Georgia*FIRST* Financials V8

Announcement

POSTED: June 12, 2009

SUBJECT: Budget Prep Project/Grant Analysis Prior to Financials Export

PURPOSE: To notify users at all institutions using Georgia*FIRST* PeopleSoft Financials Version 8.9 about the Project/Grant analysis that should be performed prior to exporting from Budget Prep to Financials.

FUNCTIONAL IMPACT: Users should analyze Project/Grant End Dates and Overall Project/Grant Amounts before exporting from Budget Prep into Financials. This process consists of the following steps:

- 1. Analyze the Project/Grant End Dates by querying the PROJECT and BUD_JRNLBLD_BOR tables, comparing the results from the BUD_JRNLBLD_BOR query with the associated Start and End Dates from the PROJECT query grant by grant, and taking the appropriate corrective action of extending the Project/Grant End Date if needed.
- 2. Extend any Project/Grant End Dates identified in Step 1 for the coming fiscal year.
- 3. Analyze the overall Project/Grant amounts by querying the LEDG_KK_VW_BOR table, and comparing the total amount budgeted for previous budget periods to determine if budget amounts need to be adjusted based on those prior budgets.
- 4. Take any corrective action indicated in Step 3 by creating and posting Project/Grant budget journals needed for adjusting prior budget period budget amounts to equal the sum of the pre-encumbrances, encumbrances and expenses for that particular grant budget, or by increasing the overall grant amount.

SUPPORTING DOCUMENTATION: The following **Budget Prep Project/Grant Analysis Prior to Financials Export** document contains instructions for the Project/Grant analysis that should be performed prior to exporting from Budget Prep to Financials.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at <u>http://www.usg.edu/customer_services</u> (support request self-service) or e-mail <u>helpdesk@usg.edu</u>. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).

INSTRUCTIONS FOR PROJECT/GRANT ANALYSIS PRIOR TO BUDGET PREP EXPORT TO FINANCIALS in Georgia*FIRST* PeopleSoft Financials Version 8.9

Users should analyze Project/Grant End Dates and Overall Project/Grant Amounts before exporting from Budget Prep into Financials. This process consists of the following steps:

- 1. Analyze the Project/Grant End Dates by querying the PROJECT and BUD_JRNLBLD_BOR tables, comparing the results from the BUD_JRNLBLD_BOR query with the associated Start and End Dates from the PROJECT query grant by grant, and taking the appropriate corrective action of extending the Project/Grant End Date if needed.
- 2. Extend any Project/Grant End Dates identified in Step 1 for the coming fiscal year.
- 3. Analyze the overall Project/Grant amounts by querying the LEDG_KK_VW_BOR table, and comparing the total amount budgeted for previous budget periods to determine if budget amounts need to be adjusted based on those prior budgets.
- 4. Take any corrective action indicated in Step 3 by creating and posting Project/Grant budget journals needed for adjusting prior budget period budget amounts to equal the sum of the preencumbrances, encumbrances and expenses for that particular grant budget, or by increasing the overall grant amount.

Step 1. Analyze Project/Grant End Dates

Analyze the Project/Grant End Dates by querying the PROJECT and BUD_JRNLBLD_BOR tables, comparing the results from the BUD_JRNLBLD_BOR query with the associated start and end dates from the PROJECT query grant by grant, and taking the appropriate corrective action of extending the Project/Grant End Date if needed.

1. Build a new query to query the PROJECT table and save the results in Excel as shown below.



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2. Build a new query to query the BUD_JRNLBLD_BOR table and save the results in Excel as shown below.

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3. After running both queries, compare the results from the BUD_JRNLBLD_BOR query with the associated Start and End Dates from the PROJECT query grant by grant, and take the appropriate corrective action of extending the grant End Date if needed.

Step 2. Extend the Project/Grant End Date

Extend any Project/Grant End Dates identified in Step 1 for the coming fiscal year.

 Select Set Up Financials/Supply Chain⇒Common Definitions⇒Design ChartFields⇒Define Values⇒ChartField Values. This brings you to the ChartField Values page.



2. Click on the **Project** link. The **Project ID – Find an Existing Value** page displays.

Project ID

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

Find an Ex	isting Value	Add a New Value					
SetID:	= 😽	27000]٩				
Project:	begins with 🐱	007]Q				
Description:	begins with 🐱]				
Correct H	listory 🗌 Case	e Sensitive					
Search	Search Clear Basic Search 🗐 Save Search Criteria						
Find an Exist	ing Value Add a	a New Value					

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- 3. Verify your institution's business unit number appears in the SetID field.
- 4. Enter or select the appropriate **Project**.
- 5. Click the **Correct History** check box ON.
- 6. Click on Search . The **Project** page displays.

Project	Description BOR Project Info BO	OR Project Financials			
Project					
SetID:	27000				Inin Contont
Project:	007			Ľ	lain content
*Description:	Federal College Work Study Pro	*Status:	Active 🗸	Attributes	
*Start Date:	01/01/1901				
*End Date:	06/30/2009 🛐	Summary	Project		
Project Mana	ager <u>Customize Find</u> V	ïew All 🛗 🛛 First 🗹	1 of 1 🕑 Last		
*Effective Da	te <u>*Manager</u> <u>Manager Name</u>				
01/01/1901	🖲 001201 🔍		÷ =		
			_	_	-
Save 🚨	Return to Search		E+ Add	Dpdate/Display	Correct Histor
Project Descri	ntion LBOR Project Info LBOR Project Fin	ancials			

7. Change the **End Date** to a date in the new Fiscal Year.

Project	Description BOR Project Info	BOR Project Financials		
Project				
SetID:	27000			
Project:	007			
*Description:	Federal College Work Study Pro	*Status:	Active 🗸	Attributes
*Start Date:	01/01/1901 🛐			
*End Date:	07/01/2010 🛐	Summary	Project	
	E Save			
8. Click on 💾	Jave			

Step 3. Analyze the Overall Project/Grant Amount

Analyze the overall Project/Grant amounts by querying the LEDG_KK_VW_BOR table, and comparing the total amount budgeted for previous budget periods to determine if budget amounts need to be adjusted based on those prior budget periods.

1. Build a new query to query the LEDG_KK_VW_BOR table as shown below.

A LEDG	S_KK_VW_BOR - Ledger View with KK Amt Types	Hierarchy Join
	Check All Fields Uncheck All Fields	
Fields		Find View All 🛛 First 🗹 1-27 of 27 🕨 L
	🗁 BUSINESS_UNIT - Business Unit	
	🗁 LEDGER_GROUP - Ledger Group	
	🗁 LEDGER - Ledger	
	🗁 ACCOUNT - Account	
	🗁 DEPTID - Department	
	🗁 OPERATING_UNIT - Operating Unit	Join OPER UNIT TBL -
	PRODUCT - Product	Operating Unit
		Products
	🗁 FUND_CODE - Fund Code	¹⁻ in FUND_TBL - Fund Table
	🖙 CLASS_FLD - Class Field	Juin CLASS CF TBL - Class
	🗁 PROGRAM_CODE - Program Code	of Irade Table
		Program Table
	BUDGET_REF - Budget Reference	Join BUD REF TBL - Budget
	🗁 AFFII IATE - Affiliate	Loin AFFILIATE VW - View of
	-	GL Bus Unit Table
	AFFILIATE_INTRA1 - Fund Affiliate	
	AFFILIATE_INTRA2 - Operating Unit Affiliate	
	CHARTFIELD1 - ChartField 1	Join CHARTFIELD1 TBL -
	🗁 CHARTFIELD2 - ChartField 2	Join CHARTFIELD2 TBL -
		Chartfield2
	CHARTFIELD3 - ChartField 3	Join CHARTFIELD3 TBL - Chartfield3
	🗁 PROJECT_ID - Project	<u>onaraicido</u>
	📴 BUDGET_PERIOD - Budget Period	
	🗁 CURRENCY_CD - Currency Code	
	STATISTICS_CODE - Statistics Code	
	🗁 FISCAL_YEAR - Fiscal Year	
	ACCOUNTING_PERIOD - Accounting Period	
	POSTED_TOTAL_AMT - Posted Total Amount	
	PRE_ENCUM_AMOUNT - Pre Encumbered Amou	Int
	ENCUMBERED_AMOUNT - Encumbered Amount	
~	EXPENDED AMOUNT - Expended Amount	

Edit the four (4) amount fields as shown to use the aggregate sum and the change the ordering so that your **Fields** page looks like the following:

Records Query Expressions Prompts	s Fields	Criteria Y Having Y	View SQL Run
Query Name: New Unsaved Query	Description:		
View field properties, or use field as criteria in query state	ment.		Reorder / Sort
Fields		Customize Find View All	First 🗹 1-6 of 6 🕨 Last
Col Record.Fieldname	Format Ord XLAT	Agg Heading Text	Add Criteria Edit Delete
1 A.PROJECT_ID - Project	Char15 1	Project	윢 📴 Edit
2 A.FISCAL_YEAR - Fiscal Year	Num4.0 2	Year	😪 🔄 Edit
3 A.POSTED_TOTAL_AMT - Posted Total Amount	SNm25.3	Sum Sum Total Amt	🐕 🗾 Edit 🖃
4 A.PRE_ENCUM_AMOUNT - Pre Encumbered Amount	t SNm25.3	Sum Pre Encumbered	🐕 🔄
5 A.ENCUMBERED_AMOUNT - Encumbered Amount	SNm25.3	Sum Sum Encumbered	🐕 🗾 Edit 🖃
6 A.EXPENDED_AMOUNT - Expended Amount	SNm15.2	Sum Sum Expended	🗣 🔄 Edit
(E Save As New Query Prefere	ences <u>Properties</u>	New Union	Q Return to Search

Add two prompts as shown in the **Prompts** page below:

Records Query Expressions	Prompts Fields Criteria Having	View SQL Run
Query Name: New Unsaved Query	Description:	
Add Prompt		
Prompts List	Customize Find 🛗 🛛 First 🗹 1-2 of 2 🕨 Last	
Prompt	Edit Delete	
:1 = PROJECT_ID - Project	Edit	
:2 = LEDGER_GROUP - Ledger Grp	Edit	
Save As New Query	Preferences Properties New Union	Q Return to Search

Add criteria based on these two prompts as shown in the **Criteria** page below:

Records	Query CExpres	sions Prompts	Fields	Criteria Having	View SQL Run
Query Name: B	OBBI_WIP		Description:		
Add Criteria	Group Criteria	Reorder Criteria	1		
Criteria				Customize Find 🎬	First 🛃 1-2 of 2 🕨 Last
Logical	Expression1		Condition Type	Expression 2	Edit Delete
~	A.PROJECT_ID - P	roject	like	:1	Edit 📃
AND 🗸	A.LEDGER_GROU	IP - Ledger Group	equal to	:2	Edit
📳 Save)	Save As New	Query Prefere	nces <u>Properties</u>	New Union	Q Return to Search

Your View SQL page for this query should look like the following:

Records	Query	Expressions γ	Prompts Y	Fields Y C	riteria \Upsilon	Having	View SQL	Run
Query Name:	BOBBI_WIP		De	scription:				
Query SQL:		SCAL VEAR SUM		TAL AMT) SUM(NIM AMOUNT) SUM(
AENCUMBE FROM PS_L WHERE A.P AND A.LEI GROUP BY ORDER BY	RED_AMOUNT), RED_KK_VW_B ROJECT_ID LIK OGER_GROUP = A.PROJECT_ID, 1, 2	SCAL_HEAR, SOM SUM(AEXPENDE OR A E :1 E :1 :2 A.FISCAL_YEAR	((APOSTED_TOT	IAL_AMT), SOM(A.PRE_ENC	.UM_AMUUNT), SUM(
							_	
🔚 Save	Save As	New Query	Preterences	Properties	New Unio	<u>n</u>	QR	eturn to Search

Save the query with your desired **Query** name, such as GRT_ANA_POSTED_TOT_AMT as shown below, and note whether it is a Public or Private query.

When you run the query, you will be prompted for the **Project ID** and **Ledger Group**.



GRT_ANA_POSTED_TOT_AMT

Project:	%
Ledger Grp:	PRMST_EXP
ОК	Cancel

To see a specific Project ID, enter the **Project ID** in the **Project** field. To see all Project IDs, enter % in the **Project** field.

For the Ledger Group, you can use one of the following options:

- **PRMST_EXP** (overall)
- **PROJ_GRT** (budgeted)
- 2. Compare the total amount budgeted for previous budget periods to determine if budget amounts need to be adjusted based on those prior budgets.

Step 4. Create and Post Adjusting Project/Grant Budget Journals

Take any corrective action indicated in Step 3 by creating and posting Project/Grant budget journals needed for adjusting prior budget period budget amounts to equal the sum of the preencumbrances, encumbrances and expenses for that particular grant budget, or by increasing the overall grant amount.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the OIIT HELPDESK at

<u>http://www.usg.edu/customer_services</u> (support request self-service) or e-mail <u>helpdesk@usg.edu</u>. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).