# Defining an Allocation Step

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| 1.   | Begin by navigating to the **Type** page.  
      | Click the vertical scrollbar. |
| 2.   | Click the **Allocations** link. |
| 3.   | Click the **Define Allocation Step** link. |
| 4.   | Click the **Add a New Value** tab. |
| 5.   | Click in the **Allocation Step** field. |
| 6.   | Enter the desired information into the **Allocation Step** field. Enter a valid value e.g. "EXPNSPO1". |
| 7.   | Click the **Add** button. |
| 8.   | The **Type** page enables you to specify the effective date, status, and description of the allocation step. You also specify the pool allocation method or the allocation source. |
| 9.   | Use the **Effective Date** field to specify the date from which this allocation step is valid. It defaults to the current system date, but can be changed if necessary. |
| 10.  | Click in the **Description** field. |
| 11.  | Enter the desired information into the **Description** field. Enter a valid value e.g. "Admin expenses by product". |
| 12.  | Use the **Allocation Type** field to select a calculation option to determine the pool amounts that are going to the targets. Choose from the following:  
      • **Copy**: Copies pool amounts to the target or offset with possible percentage changes.  
      • **Spread Evenly**: Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type can be used to divide the pool equally in thirds among department IDs 0100, 0200, and 0300.  
      • **Allocate on Fixed Basis**: Allocates on a fixed basis and percentage of pro rata allocation. It is based on the fixed allocation percentage that you specify in the % field in the Value/Node scroll area on the Basis page.  
      • **Prorata with Record Basis**: Divides the pool amount among the targets based on amounts that are stored in the basis record.  
      • **Arithmetic Operation**: Defines the allocation calculation as a mathematical operation between the pool and basis. |
<p>| 13.  | For this example, keep the default selection, Prorata with Record Basis, which divides the pool amount among the targets based on the amounts stored in the basis record. |</p>
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<td>14.</td>
<td>Click the <strong>Pool</strong> tab.</td>
</tr>
<tr>
<td>15.</td>
<td>Use the <strong>Pool</strong> page to define a pool record, selection criteria, and selection method for a pool. You can define the pool from ledger balances, table, or a fixed amount.</td>
</tr>
</tbody>
</table>
| 16.  | Use the **Pool Record Type** field to select a record type. Choose from the following:  
- If you are specifying the pool record for General Ledger, select the **Ledger Group** option and enter the ledger group name.  
- If you are defining the pool record for Project Costing, select **Any Table** and enter the table name.  
- If you want to pool a specific amount, select **Fixed Amount**. While the pool amount is typically based on amounts from the ledger, you can choose to base it on any fixed amount, such as equipment cost of 40000.00 GBP allocated across departments. Specify the fixed amount on the **Amounts Field** page. |
| 17.  | Click in the **Pool Ledger** field. |
| 18.  | Enter the desired information into the **Pool Ledger** field. Enter a valid value e.g. "RECORDING". |
| 19.  | Use the **Time Span** field to enter a value to specify a period that is relative to the current period: the fiscal year and accounting period that are to be used to retrieve pool records. Enter a single or multiple period time span to determine the accounting periods that are used for the pool. Relative time spans, such as PER (current period activity), retrieve amounts that are relative to the as of date that you specify on the **Allocation Request** page.  
You are not required to specify a value in the **Time Span** field; if you do, the system retrieves only the pool amounts for the specified fiscal year and accounting periods. If you leave this field blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify Any Table for the pool record, and the pool record does not have both **FISCAL_YEAR** and **ACCOUNTING_PERIOD** fields, you cannot specify a time span value here. |
| 20.  | If you specify Ledger Group as the Pool Record Type, the system determines the fiscal year and accounting period by using the calendar that is defined for the ledger group on the **Ledgers for a Unit - Definition** page.  
If you specify Any Table as the Pool Record Type, the system determines the fiscal year and accounting period by using the calendar that is defined on the **Time Spans** page. |
<p>| 21.  | If you specify a multiple period time span, the system adds together the pool amounts for all periods to get one single pool amount, regardless of the values that you enter in the <strong>Basis Time Span, Target Time Span, Basis Span Opt, and Target Span Opt</strong> fields. You cannot split pool amounts across periods to match basis or target periods. |
| 22.  | Click in the <strong>Time Span</strong> field. |
| 23.  | Enter the desired information into the <strong>Time Span</strong> field. Enter a valid value e.g. &quot;PER&quot;. |</p>
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<tr>
<td>24.</td>
<td>Use the <strong>Pool factor</strong> field to specify a percent value that refers to the pool amount in the ledger. The pool amount is typically based on amounts from your ledger and you can base it on any fixed amount.</td>
</tr>
</tbody>
</table>
| 25.  | Select one of the following options from the **Zero Pool Amount Option** field to tell the system how to proceed when the amount of the pool record retrieved is zero:  
  - **Calculate This Pool**: Proceed to calculate the amount when the pool is zero.  
  - **Select Next Pool**: Skip the zero amount pool record and select the next pool record for processing.  
  - **Stop Processing**: Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error.  
  - **Calc No Rows as Zero (calculate no rows as zero)**: If no pool rows are selected based on the time span and selection criteria that is specified in the **Pool** fields, the allocations process processes these rows as zero pool amounts. For rows that exist in the database, the system processes these rows the same as **Calculate This Pool**. When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the **Target/Offset** pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the pool. |
<p>| 26.  | Before the allocation process selects pool records, it groups them based on how the target and offset fields are specified. The process uses the <strong>Zero Pool Amount Option</strong> logic only if the total amounts of the group of pool records totals zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, the system process this group of pool records. |
| 27.  | Click the <strong>Zero Pool Amount Option</strong> list. |
| 28.  | Click an entry in the list. |
| 29.  | Use the <strong>Pool Fields</strong> grid to specify the field name that the Allocation process uses to select specific pool rows from the pool record. |
| 30.  | Use the <strong>Field Name</strong> field to enter the field name that the PeopleSoft Allocations process uses in selecting only certain pool rows from the pool record. If the pool record type is a ledger group, the pool record name is the ledger record name that is defined in the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the pool record. |
| 31.  | Click the <strong>vertical</strong> scrollbar. |
| 32.  | Click an entry in the list. |
| 33.  | Use the <strong>Selected Detail Values</strong> option to activate the first <strong>Specify Values/Range of Values/Tree Nodes</strong> edit box so that you can list individual pool field values, such as specific departments or accounts. |</p>
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<td>34.</td>
<td>Use the <strong>Selected Tree Nodes</strong> option to activate the tree information fields for you to specify a tree from which to select nodes. The <strong>Level Name</strong> field is optional and is used to limit the prompting to the selected level. Use the <strong>Set Control Value</strong> field to select trees that are not keyed by SetID. For example, some Project Costing trees are keyed by business unit. The system uses the value to identify which trees are available in the <strong>Tree Name</strong> field. Click the <strong>Selected Tree Nodes</strong> option.</td>
</tr>
<tr>
<td>35.</td>
<td>Use the <strong>Range of Values</strong> option to activate the <strong>Specify Values/Range of Values/Tree Nodes</strong> edit box for you to enter the beginning and ending pool field values. If you leave the <strong>Value</strong> field blank, the system selects all pool field values that are less than or equal to the <strong>To</strong> field value. You cannot leave the <strong>To</strong> field blank because the blank value is always the smallest value. You can insert multiple ranges of values.</td>
</tr>
<tr>
<td>36.</td>
<td>Click in the <strong>Tree Name</strong> field.</td>
</tr>
<tr>
<td>37.</td>
<td>Enter the desired information into the <strong>Tree Name</strong> field. Enter a valid value e.g. &quot;ACCTROLLUP&quot;.</td>
</tr>
<tr>
<td>38.</td>
<td>Use the <strong>Value</strong> field to specify allocation pool values for the Account field name. For this example, MRKTSELL is the account code for Marketing and Selling. Click in the <strong>Value</strong> field.</td>
</tr>
<tr>
<td>39.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;MRKTSELL&quot;.</td>
</tr>
<tr>
<td>40.</td>
<td>Next, you need to add an additional pool field to include specific departments in this allocation step. Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>41.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>42.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>43.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>44.</td>
<td>Use the <strong>Value</strong> field to specify the pool field values for specific departments that you want to include in this allocation. For this example, 21600 is the department code for the European sales region. Click in the <strong>Value</strong> field.</td>
</tr>
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</tr>
<tr>
<td>45.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;21600&quot;.</td>
</tr>
<tr>
<td>46.</td>
<td>You now want to allocate funds based on the product revenue account, which has the account code 400000 in the system. Click the <strong>Basis</strong> tab.</td>
</tr>
<tr>
<td>47.</td>
<td>Use the <strong>Basis</strong> page to determine the basis of the allocation or how to allocate the pool amount to the target. This depends on the type of allocation you selected on the <strong>Type</strong> page.</td>
</tr>
<tr>
<td>48.</td>
<td>In the <strong>Field Name</strong> field, select the basis field name that the Allocations process uses in selecting only certain rows from the basis record. If you do not explicitly specify the <strong>BUSINESS_UNIT</strong> field value, the system uses the business unit that is specified on the <strong>Allocation Request</strong> page to select basis rows. Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>49.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>50.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>51.</td>
<td>Use the <strong>Value</strong> field to specify values for specific accounts that you want to include in this allocation. Click in the <strong>Value</strong> field.</td>
</tr>
<tr>
<td>52.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;400000&quot;.</td>
</tr>
<tr>
<td>53.</td>
<td>Next, you need to add a basis value for this allocation to include specific departments in this allocation step. Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>54.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>55.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>56.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>57.</td>
<td>Click in the <strong>Value</strong> field.</td>
</tr>
<tr>
<td>58.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;21600&quot;.</td>
</tr>
<tr>
<td>59.</td>
<td>Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>Step</td>
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<td>------</td>
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</tr>
<tr>
<td>60.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>61.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>62.</td>
<td>Use the <strong>Value</strong> field to specify the basis field values that you want to include in this allocation for this product.</td>
</tr>
<tr>
<td></td>
<td>Click in the <strong>Value</strong> field.</td>
</tr>
<tr>
<td>63.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;ACCSSR&quot;.</td>
</tr>
<tr>
<td>64.</td>
<td>Next, add another product value for this allocation basis.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>65.</td>
<td>Enter the desired information into the <strong>Value</strong> field. Enter a valid value e.g. &quot;SERVRS&quot;.</td>
</tr>
<tr>
<td>66.</td>
<td>Now, you need to define the allocation target on the <strong>Target</strong> page.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Target</strong> tab.</td>
</tr>
<tr>
<td>67.</td>
<td>Use the <strong>Target</strong> page to define the destination for the allocation or the target record (journal or any table) and target field values.</td>
</tr>
<tr>
<td>68.</td>
<td>Use the <strong>Source</strong> field to populate the target field values, especially if the values are from the pool or basis records.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Source</strong> list.</td>
</tr>
<tr>
<td>69.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>70.</td>
<td>Now add a value for the allocation target.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>71.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>72.</td>
<td>Click the vertical scrollbar.</td>
</tr>
<tr>
<td>73.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>74.</td>
<td>Click the <strong>Source</strong> list.</td>
</tr>
<tr>
<td>75.</td>
<td>Click an entry in the list.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>76.</td>
<td>Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>77.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>78.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>79.</td>
<td>Click an entry in the list. <strong>Product</strong></td>
</tr>
<tr>
<td>80.</td>
<td>Selecting Basis as the <strong>Source</strong> enables you to take field values from basis records. Click the <strong>Source</strong> list.</td>
</tr>
<tr>
<td>81.</td>
<td>Click an entry in the list. <strong>Basis</strong></td>
</tr>
<tr>
<td>82.</td>
<td>Click the <strong>Offset</strong> tab.</td>
</tr>
<tr>
<td>83.</td>
<td>Use the <strong>Offset</strong> page to define the offset entry that will balance the target. Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.</td>
</tr>
<tr>
<td>84.</td>
<td>Use the <strong>Source</strong> field to populate the field values, especially if the values are from the pool or basis records. Click the <strong>Source</strong> list.</td>
</tr>
<tr>
<td>85.</td>
<td>Click an entry in the list. <strong>Pool</strong></td>
</tr>
<tr>
<td>86.</td>
<td>Next, add a value for the offset of the allocation. Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>87.</td>
<td>Click the <strong>Field Name</strong> list.</td>
</tr>
<tr>
<td>88.</td>
<td>Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>89.</td>
<td>Click an entry in the list. <strong>Department</strong></td>
</tr>
<tr>
<td>90.</td>
<td>Selecting Pool as the <strong>Source</strong> enables you to take the field values from pool records. Click the <strong>Source</strong> list.</td>
</tr>
</tbody>
</table>
### Step 91
Click an entry in the list.

### Step 92
Click the **Output Options** tab.

### Step 93
Use the **Output Options** page to define journal options if the target or offset record is Journals. You can also specify how allocated amounts should be converted to base currency amounts for InterUnit allocations between business units of different base currencies.

If the target or offset is a journal that is on the **Allocations Target** or **Allocations Offset** pages, you must define the journal options.

### Step 94
Use the **Journal ID Mask** field to specify a prefix for naming allocation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs.

For example, if you specify the Journal ID Mask to be ALLOC, the allocation journal IDs might be ALLOC00001, ALLOC00002, and so on. Alternatively, the value NEXT causes the system to assign the next available journal ID number automatically.

Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID.

Enter the desired information into the **Journal ID Mask** field. Enter a valid value e.g. "XX".

### Step 95
Use the **Post Journal(s)** option to post the journals. If you select this option, the system automatically selects the **Edit Journal(s)** and **Budget Check Journal(s)** fields. You can clear the **Budget Check Journal(s)** field if you want to run the Budget Processor later to update the commitment control ledgers.

### Step 96
Use the **Edit Journal(s)** option to edit the journals that the PeopleSoft Allocations process creates so that you do not have to edit them later in a separate process. You select this option when you want to edit journals without posting them.

Typically, you select this option in a multiple-step allocation process where the pool amount for the next step comes from the target of the previous step. If journals are not posted, the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the PeopleSoft Allocations process calls the Journal Edit process (GL_JEDIT) first to edit the journals.

### Step 97
If the journals fail in the Journal Edit process, the system does not post them to the ledger and the PeopleSoft Allocations process issues this error message: “Allocation step … is complete with journal created but not posted.” Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you might have to change the allocation step definition to avoid it.

Click the **Edit Journal(s)** option.
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<td>98.</td>
<td>Use the <strong>Budget Check Journal(s)</strong> field to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, the system automatically selects <strong>Edit Journal(s)</strong>. You must edit journals before you budget check them.</td>
</tr>
<tr>
<td>99.</td>
<td>Click the <strong>Round Options</strong> tab.</td>
</tr>
<tr>
<td>100.</td>
<td>Use the <strong>Round Options</strong> page to define the method for rounding the allocation amount and distributing odd cents. This option is valid for only these allocation types: Spread Evenly, Allocate of Fixed Basis, and Prorata with Record Basis.</td>
</tr>
</tbody>
</table>
| 101. | Use the **Round Options** field to specify the method to use to round the allocation amount. Choose from the following:  
  - **Normal**: This is the default. The process rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 is rounded to 104.50 GBP.  
  - **Round Down**: The process rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 is rounded down to 104.49 GBP.  
  - **Round Up**: Rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 and 104.494 are both rounded up to 104.50 GBP.  
  - **Truncate**: Truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.4949 are truncated to 104.49 GBP. |
| 102. | Use the **Distribute Odd Cents** field to determine where to distribute odd cents. Because allocation processing is set based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread even, and fixed basis.  

For allocation types of prorata, spread even, and fixed basis, the process balances the target and offset amounts to the pool amount that is allocated. In other words, the process attempts to allocate 100 percent of the pool amount to the target and offset amount, sometimes resulting in odd cents. |
| 103. | Click the **Batch Records** link.  
*Batch Records* |
| 104. | Use the **Batch Records** page to specify the batch temporary tables that are used in the PeopleSoft Allocations process. |
| 105. | Click the **Amount Fields** link.  
*Amount Fields* |
<p>| 106. | Use the <strong>Amount Fields</strong> page to define the amount field mapping between the pool, basis, target, and offset records. |
| 107. | Click the horizontal scrollbar. |
| 108. | View the remaining fields on the page. |
| 109. | Click the horizontal scrollbar. |</p>
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<tr>
<td>110.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>111.</td>
<td>You successfully defined an allocation step. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>