

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**

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Type Pool Basis Target Offset Output Options Batch Records Amount Fields

SetID 43000 Step PHONE1

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*Effective Date	01/01/2015	Status	Active	*Description	Phone Allocation	*Allocation Type	Arithmetic Operation	Extension opcode	Multiply	Transaction Code	DEFAULT
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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

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SetID 43000 Step PHONE1

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Effective Date 01/01/2015 Status Active Description Phone Allocation

Pool Record

*Pool Record Type **Fixed Amount** Pool Ledger ACTUALS
 Time Span *Pool factor 100.0000
 Zero Pool Amount Option Select Next Pool

Pool Fields [Find](#) | [View All](#) First 1 of 1 Last

*Field Name

How Specified

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values

Specify Values/Range of Values/Tree Nodes [Find](#) | [View All](#) | First 1 of 1 Last

7. Go to the **Basis** tab:

- In the **Basis Record Type** drop down, select **Ledger Group**
- In the **Basis Ledger**, enter or select **PLANT**
- In the **Zero Basis** drop down, select **Select Next Basis** (indicates that zero amount basis records should be skipped)
- In the **Basis Fields** section, select **Account** in the Field Name drop down list
- Ensure **Selected Detail Values** is selected
- Enter the **Account number** in the PLANT ledger where your telephone information is housed

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SetID 43000 Step PHONE1

Effective Date 01/01/2015 Status Active Description Phone Allocation

Basis Record

Basis Record Type Basis Ledger

Time Span *Basis factor

Zero Basis

Basis Fields

*Field Name

How Specified

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To	Exceptions	%
771900			

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