

## GeorgiaFIRST 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 GeorgiaFIRST 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 [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). 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 GeorgiaFIRST 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 pre-encumbrances, 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.



Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

Alias Record

A PROJECT - Projects [Hierarchy Join](#)

Check All Fields Uncheck All Fields

Fields Find | View 100 First 51-100 of 118 Last

- PC\_SCH\_FIELD3 - Field 3
- PC\_SCH\_FIELD4 - Field 4
- PC\_SCH\_FIELD5 - Field 5
- PC\_SCH\_FIELD6 - Field 6
- PC\_SCH\_FIELD7 - Field 7
- PC\_SCH\_FIELD8 - Field 8
- PC\_INDENT\_LEVEL - Tree Indent Level
- PROJ\_GRANT\_STATUS - Status
- GRANT\_FLG - Grants Project
- GM\_PRIMARY\_FLAG - Project Primary Flag
- PC\_TEMPLATE\_ID - Rate Set
- PC\_END\_DIST\_SW - Multiple Funding Sources?
- START\_DT - Start Date
- END\_DT - End Date

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Add Criteria Group Criteria Reorder Criteria

**Criteria** Customize | Find | First 1-2 of 2 Last

| Logical | Expression1                                | Condition Type | Expression 2 | Edit | Delete |
|---------|--|----------------|--------------|------|--------|
|         | A.END_DT - End Date                        | less than      | 2009-07-01   | Edit |        |
| AND     | A.EFF_STATUS - Status as of Effective Date | equal to       | A            | Edit |        |

Save Save As New Query Preferences Properties New Union Return to Search

| Project  | Status | Start Date | End Date   |
|----------|--------|------------|------------|
| FA0701   | A      | 1/1/1901   | 6/30/2007  |
| MRR0755A | A      | 1/1/1901   | 6/30/2007  |
| 035      | A      | 1/1/1901   | 6/30/2002  |
| 036      | A      | 1/1/1901   | 6/30/2003  |
| 037      | A      | 1/1/1901   | 6/30/2003  |
| 038      | A      | 1/1/1901   | 6/30/2003  |
| 039      | A      | 1/1/1901   | 6/30/2003  |
| 303      | A      | 1/1/1901   | 6/30/2002  |
| 144      | A      | 1/1/1901   | 10/16/2003 |
| PA0302   | A      | 1/1/1901   | 6/30/2003  |
| BH0301   | A      | 1/1/1901   | 6/30/2003  |
| AH0301   | A      | 1/1/1901   | 6/30/2003  |
| BH0303   | A      | 1/1/1901   | 6/30/2003  |
| LL0301   | A      | 1/1/1901   | 6/30/2004  |
| BH0304   | A      | 1/1/1901   | 9/30/2003  |
| C0304    | A      | 1/1/1901   | 6/30/2003  |
| 040      | A      | 1/1/1901   | 6/30/2006  |
| BW0601   | A      | 1/1/1901   | 12/31/2006 |
| MRR07J54 | A      | 1/1/1901   | 6/30/2007  |
| MRR0750A | A      | 1/1/1901   | 6/30/2007  |
| MRR0751A | A      | 1/1/1901   | 6/30/2007  |
| MRR0754A | A      | 1/1/1901   | 6/30/2007  |
| 216      | A      | 1/1/1901   | 1/7/2006   |
| LI0303   | A      | 1/1/1901   | 6/30/2004  |
| LI0304   | A      | 1/1/1901   | 6/30/2004  |

- Build a new query to query the BUD\_JRNLBLD\_BOR table and save the results in Excel as shown below.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

**Chosen Records**

Alias Record

A BUD\_JRNLBLD\_BOR - BOR Budgets Jrnl Bld [Hierarchy Join](#)

Check All Fields Uncheck All Fields

Fields Find | View All First 1-19 of 19 Last

- BUSINESS\_UNIT - Business Unit
- LEDGER - Ledger
- BUDGET\_PERIOD - Budget Period
- FUND\_CODE - Fund Code
- DEPTID - Department [Join DEPT\\_TBL - Departments](#)
- CLASS\_FLD - Class Field
- PROGRAM\_CODE - Program Code
- PROJECT\_ID - Project

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Add Criteria Group Criteria Reorder Criteria

**Criteria** Customize | Find | First 1-2 of 2 Last

| Logical | Expression1                     | Condition Type | Expression 2 | Edit | Delete |
|---------|---------------------------------|----------------|--------------|------|--------|
|         | A.LEDGER - Ledger               | equal to       | PROJ_GR_BD   | Edit |        |
| AND     | A.BUDGET_PERIOD - Budget Period | equal to       | 2010         | Edit |        |

Save Save As New Query Preferences Properties New Union Return to Search

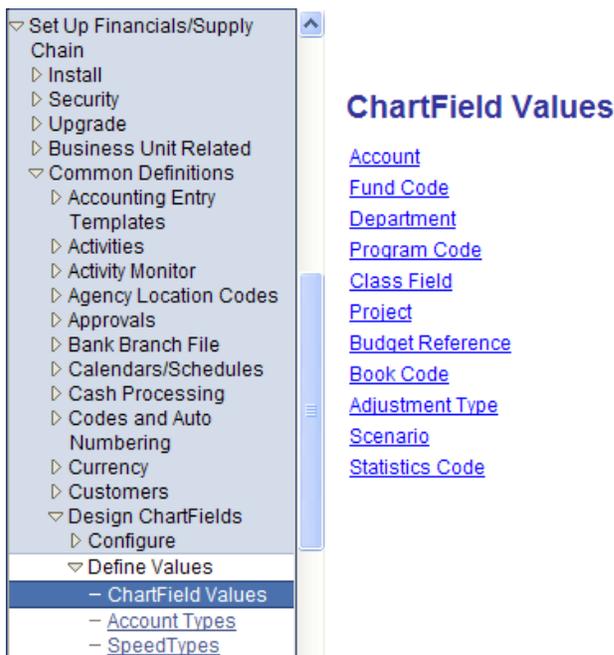
|    | A          | B             | C       | D | E | F | G | H | I | J | K |
|----|------------|---------------|---------|---|---|---|---|---|---|---|---|
| 1  |            | 195           |         |   |   |   |   |   |   |   |   |
| 2  | Ledger     | Budget Period | Project |   |   |   |   |   |   |   |   |
| 3  | PROJ_GR_BD | 2010          | 155     |   |   |   |   |   |   |   |   |
| 4  | PROJ_GR_BD | 2010          | 155     |   |   |   |   |   |   |   |   |
| 5  | PROJ_GR_BD | 2010          | 313     |   |   |   |   |   |   |   |   |
| 6  | PROJ_GR_BD | 2010          | 265     |   |   |   |   |   |   |   |   |
| 7  | PROJ_GR_BD | 2010          | 314     |   |   |   |   |   |   |   |   |
| 8  | PROJ_GR_BD | 2010          | 203     |   |   |   |   |   |   |   |   |
| 9  | PROJ_GR_BD | 2010          | 203     |   |   |   |   |   |   |   |   |
| 10 | PROJ_GR_BD | 2010          | 203     |   |   |   |   |   |   |   |   |
| 11 | PROJ_GR_BD | 2010          | 203     |   |   |   |   |   |   |   |   |
| 12 | PROJ_GR_BD | 2010          | 203     |   |   |   |   |   |   |   |   |
| 13 | PROJ_GR_BD | 2010          | 220     |   |   |   |   |   |   |   |   |
| 14 | PROJ_GR_BD | 2010          | 220     |   |   |   |   |   |   |   |   |
| 15 | PROJ_GR_BD | 2010          | 220     |   |   |   |   |   |   |   |   |
| 16 | PROJ_GR_BD | 2010          | 306     |   |   |   |   |   |   |   |   |
| 17 | PROJ_GR_BD | 2010          | 159     |   |   |   |   |   |   |   |   |
| 18 | PROJ_GR_BD | 2010          | 200     |   |   |   |   |   |   |   |   |
| 19 | PROJ_GR_BD | 2010          | 200     |   |   |   |   |   |   |   |   |
| 20 | PROJ_GR_BD | 2010          | 200     |   |   |   |   |   |   |   |   |
| 21 | PROJ_GR_BD | 2010          | 200     |   |   |   |   |   |   |   |   |
| 22 | PROJ_GR_BD | 2010          | 200     |   |   |   |   |   |   |   |   |
| 23 | PROJ_GR_BD | 2010          | 204     |   |   |   |   |   |   |   |   |
| 24 | PROJ_GR_BD | 2010          | 204     |   |   |   |   |   |   |   |   |
| 25 | PROJ_GR_BD | 2010          | 204     |   |   |   |   |   |   |   |   |
| 26 | PROJ_GR_BD | 2010          | 204     |   |   |   |   |   |   |   |   |
| 27 | PROJ_GR_BD | 2010          | 204     |   |   |   |   |   |   |   |   |

- 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.



- 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 Existing Value
Add a New Value

SetID:

Project:

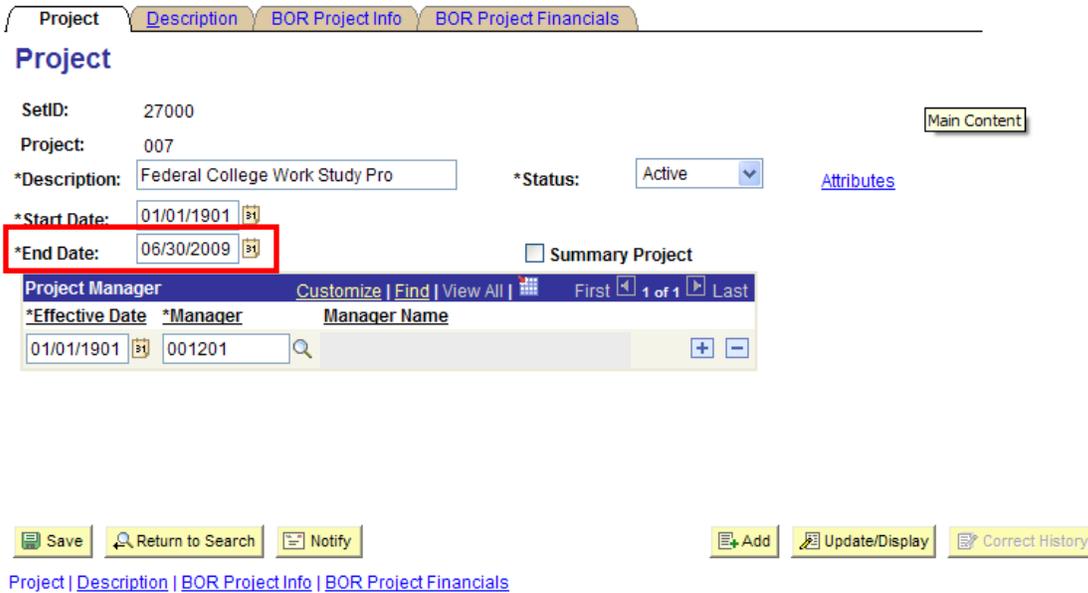
Description:

Correct History  Case Sensitive

[Basic Search](#)

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

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 . The **Project** page displays.



Project | [Description](#) | [BOR Project Info](#) | [BOR Project Financials](#)

**Project**

SetID: 27000 [Main Content](#)

Project: 007

\*Description: Federal College Work Study Pro \*Status: Active [Attributes](#)

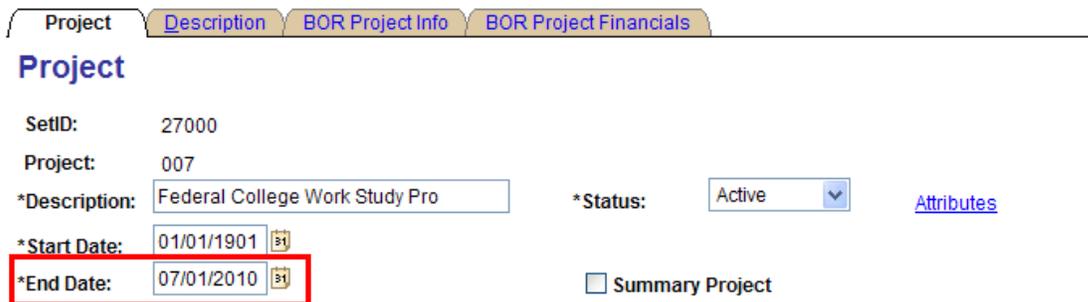
\*Start Date: 01/01/1901

\*End Date: 06/30/2009   Summary Project

| *Effective Date | *Manager | Manager Name |
|-----------------|----------|--------------|
| 01/01/1901      | 001201   |              |

[Project](#) | [Description](#) | [BOR Project Info](#) | [BOR Project Financials](#)

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

8. Click on .

### 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.

LEDG\_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 | Last |
|--|------|----------|-------|------------|------|
| <input type="checkbox"/> BUSINESS_UNIT - Business Unit                       |      |          |       |            |      |
| <input type="checkbox"/> LEDGER_GROUP - Ledger Group                         |      |          |       |            |      |
| <input type="checkbox"/> LEDGER - Ledger                                     |      |          |       |            |      |
| <input type="checkbox"/> ACCOUNT - Account                                   |      |          |       |            |      |
| <input type="checkbox"/> DEPTID - Department                                 |      |          |       |            |      |
| <input type="checkbox"/> OPERATING_UNIT - Operating Unit                     |      |          |       |            |      |
| <input type="checkbox"/> PRODUCT - Product                                   |      |          |       |            |      |
| <input type="checkbox"/> FUND_CODE - Fund Code                               |      |          |       |            |      |
| <input type="checkbox"/> CLASS_FLD - Class Field                             |      |          |       |            |      |
| <input type="checkbox"/> PROGRAM_CODE - Program Code                         |      |          |       |            |      |
| <input type="checkbox"/> BUDGET_REF - Budget Reference                       |      |          |       |            |      |
| <input type="checkbox"/> AFFILIATE - Affiliate                               |      |          |       |            |      |
| <input type="checkbox"/> AFFILIATE_INTRA1 - Fund Affiliate                   |      |          |       |            |      |
| <input type="checkbox"/> AFFILIATE_INTRA2 - Operating Unit Affiliate         |      |          |       |            |      |
| <input type="checkbox"/> CHARTFIELD1 - ChartField 1                          |      |          |       |            |      |
| <input type="checkbox"/> CHARTFIELD2 - ChartField 2                          |      |          |       |            |      |
| <input type="checkbox"/> CHARTFIELD3 - ChartField 3                          |      |          |       |            |      |
| <input checked="" type="checkbox"/> PROJECT_ID - Project                     |      |          |       |            |      |
| <input type="checkbox"/> BUDGET_PERIOD - Budget Period                       |      |          |       |            |      |
| <input type="checkbox"/> CURRENCY_CD - Currency Code                         |      |          |       |            |      |
| <input type="checkbox"/> STATISTICS_CODE - Statistics Code                   |      |          |       |            |      |
| <input checked="" type="checkbox"/> FISCAL_YEAR - Fiscal Year                |      |          |       |            |      |
| <input type="checkbox"/> ACCOUNTING_PERIOD - Accounting Period               |      |          |       |            |      |
| <input checked="" type="checkbox"/> POSTED_TOTAL_AMT - Posted Total Amount   |      |          |       |            |      |
| <input checked="" type="checkbox"/> PRE_ENCUM_AMOUNT - Pre Encumbered Amount |      |          |       |            |      |
| <input checked="" type="checkbox"/> ENCUMBERED_AMOUNT - Encumbered Amount    |      |          |       |            |      |
| <input checked="" type="checkbox"/> EXPENDED_AMOUNT - Expended Amount        |      |          |       |            |      |

Join OPER\_UNIT\_TBL - Operating Unit  
 Join PRODUCT\_TBL - Products  
 Join FUND\_TBL - Fund Table  
 Join CLASS\_CF\_TBL - Class of Trade Table  
 Join PROGRAM\_TBL - Program Table  
 Join BUD\_REF\_TBL - Budget Reference Table  
 Join AFFILIATE\_VW - View of GL Bus Unit Table  
 Join CHARTFIELD1\_TBL - Chartfield1  
 Join CHARTFIELD2\_TBL - Chartfield2  
 Join CHARTFIELD3\_TBL - Chartfield3

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    **Fields**    Criteria    Having    View SQL    Run

Query Name: New Unsaved Query    Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

| Col | Record.FieldName                           | Format  | Ord | XLAT | Agg | Heading Text       | Add Criteria | Edit | Delete |
|-----|--|---------|-----|------|-----|--------------------|--------------|------|--------|
| 1   | A.PROJECT_ID - Project                     | Char15  | 1   |      |     | Project            |              | 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 | SNm25.3 |     |      | Sum | Sum Pre Encumbered |              | Edit | [-]    |
| 5   | A.ENCUMBERED_AMOUNT - Encumbered Amount    | SNm25.3 |     |      | Sum | Sum Encumbered     |              | Edit | [-]    |
| 6   | A.EXPENDED_AMOUNT - Expended Amount        | SNm15.2 |     |      | Sum | Sum Expended       |              | Edit | [-]    |

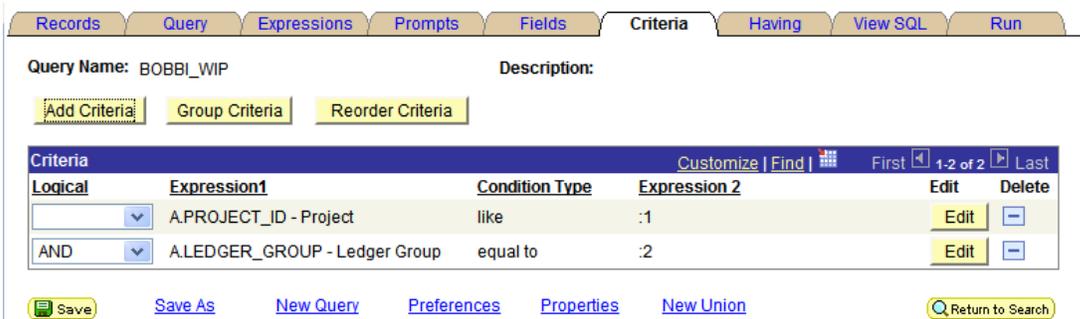
Save    Save As    New Query    Preferences    Properties    New Union    Return to Search

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



The screenshot shows the 'Prompts' tab selected in a software interface. At the top, there are tabs for 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'View SQL', and 'Run'. Below the tabs, the 'Query Name' is 'New Unsaved Query' and the 'Description' is empty. There is an 'Add Prompt' button. Below that is a 'Prompts List' table with columns for 'Prompt', 'Edit', and 'Delete'. The table contains two entries: ':1 = PROJECT\_ID - Project' and ':2 = LEDGER\_GROUP - Ledger Grp'. At the bottom, there are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and 'Return to Search'.

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



The screenshot shows the 'Criteria' tab selected in the software interface. The 'Query Name' is 'BOBBI\_WIP' and the 'Description' is empty. There are buttons for 'Add Criteria', 'Group Criteria', and 'Reorder Criteria'. Below these is a 'Criteria' table with columns for 'Logical', 'Expression1', 'Condition Type', 'Expression 2', 'Edit', and 'Delete'. The table contains two entries: one with 'APROJECT\_ID - Project' and 'like' condition, and another with 'ALEGGER\_GROUP - Ledger Group' and 'equal to' condition. At the bottom, there are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and 'Return to Search'.

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



The screenshot shows the 'View SQL' tab selected in the software interface. The 'Query Name' is 'BOBBI\_WIP' and the 'Description' is empty. Below this is the 'Query SQL' section containing the following SQL code:  

```
SELECT A.PROJECT_ID, A.FISCAL_YEAR, SUM(A.POSTED_TOTAL_AMT), SUM(A.PRE_ENCUM_AMOUNT), SUM(A.ENCUMBERED_AMOUNT), SUM(A.EXPENDED_AMOUNT)
FROM PS_LEDG_KK_VW_BOR A
WHERE A.PROJECT_ID LIKE :1
      AND A.LEDGER_GROUP = :2
GROUP BY A.PROJECT_ID, A.FISCAL_YEAR
ORDER BY 1, 2
```

 At the bottom, there are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', 'New Union', and 'Return 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

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Project:

Ledger Grp:

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 pre-encumbrances, 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 [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). 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).