Lesson 2:
New PeopleSoft Terminology

PeopleSoft Financial Management System is made up of tables comprised of sets of related fields.

When you enter a transaction in the PeopleSoft system, some of these values will default for you and you will not need to enter them for each transaction. The implementation team established these defaults for each user based on the tasks the user performs.

Some of the basic PeopleSoft terms are defined below.

Business Units

Business units are established to identify each individual company or business entity. The business unit is a 5-character alphanumeric field that identifies the owner of the business transactions.

The only business unit used for financial transactions is **CASE1**.

SetID

SetIDs are set up to group sets (TableSets) of values for specific applications. The PeopleSoft SetID allows you to group together values such as vendors, ChartFields, customers, etc. A SetID may be attached to a single business unit or multiple business units may share the values assigned to a SetID.

The only SetID currently in use is **CASE1**.

PeopleSoft Dates

There are two types of dates that you will use in financial processing.

Effective Dates

Effective Dates are used primarily for setup and organizational information. This information is governed by a date that indicates when all of the options on that page are to take effect. As changes are made, new rows of information with a new effective date are entered.

Effective dates allow you to keep historical records (past, present and future) information in a table. The system separates effective-dated information into three types.

Effective Date Type	Description
Current	The **_one_** row with an effective date less than or equal to the current system date (today's date).
History	All rows with effective dates prior to the date on the current row.
Future	All rows with effective dates after the date on the current row.

When you enter an effective date, it usually defaults to your system's current date. This should be changed to the date in which the information takes effect.

When you access effective-dated information, the system looks at the current date and then supplies values based on the information in effect on that date. A value marked as inactive or with a future date will not be available for selection.

A department is an example of effective dated information. If you make a change to a department which will become active a month from today, you would enter the future date as the effective date. The department change will not be available for transactions or reports until the date entered as the effective date.

Transaction Dates

Most of the entries that you make in the course of your daily tasks will have dates. These are transaction dates and indicate the date that the information was entered into the system.

Budget Period

Your financial transactions will also be posted to a specific budget period. This allows you to track and report on fiscal activity for any time period at the university.

Case will use a Budget Period that dates from July 1 – June 30. The Budget Period value will be derived from the date on which the Fiscal Year ends. For example, the fiscal year that ends on June 30, 2005 will be posted to a Budget Period of **2005**.

Accounting Periods

Each transaction you record in PeopleSoft will be posted to a specific Accounting Period. These are the consecutive months within a Fiscal Year.

You will frequently need to specify an accounting period when running inquiries or reports. The Accounting Periods at Case are:

Period	Description
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June
998	Closing period for year-end adjustments
0	Prior Year Balance Forward information (recorded automatically after year-end-close)

When requesting year-end information, you will want to include period 998 in your report or inquiry requests.

Most of the time the currency code will default based on your security setup.

Currency

Your financial transactions deal with money. PeopleSoft is a global system that allows for multiple currency types and you may be prompted for a currency code when you enter a transaction.

At Case the currency will always be **USD (US Dollars)**.

Ledger/Ledger Group

A Ledger is a set of posted balances that represents a set of balanced books for a Business Unit. Ledgers store posted net balances for each combination of ChartFields by accounting period and fiscal year. The PeopleSoft General Ledger Application allows you to define Ledgers to record actuals (periodic financial data), budgets, forecasts, statistics, or any other type of data at any level. The number of Ledgers you add will depend on the type of data you want to maintain. The Application supports detailed and summary Ledgers.

Multiple detail Ledgers can be linked together in a Ledger group. When you post a Journal entry, you have the option of posting the Journal to a single Ledger or to all Ledgers in a Ledger group.

When you make a journal entry in the system, the Ledger group will automatically be populated for you. This Ledger Group has Ledgers attached to it. When your journal entry is posted, the Ledger attached to the entry defines the set of books that get updated.

Your expense and revenue journal entries will be posted to the actuals ledger group called **ACTUALS**.

Your revenue and expense budgets are posted to the following Commitment Control Ledgers in the specified Ledger Groups:

Ledger Group	Ledger	Description
CC_DEP	CC_DEP_BUD	Department commitment control budget
CC_DEP	CC_DEP_ENC	Department commitment control encumbrances
CC_DEP	CC_DEP_EXP	Department commitment control expenditures
CC_DEP	CC_DEP_PRE	Department commitment control pre-encumbrances
CC_PG1	CC_PG_BUD	Project/grant commitment control budget
CC_PG1	CC_PG_ENC	Project/grant commitment control encumbrances
CC_PG1	CC_PG_EXP	Project/grant commitment control expenditures
CC_PG1	CC_PG_PRE	Project/grant commitment control pre-encumbrances
CC_REV	CC_REV_BUD	Commitment control revenue budgets
CC_REV	CC_REV_COL	Commitment control collected revenue
CC_REV	CC_REV_REC	Commitment control recognized revenue

ChartFields

In the PeopleSoft General Ledger application, the fields that make up your chart of accounts and provide it with an overall structure are called ChartFields. Each transaction is posted to one or more of these ChartFields that allow you flexibility to report on your financial information by any of these designated data groups.

Case is using the following delivered ChartFields.

ChartField	Field Size	Definition/Example
Account	6 digit	Identifies activities as Revenue, Expense, Asset, or Liability.
Event	10 digit	Links expenses to an event.
Fund	5 digit	Groups related transactions such as sponsored research and endowment activity.
Department Code	6 digit	Identifies the operating and academic units within the University.
Class Field	2 digit	Identifies limitations on funds held by the University.
Project	9 digit	Identifies specific projects. This may designate a funded project or a classification within a fund.

Lesson 3:
Case ChartField Structure

All of the information in PeopleSoft Financials is stored and accessed based on the Business Unit and the ChartFields. You may understand ChartFields more easily by comparing with the old structure. The chart below gives a "crosswalk" comparison of the new PeopleSoft naming convention and structure with the previous accounting structure.

CASE
CASE WESTERN RESERVE UNIVERSITY

PeopleSoft Chartfields
for Business Unit CASE1

PeopleSoft 7.5 Values					
4-digit 3430	5-digit 97200	4-digit 1901	2-digit 00	6-digit 421234	
Account	**Event**	**Fund**	**Dept ID**	**Class**	**Project**
6-digit 534300	10-digit Molar Stdy	5-digit 96015	6-digit 261221	2-digit 10	9-digit RES421234

First digit identifies:
1 = Asset (prev 0000-0299)
2 = Liability (prev 0300-0399)
3 = Net Assets (prev 0400-0499)
4 = Revenue (prev 0500-1099)
5 = Expenditure (prev 1100-9999)
Add this 1st digit to account as used in 7.5
Put a 0 on the end

Used by each school to link expenses to an event or meeting

Groups related transactions into the following groupings:

11000 - Bank Cash
40000 - Endowment Scholarship
83000 - Student Organizations
96010 - Rsrch-Fed
96015 - Rsrch-Other Govt
96020 - Rsrch-Private
97000 - Academic Operating

1st character identifies school location
2nd character linked to budget assigned by Budget Office
Final digits assigned by schools (may be previous department numbers)

Converting prior class numbers to the following:
00 = 10
10 = 10
30 = 30
70 = 70

First three characters (alpha) identify the fund being used
Remaining 6-digits are the project number

SpeedTypes

Case has chosen to use SpeedTypes to enter account information for your transactions. SpeedTypes are shortcuts to entering all information. When you select a SpeedType the Department, Fund, Class and Project will be populated. You will only need to enter the appropriate account and the event, if applicable.

In some cases, the account may be part of the SpeedType. If an account is populated when you enter the SpeedType, do not change the account code.

In most cases the SpeedType is identical to the project ChartField identifier. There are, however, three exceptions:

- OPR (Operating)

- INS (Instructional)
- CSR (Cost Share)

For Operating and Instructional SpeedTypes you will use the 3-character designators (OPR or INS) with the Department ID. For Cost Share where the Speed Type is not equal to the project number, you will use the Project Class number with CSR as the first three characters. See this example of SpeedType values and the ChartField information each carries:

SpeedType	Account	Fund	Dept ID	Project	Cls
AGY810470	203290	83000		AGY810470	70
END102800	405590	48000		END102800	70
CSR451998		96010		TRN451998	10
CSR481007		96010		OSA481007	10
RES420505		96010		RES420505	10
TRN451011	410010	96010		TRN451011	10
INS101000		97000	101000		10
OPR101000		97000	101000		10

Entering ChartField Data

After you enter the SpeedType on an accounting line you will only need to supply two additional ChartField values. These are Account and, where applicable, Event.

Account

To support the upgrade from GL 7.5 to 8.4, the 1st digit will be appended to the front and a zero (0) will be added to the end of the current account number.

The Account ChartField is a 6-digit field used to describe expenses, revenue, liability, asset, and fund equity accounts. The 1st digit of each account number designates the account type. 1st digit account type designations are:

- 1 – Assets (previous accounts 0100-0299)
- 2 – Liability (previous accounts 0300-0399)
- 3 – Net Assets (previous accounts 0400-0499)
- 4 – Revenue (previous accounts 0500-1099)
- 5 – Expense (previous accounts 1100-9999)

Individuals in your department who work with accounts will be responsible for setting up the Event ChartFields. This will be covered in the *Journal Entry and Inquiry* course.

Event

The Event is a 10-character field to be used by the schools to describe a specific event, such as a conference or meeting. This event can be designated when entering accounting lines to link a particular expense to that event. The field is alphanumeric and can be any combination of letters and numbers to describe the event.
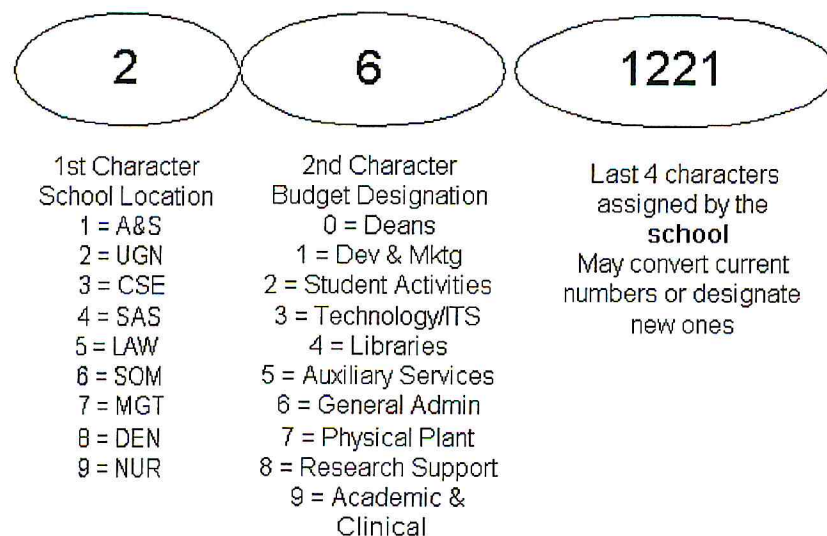
Interpreting ChartField Data

The remaining ChartFields will be entered as you entered the SpeedType or Speed Chart. While you will not enter this information, it will help you to know what the values represent so you can interpret this data when you review your accounting information.

Department

The Department is a 6-digit field used to represent the school location and budgeting information for that location.

The Department number is made of:

2	6	1221
1st Character School Location	2nd Character Budget Designation	Last 4 characters assigned by the **school**
1 = A&S	0 = Deans	May convert current numbers or designate new ones
2 = UGN	1 = Dev & Mktg	
3 = CSE	2 = Student Activities	
4 = SAS	3 = Technology/ITS	
5 = LAW	4 = Libraries	
6 = SOM	5 = Auxiliary Services	
7 = MGT	6 = General Admin	
8 = DEN	7 = Physical Plant	
9 = NUR	8 = Research Support	
	9 = Academic & Clinical	

Fund

This is a 5-digit, high-level ChartField that broadly groups related types of transactions. These are relatively few in number, made up of the following values.

- 11000 - Bank Cash
- 48000 - Endowment Scholarship

- 83000 - Student Organizations
- 96010 - Research - Federal
- 96015 - Research - Other Govt
- 96020 - Research - Private
- 97000 - Academic Operating

Class

The Class ChartField is a 2-digit field used to further identify expenditures for reporting purposes. This field has been used in previous versions and is being converted as follows:

Previous Class	New Class	Description
00	10	Unrestricted
10	10	Unrestricted
30	30	Temporary Restricted
70	70	Permanently Restricted

Project

Projects represent both funded and other activity.

The Project ChartField is an alphanumeric field with the first three or four alphanumeric characters representing the type of project. The remaining digits represent the assigned project number.

The fund type designators are as follows:

- AGY – Agency
- ANN – Annuity
- CIP – Construction in Progress
- END – Endowments
- FHB – Funds Held By Others
- PLT – Plant
- RES – Research
- TRN – Training
- SPC – Special Projects
- OSA – Other Sponsored Activity