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
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
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
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**)
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)
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
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.

12. Go to the **Amount Fields** tab:
   a. In the **Fixed Pool Amount** field, enter the fixed pool amount indicating the cost per phone.

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)

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