



Introduction

In this job aid we will cover the steps to create a new business unit and integrate it to both of ARC and PAC systems.

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1. Create a new Business Unit

- a. Log on the PeopleSoft as a Central GL Configuration Maintainer
- b. Navigate to NavBar > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > General Ledger Definition
- c. Click the Add a New Value tab
- d. Enter Business Unit and click 'Add'

General Ledger Definition

Find an Existing Value | **Add a New Value**

Business Unit:

[Find an Existing Value](#) | [Add a New Value](#)

- e. Enter values:
 - i. Description = <custom value>
 - ii. Short Description = <custom value>
 - iii. Base Currency = USD
 - iv. Default Setid = CUSET
 - v. As of Date = 01/01/1901
- f. Do not check Customer VendorAffiliate, Enable Document Sequencing, or Consol – For Eliminations Only
- g. Click Create BU
- h. Enter value for Holiday List from drop down list
- i. Click the Save button

Definition | **Inter/IntraUnit**

Business Unit:

Description: *As of Date:

Short Desc: Default SetID:

*Base Currency:

Holiday List:

Location Code:

Customer Vendor Affiliate Enable Document Sequencing Consol - For Eliminations Only

[Mandate ID by BU](#)

2. Option Setting

- a. Click on the Journal Option tab
- b. Verify default values
 - i. Journal Balance Option = Recycle
 - ii. Journal Edit Errors Option = Recycle
 - iii. Control Total Option = Recycle
 - iv. Journal Amount Errors Option = Recycle
 - v. Adjustment Year Not Exist = Override

Definition | **Journal Options** | **Currency Options** | **Approval Options** | **Inter/IntraUnit**

Business Unit:

*Journal Balance Option: [Balance Suspense CharFields](#)

*Journal Edit Errors Option: [Edit Suspense CharFields](#)

*Control Total Option: [Amount Suspense CharFields](#)

*Journal Amount Errors Option:

*Adjustment Year Not Exist:

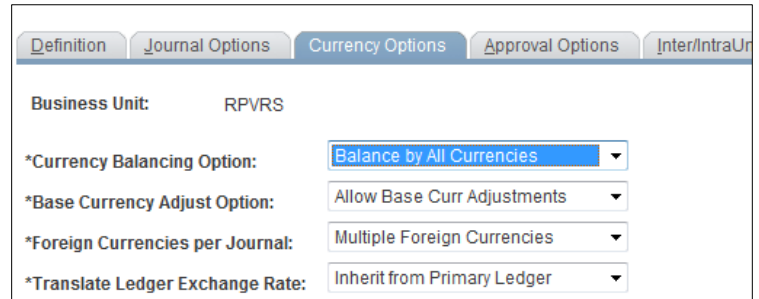
*Journal Process Date Option: Process Date:

*Journal Date < Open From Date:

*Journal Date > Open To Date:

Allow Different Unpost Date

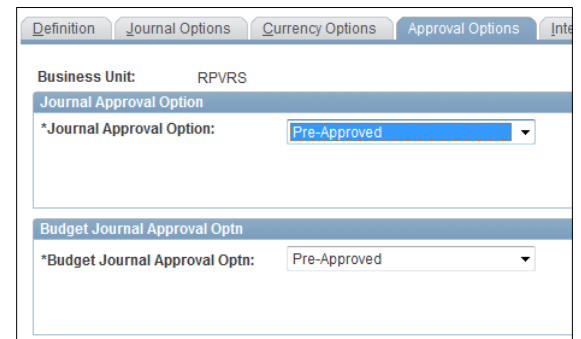
- vi. Journal Process Date Option = Current Date
- vii. Journal Date < Open From Date = Recycle
- viii. Journal Date > Open To Date = Recycle
- ix. Allow different Unpost = unchecked
- c. Decide if values are needed for:
 - i. Balance Suspense Chartfields
 - ii. Edit Suspense Chartfields
 - iii. Amount Suspense Chartfields
- d. Click on the Currency Options tab
- e. Verify default values
 - i. Currency Balancing Option = Balance by all currencies
 - ii. Base Currency Adjust Option = Allow Base Curr Adjustment
 - iii. Foreign Currencies per Journal = Multiple foreign Currencies
 - iv. Translate Ledger Exchange Rate = Inherit from Primary Ledger



The screenshot shows the 'Currency Options' tab for Business Unit RPVRS. The following options are visible:

- *Currency Balancing Option: Balance by All Currencies
- *Base Currency Adjust Option: Allow Base Curr Adjustments
- *Foreign Currencies per Journal: Multiple Foreign Currencies
- *Translate Ledger Exchange Rate: Inherit from Primary Ledger

- f. Click on the Approval Options tab
- g. Verify default values
 - i. Journal Approval Options = Require Approval
 - ii. Budget Journal Approval Option = Pre Approved



The screenshot shows the 'Approval Options' tab for Business Unit RPVRS. The following options are visible:

- Journal Approval Option: Pre-Approved
- Budget Journal Approval Optn: Pre-Approved

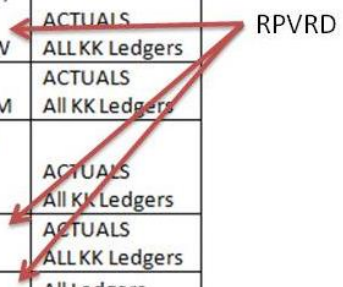
- h. Click on Inter / IntraUnit tab
 - i. To populate InterUnit Template and IntraUnit Template fields click on the search button next to the empty field

- ii. Select COLUM
- iii. Legal Entity Unit field should auto populate with BU. If not type in BU
- iv. Click on the Save button to save changes

3. Setting Up Security

- a. Request update of row level security by emailing FIN Security team at: finsecurity@columbia.edu
 - i. EX: RPVRD is a pension business unit so it needs to be added to 3 permissions list

Permission List	SETID	BU	Ledger Group
American Assembly	CUSET	AMERI and COLUM	ACTUALS All KK Ledgers
CUMC	CUSET	COLUM, COCIN, CUHCI, NJDOC, CPMCF, AGENC	ACTUALS All KK Ledgers
Pensions	CUSET	COLUM, CURML, RPSST, RPSSA, RPTWU, RPBMW	ACTUALS All KK Ledgers
Kraft	CUSET	Kraft and COLUM	ACTUALS All KK Ledgers
Morningside	CUSET	COLUM, REIDH, CUPRE, CUCIP, AGENC	ACTUALS All KK Ledgers
Central ALL BU	CUSET	All BU's	ACTUALS All KK Ledgers
FR&O	CUSET	ALL BU's	All Ledgers



4. Add Ledgers for new Business Unit

There are two models for Business Units Consolidated and non-consolidated. The non-consolidated Business Units do not need all the KK ledgers. Good examples of each type are REIDH for consolidated ledgers and KRAFT for non consolidated ledgers. Commitment Control ledgers need to be associated with a Detailed Ledger. Here is a list of common detailed ledgers and associated KK ledgers for Consolidated and non-consolidated Business Unit models.

Consolidated		Non Consolidated	
1	Actual	1	Actual
2	KK_CP_CH	2	KK_FY_NC
3	KK_CP_PR	3	KK_FY_REV
4	KK_FY_CH	4	MOT_PRTG
5	KK_FY_PR	5	KK_MOT_EXP
6	KK_FY_REV	6	KK_MOT_REV
7	KK_OP_REV	7	PY_ADJUST
8	KK_OTH_PRJ	8	KK_ADJ_EXP
9	KK_SP_CH	9	KK_ADJ_REV
10	KK_SP_PR	10	STATISTICS
11	MOT_PRTG		
12	KK_MOT_EXP		
13	KK_MOT_REV		
14	PY_ADJUST		
15	KK_ADJ_EXP		
16	KK_ADJ_REV		
17	STATISTICS		

- a. From the home screen navigate to Set Up Financial Supply Chain> Business Unit Related> General Ledgers> Ledgers for a Unit. Type in Business Unit and click Search.
 - i. To Add a Detailed Ledger click the + button (A);
 - ii. Enter Field Values:
 - Ledger Type (B) will default to Detailed Ledger
 - Specify the ledger Group (C) = Actuals, MOT_PRTG, PY_ADJUST or STATISTICS
 - Calendar id (D) = FY
 - Journal Generator Default = Checked for Actuals Ledger only
 - iii. To add KK ledgers associated with this detailed Ledger click the “Commitment Control Options tab. Otherwise click save before adding another ledger.

- b. To Add a commitment Control (KK) Ledger
 - i. Check "Enable Commitment Control" (A)
 - ii. Type or search for the Ledger name (B)
 - iii. If applicable check "Allow Inc Spending Authority" This will be translated to all the KK ledgers on this page.
 - iv. Click the + button to add another KK ledger (C)
 - v. Click Save when finished

Some Business Units might require additional changes to the Journal Edit Options, Currency Options, Journal Post Options or Approval Options. For instance most BU will want to check 'Automatic Post Reversals' under posting options for the ACTUALS ledger. Check that the default options are appropriate for all tabs.

5. Set Journal Edit Rule

As with step 4 this requires different actions based on whether the new Business Unit is a consolidated or non consolidated business unit. Below is a list of the Required Combo Edit Rules for the Ledger groups for consolidated and non consolidated business units.

12 Combo Edit Rules
DEPT_REQ
FUNCTN_REQ
FUNC_ON_BS
FUND_REQ
INITIV_REQ
INVAL_FUND
NO_PR_EXP
NO_SEGR_EX
PROJECT_REQ
SEGMNT_REQ
SITE_REQ_1
SITE_REQ_2

Consolidated		Non - Consolidated	
ACTUALS	PY_ADJUST	ACTUALS	PY_ADJUST
All 12 Rules	All 12 Rules	All 12 Rules	All 12 Rules
MOT_RPTG	STATISTICS	MOT_RPTG	STATISTICS
All 12 Rules	DEPT_REQ		DEPT_REQ
	FUND_REQ		FUND_REQ
	INVAL_FUND		INVAL_FUND
	PROJECT_REQ		PROJECT_REQ
	SITE_REQ_1		SITE_REQ_1
	SITE_REQ_2		SITE_REQ_2

- Navigate to: Set Up Financials/Supply Chain> Business Unit Related > General Ledger> Ledger 4 Unit
- Enter Business Unit Name
- Click **Search**
- Click the **Journal Entry Options** Tab
- Click the Magnifying Glass next to the field under Chartfield Combo Edit Process Group
 - Select the first Combo Edit Rule (DEPT_REQ)
 - Click the + button
 - Repeat step I for all 12 combo edit rules
- Click the right pointing arrow at the top of the page to navigate to the Next Ledger Group repeat step e for MOT_RPTG, PY_ADJUST and STATISTICS adding the required combo edit rules as specified above.
- Click **Save**

Ledgers For A Unit

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

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit:

[Basic Search](#)

Search Results

Business Unit	Description
RPARD	CURP Employees Arden Conf Ctr

Definition | Journal Edit Options | Currency Options | Journal Post Options | Approval Options | Commitment Control Options

Business Unit: RPDEF

Detail Ledgers Find | View All | First | 1 of 1 | Last

Ledger Group: ACTUALS + -

Document Type:

*Journal Balance Option: Default to Higher Level Value Balance Suspense ChartFields

*Journal Edit Errors Option: Default to Higher Level Value Edit Suspense ChartFields

*Journal Amount Errors Option: Default to Higher Level Value Amount Suspense ChartFields

*Control Total Option: Default to Higher Level Value

Position Accounting:

*Journal Date < Open From Date: Default to Higher Level Value

*Journal Date > Open To Date: Default to Higher Level Value

ChartField Combo Edit Customize | Find | View_1 | First | 1-2 of 2 | Last

Process Group

DEPT_REQ + -

Save Return to Search Notify

6. Add Inheritance Defaults

- Navigate to: Set Up Financials/Suply Chain > Business Unit Related > General Ledger > General Ledger Definitions
- Enter Business Unit name
- Click **Search**
- Click the **Inter/Intra Unit** Tab
- Validate:
 - for non-consolidated entities Legal Entity Unit = Business unit name
 - for consolidated entities Legal Entity Unit = COLUM
- Enter Field Values:
 - Dept = 2510216
 - Project = UR005222
 - Fund = 01
- Click **Save**

General Ledger Definition

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300):

Business Unit: = +

Search

Clear

Basic Search

Save Search Criteria

Definition	Journal Options	Currency Options	Approval Options	Inter/IntraUnit
Business Unit:	RPARD	CUPR Employees Arden Conf Ctr		
InterUnit Template:	COLUM	Columbia U Inter Unit Template		
IntraUnit Template:	COLUM	Columbia U Intra Unit transfer		
*Legal Entity Unit:	RPARD	CUPR Employees Arden Conf Ctr		

Inheritance Defaults							Customize	Find	View All	First	1 of 1	Last
Dept	Project	Initiative	Segment	Site	Fund	Function						
2510216	UR005222				01							

7. Add to Business Unit Tree

If the Business Unit is a consolidated business Unit it must be added to the consolidated BU tree.

- Navigate to: NavBar > Tree Manager > Tree Manager
- Search for and select the tree named: 'CU_BUS_UNIT_TREE'
- Add the Business Unit by clicking the leaf icon and entering the new Business Unit ID.
- Click **Save**.

Tree Manager

SetID: CUSET Last Audit: Valid Tree
 Effective Date: 01/01/1901 Status: Active
 Tree Name: CU_BUS_UNIT_TREE Columbia U Business Unit Tree

Save As Close Tree Definition Display Options Print Format

Collapse All Expand All Find First Page 9 of 9 Last Page

- [CUCON] - Columbia U Consolidated
- [COCIN] - Columbia Ophthalmology Consult
- [COLUM] - Columbia University
- [CUCIP] - Center for International Progr
- [CUELI] - Columbia Consol Elimination BU
- [CUHCI] - Columbia University Healthcare
- [CUPRE] - Columbia University Press
- [NJDOC] - Columbia Doctors of New Jersey
- [REIDH] - REID Hall

Notify

8. Procurement Control

Procurement Accounting Controls must be defined for the General Ledger Business Unit associated with each Payables Business Unit. These settings determine how each Payables business unit interfaces with the General Ledger. These controls are defined on the Procurement Accounting Control component which is comprised of five (5) pages: General Controls, Non-Merchandise Charges, GL Templates, ERS Options, and Withholding.

Columbia University Finance Training

Training Guide: Adding a Business Unit

- Navigate to: Set Up Financials/Supply Chain > Business Unit Related > Procurement > Procurement Control
- Search By Business Unit ID
- On the 'General Controls' tab
 - Select the appropriate 'Discount Allocation Policy' and 'Late Payment Allocation Policy.'
 - Validate other fields.
- Verify information on the 'Non-Merch Charges' tab.
- Click the 'GL_Template' tab and define the appropriate Journals Templates.
- Review selections on the ERS options tab.
- Add withholdings on the 'Withholdings' tab
- Click **Save**.

The image displays two screenshots of the Columbia University Finance system interface. The top screenshot shows the 'General Controls' tab with the following settings:

- Business Unit Interface:** Unit: COLUM, Columbia University
- Early Discount and Late Charge:**
 - *Accounting Policy: Gross
 - Discount Allocation Policy: Allocate Discounts, Prorate Discounts, Expense Discounts
 - Late Payment Allocation Policy: Allocate Late Charges, Prorate Late Charges
- Document Tolerance:** Enable Document Tolerance
- Combination Edit Template:** Template: VCHREDIT
- Accounting Controls:** *Accounting Date Edit Option: Warning Message, Allow Unpost Paid Vouchers
- Period End Accruals:** Accrue Unprocessed Vouchers at Period End, Enable Commitment Control for Accruals

The bottom screenshot shows the 'GL_Template' tab with the following settings:

- Payables Journal Templates:**
 - Accruals: ACCRUAL
 - Closes: CLOSURE
 - Payments: PAYMENT
 - Revaluations: AP_REVALUE
 - Cancels: CANCEL
 - Cash Clearings: CASH_CLRG
 - Period End Accruals: AP_PACCRUE
- Purchasing Journal Templates:**
 - Receipt Accrual: REC_ACCRUE

9. Notifications

- Make sure for GL Accounting open Periods there are no Run Controls configured by Business Unit that need to be updated, i.e. JGEN?
- Notify **PAC Operations** if business unit is consolidated to be added to the HR Values as a effdt row for Program ID CU_CONSOL_BU. The new consolidated BU will then be added to the bottom of the consolidated business unit list. If the business unit is non-consolidated no action is needed.

Menu

Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Manager Self Service
- ▽ Workforce Administration
 - ▷ Columbia Specific
 - ▷ CUMC Data
 - ▷ Inquiry
 - ▷ Interfaces
 - ▷ Processes
 - ▷ Reports
 - ▽ Setup
 - [Workflow Access Management](#)
 - **Value Table**
 - ▷ Windstar Interface
 - ▷ Academic Appointments
- ▷ Personal Information
- ▷ Job Information
- ▷ Global Assignments
- ▷ Labor Administration
- ▷ Absence and Vacation
- ▷ Flexible Service EG
- ▷ Collective Processes
- ▷ Self Service Transactions
- ▷ Template-Based Hire
- ▷ Workforce Reports
- ▷ Benefits
- ▷ Compensation
- ▷ Payroll for North America

Value Table

Program ID: CU_CONSOL_BU

Program Info Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active

Program Description: Consolidated Business Units

Sequence Info Customize | Find First 1-8 of 8 Last

Seq	Type	Value	Exclude Node	Comments
1	Other	COCIN		COCIN
2	Other	COLUM		COLUM
3	Other	CUCIP		CUCIP
4	Other	REIDH		REIDH
5	Other	NJDOC		NJDOC
6	Other	CUPRE		CUPRE
7	Other	CUHCI		CUHCI
8	Other	CUELI		CUELI