

GeorgiaFIRST Financials V8

Announcement

POSTED: April 2, 2009

SUBJECT: AP Updating Accounting Entry Template with New 211999 RSA

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 on how to update the Accounting Entry Template with the new **211999 Accounts Payable - RSA/Error** account.

FUNCTIONAL IMPACT: As a final step in addressing the AP 799990 Rounding Suspense Account issue, the AIC has approved the creation and use of a new **211999 Accounts Payable - RSA/Error** account that needs to replace the 799990 account in the Accounting Entry Template.

Each institution should complete this update to the Accounting Entry Template as soon as possible. Please note the following:

1. It is very important that the updating of the Accounting Entry Template be completed in a secure environment while no **AP or Expenses** processing is being done (including Batch).
2. Prior to updating the Accounting Entry Template, you will need to confirm that your institution has added the new **211999 Accounts Payable - RSA/Error** account per the **GL Instructions for Correcting 799990 AP Journals** announcement, posted March 19, 2009.
3. Since the STANDARD template should be the same for all institutions, a security role was not provided to grant institutions access to updating the **Accounting Entry Template** page. However, your BORBATCH user should have access to this page and can complete this update.
4. Be sure that your institution has completed setting up the new JobSet BOR_DAILY_3X Recurrence and BORDAY3X Job per Known Issue **KI8053 – AP-GL Voucher Accounting RSA 799990 Entries**, posted March 24, 2009.

SUPPORTING DOCUMENTATION: The following documentation is available to help you with updating the Accounting Entry Template.

1. The following **Updating Accounting Entry Template with New 211999 RSA Instructions** document contains the detailed procedure to update the Accounting Entry Template.
2. The **GL Instructions for Correcting 799990 AP Journals** announcement, posted March 19, 2009, is available on the GeorgiaFIRST Financials web site at:

<http://www.usg.edu/gafirst-fin/announcements/>.

3. Known Issue **KI8053 – AP-GL Voucher Accounting RSA 799990 Entries** is available on the Georgia *FIRST* Financials web site at: http://www.usg.edu/gafirst-fin/known_issues/.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail 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 UPDATING THE ACCOUNTING ENTRY TEMPLATE WITH THE NEW 211999 ACCOUNTS PAYABLE – RSA/ERROR ACCOUNT in GeorgiaFIRST PeopleSoft Financials Version 8.9

Although users enter individual expense line items on the voucher, the system generates additional accounting entry lines based on the accounting entry templates that are defined and associated with individual vouchers. These additional accounting entry lines include the offset to accounts payable, or freight and expense entries.

The PeopleSoft Payables voucher and payment posting processes apply the accounting entry templates to individual vouchers to create balanced accounting entries.

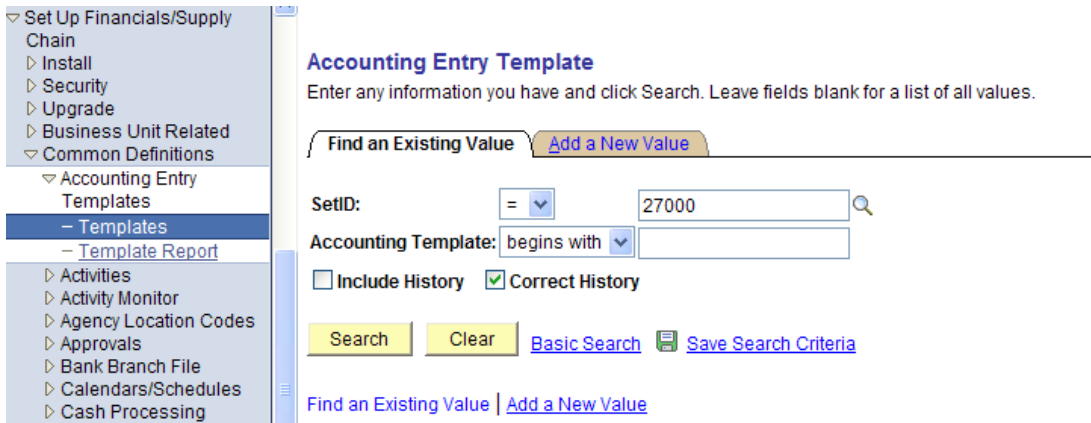
During the upgrade to Version 8.9, an expense error account (799990) was defined in the Accounting Entry Template for functionality not used by USG. It has been determined that this account should be a liability account rather than an expense account, and the AIC has approved the creation and use of a new **211999 Accounts Payable - RSA/Error** account that should replace the 799990 account in the Accounting Entry Template.

Each institution should complete this update to the Accounting Entry Template as soon as possible using the instructions provided below. Please note the following:

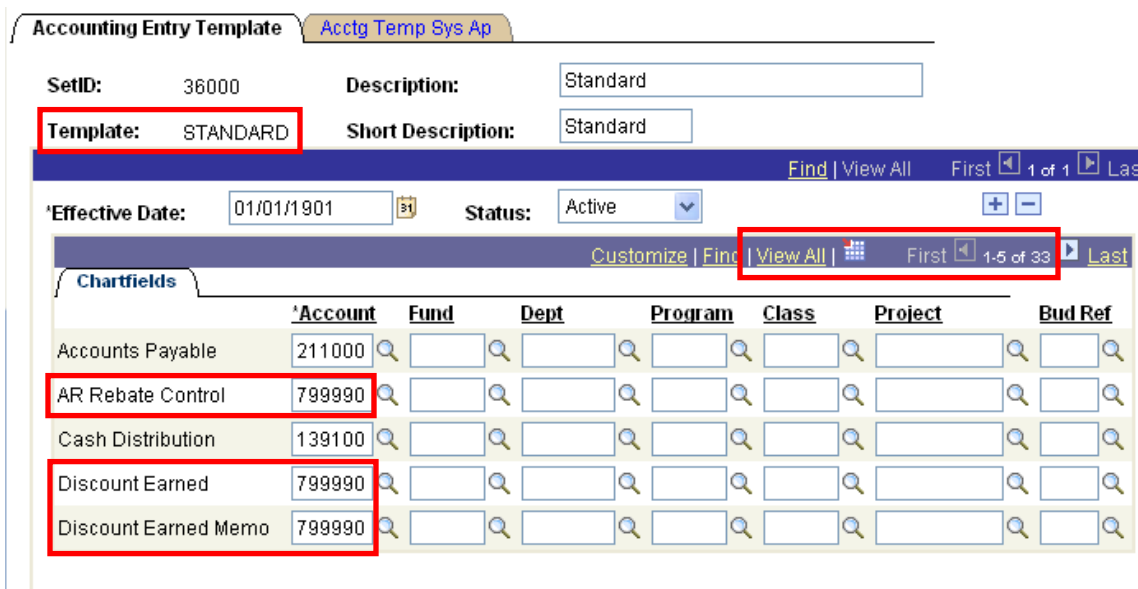
1. It is very important that the updating of the Accounting Entry Template be completed in a secure environment while no **AP or Expenses** processing is being done (including Batch).
2. Prior to updating the Accounting Entry Template, you will need to confirm that your institution has added the new **211999 Accounts Payable - RSA/Error** account per the **GL Instructions for Correcting 799990 AP Journals** announcement, posted March 19, 2009.
3. Since the STANDARD template should be the same for all institutions, a security role was not provided to grant institutions access to updating the **Accounting Entry Template** page. However, your BORBATC user should have access to this page and can complete this update.
4. Be sure that your institution has completed setting up the new JobSet BOR_DAILY_3X Recurrence and BORDAY3X Job per Known Issue **KI8053 – AP-GL Voucher Accounting RSA 799990 Entries**, posted March 24, 2009.

Updating the Accounting Entry Template

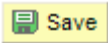
1. Select **Set Up Financials/Supply Chain⇒Common Definitions⇒Accounting Entry Templates⇒Templates**. The **Accounting Entry Template – Find an Existing Value** page displays.



2. Click the **Correct History** check box ON.
3. Click on . The **Accounting Entry Template** page for the STANDARD template displays.



Account	Fund	Dept	Program	Class	Project	Bud Ref
Accounts Payable	211000					
AR Rebate Control	799990					
Cash Distribution	139100					
Discount Earned	799990					
Discount Earned Memo	799990					

4. Click on the **View All** link. A complete list of Chartfields displays.
5. Verify that there are **33 rows** displayed.
6. Look for all rows where the **Account** field is populated with **799990**. There should be 23 rows that will need to be updated.
7. Update the **Account** field for these 23 rows from 799990 to **211999**.
8. Click on  to save your changes.

9. After all changes have been made, review the Accounting Entry Template and confirm that the **Account** Chartfields in the template are as follows:

Chartfields										
	Account	Fund	Dept	Program	Class	Project	Bud Ref			
Accounts Payable	211000									
AR Rebate Control	211999									
Cash Distribution	139100									
Discount Earned	211999									
Discount Earned Memo	211999									
Discount Lost	211999									
Discount Lost Memo	211999									
Escheatment Liability	241500	60000	E100000	00000	00000					
Expenses Accrual	211500									
Employee Advances	132300									
Freight Expense	211999									
Late Interest Charges	211999									
Letter of credit payable	211999									
Miscellaneous Charge Expense	211999									
ProCard Accrual	139100									
Prepaid Airfare	132160									
Prepaid Expense	132160									
Prepaid Hotel	132160									
Receipt Accrual	211999									
Reconciled Cash Advance	133100									
Rounding Suspense Account	211999									
Realized Gain	211999									
Realized Loss	211999									
Sales Tax Expense	211999									
Tolerance Miscellaneous Charge	211999									
Third-Party Prorate Suspense	211999									
Translation Gain	211999									
Translation Loss	211999									
Use Tax Expense	211999									
Unrealized Gain	211999									
Unrealized Loss	211999									
Rebate Agreement	211999									
Voucher Registration	211999									

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