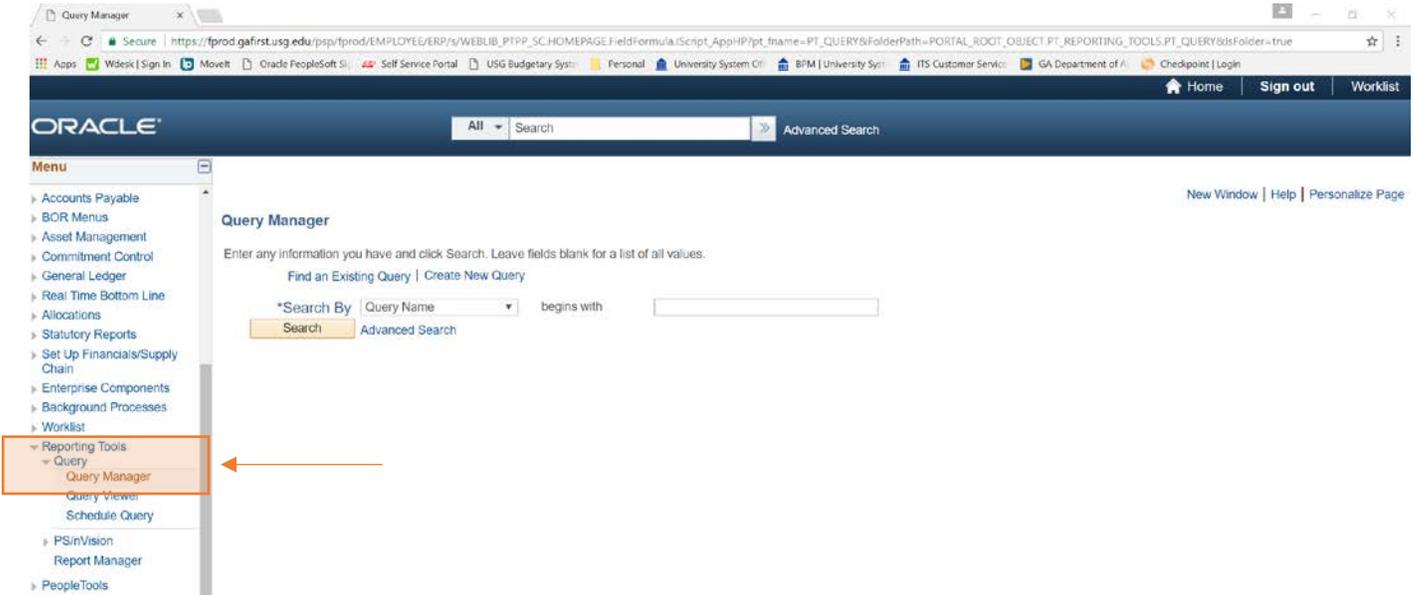


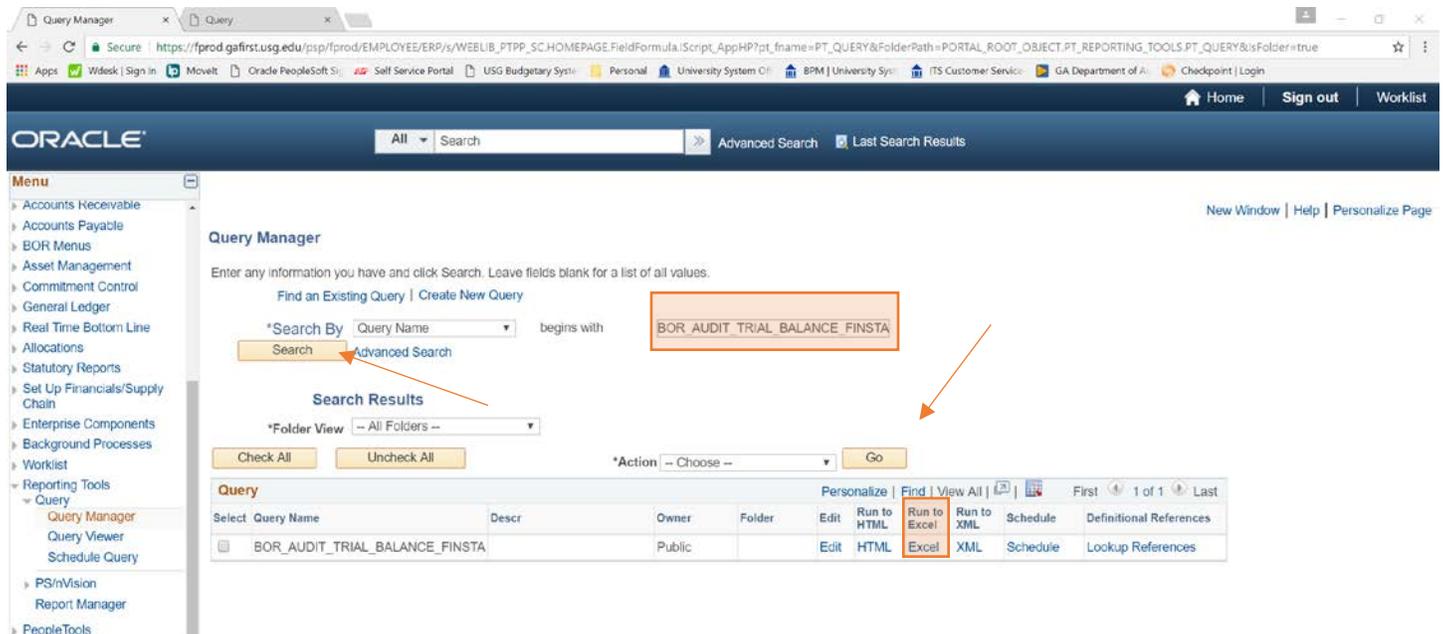
## Steps to Completing the AR Aging Reconciliation & Running the Trial Balance Query

### Step 1: Log into PeopleSoft

### Step 2: From the Menu bar you will select Reporting Tools > Query > Query Manager

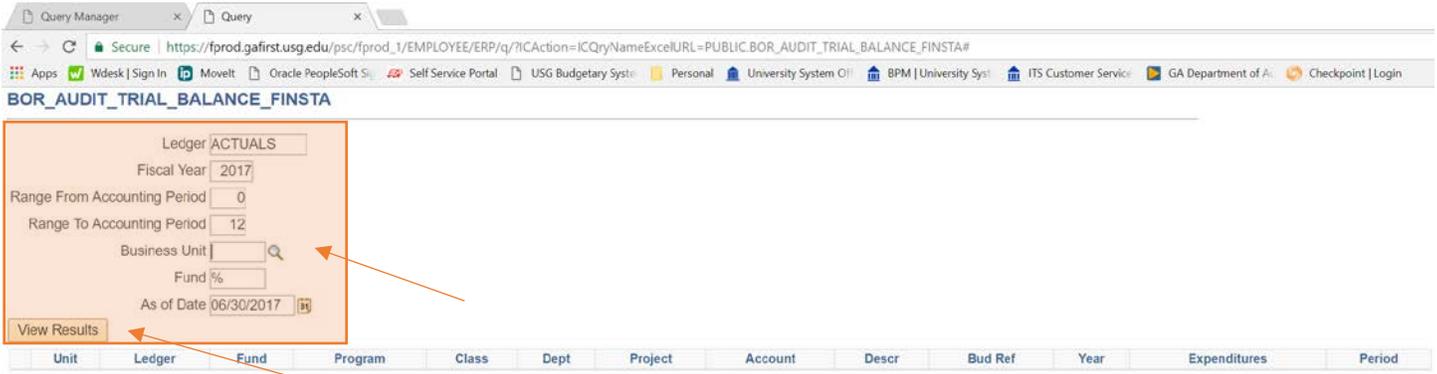


### Step 3: From the Query Manager screen you will type in BOR\_AUDIT\_TRIAL\_BALANCE\_FINSTA and select Search. When the query is populated below you will select Excel for it to run to an Excel spreadsheet.

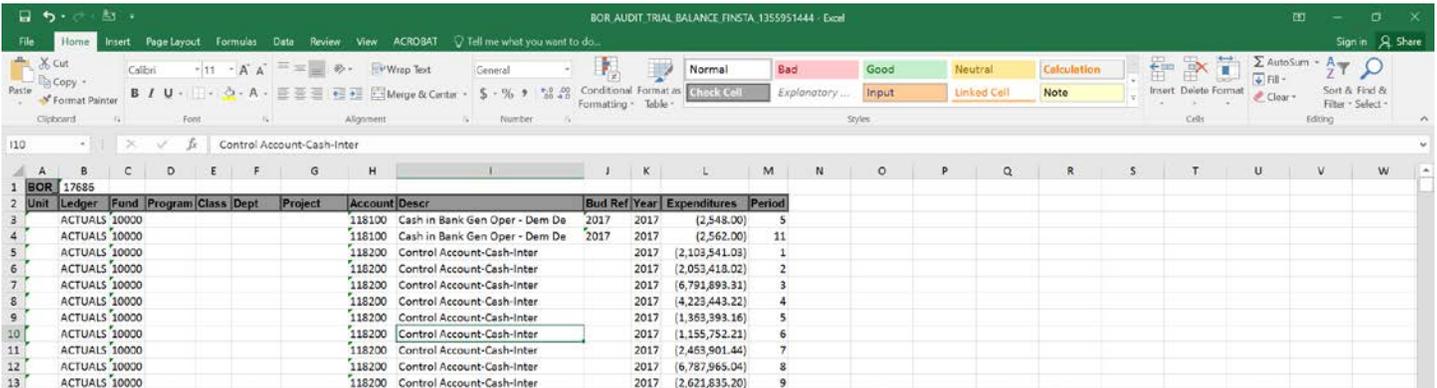


Step 4: You will enter ACTUALS for the Ledger, the Current Fiscal Year, Range From Accounting Period 0 and Range To Accounting Period 12. Select the magnifying glass next to Business Unit to select the Business Unit for your institution. You will need to enter % for Fund since we want the query to return data for all funds and you will put the as of date.

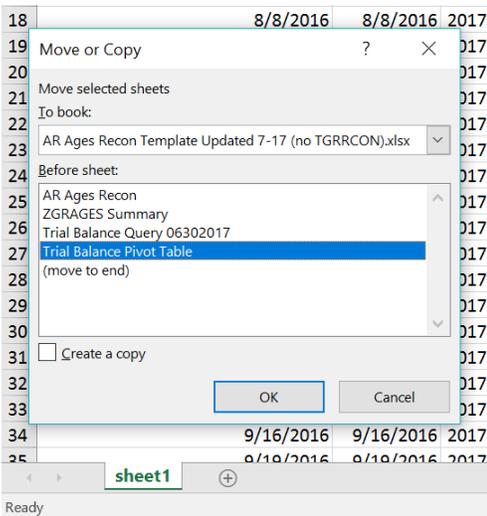
Step 5: Select View Results once all fields are completed. Ensure popups are enabled.



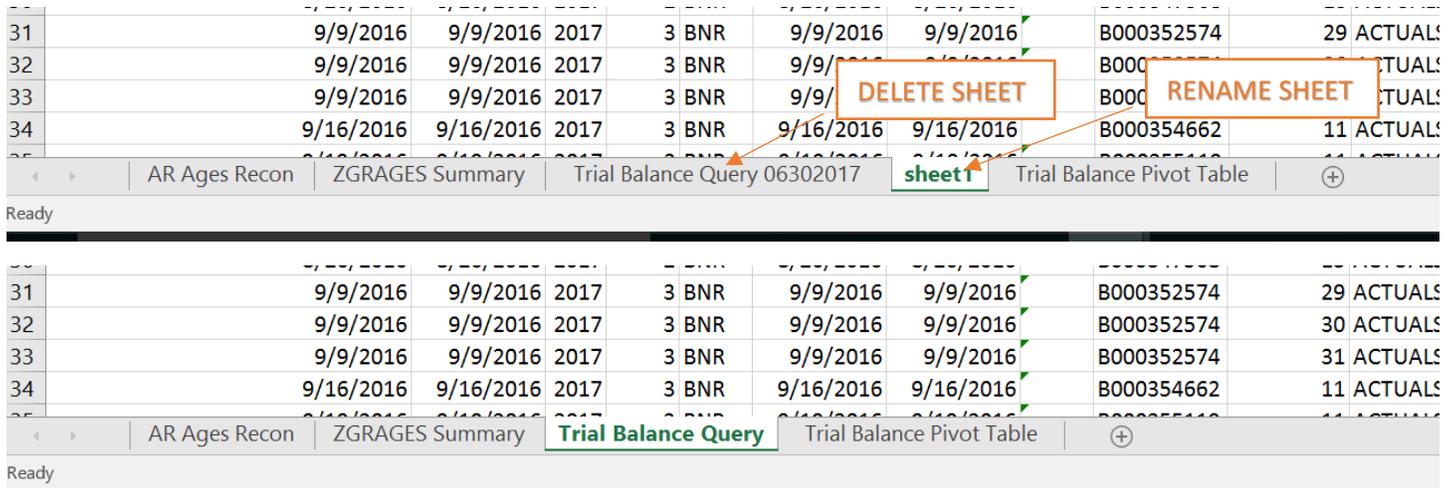
Step 6: An Excel spreadsheet will be created and it will look similar to the print screen shown below.



Step 7: At this point you would need to save this file on your C drive and also open the AR Ages Reconciliation file. Within the query excel file right click on the sheet tab and select to move it to the AR Ages Recon excel file that you should already have open on your computer.

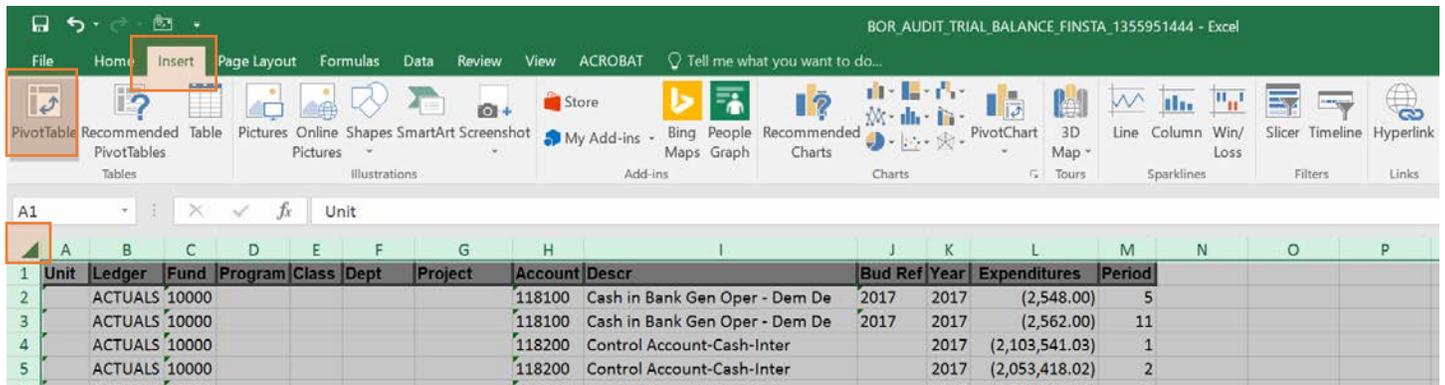


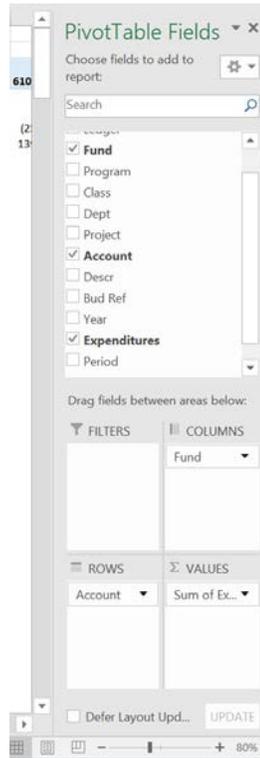
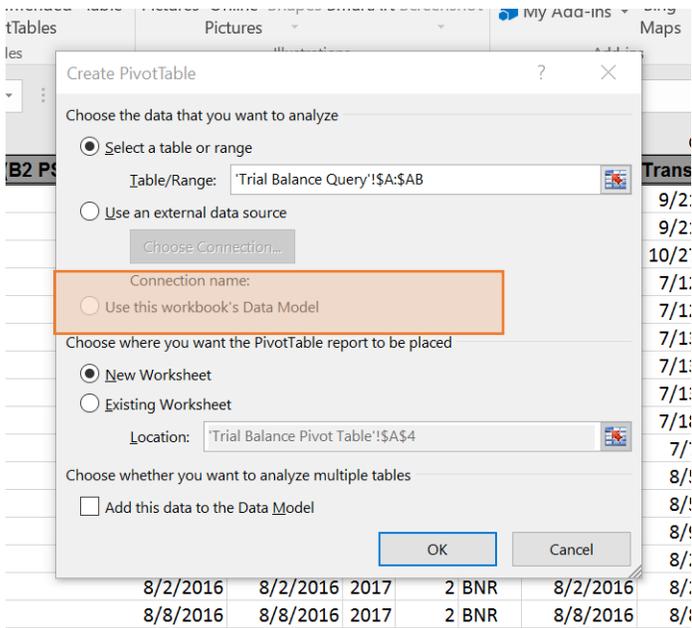
Step 8: When the spreadsheet is within the AR Ages Recon excel file, you will delete the Trial Balance Query tab and then rename the query spreadsheet tab to Trail Balance Query.



Step 9: From this query data within this spreadsheet create a pivot table.

- Delete Row 1 from the spreadsheet.
- Line 1 should now be the data headers.
- Select the box in the upper left corner of the spreadsheet next to "A" & "1" to highlight the entire spreadsheet.
- Then select the Insert ribbon and Pivot Table from the top of excel.
- Choose to place the pivot table at a New Worksheet and select OK.

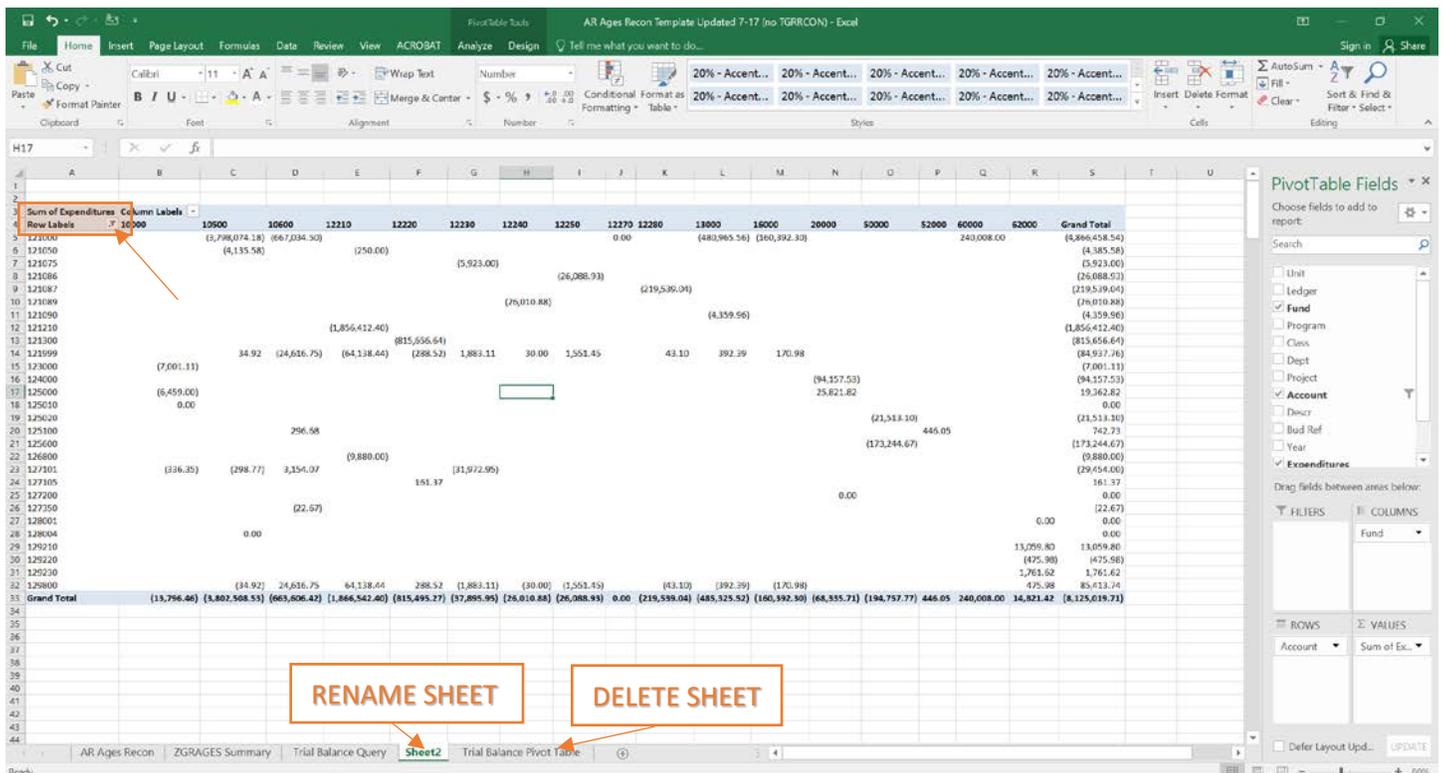




Select Pivot Table Fields. Fund under Columns, Account under Rows and Expenditures under Values. Be sure to select Sum of Expenditures by clicking on the drop down arrow under values and selecting Value Field Settings and selecting Sum.

Step 10: You will need to filter on Account within the pivot table and only select AR accounts which are accounts beginning with 12XXXX. You do this by selecting the drop down filter beside Row Labels. This is an example of what your pivot table should look like.

Step 11: Delete the Trial Balance Pivot Table tab and rename the new pivot table tab to PS AR Pivot Table.



Step 12: You will also need to run ZGRAGES from Banner and include the ZGRAGES Summary on the ZGRAGES Summary tab within the AR Ages Reconciliation file.

Step 13: Once you have ran all the necessary reports and have them included within the AR AGES Reconciliation file you are now ready to reconcile the amounts listed for each fund and account on the ZGRAGES Summary to the amounts listed for each fund and account on the Trial Balance Pivot Table. Complete the AR Ages Recon tab. Be sure to include all funds and accounts shown on the ZGRAGES Summary and the PS AR Pivot Table.

Step 14: Identify and explain any variances noted.

Step 15: Once reconciled you will need to submit the AR Ages to the Data Warehouse website just as you have always done in the past. However you will now also need to submit the completed AR Ages Reconciliation Excel file that includes the data and information discussed above to Movelt.

If you have any questions please feel free to contact USG Accounting and Reporting.