

# Processing Phone Bill Using Allocations v9.2

In PeopleSoft Financials v9.2, we are using allocations for phone bill processing rather than using the large modification and custom tables. There are two parts to this setup. The first is defining the allocation step. The second is creating the PLANT journal for Basis. This job aid is designed to help you with this setup.

## Part 1: Defining Allocation Step

1. Navigation: **Allocations > Define and Perform Allocations > Define Allocation Step**
2. Select the **Add a New Value** tab
3. Enter/Select your **Business Unit**
4. Enter a name for your Allocation Step (i.e., PHONE1)
5. On the **Type** tab:
  - a. In the **Description** field, enter a description for your Phone Allocation (i.e., Phone Allocation)
  - b. In the **Allocation Type** drop down, select **Arithmetic Operation** (this indicates that the allocation calculation is a mathematical operation between the pool and the basis)
  - c. In the **Extension** opcode drop down, select **Multiply**
  - d. In the **Transaction Code** field, enter or select **DEFAULT**

Favorites ▾ | Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Define Allocation Step  
**ORACLE** | All ▾ Search [ ] >> Advanced Search

Type | Pool | Basis | Target | Offset | Output Options | Batch Records | Amount Fields

SetID 43000 | Step PHONE1

Effective Date | Find | View All | First 1 of 1 | Last

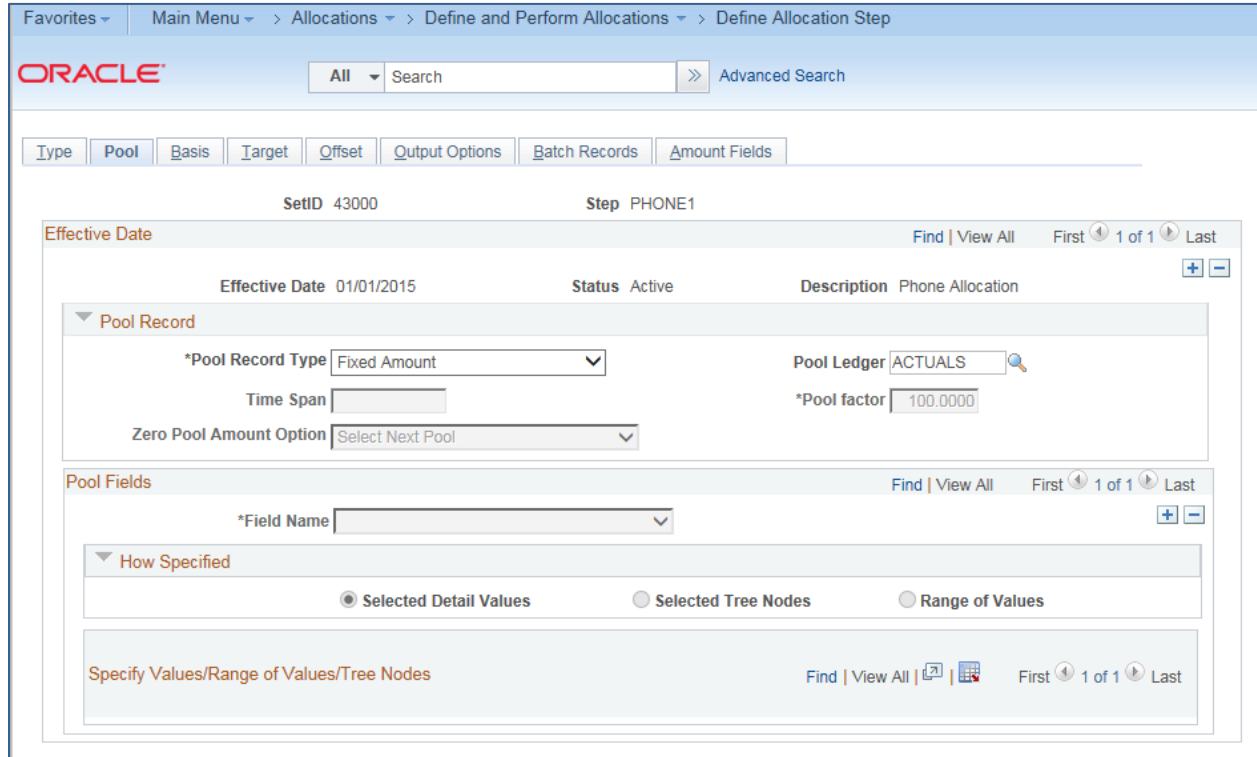
\*Effective Date 01/01/2015 [B] | Status Active ▾

\*Description Phone Allocation

\*Allocation Type Arithmetic Operation ▾ | Extension opcode Multiply ▾

Transaction Code DEFAULT [M] Default

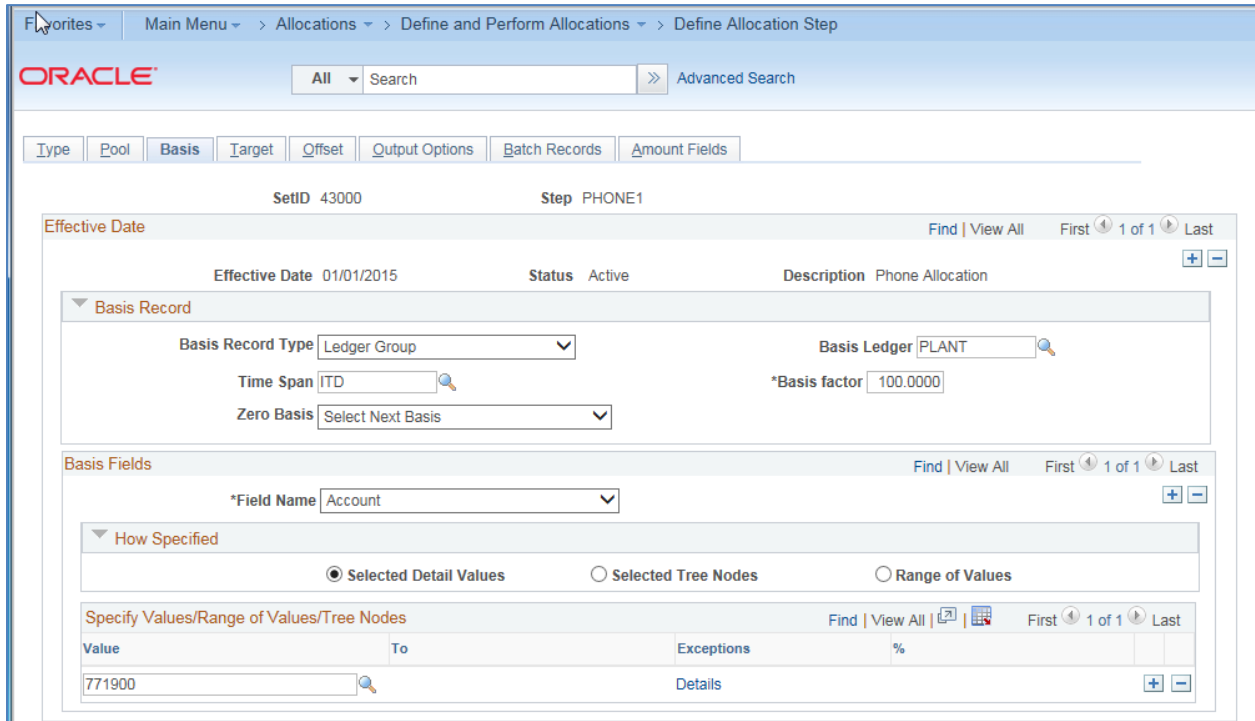
6. Go to the **Pool** tab:
  - a. In the **Pool Record Type** drop down, select **Fixed Amount** (a fixed amount will be charged per phone)
  - b. With this selection of Fixed Amount, all other fields will be grayed out



The screenshot shows the Oracle PeopleSoft interface for defining an allocation step. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The Oracle logo and a search bar are at the top. Below the breadcrumb, there are tabs for Type, Pool, Basis, Target, Offset, Output Options, Batch Records, and Amount Fields. The 'Pool' tab is selected. The screen displays the following information:

- SetID: 43000, Step: PHONE1
- Effective Date: 01/01/2015, Status: Active, Description: Phone Allocation
- Pool Record** section:
  - \*Pool Record Type: Fixed Amount (selected)
  - Pool Ledger: ACTUALS
  - \*Pool factor: 100.0000
  - Time Span: (grayed out)
  - Zero Pool Amount Option: Select Next Pool (grayed out)
- Pool Fields** section:
  - \*Field Name: (grayed out)
  - How Specified:
    - Selected Detail Values
    - Selected Tree Nodes
    - Range of Values
  - Specify Values/Range of Values/Tree Nodes: (grayed out)

7. Go to the **Basis** tab:
  - a. In the **Basis Record Type** drop down, select **Ledger Group**
  - b. In the **Basis Ledger**, enter or select **PLANT**
  - c. In the **Zero Basis** drop down, select **Select Next Basis** (indicates that zero amount basis records should be skipped)
  - d. In the **Basis Fields** section, select **Account** in the Field Name drop down list
  - e. Ensure **Selected Detail Values** is selected
  - f. Enter the **Account number** in the PLANT ledger where your telephone information is housed



The screenshot shows the Oracle PeopleSoft interface for defining an allocation step. The breadcrumb trail is: **Home > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step**. The page title is **ORACLE**. The current record is for **SetID 43000** and **Step PHONE1**. The **Effective Date** is **01/01/2015** and the **Status** is **Active**. The **Description** is **Phone Allocation**. The **Basis Record** section is expanded, showing: **Basis Record Type** set to **Ledger Group**, **Basis Ledger** set to **PLANT**, **Time Span** set to **ITD**, and **Zero Basis** set to **Select Next Basis**. The **Basis factor** is **100.0000**. The **Basis Fields** section is also expanded, showing **\*Field Name** set to **Account**. Under **How Specified**, the **Selected Detail Values** radio button is selected. Below this, the **Specify Values/Range of Values/Tree Nodes** table is visible, with a single row containing the value **771900** and a **Details** link.

8. Go to the **Target** tab:
  - a. In the **Target Record Type** drop down, select **Journal Records**
  - b. In the **Target Ledger** field, enter or select **ACTUALS**
  - c. In the **Time Span** field, enter or select **PER** (for current period activity)
  - d. In the **Specify Field Values**, enter the field values that should be in the target record (add a row after specifying a field name):
    - i. **Account** (source = **Basis**)
    - ii. **Budget Reference** (source = **Basis**)
    - iii. **Class Field** (source = **Basis**)
    - iv. **Department** (source = **Basis**)
    - v. **Fund Code** (source = **Basis**)
    - vi. **Program Code** (source = **Basis**)

Oracle PeopleSoft interface showing the 'Define Allocation Step' configuration. The 'Target' tab is active. The configuration includes:

- SetID: 43000, Step: PHONE1
- Effective Date: 01/01/2015, Status: Active, Description: Phone Allocation
- Target Record Type: Journal Records
- Target Ledger: ACTUALS
- Time Span: PER
- Basis Span Opt: Combine Periods for Basis
- Target Span Opt: Divide Target Across Periods

The 'Specify Field Values' table is as follows:

*Field Name	*Source	Field Mapping	Value / Mask
Account	Basis		
Budget Reference	Basis		
Class Field	Basis		
Department	Basis		
Fund Code	Basis		
Program Code	Basis		

9. Go to the **Offset** tab:
  - a. In the **Offset Record Type** drop down, select **Journal Records**
  - b. In the **Offset Ledger** field, enter or select **ACTUALS**
  - c. In the **Specify Field Values** section, enter the field values that should make up the offset entries
    - i. **Account** (source = **Value**)
    - ii. **Budget Reference** (source = **Value**)
    - iii. **Class Field** (source = **Value**)
    - iv. **Department** (source = **Value**)
    - v. **Fund Code** (source = **Value**)
    - vi. **Program Code** (source = **Value**)

Favorites ▾ Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Define Allocation Step

ORACLE  Search

Type Pool Basis Target **Offset** Output Options Batch Records Amount Fields

SetID 43000 Step PHONE1

Effective Date Find | View All First 1 of 1 Last

Effective Date 01/01/2015 Status Active Description Phone Allocation

Offset Record

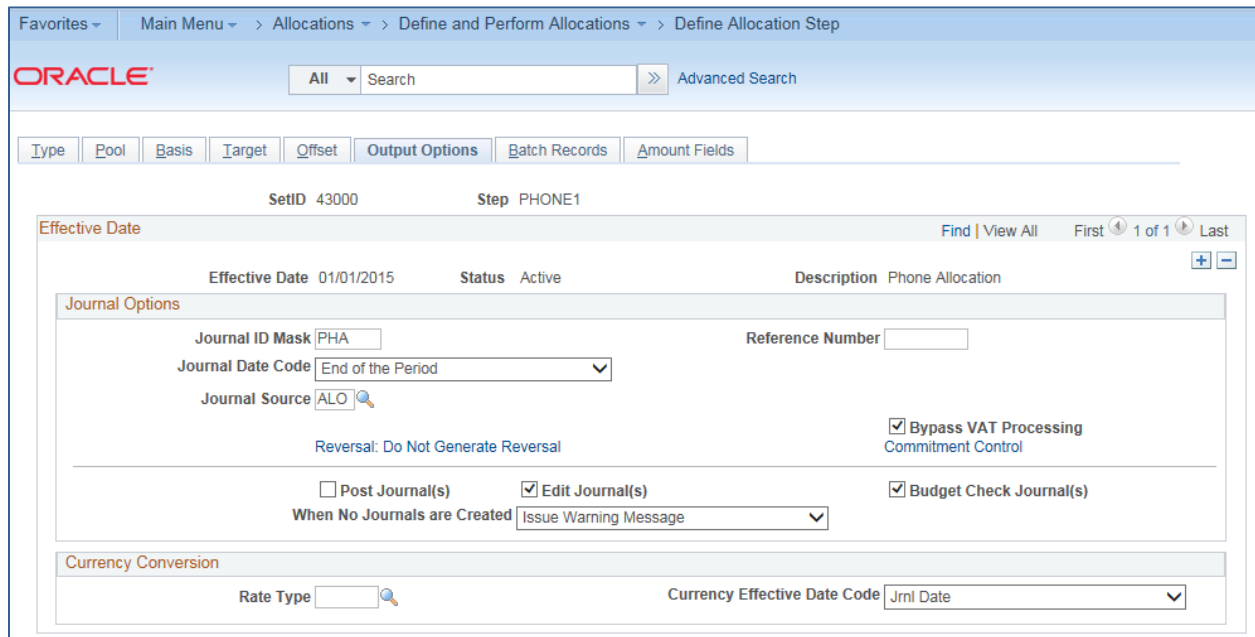
Offset Record Type  Offset Ledger

Specify Field Values Personalize Find | View All First 1-6 of 6 Last

*Field Name	*Source	Field Mapping	Value / Mask
Account	Value		771900
Budget Reference	Value		2015
Class Field	Value		11000
Department	Value		1067433
Fund Code	Value		10500
Program Code	Value		16700

10. Go to the **Output Options** tab:

- a. In the **Journal ID Mask** field, enter the mask you would like to use for Phone Allocations (i.e., PHA)
- b. In the **Journal Date Code** drop down, select **End of period** (will date the journal on the last day of the current period)
- c. In the **Journal Source** field, make sure **ALO** (for allocations) is listed
- d. Select the **Edit Journals** checkbox
- e. Select the **Budget Check Journals** checkbox



The screenshot shows the Oracle PeopleSoft interface for 'Define Allocation Step'. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The Oracle logo and a search bar are at the top. Below the breadcrumb, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options' (selected), 'Batch Records', and 'Amount Fields'. The main area shows 'SetID 43000' and 'Step PHONE1'. Under 'Effective Date', there is a table with one row: Effective Date 01/01/2015, Status Active, Description Phone Allocation. Below this is the 'Journal Options' section with fields for 'Journal ID Mask' (PHA), 'Journal Date Code' (End of the Period), and 'Journal Source' (ALO). There are checkboxes for 'Bypass VAT Processing Commitment Control', 'Post Journal(s)', 'Edit Journal(s)', and 'Budget Check Journal(s)'. A 'Reversal: Do Not Generate Reversal' section is also present. At the bottom is the 'Currency Conversion' section with 'Rate Type' and 'Currency Effective Date Code' (Jrnl Date).

11. Go to the **Batch Records** tab:

- a. This page indicates the temporary tables that are used during the Allocations process.
- b. No changes need to be made to this page.

The screenshot shows the Oracle PeopleSoft interface for the 'Define Allocation Step' process. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The page title is 'ORACLE' and there is a search bar with 'All' selected and a search button. Below the search bar are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Batch Records', and 'Amount Fields'. The 'Batch Records' tab is active. The page displays 'SetID 43000' and 'Step PHONE1'. Under 'Effective Date', there is a search bar and 'Find | View All' options. The main content area shows 'Effective Date 01/01/2015', 'Status Active', and 'Description Phone Allocation'. Below this is a 'Calculation Log Record' field with the value 'ALLOC\_CALC\_LOG'. A section titled 'Temporary Tables' contains several fields with search icons: Pool (ALC\_GL\_P\_TAO), Basis (ALC\_GL\_B\_TAO), Target Detail (ALC\_GL\_T\_TAO), Offset Detail (ALC\_GL\_O\_TAO), Target Balance (ALC\_GL\_TB\_TAO), Calculation Log (ALC\_CLOG\_TAO), Basis Summary (ALC\_GL\_BS\_TAO), Target Summary (ALC\_GL\_TS\_TAO), and Offset Summary (ALC\_GL\_OS\_TAO). A 'Default' button is also present.

12. Go to the **Amount Fields** tab:

- a. In the **Fixed Pool Amount** field, enter the fixed pool amount indicating the cost per phone

The screenshot shows the Oracle PeopleSoft interface for the 'Define Allocation Step' process, now on the 'Amount Fields' tab. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The page title is 'ORACLE' and there is a search bar with 'All' selected and a search button. Below the search bar are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Batch Records', and 'Amount Fields'. The 'Amount Fields' tab is active. The page displays 'SetID 43000' and 'Step PHONE1'. Under 'Effective Date', there is a search bar and 'Find | View All' options. The main content area shows 'Effective Date 01/01/2015', 'Status Active', and 'Description Phone Allocation'. Below this is an 'Allocation Amount Field Mappings' section with a search bar and 'Find | View All' options. A 'Fixed Pool Amount' field contains the value '20.170'. Below this is an 'Allocation Amount Fields' table with columns for 'Field Name', 'Pool', 'Basis', 'Target', and 'Offset'. The table contains the following rows:

Field Name	Pool	Basis	Target	Offset
Amount		Posted Total Amount	Foreign Amount	Foreign Amount
Base Amount			Monetary Amount	Monetary Amount
Log Amount	Allocations Pool Amount	Alloc Basis Amt	Alloc Target/Offset Amount	
Log Base Amount	Allocations Pool PBA Amount		Alloc Target/Offset PBA Amt	
Log Basis Total Amount		Alloc Basis Total		

13. Select the **Save** button

## Part 2: Create the PLANT Journal for the Basis

1. Navigation: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Select **Add a New Value**
3. Enter or select your **Business Unit**
4. Enter a **Journal ID**. It is suggested that you use some sort of mask to easily identify this journal as your phone journal (i.e., prefix the journal ID with "PH").
5. In the **Ledger Group** field, enter or select **PLANT**
6. In the **Source** field, enter or select ALO (for allocations)
7. Go to the **Lines** tab
8. In the **Lines** section, enter the lines detail for each department
  - a. In the **Amount** field, enter the number of phones that are in that department (this value will be multiplied by the fixed amount you entered earlier when defining the allocation step)

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 43000 Journal ID: PH00001010 Date: 10/28/2014 \*Process: Edit Journal Process

Template List Search Criteria Errors Only Line: 10

Select	Line	Speed/Type	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1		771900	16000	1641140	14400	11000		2015	2.00			Telecom - Other
<input type="checkbox"/>	2		771900	15000	1508054	11100	11000		2015	5.00			Telecom - Other
<input type="checkbox"/>	3		771900	14000	1418046	11300	40000		2015	2.00			Telecom - Other
<input type="checkbox"/>	4		771900	14000	1418044	11300	40000		2015	3.00			Telecom - Other
<input type="checkbox"/>	5		771900	14000	1418040	11300	40000		2015	1.00			Telecom - Other
<input type="checkbox"/>	6		771900	14000	1418037	11300	40000		2015	3.00			Telecom - Other
<input type="checkbox"/>	7		771900	14000	1418016	11300	40000		2015	12.00			Telecom - Other
<input type="checkbox"/>	8		771900	14000	1418014	11300	40000		2015	41.00			Telecom - Other
<input type="checkbox"/>	9		771900	14000	1417611	11300	41200		2015	8.00			Telecom - Other
<input type="checkbox"/>	10		771900	14000	1417403	13100	41300		2015	12.00			Telecom - Other

9. **Save** the journal entry
10. In the Process drop down, select **Edit Journal** and click the **Process** button
11. Once the journal has a valid header and budget status, select **Post Journal**