Contents

Allocations Overview

Allocations distribute costs or revenue between funding strings. This document focuses on the delivered PeopleSoft allocation process (FS_ALLC).

Process Frequency	Most allocations are run at the end of the month but depending on the allocation they can be run more frequently.
Dependencies	PeopleSoft's ledger based allocations (FS_ALLC) should only be run after all journals impacting the allocation "pool" have been posted for the period. If the allocation process creates journals, ensure the journal date is for an open accounting period.
Assumptions	PeopleSoft's allocation process (FS_ALLC) can accurately calculate the appropriate accounting entries.
Responsible Parties	Each business unit is responsible for running their allocation processes.
Alternate Scenarios	Those business units using the GRANTS module can use the module to calculate indirect cost (facilities and administration) charges. Business units can opt to use other methods to perform allocations and then enter journals to record the distribution.

PeopleSoft's Allocation Setup (FS_ALLC)

The delivered PeopleSoft allocation process (FS_ALLC) can create journals to distribute costs or revenue between funding strings. Allocation steps define how each funding string distribution is calculated. Allocation groups are used to order allocations steps. The allocation process (FS_ALLC) uses the allocation group and associated allocation steps to perform the necessary calculations to create the appropriate accounting entries.

I. Allocation Step

Each allocation step calculates the appropriate distribution based on a selected "pool" of information. Most of the allocations in SFS are based on the ledger. If the allocation is based on the ledger, make sure all of the journals impacting the "pool" have been posted to the ledger prior to running the allocation process (FS_ALLC). Beginning in version 9.1, the SFS "ACTUALS" ledger has been set to create ChartField balancing entries using account 6100 (cash). Any allocations previously used to create "cash" offset entries will no longer be required and should be removed from the allocation group.

Navigation: Allocations > Define and Perform Allocations > Define Allocation Step

Define Allocation Step

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Use Saved Search: [▼]

SetID: [= ▼]   [UWWTW   🔍]
Allocation Step: [begins with ▼] [   ]

☐ Include History   ☑ Correct History

[Search]   [Clear]   Basic Search   📇 Save Search Criteria   Delete Saved Search

1. **Enter** your *SetID* (should default in from User Preferences)

2. **Click** [Search] to get a list of the allocation steps.
3. If your allocation step is in the list, **click** on it in the list to open it up.
4. If the allocation does not appear in the list, you will need to **click** [Add a New Value] to enter a new step.

Each allocation step is comprised of multiple pages. Select a particular page by clicking on the tab on the top of the screen, or click on the names found on the bottom of the page.

5. **Clicking** on `Type` allows you to establish the *Effective Date* for the step and to identify the allocation type.

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

SetID: UWCOL   Step: FBCLASS

Effective Date   Find | View All First ◀ **1 of 1** ▶ Last

| | | | ⊞ ⊟ |

*Effective Date: 07/02/2012 📅   Status: Active ▼

*Description: Classified Grant Fringes

*Allocation Type: Copy ▼   Extension opcode: Add ▼

Transaction Code: GENERAL 🔍   General Transactions

🖫 Save   ↻ Return to Search   ⬆ Previous in List   ⬇ Next in List   ✉ Notify   ➕ Add   Update/Display   Include History   Correct History

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

6. **Enter** *Effective date :* The effective date of the step must equal or precede the date used in the allocation request. Multiple effective dates rows for each step can be created by **clicking** ⊞. The allocation request will select the effective dated step equal to or preceeding the date used in the allocation request.

7. **Enter** *Status :* should be "Active"

8. **Enter** *Description :* Enter enough of a detailed description to differentiate this step from any other step*.*

9. **Select** *Allocation Type :* Currently "Copy" is the only allocation type being used, if the "Copy" allocation type will not work for your application there are a variety of other allocation types available by **clicking** ▼.

Allocate on Fixed Basis
Arithmetic Operation
Copy
Prorata with Record Basis
Spread Evenly
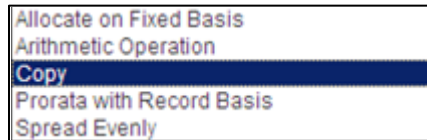
10. **Enter** *Transaction Code :* Should default to "GENERAL"

11. **Clicking** on the `Pool` allows you to select the pool values and to enter the Pool factor (rate) to be applied. The rate will be applied to the pool information to create the distribution lines.

12. **Select** *Pool Record Type :* Usually 'Ledger Group'.
13. **Enter** *Pool Ledger :* Usually 'ACTUALS'.
14. **Enter** *Time Span :* Familiarize yourself with the variety of timespans available and make an appropriate selection. The 'ALLOCATION' timespan was created to provide flexibility when period 13 needs to be use in the allocation process. (To configure TimeSpans, **navigate** to *Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > TimeSpans*)
15. **Enter** *Pool Factor :* This represents the rate to be applied to the amount in the pool. Make sure you use the appropriate rate associated with your business unit for the period.
16. **Select** *Zero Pool Amount Option* : 'Select Next Pool' will not create a journal line when the pool amount is zero.
17. The bottom half of the Pool page allows you to establish the criteria used to select the records from the Pool Record.
18. Once you **select** the *Field Name*, you have a variety of techniques to build your criteria.
19. ☐ Selected Detail Values allows you to list multiple individual values for the field by **clicking** the ⊞

20. ☐ Selected Tree Nodes allows you to use trees in your criteria

Set Control Value:		
Tree Name:		Level Name:

Specify Values/Range of Values/Tree Nodes   Find | View All | First 1 of 1 Last

Value	To

21. **⦿ Range of Values** allows you to enter a range of values; but in version 9.1, you now have the option to ***Include/Exclude:** the range of values by making a selection from the dropdown ▼ list.

		*Include/Exclude:	Include Specified Values ▼

Specify Values/Range of Values/Tree Nodes   Find | View All | First 1 of 1 Last

	Value	To	Exceptions	
Include Specified Values			0	+ −

22. Make sure you have entered all of the necessary criteria to create a "pool" of records for the allocation process.

23. **Clicking** on the **Target** allows you to identify the target record and how the fields on the target distribution are populated. If journals are to be created in the ACTUALS ledger, the chartfield balancing setup requires if the Fund, Department, Program or Project ChartField is specified in the target or offset, it <u>must</u> be in <u>both</u>.

24. **Select** *Target Record Type* : If 'Journal Records' is selected, the allocation will create general ledger journals.
25. **Enter** *Target Ledger* : Most allocations are performed on the ACTUALS ledger in SFS.
26. **Enter** *Time Span* : Familiarize yourself with the variety of timespans available and make an appropriate selection. **Selecting** the 'PER' timespan can create journal entries to each period in the pool.
27. The bottom half of the Target page allows you to determine how the fields on the Target Record will be populated.
28. **Select** *Field Name*(s) : by **clicking** on the dropdown icon [▼], a list of field names from the Target Record will appear. **Select** as many of the fields as you want by **clicking** the [+] and then use the source dropdown icon [▼] to determine how to populate the field. We normally use either the 'Pool' option if we want the information from the pool record or the 'Value' option which allows us to declare the value we want.
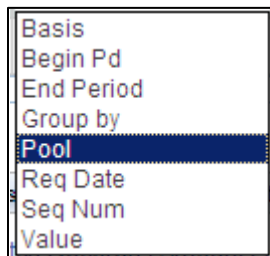
29. **Select** *Field Mapping* – this field will be available with some *Source* selections. If the field name on the pool record and the target record are the same, this field should be left blank.

If the field name on the pool record is different, then you must enter the field name from the pool record. (Normally these field name are the same so the Field Mapping can be left blank.)

30. **Clicking** on the [Offset] tab allows you to identify the offset record and how the fields on the offset record are populated. If journals are to be created in the ACTUALS Ledger, the chartfield balancing setup requires that if the Fund, Department, Program, or Project ChartField is specified in the target or offset it <u>must</u> be in <u>both</u>.

31. **Select** *Offset Record Type* : Usually "Journal Records" (should match the Target).

32. *Select Offset Ledger:* Usually "ACTUALS" (should match the Target).

33. The bottom half of the Offset page allows you to determine how the fields on the Offset Record will be populated.

34. **Select** *Field Name (s)* by clicking on the dropdown Icon [▼] and a list of field names from the Offset Record will appear. Select as many of the fields as you want by clicking the [+] and then use the source dropdown icon [▼] to determine how to populate the field. We normally use either the "Pool" option if we want the information from the pool record or the "Value" option which allows us to declare the value we want.

35. **Select** *Field Mapping* – this field will be available with some *Source selections.If the field name on the pool record and the target record are the same, this field should be left blank. If the field name on the pool record is different, then you must enter the field name from the pool record. (Normally these field name are the same so the Field Mapping can be left blank.)

36. **Clicking** on the **Output Options** tab allows you to identify the the information if a journal is being created by the allocation step.

37. **Select** **Journal ID Mask: i*information in this field will become the prefix of the journal id created by this allocation step.

38. **Select** *Journal Date Code* : The drop down allows you to select what journal date will be on the jounal being created by this allocation step.
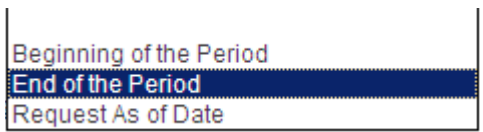
39. **Select** *Journal Source* : Use the "ALO" source code for journals created by the PeopleSoft delivered allocation process.

40. **Select** *Reference Number* : Information entered here will carry to the journal header TRANS_REF_NUM field. Some business units enter the rate being used here.

41. There are two hyperlinks available, and these values should default in and do not need to be changed unless your entry differs from the default.

a. If the first hyperlink is set to *Reversal : Do Not Generate Reversal* and this is what you want (this is the normal setting you don't need to click on the hyperlink). If you do want to process a reversal, click the link and make the appropriate selection.

Reversal: Do Not Generate Reversal

Journal Entry Reversal

Reversal
⦿ Do Not Generate Reversal
○ Beginning of Next Period
○ End of Next Period
○ Next Day
○ Adjustment Period   Adjustment Period:
○ On Date Specified By User

Reversal Date:

OK   Cancel

b. The Commitment Control hyperlink should default in as "Actuals and Recognized".

Commitment Control

Commitment Control Amount Type

- ⦿ Actuals and Recognized
- ○ Encumbrance
- ○ Pre-Encumbrance
- ○ Collected Revenue
- ○ Actuals, Recognize and Collect
- ○ Planned

Budget Entry Type

- ⦿ Original
- ○ Adjustment

Parent Budget Options

- ☐ Generate Parent Budget(s)
- ☐ Use Default Entry Event

Parent Budget Entry Type: [▼]

[OK] [Cancel]

42. The option to edit budget check and post journal when the allocation process is run can be selected by checking the following boxes :

☐ Post Journal(s)   ☐ Edit Journal(s)   ☐ Budget Check Journal(s)

43. When No Journals are Created: Usually has been set to "Issue Error Message". This message will appear in process monitor.

| Issue Error Message |
| Issue Warning Message |
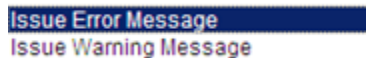
44. Currency Conversion (section) – We are not currently performing currency conversion in SFS, so this section can be ignored.

II. Allocation Group

The allocation group allows multiple allocation steps to be scheduled together The allocation steps are performed in the order they appear in the allocation group so make sure the allocation steps are listed in the appropriate order.

The allocation group is now effective dated. The date used in the allocation request will use the allocation group with an effective date equal to or less than the allocation request date. The allocation request date will also determine which effective dated allocation step listed in the allocation group will be used.

Navigation: Allocations >Define and Perform Allocations > Define Allocation Group

Define Allocation Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value
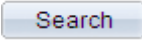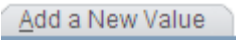
▼ Search Criteria

SetID: = ▼   UWOSH   🔍

Allocation Group: begins with ▼ [   ]

☐ Include History   ☑ Correct History

[Search]   [Clear]   Basic Search   🔍 Save Search Criteria

1. *Enter Setid :* Enter your setid (should default in from User Preferences)

2. **Select** Allocation Group *:* Click the [Search] icon to get a list of the allocation groups. If your allocation group is in the list, then click on it in the list to open it up. If the allocation group does not appear in the list, you will need to click on the [Add a New Value] tab to enter a new group.

Allocation Group

SetID: UWOSH   Group: FRINGES

Effective date   Find | View All First ◄ 1 of 1 ► Last

*Effective Date: 07/01/2013 📅   Status: Active ▼

Description: FRINGES

Comments: ALLOCATED FRINGES FOR GIFT/FEDERAL FUNDS

Steps   Personalize | Find | View All | 🔲 | 🏢 First ◄ 1-14 of 14 ► Last

*Step		Description	Continue		
CLASS	🔍	Classified	☑	➕	➖
CLASS$	🔍	Classified Cash	☑	➕	➖
GRADASST	🔍	Graduate Assistants	☑	➕	➖
GRADASST$	🔍	Graduate Assistants Cash	☑	➕	➖
LTE	🔍	LTE	☑	➕	➖
LTE$	🔍	LTE Cash	☑	➕	➖
RESASSOC	🔍	Research Associates	☑	➕	➖
RESASSOC$	🔍	Research Associates Cash	☑	➕	➖
STUDENT	🔍	Student	☑	➕	➖
STUDENT$	🔍	Student Cash	☑	➕	➖
UNCLASS	🔍	Unclassified	☑	➕	➖
UNCLASS$	🔍	Unclassified Cash	☑	➕	➖
UNDERGRAD	🔍	Undergraduate Associates	☑	➕	➖

3. ***Select*** *Effective date :* New to 9.1, the effective date fields allows you to maintain a history of the allocation group over time. Multiple effective dates rows for each allocation group can be created by clicking on the ➕ icon. The allocation request will select the effective dated allocation group equal to or preceeding the date used in the allocation request.

4. **Enter** *Status:* Should be Active.

5. **Enter** Description*:* Enter a description of the group to differentiate it from other allocation groups.

6. **Enter** Comments: Enter any additional information about the allocation group.

III. Allocation Request

The allocation request initiates the allocation process (FS_ALLC) for the selected business unit allocation group based on the request date option. The request date will determine the period of the information used in the calculation and also determines what effective date allocation group and allocation step is selected.

The allocation request can be run multiple times for the same period, make sure the allocation process for a period is only run as often as required.

Navigation: Allocations > Define and Perform Allocations > Request Allocation

You can setup add a Run Control ID to be used each time you run allocation <u>or</u>

Allocation Request

Find an Existing Value	Add a New Value

Run Control ID: [_____]

[Add]

Find an Existing Value | Add a New Value

you can select an existing run control.

Allocation Request

Enter any information you have and click Search. Leave fields blank f

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Run Control ID: [begins with ▼] [_____]
☐ Case Sensitive

[Search] [Clear] Basic Search 🖳 Save Search Criteria

Search Results

View All   First ◄ 1-100 of 177 ► Last

Run Control ID	Language Code
1099	English
A	English
ACTUAL_EXCEL_UPLOAD	English
ADB	English
ADBADHOC	English
ADBMTD	English
ADBMTDCUM	English
ADBMTD_UWMSN	English
ALLCRYSTAL	English
ALLJOBS	English

.
The list of run controls varies with each user. Each run control in the list was created by the user logged on PeopleSoft.

Allocation Request

Run Control ID: ALLOCATION   Report Manager   Process Monitor   Run

As of Date: 10/17/2013

Process Request Parameters   Personalize | Find | View All | | First 1 of 1 Last

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description		
Always ▼	UWEAU	FRINGES	As-Of Date ▼	10/31/2011	Create Calc Log and Output ▼	Fringe Benefit Allocation	+	−

Save   Return to Search   Notify   Add   Update/Display

1. **Enter** *Process Frequency* - Select "Always" or "Once"

2. **Enter** *Unit* – Should default in from your user preference setup; make sure the appropriate business unit is selected.

3. **Enter** *Allocation Group* – Select the desired allocation group

4. **Enter** *Request Date Option* – Usually select the "As of Date" option and then enter an "As of Date" in the desired period, usually the last day of the month.

5. **Enter** *Output Options* – Usually "Create Calc Log and Output" is selected, this allows you to troubleshoot problems if they occur.

Create Calc Log - No Output
Create Calc Log and Output
No Calc Log - Create Output

6. **Click** the   Run   icon to complete the Process Scheduler Request:

Process Scheduler Request

User ID: 00313193   Run Control ID: A

Server Name: PSUNX ▼   Run Date: 10/17/2013
Recurrence: ▼   Run Time: 9:43:44AM   Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PS/FS Allocations	FS_ALLC	Application Engine	Web ▼	TXT ▼	Distribution

OK   Cancel

7. All values should default in.

8. **Click** the [OK] icon to run the process.

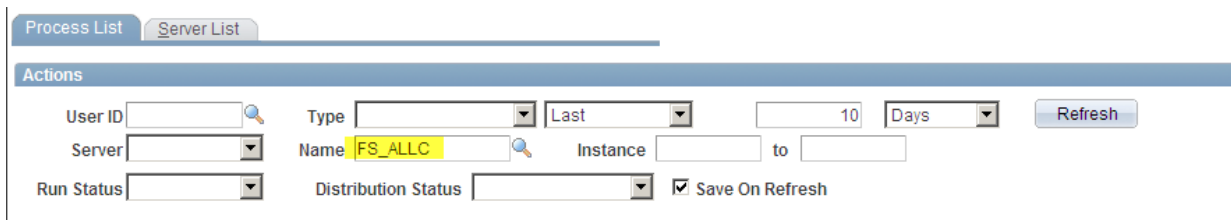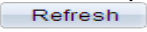# Review PeopleSoft's Allocation (FS_ALLC) Results

I.   Process Monitor

Processes Monitor provides information for the PeopleSoft allocation process (FS_ALLC). Numerous pages in PeopleSoft provide hyperlinks to process monitor, if you don't have a hyperlink available, below is the navigation:

Navigation: PeopleTools > Process Scheduler > Process Monitor

You might want to save Process Monitor to your PeopleSoft Favorites.

Process List	Server List						
Actions							
User ID		Type		Last		10	Days	Refresh
Server		Name	FS_ALLC	Instance		to	
Run Status		Distribution Status		☑ Save On Refresh			

1. You can get a list of a specific process by entering the name of the process in the "Name" field and click the [Refresh] icon.

Process List						Personalize | Find | View All | 🗗 | 🎛	First ◁ **1-16 of 16** ▷ Last	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6890914		Application Engine	FS_ALLC	MAESTRO	10/16/2013 11:22:38PM CDT	Success	Posted	Details
☐	6890837		Application Engine	FS_ALLC	MAESTRO	10/16/2013 8:18:09PM CDT	Warning	Posted	Details
☐	6890539		Application Engine	FS_ALLC	MAESTRO	10/15/2013 11:29:49PM CDT	Success	Posted	Details
☐	6890462		Application Engine	FS_ALLC	MAESTRO	10/15/2013 8:15:01PM CDT	Warning	Posted	Details
☐	6890170		Application Engine	FS_ALLC	MAESTRO	10/15/2013 1:45:35AM CDT	Success	Posted	Details

2. **Click** the [Details] hyperlink

Process Detail

Process

Instance	6890837	Type	Application Engine
Name	FS_ALLC	Description	PS/FS Allocations
Run Status	Warning	Distribution Status	Posted

Run

Run Control ID UWGR-GL_ALLOC-MIL
Location Server
Server PSUNX
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

Request Created On 10/16/2013 8:18:09PM CDT
Run Anytime After 10/16/2013 8:18:09PM CDT
Began Process At 10/16/2013 8:18:17PM CDT
Ended Process At 10/16/2013 8:18:27PM CDT

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

OK   Cancel

3. **Click** on the Message Log to get a high level listing of the results from each step.

II.   Review Journals

If the allocation process (FS_ALLC) created journals, you should review these journals to ensure the appropriate rate was applied to each funding string. The source code of "ALO" and the journal prefix should allow you to query the journal information or you can review it on the journal entry page.

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Search Criteria

Use Saved Search: [▼]

Business Unit:	= ▼	[ ] 🔍
Journal ID:	begins with ▼	[ ]
Journal Date:	= ▼	06/30/2013 📅
Document Sequence Number:	begins with ▼	[ ]
Line Business Unit:	= ▼	[ ] 🔍
Journal Header Status:	= ▼	[▼]
Budget Checking Header Status:	= ▼	[▼]
Source:	= ▼	ALO 🔍
Entered By:	begins with ▼	[ ] 🔍
Attachment Exist:	= ▼	[▼]

[Search] [Clear] Basic Search 🔲 Save Search Criteria Delete Saved Search

Revision History

Author	Version	Date	Description of Change
Jon Ahola	1.0	06/19/2013	Initial Draft
Jon Ahola	1.0	10/17/2013	Revision related to effective date on allocation group.
Brendan McHugh	1.1	10/17/2013	Review
Susan Kincanon	1.2	10/17/2013	Format, edit, review
Laura Parman	1.3	10/21/2013	Finished formatting, editing and review and ready to publish
Laura Parman	1.3	10/21/2013	Published to website