

GeorgiaFIRST Financials V8

Announcement

POSTED: March 19, 2009

SUBJECT: GL Instructions for Correcting 799990 AP Journals

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 on how to correct **non-posted** AP journals with account 799990.

FUNCTIONAL IMPACT: Institutions may have **non-posted** AP journals that include the 799990 Rounding Suspense Account. The AIC has approved the creation and use of a new account 211999 as the substitute Rounding Suspense Account to replace the 799990 account in the **non-posted** AP journals.

Please do the following steps in a secure environment as a precautionary measure. The user making these changes will need the **Change Journals from Journal Generator** option selected in their General Ledger User Preferences (**Setup Financials/Supply Chain⇒Common Definitions⇒User Preferences⇒Define User Preferences**).

The screenshot shows the 'User Preferences' window for 'General Ledger'. The 'User ID' is 'SUPPORT'. The 'Name' field is empty. The 'Ledger' is 'ACTUALS' (Actuals Ledger). The 'Ledger Group' is 'ACTUALS' (Actuals Ledger). The 'Source' is 'ONL' (Online Journal Entry). There are three panels of options:

- Journal Entry Options:**
 - Change Date on Correction Journals
 - Use Next Journal ID
 - Change Journals from Journal Generator
 - Enter Adjustment Type Journal
 - Save Journal Incomplete Status
- Online Journal Edit Defaults:**
 - Re-Edit Previously Edited
 - Mark Journal(s) to Post
 - Recalc Currency Exchange Rates
- Journal Post Defaults:**
 - Skip Open Item Reconciliation
 - Skip Summary Ledger Update
- Budget Post Options:**
 - Skip Entry Event processing
 - *Parent Budget Generation: User Specified

1. Create the new 211999 account, which should be named **Accounts Payable - RSA/Error**. This account will be a Control Account; however, you do not have to select the **Control Account** option when initially creating the account so as to perform these GL correction steps.

2. Turn the **Control Account** option in the 799990 account OFF.
3. Correct the **non-posted** journal lines in the AP journals by removing the 799990 account and replacing it with the new 211999 account.
 - **Note:** You may need to also add the respective **Department ID** or **Project ID** to avoid combo-edit errors for lines in error that are in funds 60000 or 2xxxx.
4. Save the journal.
5. Edit the journal.
6. Post the journal.
7. Create a new journal entry to clear the amounts that have just posted to the 211999 accounts. In most cases, if not all, the offset will be to the 211000 account, including the respective chart fields in the original AP journal.
 - **Note:** In order to post directly to the 211000 account, you must turn the **Control Account** option on account 211000 OFF.
8. Save the journal.
9. Edit the journal.
10. Post the journal.
11. Turn the **Control Account** option for accounts 799990, 211000, and 211999 back ON.

If your institution has an open **OIIT HELPDESK** case regarding non-posted AP journals with this issue and this process corrects these journals, then please contact the **OIIT HELPDESK** and inform them that the issue has been resolved.

OIIT is researching the most efficient method to correct the **posted** AP journal data using the 799990 account. An update will be issued once a final determination is made on this method.

SUPPORTING DOCUMENTATION: N/A

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).