An 'I' for Ignore and 'H' indicates the lines are not to be posted, and a 'M' indicates Modify.
Journal_Id	Journal ID. Populated by the Journal Generator after it distributes the accounting entry to a General Ledger journal.
Journal_Date	Journal Date. Populated by the Journal Generator after it distributes the accounting entry to a General Ledger journal.
Journal_Line	Journal line. Populated by the Journal Generator after it distributes the accounting entry to a General Ledger journal if the Cross Product Drill Down option on the Accounting Entry Definition panel is selected.
Ledger	Ledger. Identifies the specific ledger to which an accounting entry should post.
Ledger_Group	Ledger Group. Identifies the ledger group to which an accounting entry should post. If this field is blank, the Journal Generator will create the journal to the default ledger group specified on the Ledgers For A Unit panel
Process_Instance	Process Instance. Populated by the Journal Generator while it distributes the accounting entry to a General Ledger journal.

- When you run the request, the Process Scheduler Request panel appears, and you can specify options that tell the system how and where to process the request.

Process Scheduler Request Flow Steps

See BPS GL 17.

- You can view the process in the Message Log Panel or the Process Monitor. Please see PeopleBooks for a detailed explanation of these processes.
- The Journals should be generated.
- You can view the journals in the Journal Entry panels.

GO	Process Financial Information
	Process Journals
USE	Journal Entry
	Header
	Update/Display

- You will now need to finish processing these Journals via the normal General Ledger Journal Entry Process.

General Ledger Processing

- Validate (Edit) Journal Entries
- Budget Checking (BCM) (may not be required, if the data was previously budget checked in a PeopleSoft financials module subsystem.)
- Post Journal Entries to the General Ledger

Accounting Entries Made

This is a chart of the type of accounting entries made by AP and PO.

				ACTUALS LEDGER						BUDGETS LEDGER			
Type of Transaction	Requisition	PO	Check#	Cash	AP Liab	Pre-Encumbrance	Reserve for Pre-Encumbrance	Encumb	Reserve for Encumbrance	Expense	Pre-Encumbrance	Encumbrance	Expended
BCM Requisition	100										250.00		
Post Requisition	100					250.00	(250.00)						

BCM Req PO	100	257									(250.00)	250.00	
Post Req PO	100	257				(250.00)	250.00	250.00	(250.00)				
Post PO Vchr	100	257			(250.00)			(250.00)	250.00	250.00		(250.00)	250.00
Pymnt of PO Vchr	100	257	17859	(250.00)	250.00								
BCM PO	None	344										50.00	
Post PO	None	344						50.00	(50.00)				
Post PO Vchr	None	344			(50.00)			(50.00)	50.00	50.00		(50.00)	50.00
Pymnt of PO Vchr	None	344	19788	(50.00)	50.00								
Post AP Vchr (no Req or PO)	None	453			(100.00)					100.00			100.00
AP Vchr Pymnt (no Req or PO)		453	20087	(100.00)	100.00								

The BCM process will post, to the LEDGER_BUDG, the pre-encumbrances, encumbrances, and expended amounts.

The Post processes in the subsystem will create the appropriate journal entries on the PO_LINE_ACCTG and the VCHR_ACCTG_LINE tables.

The Journal Generator to will transfer these journals from AP and PO into the General Ledger. Only the GL Journal Post that will populate the ACTUALS ledger.

Therefore reconciliation differences can develop between LEDGER_BUDG and the ACTUALS Ledger due to the timing of these processes.