General Ledger (GL) and Commitment Control (KK)
Delta Training for PSFIN v9.2
Participant Guide

Version 1.0

GeorgiaFIRST Financials
March 2015
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Introduction

This General Ledger and Commitment Control Participant Guide is designed to help you prepare for the PSFIN Upgrade to version 9.2 at the end of March. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in these modules. This Participant Guide accompanies the GL/KK Delta Training for PSFIN v9.2 being held virtually over WebEx.

Before this virtual training, all participants should view the PSFIN v9 Upgrade General Ledger and Commitment Control video that can be accessed here. The purpose of the video is to prepare you about what changes are occurring in GL and KK and to provide some background as to why these changes are happening. This video is only 14 minutes long, but it will prepare you for the Virtual Training session.

This GL/KK Delta Training consists of six lessons:

- Lesson 1: Budget Reference/Period Changes
- Lesson 2: Workflow in GL/KK
- Lesson 3: Commitment Control Ledger Configuration Changes
- Lesson 4: Additional Changes in GL
- Lesson 5: GL Workcenter
- Lesson 6: Available Reports and Queries

There will also be plenty of time at the conclusion of the training for questions and answers.
Lesson 1: Budget Reference/Period Changes

As mentioned in the General Ledger and Commitment Control video, we are changing the way that we use the Budget Reference field. Beginning in FY2016, we are using Budget Reference exclusively to denote the budget year on a transaction. While the Budget Period field will still exist, it will not be utilized in the GeorgiaFIRST reporting model.

We are shifting to the exclusive use of Budget Reference in order to eliminate a custom modification that was in place to sync Budget Reference to Budget Period. This custom modification sometimes did not work very well, causing mismatches between Budget Date and Budget Reference.

However, because we are upgrading PSFIN in the middle of a fiscal year, there are certain guidelines to follow when entering transactions.

- Between Go Live and 6/30/2015:
  - Continue using Budget Period
  - The Budget Date will default to your Accounting Date and should match your Budget Reference
- FY2016 – Entering Transactions for Budget Year 2016:
  - Use Budget Reference only
- FY2016 – Entering Transactions for a Previous Budget Year:
  - Use Budget Reference and Budget Date

In addition, since the access to the budget date field will no longer determine who can update the budget year to which a transaction is charged, we are implementing Workflow Approvals for those transactions that do not fall within the expected Budget Reference parameters. When a user enters a transaction and uses a Budget Reference that does not match the current fiscal year, it will enter Budget Reference Approval Workflow. Also, when a user enters a transaction that has a predecessor transaction (i.e., Voucher created from a Purchase Order) and the Budget References on the corresponding distributions lines do not match, the transaction will enter Budget Reference Approval Workflow.

Creating and Submitting an Journal Entry

2. Enter or select Business Unit
3. Click the Add button
4. On the Header page, enter a description in the Long Description field
5. In the Ledger Group drop down, select the ledger group where you want to post the journal
6. In the Source field, select a journal source that best represents how the journal determines various options for entering and entering journals. In most cases, this will be ONL.
7. Click the Save Journal Incomplete Status checkbox if you wish to finalize and process the journal at a later time
8. Select the Lines tab
a. The Lines page enables you to record transactions that comprise a journal. A single journal entry must be at least two lines in length because total debits must equal total credits for a single journal entry. The account numbers you enter here classify the nature of a transaction.

9. Enter a value in the Account field
10. Enter a value in the Fund field
11. Enter a value in the Dept field
12. Enter a value in the Program field
13. Enter a value in the Class field
14. If you are entering this journal between 3/30/15 and 6/30/15, continue. Otherwise skip to step #15.
   a. In the Budget Reference field, enter 2015.
   b. In the Budget Date field, enter the Budget Date (until FY16, both the Budget Reference and Budget Date fields must be entered)
   c. Skip to Step #17
15. If you are entering this journal on or after 7/1/15 for a Budget Year 2015 transaction, continue. Otherwise skip to step #16.
   a. In the Budget Reference field, enter 2015.
   b. In the Budget Date field, enter the Budget Date (required since it is for BY15 or earlier)
   c. Skip to Step #17
16. If you are entering this journal on or after 7/1/15 for an FY16 transaction (or beyond), continue.
   a. In the Budget Reference field, enter the appropriate Budget Year.
17. Enter a value in the Amount field
18. Insert a line by clicking the Insert Lines button (+)
19. Fields specified in the copy down feature in the Journal Entry Template will populate automatically
20. Update the values on the second line and enter the offsetting amount
21. Verify that the journal entry is correct
22. Save the journal
23. If you selected the Save Journal Incomplete Status checkbox, you will get a message that the journal cannot be posted because its status is not complete. Clear the checkbox on the Header tab to continue processing the journal.
24. In the Process drop down list, select Edit Journal
25. Click the Process button
26. Notice that the Journal Status changes to V after the journal is edited (V = Valid). You can only post a journal that has a valid journal status and the journal passes the budget check
   a. To review any budget exceptions, select the Budget Status link under the Lines tab and within the Total section
   b. If necessary review the budget exceptions and take corrective action.
   c. Once the budget exception root cause has been corrected, the journal entry can be budget checked again through the GL Journal Exceptions page or the Journal Entry page
27. Once the journal has a valid header and budget status, you are ready to submit the journal for approval
28. Select the **Approval** tab
29. Confirm that **Approve** is selected in the **Approval Action** drop down
30. Select the **Lines** tab
31. Select **Submit Journal** in the **Process** drop down and click the **Process** button
32. The journal has been routed to an approver's worklist for approval and posting
Lesson 2: Workflow in General Ledger and Commitment Control

The Workflow approval framework in PSFIN v9.2 is more flexible for regular and budget journals. This improved framework prevents accidental “self-approval” of journals that we ran into in version 8.9. When you initiate a journal and submit it online or through a batch process, the journal enters Workflow for approval. If the person submitting the journal also has the Journal-Approve role, it will route to someone else for approval.

Budget Journals also have optional Workflow with one approval stage. Your institution can deploy different options for Control Budget journals and Non-Control Budget journals.

We are currently offering one level of Workflow approval for journals. If your institution wishes to use additional levels, please submit a ticket with the ITS Helpdesk.

Approving and Posting a Journal Entry

1. Navigation: Worklist
2. Select the Journal to approve from the Worklist
3. Choose Go To Journal Entry page
4. Select the Approval tab and confirm that the journal has been initiated into Journal Workflow
5. The Approval Status should be “Pending Approval”

6. Select the Lines tab
7. In the **Process** drop down, select **Submit Journal** and click the **Process** button.

8. Select the **Approval** tab and confirm that your **User ID** appears as the approver.

![Approval Status](image)

9. Select the **Lines** tab.
10. In the **Process** drop down, select **Post Journal** and click the **Process** button.
11. The posting confirmation message appears every time you post a journal from the Lines page. Click the **OK** button.
12. Confirm that the journal status is **Posted**.
13. Note: You can also navigate to the Journal Entry through General Ledger > Journals > Journal Entry > Create/Update Journal Entries link
   a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved.

**Entering and Maintaining Appropriation Budgets**

1. Navigation: **Commitment Control > Budget Journals > Enter Budget Journals**
2. Enter/verify your **Business Unit**
3. **Journal Date** defaults to current date
4. Click the **Add** button
5. In the **Ledger Group** field, enter or select **APPROP**
   a. In the **Budget Entry Type**, select the appropriate entry: Original, Adjustment or Permanent Adjustment
   b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year’s budget within the Budget Prep module
6. In the **Long Description** field, enter a description
7. Select the **Budget Lines** tab
8. Enter a value in the **Account** field
   a. If the account value specified is not stored at the appropriate level in the translation tree, the budget post process will reject the journal.
9. Enter a value in the Fund field
10. Enter a value in the Dept field
11. Enter a value in the Program field
12. Enter a value in the Class field
13. Enter the current budget year in the Budget Reference field (2016 or beyond)
   a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field
14. Enter a value in the Amount field
   a. Enter a positive amount to increase the budget
   b. Enter a negative amount to decrease the budget
15. Add additional lines if necessary
16. Click the Save button
17. Select one of the following in the Process drop down:
   a. Copy Journal: Copies the current journal
   b. Delete Journal: Deletes the current journal
   c. Edit Chartfields: Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly, without calling the posting process. Any errors found are reported on the Budget Errors page. The Budget lines status reflects lines that failed combination editing; however the header status is not updated. With proper security, the posting process can later be run and the edits are performed again even if the preliminary Edit Chartfields is run.
   d. Post Journal: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, it posts it. (Note: for reasons of efficiency, you typically edit and post budget entry journals in the background, using the Budget Posting Request page)
   e. Refresh Journal: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
   f. Submit Journal: Initiates the journal into Workflow if institution is using KK Workflow. If budget journal approval is enabled, journal posting for a journal is not allowed before final approvals are received for the budget journal and any validation errors are resolved
18. Click the Process button.

Entering and Maintaining Organization Budgets
1. Navigation: Commitment Control > Budget Journals > Enter Budget Journals
2. Enter/verify your Business Unit
3. Journal Date defaults to current date
4. Click the Add button
5. In the Ledger Group field, enter or select ORG
   a. In the Budget Entry Type, select the appropriate entry: Original, Adjustment or Permanent Adjustment
   b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year's budget within the Budget Prep module
6. In the **Long Description** field, enter a description

7. **Parent Budget Options:**
   - a. Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child-to-parent budget layers there might be.
   - b. The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type checkboxes are available only under certain setup and security options. Details of setup and use of the feature are documented in separate sections dealing with the automatic generation of parent budget journals from child budget journals.
   - c. If appropriate and able to, select the **Generate Parent Budget(s)** checkbox and select a relevant entry in the **Parent Budget Entry Type** list

8. Select the **Budget Lines** tab

9. Enter a value in the **Account** field

10. Enter a value in the **Fund** field

11. Enter a value in the **Dept** field

12. Enter a value in the **Program** field

13. Enter a value in the **Class** field

14. Enter the current budget year in the **Budget Reference** field (2016 or beyond)
   - a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field.

15. Enter a value in the **Amount** field
   - a. Enter a positive amount to increase the budget
   - b. Enter a negative amount to decrease the budget

16. Add additional lines if needed

17. Save

18. Select one of the following in the **Process** drop down:
   - a. **Copy Journal**: Copies the current journal
   - b. **Delete Journal**: Deletes the current journal
   - c. **Edit Chartfields**: Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly, without calling the posting process. Any errors found are reported on the Budget Errors page. The Budget lines status reflects lines that failed combination editing; however the header status is not updated. With proper security, the posting process can later be run and the edits are performed again even if the preliminary Edit Chartfields is run.
   - d. **Post Journal**: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, it posts it. (Note: for reasons of efficiency, you typically edit and post budget entry journals in the background, using the Budget Posting Request page)
   - e. **Refresh Journal**: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
   - f. **Submit Journal**: Initiates the journal into Workflow if institution is using KK Workflow. If budget journal approval is enabled, journal posting for a journal is not allowed before
final approvals are received for the budget journal and any validation errors are resolved.

19. Click the **Process** button.

### Approving and Posting a Budget Journal Entry

1. **Navigation:** [Worklist]
2. Select the **Journal** to approve from the Worklist.
3. Select **Go To Journal Entry page**.
4. Review journal.
5. The Approval Status should be **“Pending”**.
6. Select the **Lines** tab.
7. In the **Process** drop down, select **Submit Journal** and click the **Process** button.
8. Select the **Approval** tab and confirm that your **User ID** appears as the approver.
9. Select the **Lines** tab.
10. In the **Process** drop down, select **Post Journal** and click the **Process** button.
11. The posting confirmation message appears every time you post a journal from the Lines page. Click the **OK** button.
12. Confirm that the journal status is **Posted**.
13. Note: You can also navigate to the Journal Entry through Commitment Control > Budget Journals > Enter Budget Journals:
   a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved.
Lesson 3: Commitment Control Ledger Configuration Changes

While there are no changes to the ACTUALS, CAPITAL or GAAP ledger groups, there are some changes to the Commitment Control ledgers. And these changes are designed to make it easier for you to budget for and track projects.

Currently, in PSFIN v8.9, budgeting for and tracking projects in General Ledger and Commitment Control can be a little confusing. There is a limitation in v8.9 in that if we were to add the Project ID field to either the APPROP or ORG ledger groups, that field would be a required field.

PSFIN v9.2 offers the ability to add a field to a budget definition as “optional.” We can use the APPROP and ORG ledger groups to track project budgets by including the Project chartfield. And we can continue to use PROJ_GRT and PRMST_EXP ledger groups for restricted funds only. Therefore, we will be calling PROJ_GRT the “Grant Expense” ledger, and we be calling PRMST_EXP the “Master Grant Expense” ledger.

Tracking Expenditures

For expenditures, entries into the DETAIL ledger group feeds into ORG and APPROP. In PSFIN v8.9, anything that had a Project ID was also fed into PROJ_GRT and PRMST_EXP. This included both projects and grants.

<table>
<thead>
<tr>
<th>Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
</tr>
<tr>
<td>10500</td>
</tr>
<tr>
<td>10600</td>
</tr>
<tr>
<td>10900</td>
</tr>
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</tr>
<tr>
<td>12xxx</td>
</tr>
<tr>
<td>13000</td>
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<tr>
<td>14000</td>
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<tr>
<td>15000</td>
</tr>
<tr>
<td>16000</td>
</tr>
<tr>
<td>50000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORG</th>
<th>APPROP</th>
<th>PROJ_GRT</th>
<th>DETAIL</th>
<th>PRMST_EXP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Anything</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>with a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Both Projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and Grants are tracked here</td>
</tr>
</tbody>
</table>

Expenses in Budget Year 2015 and Prior
In PSFIN v9.2, only items defined as a grant feeds into PROJ_GRT (Grant Expense) and PRMST_EXP (Master Grant Expense). Because the Project ID field is being added as an “optional” field to the ORG and APPROP ledger groups, you can record a project there after it is set up and a budget is created for it.

**Expenses in Budget Year 2016 and Beyond**

<table>
<thead>
<tr>
<th>Funds:</th>
<th>APPROP</th>
<th>PRMST_EXP</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10600</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12xxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13000</td>
<td>ORG</td>
<td>PROJ_GRT</td>
</tr>
<tr>
<td>14000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15000</td>
<td></td>
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<tr>
<td>16000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Project ID as optional field to APPROP and ORG

Grants Only

Grants will need to be set up correctly under “Design Chartfields”

### Tracking Revenue

For revenue, entries into the DETAIL ledger group feeds into the Revenue Estimate Budget (REVEST) ledger group. Currently in PSFIN v8.9, anything with a Project ID also feeds into Project Header Revenue (PRMST_REV).

**Revenue in Budget Year 2015 and Prior**

<table>
<thead>
<tr>
<th>Funds:</th>
<th>REVEST</th>
<th>PRMST_REV</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10600</td>
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<td></td>
</tr>
<tr>
<td>10900</td>
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</tr>
<tr>
<td>11xxx</td>
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<td></td>
</tr>
<tr>
<td>12xxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13000</td>
<td>DETAIL</td>
<td></td>
</tr>
<tr>
<td>14000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only carries Project ID field

Both Projects and Grants
In PSFIN v9.2, only grants, or items that have a Fund Code of 20000, will feed into REVEST. This is due to the fact that the Project ID field is being added to REVEST as an optional field. For items with a Fund Code of 20000, the Project ID field becomes required and will be logged in both REVEST and PRMST_REV. For items with a Fund Code that is not 20000, the Project ID field is optional and will be logged in just REVEST.

### Adding Projects

Follow this process to add a new non-sponsored project Chartfield into the chart of accounts for use by all system modules. Accounting will add non-sponsored projects on an as-needed basis, such as the aware of a new project from an outside party.

You do not have to establish Project/Grant budgets for non-sponsored projects. They will use the regular operating budget.

1. **Navigation:** Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Chartfield Values
2. Select the **Project** link
3. Select the **Add a New Value** tab
4. Enter a value in the **Project** field: XXXY
   a. For non-PPV projects, it is recommended to prepend the project id with your 2-digit Business Unit designation
5. Click the **Add** button

6. Enter a description for the project in the **Description** field

7. Select the **status** for the project (if the status is inactive, financials transactions that include this project will not pass edit)

8. Enter or select the **start date** of the project

9. Enter or select the **end date** of the project
   
   a. Note that for projects, the start and end date will not govern whether an expense can be charged to the project. Rather, the availability of spendable funds determines whether an expense will pass budget checking.

10. Enter the **Employee ID** of the appropriate Project Manager in the **Manager** field

11. Select the **Description** tab

12. Enter a description in the **Description** field

13. Select the **BOR Project Info** tab

14. Enter the **effective date** of the Project

15. Select **Project** in the **Project/Grant Type** drop down list

16. **Save**

17. Once a project is created, it must be funded via budget journals or budget transfers in order to spend.
   
   a. The combination build process should be run after a project has been created in order to update all combination edit rules
   
   b. The COA_COMBO1_BOR table may need to be updated if the project will be used in the Banner system
   
   c. These changes may also need to be made in the ADP system

---

**Adding Grants (Sponsored Project)**

Follow this process to add a grant, or Sponsored Project, into the chart of accounts for use by all system modules. Accounting adds grants on an as-needed basis, such as the aware of a new grant from an outside party.

After the value is defined, the Project Sync batch process must be run in order to update the appropriate budget definitions. Project/Grant budgets must be established for all grants. Separate “pools of funds” must exist for the transactions with grants. Grants cannot be used on financial transactions that spend from regular appropriations. Grant transactions take place in Funds 20000 and 21000. Transactions in these funds require the use of a grant.

After you add a new grant, you must review all Project/Grant trees that contain Project/Grant information, and add the new Project/Grant to the appropriate trees.

1. **Navigation:** Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Project

2. Select the **Add a New Value** tab

3. Enter a value in the **Project** field: XYYY
For non-PPV projects, it is recommended to prepend the project id with your 2-digit Business Unit designation

4. Click the Add button
5. Enter a description for the project in the Description field
6. Select the status for the project (if the status is inactive, financials transactions that include this project will not pass edit)
7. Enter or select the start date of the project
8. Enter or select the end date of the project
   a. The Start and End Date fields govern the dates the budget will be open for this project. If a revenue or expense account is charged outside of these dates, the financial transaction will not pass budget checking. This logic is not applied to balance sheet accounts
9. Enter the appropriate Effective Date
10. Enter the Employee ID of the appropriate Project Manager in the Manager field
11. Select the Description tab
12. Enter a description in the Description field
13. Select the BOR Project Info tab
14. Enter the effective date of the Project
15. Enter a value in the Days Lag field.
   a. The Days Lag field is used to update the Budget Definition to a “Hold” status once the grant goes beyond the End Date and into the lag time. The number of days specified here is added to the end date.
   b. During the lag time while the status is on “Hold,” new transactions will not pass budget checking and will not impact remaining spending authority for the grant. However, historical transactions can be altered as long as the change does not impact remaining spending authority. Once the grant End Date is reached and the Project Sync process is run, the Budget Definition Status field will update to “Closed.”
   c. Note: The Days Lag is intended to allow accountants to clear out any remaining balances once the budget has been closed for a project.
16. Enter a value in the Proposal field
   a. Note: For original proposals, use the default “00000”
17. Enter a value in the Sponsor field
18. Enter the Sponsor’s address in the Billing Address fields
19. Enter/Select the Remit Location
20. In the Funding Type drop down, select the appropriate value (Bond, Donations, Federal, Internal, Local and State)
21. Enter the Project End Date
22. In the Project/Grant Type drop down, select Grant
23. Enter a value in the Cost Share Direct field
24. In the Group Type drop down, select the appropriate value
   a. This field is optional
   b. Choices include Restricted, Temporarily Restricted, and Unrestricted
25. In the **Indirect Cost Base** drop down, select the appropriate value if the grant allows for the recovery of indirect costs. Valid values include Modified Total Direct Costs, Salaries and Wages, See Legal File, and Total Direct Costs.

26. In the **Indirect Cost Rate** field, enter an appropriate value only if the grant allows for the recovery of indirect costs.

27. In the **Type** drop down list, select the appropriate value (optional): Advance, Cost Reimbursable, Deliverable Based, Fixed Price, Other, and Schedule Payment.

28. In the **Frequency** field, select the appropriate value (optional).

29. In the **Financial Report** drop down, select the timing of financials reports to be published for this grant.

30. In the **Accountant** field, you can enter a name if you wish to (optional).

31. In the **PI Name** and **Invoice Approver** fields, you can enter a name; users can decide which field to use depending on what name they want to print on the Grant Bill.

32. The **Commitment Control Processing Options for Grant** fields determine the level of “budgetary control.”
   - a. Institutions can control (restrict spending) by budget year or cumulatively depending on the requirements of the sponsor.
   - b. Institutions can also decide to set the Control Option to Track, which will not prevent spending, but will log all transactions to Commitment Control.

33. **Save**

34. Run the Project Sync process before defining the budget or charging transactions.
   - a. Once a grant is created, it must be funded via budget journals or budget transfers in order to spend.
   - b. The combination build process should be run after a project has been created in order to update all combination edit rules.
   - c. The COA_COMBO1_BOR table may need to be updated if the project will be used in the Banner system.
   - d. These changes may also need to be made in the ADP system.

**Running Project Sync**

Follow this process to run the Project Sync process, which as to complete successfully prior to creating project budgets or creating financial transactions in PeopleSoft sub-modules. This process can be run for a specific grant or for all valid grants. The Project Sync process is scheduled to run nightly in order to keep the project definition in sync with the commitment control ledger definitions. Beginning in FY2016, this process only applies to those values identified as grants in the project/grant definition pages. Projects will be budgeted only in APPROP and ORG in FY2016 and after.

1. **Navigation:** BOR Menus > BOR General Ledger > BOR GL Processing > Sync KK and Project Definition
2. Select the **Add a New Value** tab.
3. Enter a **Run Control ID**
4. Select the **Add** button.
5. In the **Processing Option** drop down, select to run for **All Values** or for a **Specific Project** (Spec. Proj)
   a. If running for a specific grant, enter the Project ID

6. **Save**
7. Click the **Run** button
8. Click **OK**
9. Select the **Process Monitor** link
10. Periodically select **Refresh** until the process has a run status of Success.
Lesson 4: Additional Changes in GL

This lesson addresses the additional changes you will see in General Ledger. Most items are new or enhanced functionality that are designed to make the module more effective for you.

We are now enforcing combo-edits in Asset Management and Accounts Receivable. This means that when a user enters an Asset or Accounts Receivable transaction, the system will not let them save the transaction if an incorrect chartfield is entered. This is designed to help prevent those occasional errors for the CAPITAL ledger when extracting to FDM.

We have also updated the ENCUMB Ledger Build process so that it automatically deletes cash encumbrances before building the ENCUMB ledger. Therefore, you will no longer need to submit a Helpdesk ticket to have these removed.

Display T-Accounts in a Journal
In v9.2, you have the option to display T-Accounts, or Projected Balance, for a chartstring on the lines tab of a journal. To do this, you first need to configure your Journal Template to show Projected Balance. This can be done through a link on your journal entry.

2. Create a new journal or select the Find an Existing value to display a journal already created
3. Go to the Lines tab
4. Select The Template List link
5. Select the **DEFAULT** Template ID with a checkmark
6. Go to the **Miscellaneous** tab
7. Ensure that the **Projected Balance** checkbox is selected

8. Click **OK**
9. Back on the **Journal Lines** page, click the **Projected Balance** link to display the T-Account information (at the end of the row)

10. After reviewing, click **Return**
Use Exclusions in Allocation Pool and Basis

In version 9.2, you have the ability to either include or exclude a range of values when creating your Allocation Pool. In version 8.9, you only had the option of including values. Additionally, you can specify exceptions to your range. This option is visible when selecting to enter a Range of values.

Select “Exclude Specified Values” to specify a range of values that you wish to exclude from the pool. Select “Include Specified Values” to specify a range of values that you want to include in the pool. Select the link in the Exceptions column to access the Pool Exceptions page. Once you define your exceptions, the link displays the number of exceptions that you have defined for a given range of values. This same functionality is also available on the Basis Tab.
Process Phone Bill Using Allocations

Rather than using the large modification and custom tables to process phone bills, in PSFIN v9.2, we are using allocations for phone bill processing. There are two parts to this setup. The first is defining the allocation step. The second is creating the PLANT journal for Basis.

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
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
7. Go to the **Basis** tab:
   a. In the **Basis Record Type** drop down, select **Ledger Group**
   b. In the **Basis Ledger**, enter or select **PLANT**
   c. In the **Zero Basis** drop down, select **Select Next Basis** (indicates that zero amount basis records should be skipped)
   d. In the **Basis Fields** section, select **Account** in the Field Name drop down list
   e. Ensure **Selected Detail Values** is selected
   f. Enter the **Account number** in the PLANT ledger where your telephone information is housed
8. Go to the Target tab:
   a. In the Target Record Type drop down, select Journal Records
   b. In the Target Ledger field, enter or select ACTUALS
   c. In the Time Span field, enter or select PER (for current period activity)
   d. In the Specify Field Values, enter the field values that should be in the target record (add a row after specifying a field name):
      i. Account (source = Basis)
      ii. Budget Reference (source = Basis)
      iii. Class Field (source = Basis)
      iv. Department (source = Basis)
      v. Fund Code (source = Basis)
      vi. Program Code (source = Basis)
9. Go to the Offset tab:
   a. In the Offset Record Type drop down, select Journal Records
   b. In the Offset Ledger field, enter or select ACTUALS
   c. In the Specify Field Values section, enter the field values that should make up the offset entries
      i. Account (source = Value)
      ii. Budget Reference (source = Value)
      iii. Class Field (source = Value)
      iv. Department (source = Value)
      v. Fund Code (source = Value)
      vi. Program Code (source = Value)
10. Go to the **Output Options** tab:
   a. In the **Journal ID Mask** field, enter the mask you would like to use for Phone Allocations (i.e., PHA)
   b. In the **Journal Date Code** drop down, select **End of period** (will date the journal on the last day of the current period)
   c. In the **Journal Source** field, make sure **ALO** (for allocations) is listed
   d. Select the **Edit Journals** checkbox
   e. Select the **Budget Check Journals** checkbox
11. Go to the **Batch Records** tab:
   a. This page indicates the temporary tables that are used during the Allocations process.
   b. No changes need to be made to this page.

12. Go to the **Amount Fields** tab:
   a. In the **Fixed Pool Amount** field, enter the fixed pool amount indicating the cost per phone

13. Select the **Save** button
Part 2: Create the PLANT Journal for the Basis

2. Select Add a New Value
3. Enter or select your Business Unit
4. Enter a Journal ID. It is suggested that you use some sort of mask to easily identify this journal as your phone journal (i.e., prefix the journal ID with "PH").
5. In the Ledger Group field, enter or select PLANT
6. In the Source field, enter or select ALO (for allocations)
7. Go to the Lines tab
8. In the Lines section, enter the lines detail for each department
   a. In the Amount field, enter the number of phones that are in that department (this value will be multiplied by the fixed amount you entered earlier when defining the allocation step)
9. Save the journal entry
10. In the Process drop down, select Edit Journal and click the Process button
11. Once the journal has a valid header and budget status, select Post Journal
Lesson 5: GL Workcenter

The GL Workcenter is a new feature in PSFIN v9.2. It is a central page where you can monitor journals that need your attention, as well as run commonly used reports, queries, and processes. The GL Workcenter will be available when PSFIN v9.2 goes live.

The GL Workcenter has four groups: My Work, Links, Queries, and Reports and Processes.

You can customize different parts of the GL Workcenter.
If you have suggestions for the GL Workcenter, please email those suggestions to Julie.thompson@usg.edu.
Lesson 6: General Ledger and Commitment Control Reports and Queries

All reports are listed separately in the General Ledger Report Manual. You can find this report manual on the GeorgiaFIRST website. It has been updated for PSFIN v9.2.

GL/KK Queries in PSFIN v9.2

- **BOR_KK_AVAIL_BALACE**
  - Old v8.9 Name: BOR_AVAIL_BALANCE
  - Avail. Balance by Ledger Group
- **BOR_KK_AVAIL_BALANCE_FY_PD**
  - Old v8.9 Name: BOR_AVAIL_BALANCE_FYAP
  - Avl Bal by Fund and Period
- **BOR_BC_PENDING**
  - Transactions pending bud check
- **BOR_BDGT_QUARTERLY_RPTING**
  - Actuals Ledger Trial Balance
- **BOR_BTA_ADJUST_QRY**
  - Bud 2 Act – Adjustment Qry
- **BOR_BTA_BALSHT_REST_NO_ENC**
  - Bud 2 Act-Bal Sht Rest w/o Enc
- **BOR_BTA_BALSHT_UNREST**
  - Bud 2 Act - Bal Sheet Unrest
- **BOR_BTA_BCRADJ_JRNLS**
  - BTA Adjustment Journals
- **BOR_BTA_ENCUMB_PAYABLE**
  - Bud 2 Act - Encumb Payable
- **BOR_BTA_PRIOR_YR_FUND_BAL**
  - Bud 2 Act - Prior Yr Fund Bal
- **BOR_BTA_REVEXP_REST_NO_ENC**
  - Bud 2 Act-Rev&Exp Rest w/o Enc
- **BOR_BTA_REVEXP_UNREST**
  - Bud 2 Act - Rev & Exp Unrest
- **BOR_BUDGET_JRNL_DETAIL**
  - Old v8.9 Name: BOR_BUDGET_JE_DETAIL
  - KK Budget Journal Detail by Yr
- **BOR_BUDGET_JRNL_BY_DATE**
  - Budget Journal Prompt for Date
- **BOR_CHK_12000_BALANCES**
  - Verify Fund 12000 has no bal
- BOR_CHK_BUD_REF_FISCAL_YEAR
  - Budget Ref greater than FY
- BOR_CHK_CASH_ENCUMB
  - Verify No Encumbrance 118200
- BOR_CHK_DETL_ACTLS
  - Reconcile Detail to Actuals
- BOR_CHK_DTL_ENC
  - Reconcile Detail EN to Encumb
- BOR_CHK_ERROR_ENCUMB
  - Verify No Bal Shit or Revenue
- BOR_CHK_FDM_CAPITAL_CF
  - Verify Chartfields Populated
- BOR_CHK_JE_PENDING
  - Journal Status Inquiry
- BOR_CHK_KKLEDG_ACTV
  - Ledger KK to ActivityLog Recon
- BOR_CHK_KKLEDG_BUD
  - Budg Ledger to Journal Recon
- BOR_CHK_LEDG_JRNL
  - Reconcile Jrnl Lines to Ledger
- BOR_CHK_NEG_ENCUMB
  - Verify No Negative Encumbrance
- BOR_CHK_PERIOD0_POPULATED
  - Verify Year End Close Process
- BOR_CHK_PERSERV_ENCUM
  - BOR - Verify no 5X Encumb
- BOR_CHK_PROJ_ENC_LEG
  - Reconcile Project Ledger Encum
- BOR_CHK_PROJ_EXP_LEG
  - Reconcile Project Expense ledg
- BOR_CHK_PROJ_REV_LEG
  - Reconcile Project Revenue Ledg
- BOR_CHK_REST_WOUT_PROJ
  - Restricted funds w/o Project
- BOR_CHK_REV_LEDGER
  - Reconcile Revenue Ledgers
- BOR_CHK_REVAPPROP_BUD
  - Reconcile Revenue and Approp
- BOR_CHK_UNREST_LEDGER
  - KK LedGrp Recon-Approp/Org/Det
- BOR_TIGA_JRNLS_TO_REPORT
  - Old v8.9 Name: BOR_CONT_AUD_JRNLS_TO_REPORT
- Cont Aud Jrnls to report
  - BOR_ENCUMB_IN_ERROR
    - Encumbrance in Error
  - BOR_ENCUMB_RECON
    - BOR Encumbrance Reconciliation
  - BOR_ENCUMB_RECON_DETAIL
    - Encumbrance Reconciliation Dtl
  - BOR_EXPBYFUND_AVL
    - Expense by Fund – Available
  - BOR_EXPBYFUND_VAR
    - Expense by Fund – Available
  - BOR_EXPBYFUND_VAR_DTL
    - Expense by Fund - RSA w/ Acct
  - BOR_EXPBYPROJ_VAR
    - Budget to Actuals by Project
  - BOR_EXPBYPROJ_VAR_BREF
    - Budg to Act by Proj w/BRef
  - BOR_FSA_BAL
    - FSA Balances
  - BOR_GL_LEDGER_BALANCES
    - Old v8.9 Name: BOR_GL_ACT_BAL
    - ACTUALS - Ledger Balances
  - BOR_GL_JRNL_WORKFLOW_AUDIT
    - Old v8.9 Name: BOR_GL_JRNL_WORKFLOW_AUDIT
    - Journal Workflow Audit
  - BOR_GL_89_JRNL_WORKFLOW
    - Gives 8.9 workflow audit details
  - BOR_GL_PLANT_ALLOC_BASIS
    - Old v8.9 Name: BOR_GL_PLANT_ALLOC_BASIS
  - BOR_GL_PROJ_TO_DATE
    - Rev/Exp amount by project.
  - BOR_GL_CFDA_EXPEND
    - Old v8.9 Name: BOR_GR_FED_EXP_CFDA
    - Federal Expenditures by CFDA
  - BOR_JE_NOT_POSTED
    - Old v8.9 Name: BOR_JE_NOTINGL
    - Journals not Completed
  - BOR_JE_PENDING
    - Journal Status Inquiry
  - BOR_KK_ACTIVITY
    - KK Actv by Fund, Ledg and BP
  - BOR_KK_AVAIL_BAL_REV
• Old v8.9 Name: BOR_KK_AVAIL_BALREV
  o Revenue Available Balance

• BOR_KK_BUDGT_EXCEPTION_OVERRIDE
  o Budget Exception Overrides

• BOR_KK_ENC_BAL_AS_OF_PD
  o DETAIL_EN ledger balance

• BOR_KK_ENCUMB_AS_OF_PD
  o ENCUMB ledger balance

• BOR_KK_EXCEPTIONS
  o KK Exception Detail (Error)

• BOR_KK_EXCLOSE_RECON
  o EXCLOSE Source Tran to KK

• BOR_KK_EXSHEET_RECON
  o EXSHEET Source Trans to KK

• BOR_KK_LEDGER_ACTIVITY
  o Old v8.9 Name: BOR_KK_LEDGER_BALANCES
    o KK Ledger Balances with Prompt

• BOR_KK_OPEN_TAUTH_ENC
  o Combined with BOR_KK_OPEN_TAUTH_ENC_CLS
    o Open TAuth Encumbrances and Hanging TAuth Enc – Closures

• BOR_LEDGER_SURPLUS
  o Surplus/Deficit Query

• BOR_LEDGER_SURPLUS_DET_W_REF
  o Detail Trans - Surplus Analysis

• BOR_LEDGER_SURPLUS_DETAIL
  o Detail Trans - Surplus Analysis

• BOR_MANUAL_ENCUMB
  o Manual Encumbrances

• BOR_NET_ASSET_ACCOUNT
  o Year End Net Asset Accounts

• BOR_OI_BY_ACCOUNT
  o Old v8.9 Name: BOR_OI_ACCOUNT_ID
    o OpenItem Bal by Account only

• BOR_OI_TRANS_DETAIL
  o Old v8.9 Name: BOR_OI_TRANS_ID
    o OpenItem Transactions

• BOR_TIGA_PERDIEMS_RECON
  o Old v8.9 Name: BOR_PERDIEMS_CONT_AUDIT_RECON
    o Ledger Bal PerDiem Cont Audit

• BOR_QFR

• BOR_REVBYFUND_VAR
  o Revenue by Fund – Variance
- **BOR_REVEEXP_RSA_PGLT**
  - Rev to Expense RSA Calculation

- **BOR_TIGA_SALARY_RECON**
  - Old v8.9 Name: BOR_SALARY_CONT_AUDIT_RECON
  - To Recon Salaries & Cont Audit

- **BOR_SURPLUSABLE_POS**
  - Detail Trans - Surplus Analysis

- **BOR_SURPLUSABLE_POS_PGLET**
  - BOR PO's impact surplus deficit

- **BOR_SURPLUSABLE_TAUTHS**
  - Detail Trans - Surplus Analysis

- **BOR_TIGA_TRAVEL_RECON**
  - Old v8.9 Name: BOR_TRAVEL_CONT_AUDIT_RECON
  - Ledger Bal Travel Cont Audit

- **BOR_TRIAL_BALANCE**
  - Actuals Ledger Trial Balance

- **BOR_TIGA_VENDOR_OBLIG_VALIDATE**
  - Old v8.9 Name: BOR_VENDOR_OBLIGATION_VALIDATE
  - Cont Audit Vendor Obligation
# General Ledger and Commitment Control Security Roles

## Online Security Documentation


## Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Security Roles</th>
</tr>
</thead>
</table>
| **General Ledger Accountant** | *GENERAL LEDGER ACCOUNTANT* users enter, maintain and correct journal entries in the General Ledger module. They also run GL-related processes. | - BOR_GL_JOURNAL_ENTRY  
- BOR_GL_PROCESSING  
- BOR PeopleSoft User |
| **General Ledger Budget Entry User** | *GENERAL LEDGER BUDGET ENTRY* users enter and maintain budgets in the Commitment Control module. They also execute delivered processes and BOR custom interface processes in Commitment Control. | - BOR_KK_BUDGET_ENTRY  
- BOR_KK_PROCESSES  
- BOR_GL_JOURNAL_POSTING  
- BOR PeopleSoft User  
- BOR_KK_BUD_APPR (if user is going to approve Budget Journals) |
| **General Ledger Inquiry & Reporting** | *GENERAL LEDGER INQUIRY & REPORTING* users run reports (Crystal, SQR and nVision) and perform inquiries related to General Ledger, sub-ledger (AP, AM, AR) and Commitment Control (budget) information. They also run public queries created by others. | - BOR_GL_YE_REPORTS  
- BOR_GL_INQUIRE  
- BOR_GL_REPORTS  
- BOR_KK_BUDGPROG_RPTS  
- BOR_KK_GRANT_BUDGPROG_RPTS  
- BOR_KK_INQUIRY  
- BOR_KK_REPORTS  
- BOR_FN_TREE_VIEW  
- BOR_PT_QRY_PRIVATE  
- BOR_FN_ADMIN_REPORTING  
- BOR PeopleSoft User  
- BOR_PT_QRY_ALLACCRPS  
- ReportSuperUser  
- BOR_FN_NVISION |
| **General Ledger Interface Specialist** | *GENERAL LEDGER INTERFACE SPECIALIST* users | - BOR_GL_PROCESSING |
run the interface processes, continuous audit reports and journal generator processes.

- BOR_GL_PRC_JRNL_GEN_PRC
- BOR_GL_TIGA_PROCESSING
- BOR PeopleSoft User
- BOR_FN_ADMIN_REPORTING
- ReportSuperUser

### General Ledger Supervisor

**GENERAL LEDGER SUPERVISOR** users maintain the configuration and set up information used by the General Ledger. They also create public queries used by others.

- BOR_GL_PERIOD_END
- BOR_BANK_PROCESSING
- BOR_BANK_SETUP
- BOR_GL_PROCESSING
- BOR_KK_SETUP
- BOR_PT_QRY_PUBLIC
- BOR_FN_ADMIN_REPORTING
- BOR PeopleSoft User
- BOR_PT_QRY_ALLACCRPS
- ReportSuperUser
- BOR_FN_CONFIG_SETUP
- BOR_GL_JRNL_APPR (if user is going to approve journals)
- BOR_GL_ADMINXX (for the workflow administrator for GL workflow)

Other GL/KK Roles that may or may not apply to GL Supervisor:

- BOR_GL_JOURNAL_POSTING
- BOR_GL_CHARTFIELDS
- BOR_GL_JOURNAL_GENERATION
- BOR_FN_TREE_MANAGER

If they need to access open items:

- BOR_GL_INQUIRE
- BOR_GL_REPORTS