

GL.010.027 - SETTING UP AND MAINTAINING GENERAL LEDGER USER PREFERENCES

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|---------------------------------|---|
| Purpose | <ul style="list-style-type: none">• To identify what defaults can be set for a General Ledger User.• To identify the options available when setting up a General Ledger User.• To set up preferences for a General Ledger User. |
| Description | By setting up General Ledger User preferences, users can set defaults and options concerning Journal Entry, Online Journal Edits, Journal and Budget Posting. |
| Security Role | BOR_LOCAL_SEC_ADMIN |
| Assumptions | In most cases, the default Ledger and Ledger group should be Actuals, and the source should be Online Journal Entry. |
| Dependencies/Constraints | None |
| Additional Information | None |

Procedure

Below are step-by-step instructions on how to setup General Ledger preferences for EMPLOY1.

| Step | Action |
|-------------|---|
| 1. | Click the NavBar icon. |
| 2. | Click the Navigator icon. |
| 3. | Click the Set Up Financials/Supply Chain link. |
| 4. | Click the Common Definitions link. |
| 5. | Click the User Preferences link. |
| 6. | Click the Define User Preferences link. The system navigates to the User Preferences page. |
| 7. | Click the Search button. |
| 8. | Select the user from the search results. The system navigates to the User Preferences page. Use the User Preferences page to define profiles for PeopleSoft users and set up General Ledger User preferences |
| 9. | Click the General Ledger link. The system navigates to the Define User Preferences page and defaults to the General Ledger tab. Use General Ledger page to determine the default ledger, ledger group, and source to appear on pages for this user. |
| 10. | Click in the Ledger field. |
| 11. | Enter " ACTUALS " in the Ledger field. |
| 12. | Enter " ACTUALS " in the Ledger Group field. |
| 13. | Enter " ONL " in the Source field. |
| 14. | Click the Use Next Journal ID checkbox. |
| 15. | Click the Re-Edit Previously Edited checkbox. |
| 16. | <p>PeopleSoft General Ledger uses the Journal Post Defaults options whenever users post journals from the Journal Entry page. Clearing these options ensures users do not bypass actions for this User ID when posting from the Journal Lines page.</p> <p>Use the Skip Open Item Reconciliation option to specify whether or not users want to skip open item reconciliation.</p> <p>Click the Skip Summary Ledger Update checkbox.</p> |
| 17. | Click the Skip Entry Event processing checkbox. |
| 18. | Click the Save button. |