Configuring Item Types for General Ledger Interface

About Item Types
Item types are the basic work unit of the Student Financials and Financial Aid modules in PeopleSoft (PS) Student Administration. Each item type defines and describes a unique charge or credit financial transaction. Item types that are configured to interface student accounts and third-party information to the PS Financials General Ledger must be mapped to specific accounts and ChartFields.

To simplify ChartField-related entries, Emory developed PeopleSoft “SmartKeys”. SmartKeys are 10-digit numbers representing various ChartField combinations. Each ChartField combination (SmartKey) is comprised of values representing information such as Business Unit, Operating Unit, and so on.

NOTE: For more information regarding SmartKeys and ChartFields, refer to the Emory PeopleSoft Training and Documentation intranet site.

Scenario
An Emory Student Financials or Financial Aid user receives an item type request from a department or school user. Either a new item type is needed, or an existing item type needs to be updated. The request includes the Account Numbers and SmartKeys for the item type and its corresponding journal debit or credit.

High-Level Process
Configuring an item type involves four basic steps:

1. Creating or locating the item type number in PS Student Administration
2. Assigning the item type’s General Ledger journal settings
3. Entering the item type’s SmartKey and Account Number
4. Adding a corresponding journal debit or credit

NOTE: Detailed instructions are provided on the remaining pages of this guide.

Things to Remember
- Item types established prior to September 1, 2009 reference the original Emory FAS accounting code numbers in the external General Ledger ChartField field.
- ChartFields can only be updated in PS Financials. However, updates are instantaneously shared with PS Student Administration.
- Before configuring an item type, you must know the SmartKey and Account Number for the item type and its corresponding journal entry.

Important Links

PeopleSoft Student Administration http://emory.saweb.edu
PeopleSoft Financials http://emory.finweb.edu
Emory Help Desk Support http://emory.pshelp.edu
Emory PeopleSoft Training and Documentation http://emory.pstraining.edu
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Creating or Locating an Item Type

1. Log in to PS Student Administration.
2. Navigate to the “Item Types” page:
   Setup SACR > Product Related > Student Financials > Item Types
3. Perform one of the following:
   - For a new item type, enter the SetID and Item Type, then click the Add button. The Item Type “Initial Setup” page displays.
   - To locate an existing item type, click the Find an Existing Value link, and conduct a look-up for the item type. The Item Type “Initial Setup” page displays.

Assigning the Item Type’s General Ledger Journal Settings

4. Select the GL Interface Required checkbox.
5. Click the GL Interface tab. The “GL Interface” page displays.
6. Enter “0000” in the Term field.
7. The Effective Date field defaults to the current date. Complete the Effective Date field with a new date (future date) if needed.
8. Complete the DB/CR field by selecting an option from the drop-down menu.
9. Complete the Timing field by selecting an option from the drop-down menu.
10. Complete the GL Pct field.
11. For deferred item types, select the Defer Revenue checkbox. Leave the Until field blank.

   NOTE: The Defer Revenue checkbox is only used for item types needing deferred SmartKeys and Accounts setup.
Entering the Item Type’s SmartKey and Account Number

12. Click the Jnl Set ChartFields link. (Screen with link shown on previous page.) The “Journal Set ChartFields” page displays.

13. Retain the default values in the GL Business Unit field (EMUNV) and Ledger field (ACTUALS).

14. Complete the Select SmartKey field. **NOTE:** Additional ChartField values associated with the SmartKey automatically populate in the remaining corresponding fields.

15. Complete the Account field.

16. Click the OK button. (Button not shown.) The “Item Type GL Interface” page displays.

17. Optional: If the Defer Revenue checkbox was selected in Step 11, click the Deferred ChartFields link on the “Item Type GL Interface” page. (Link not shown.)

18. Repeat Steps 12 through 16 to enter the deferred ChartField values, then proceed to Step 19.

Adding the Item Type’s Corresponding Journal Debit or Credit

19. Click the Add Row button.

20. Repeat steps 8 through 17 to add the item type’s corresponding journal debit or credit.

21. Click the Save button. (Button not shown.)