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

Purpose	• 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. In most cases, the default Ledger and Ledger group should be Actuals, and the source should be Online Journal Entry.
Security Role	BOR_LOCAL_SEC_ADMIN
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.	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. Use the **Skip Open Item Reconciliation** option to specify whether or not users want to skip open item reconciliation. Click the **Skip Summary Ledger Update** checkbox.
17.	Click the **Skip Entry Event processing** checkbox.
18.	Click the **Save** button.