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## List of Accounts Payable Business Processes

### Accounts Payable – Setup

#### Setup Tasks

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  - AP.010.020 AP Check Print Options Page
  - AP.010.040 Establishing EFT File Format
  - AP.010.050 Establishing Positive Pay Format & Transmittal Codes
  - AP.010.060 Defining Bank Account Replacement Rules
  - AP.010.065 Updating Payables and Expenses for New Bank
  - AP.010.070 Updating AP Pay Cycles for new Disbursement Bank
  - AP.010.080 Creating a Business Calendar
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### Accounts Payable – Vouchers

#### Regular Vouchers

- AP.020.010 Entering Regular Vouchers
- AP.020.011 Entering Regular Vouchers from a PO
- AP.020.012 Entering Regular Voucher from a Receipt
- AP.020.020 Entering Regular Voucher for an Asset (without PO)
- AP.020.021 Entering Regular Voucher for an Asset
- AP.020.022 Entering Regular Voucher for an Asset w/Trade-in
- AP.020.030 Entering Regular Voucher for Travel Prepayments
- AP.020.031 Entering Regular Voucher for Travel (non employee)

#### Special Vouchers

- AP.020.040 Entering 1099 Withholding Vouchers
- AP.020.050 Entering Adjustment Vouchers
- AP.020.051 Entering Credit Adjustment Vouchers
- AP.020.060 Entering Quick Invoices
- AP.020.070 Entering Single Payment Vouchers
- AP.020.080 Entering Template Vouchers
- AP.020.140 Uploading Vouchers from MS Excel
- AP.020.300 Creating Recurring PO Voucher Contracts
- AP.020.310 Creating Recurring Voucher Contracts

## **List of Accounts Payable Business Processes**

### Managing Vouchers

AP.020.150	Clearing Travel Prepayments (non employee)
AP.020.100	Deleting Vouchers
AP.020.110	Closing a Voucher (8.9)
AP.020.111	Closing a Voucher (7.5)
AP.020.115	Unposting Vouchers
AP.020.120	Finalizing Vouchers
AP.020.130	On-Demand Processing
AP.020.200	Creating and Using Control Groups
AP.020.210	Deleting Control Groups
AP.020.320	Closing Voucher Contracts

### Processing Vouchers

AP.030.020	Budget Checking Payables
AP.030.010	Running Matching
AP.050.010	Using the Match Workbench
AP.030.070	Running Document Tolerance
AP.050.020	Viewing and Correcting Document Tolerance Exceptions
AP.030.030	Posting Vouchers
AP.070.030	APY1020 Posted Voucher Listing
AP.030.060	Running Voucher Build
AP.050.030	View and Correct Voucher Build Errors

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## **Accounts Payable – Interfaces**

### Banner Interfaces

AP.040.010	Processing Banner Direct Deposit to AP
AP.040.020	Processing Banner to AP Transactions

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## **Accounts Payable – Payments**

### Pay Cycles

AP.020.500	Payment Selection Criteria
AP.020.501	Running Check Pay Cycles
AP.020.502	Running EFT or ACH Pay Cycles
AP.020.503	Locating Pay Cycle files in Report Manager
AP.020.506	Pay Cycle Approval
AP.020.505	Reviewing Payments Selected and Exceptions & Alerts
AP.020.510	Restarting a Pay Cycle (re-create buttons)

### Managing Payments

AP.040.030	Generating the Positive Payment File
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## List of Accounts Payable Business Processes

AP.020.520	Creating Express Checks
AP.020.530	Recording Manual Payments
AP.020.550	Processing Escheated Payments
AP.020.540	Canceling a Payment
AP.030.050	Posting Payments

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### Accounts Payable – Inquiries & Queries

#### Inquiries

AP.060.010	Reviewing Voucher Information
AP.060.020	Reviewing Posted Accounting Entries
AP.060.040	Reviewing Journal Detail for a GL Journal
AP.060.050	Reviewing Voucher Document Status
AP.060.060	Performing Payment Inquiries
AP.060.070	Reviewing Vendor Aging
AP.060.080	Reviewing Scheduled Payments on Hold
AP.060.090	Reviewing Scheduled Payment Information
AP.060.100	Reviewing Current Vendor Balances

#### Queries

AP.075.005	Running BOR_AP_1099_ADJUST
AP.075.010	Running BOR_AP_1099_DSL_POTENTIAL
AP.075.015	Running BOR_AP_1099_DSL_REPORTABLE
AP.075.020	Running BOR_AP_1099_JE
AP.075.025	Running BOR_AP_1099_MISSING_WH_CD
AP.075.030	Running BOR_AP_1099_NON_RPT_CONSISTENT
AP.075.035	Running BOR_AP_1099_SND_DTL_TOT
AP.075.045	Running BOR_AP_DUE
AP.075.050	Running BOR_AP_MULT_ZPAY
AP.075.055	Running BOR_AP_OPEN_LIAB
AP.075.060	Running BOR_AP_OPEN_LIAB_CK_FIGURES
AP.075.065	Running BOR_AP_OPEN_LIAB_MISC_JE
AP.075.070	Running BOR_AP_OPEN_LIAB_JVS
AP.075.075	Running BOR_AP_OPEN_LIAB_JVS_SUM
AP.075.080	Running BOR_AP_PROMPT_PAY
AP.075.085	Running BOR_AP_REMIT_VENDOR
AP.075.090	Running BOR_AP_RESTART
AP.075.095	Running BOR_AP_REVIEW_DATES
AP.075.100	Running BOR_AP_UNPOSTED_PYMNTS
AP.075.105	Running BOR_AP_UNPOSTED_VCHR
AP.075.110	Running BOR_AP_1099_PMTS
AP.075.115	Running BOR_AP_1099_MISMATCHED

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## List of Accounts Payable Business Processes

### Accounts Payable – Reports

#### Reconciliation

AP.070.050	APY1405 Detail AP/GL Open Liability Account Re
AP.070.045	APY1400 Summary AP/GL Open Liability Act Recon
AP.070.070	APY1420 AP/GL Account Reconciliation Report
AP.070.065	APY1410 AP/GL Journal Reconciliation Report
AP.070.055	APY1406 Payables Open Liability Report
AP.070.060	APY1408 Vendor Liability Aging Data Report

#### Vendors

AP.070.125	APY3215 Duplicate Vendors
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#### Vouchers

AP.070.005	APS8001 Voucher Activity Report
GL.070.095	Running Transactions Pending Budget Chk Query
AP.070.010	APY0000 List of Voucher Origins
AP.070.020	APY1010 Voucher Register
AP.070.025	APY1011 Control Group Register
AP.070.035	APY1090 Match Exception Report
AP.070.120	APY3020 Outstanding Balance by Vendor Report
AP.070.130	BORRY007 AP History Report

#### Payments

AP.070.075	APY2000 Payment History by Vendor
AP.070.080	APY2001 Detailed (Summary) Check Register
AP.070.085	APY2004 Detail (Summary) Payment History by Bank
AP.070.095	APY2040 Payment Forecast
AP.070.090	APY2030 Trial Payment Register
AP.070.100	APY2050 Payment Hist by Pymt Method (Dtl or Summary)

#### Miscellaneous

AP.070.015	APY0011 Business Unit Options
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## List of Accounts Payable Business Processes

### Accounts Payable – 1099's

#### 1099 Processing

AP.070.170	APY7010 Withholding Rules Report
AP.070.175	APY7020 Withholding Types Report
AP.070.180	APY7030 Withholding Entities Report
AP.070.185	APY7040 Withholding Codes Report
AP.080.012	1099 Withholding Report Control Information
AP.080.020	1099 Posting Withholding Transactions
AP.080.060	1099 Reviewing Vendor Balances by Class
AP.080.070	1099 Reviewing Vouchers by Vendor
AP.080.080	1099 Reviewing Payments to Withholding Vendors
AP.080.085	1099 7.5 Vendor Withhold Data
AP.070.115	APY3012 Vendor WH Balances Control Report
AP.070.200	APY9010 Withholding Mismatch Report
AP.070.300	BORRY010 1099 Reportable Transactions Report
AP.080.090	1099 Adjusting Withholding Manually
AP.080.040	1099 Withholding Vendor Updates
AP.080.030	1099 Withholding Invoice Line Update
AP.080.050	1099 Running Withholding Update Process
AP.080.100	1099 Running Withholding Report Post
AP.080.110	1099 Generating Withholding Reports
AP.070.195	APY8056 1099 Withholding to Send Detail Report
AP.070.040	Running 1099-MISC Copy B Report (APY1099)
AP.080.120	1099 Running Withholding Sent File Process

## List of Accounts Receivable Business Processes

### Accounts Receivable – Customers

#### AR Setup

AR.010.005 AR User Preferences

#### Customers

AR.010.010 Adding a Customer

AR.010.020 Setting Up Customer Banks

#### Customer Maintenance

AR.030.030 Processing a Customer Inquiry

AR.010.035 Maintaining Customer Address Information

AR.010.040 Maintaining Customer Bank Information

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### Accounts Receivable – Receivables

#### Receivable Items and Cash Receipts

AR.020.010 Creating a Receivable

AR.020.020 Creating a Cash Receipt

AR.020.030 Creating a Cash Receipt by Direct Journal

#### Receivable Maintenance

AR.020.040 Creating a Maintenance Worksheet

AR.020.050 Canceling an Invoice

AR.020.060 Canceling a Payment

AR.020.070 Canceling a Maintenance Worksheet

#### Receivables Collection

AR.030.040 Processing Aging

AR.070.030 Processing Follow Up Letters

AR.070.020 Processing Statements

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## **List of Accounts Receivable Business Processes**

### **Accounts Receivable – Interfaces – Processes – Reports**

#### Interfaces and Processes

AR.030.070 Running Receivable Update  
AR.040.010 Running Benefits Billing to GL/AR Interface

#### Reports

AR.070.040 Running Payment Summary Report  
AR.070.060 Running BOR Year End-FootNote3 Report  
AR.075.010 Running BOR\_AR\_CR\_NOTINGL  
AR.075.020 Running BOR\_AR\_DJ\_NOTINGL  
AR.075.030 Running BOR\_AR\_UNPOSTED

## List of Asset Management Business Processes

### Asset Management – Assets

#### Asset Creation

- AM.020.040 Adding Assets
- AM.020.050 Adding SVP Items
- AM.020.060 Adding Leased Assets
- AM.020.080 Adding GSFIC Managed Project Assets
- AM.020.090 Adding Assets Acquired with MRR Funds
- AM.020.100 Manually Adding Asset with Multiple Chartstrings
- AM.020.120 Copying an Asset
- AM.020.180 Creating and Maintaining Parent-Child Assets

#### Asset Adjustments and Transfers

- AM.020.130 Updating Asset Information
- AM.020.110 Adding Component Costs to an Asset
- AM.020.140 Transferring Assets Between Chartfields
- AM.020.150 Re-categorizing Assets
- AM.020.160 Adjusting Cost of an Asset
- AM.020.165 Adding or Changing Salvage Value of an Asset
- AM.020.170 Transferring Asset between Locations
- AM.020.200 Changing Asset's Useful Life
- AM.020.210 Changing In-Service Date of an Asset

#### Depreciating an Asset

- AM.100.010 Depreciating Assets
- AM.020.300 Adjusting Accumulated Depreciation
- AM.100.050 Running Load Depr Reporting Table - Monthly
- AM.100.055 Running Load Depr Report Table - Yearly
- AM.100.060 Loading NBV Table

#### Asset Retirements

- AM.020.220 Retiring Assets
- AM.020.230 Reinstating Assets
- AM.020.190 Retiring Asset that has Been Traded In

#### Asset Warranties, Maintenance, and Repair

- AM.020.250 Adding and Tracking Asset Warranties
- AM.020.260 Adding and Tracking Maintenance Contracts
- AM.020.280 Tracking Repair Service Information

## List of Asset Management Business Processes

### Online Asset Inquiry

AM.060.010	Searching for Assets
AM.060.020	Viewing Cost History
AM.060.030	Viewing Book History
AM.060.040	Reviewing Asset Accounting Entries
AM.060.050	Verifying Open Transactions
AM.020.240	Editing/Deleting Pending Transactions

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### **Asset Management – Integration**

#### Integration with Other PeopleSoft Modules

AM.020.070	Adding Assets from the Payables System
AM.020.010	Running BORQM002 Query
AM.020.011	Moving Receiver to AM
AM.020.012	Loading Vouchers into AM
AM.020.013	Running Payables/Purchasing Interface
AM.020.014	Running Transloader Process
AM.020.015	Reviewing Pre AM Pages
AM.020.016	Reviewing Interface Pages
AM.020.017	Deleting a Transaction from the Pre AM Page
AM.020.191	Adding an Asset with Trade In Proceeds via Pay/Pur
AM.020.020	Consolidating Assets
AM.020.030	Unitizing Assets

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### **Asset Management – Physical Inventory**

#### Physical Inventory

AM.080.010	PI - Defining Criteria and Defaults
AM.080.011	PI - Loading Scanned Data and Generating Results
AM.070.100	Running PI Extract Report (AMPI2000)
AM.070.101	Running PI Scanned Data Report (AMPI2100)
AM.070.102	Running PI Inventoried Extract Report (AMPI2200)
AM.070.103	Running PI Results, Under Report (AMPI2210)
AM.070.104	Running PI Results, Over Report (AMPI2220)

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## List of Asset Management Business Processes

### Asset Management – Queries and Reports

#### Queries

AM.075.010	Running BORQM001_ASSET_NO_TAG_NUMBER
AM.075.015	Running BORQM002_AP_AM_ASSET_LOAD
AM.075.020	Running BOR_ASSET_LISTING_AUDITORS
AM.075.025	Running BOR_BUILDINGCOST
AM.075.030	Running BOR_SVP_ACTUALS_DTL
AM.075.035	Running BOR_SVP_ACTUALS_TTLS
AM.075.040	Running BOR_SVP_AM_DTL
AM.075.045	Running BOR_CAP_THRESHOLD
AM.075.050	Running BOR_CAPITAL_ASSET_QUERY
AM.075.055	Running BOR_CAPITAL_LEDGER_TTLS
AM.075.060	Running BOR_AM_CAP_DTL_BQ
AM.075.065	Running BOR_CAP_ACT_DTL_BQ
AM.075.070	Running BOR_DEPR_AM_DET_BY_PERIOD_BQ
AM.075.075	Running BOR_DEPR_AM_DIST_LN_BQ
AM.075.080	Running BOR_DEPR_CAP_LED_TTL_BQ
AM.075.085	Running BOR_ACTUALS_CAP_DTL_BQ
AM.075.090	Running BOR_VCHR_ACCTG_LN_BQ
AM.075.095	Running BOR_CAPITALIZED_ASSET_ERROR

#### Reports

AM.070.065	Adding Template ID for Cost and Depreciation Report Requests
AM.070.010	Running Asset Tag Number Report (BORRM001)
AM.070.020	Running Asset Location Report (BORRM002)
AM.070.030	Running Capital Assets FN - Auxiliary Report
AM.070.040	Running Asset PO/Voucher Compare Report
AM.070.060	Running Federal Assets Report (BORRM053)

## List of Budget Prep Business Processes

### Budget Prep – Parameter Definition

#### Parameter Definition

BP.010.010	Setting up Budget Prep Year/Hour Parameters
BP.010.020	Setting up Paygroup Raise Effective Date Parameters
BP.010.030	Setting up Reason Codes and Descriptions
BP.010.040	Setting up Fringe Accounts

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### Budget Prep – Extracts and Updates

#### HRMS and Financials Extracts

BP.040.010	Processing HR/Payroll to Budget Prep Load
BP.040.011	Processing Financials Extracts

#### Mass Updates

BP.020.010	Running the Budget Copy process
BP.020.020	Processing What If Analysis

#### Budget Creation and Online Updates

BP.020.011	Deleting the Planning Version of Budget
BP.020.030	Updating the Personal Services Budget Online
BP.020.040	Updating the Non-Personal Services Budget Online
BP.020.050	Updating the Revenue Estimate Budget Online
BP.020.060	Updating the Grant Budget Online
BP.020.090	Resetting Raise Effective Dates

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### Budget Prep – Financials, Analysis, and Final Exports

#### Fringe Estimates

BP.040.040	Generating Fringe Benefit Estimates
BP.020.070	Updating Fringe Benefit Estimates Online

#### Build Financials

BP.020.080	Processing Build Financials
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#### Inquiries

BP.060.030	Inquire on Aggregate Detail
BP.060.010	Inquiring on Personal Services
BP.060.020	Inquiring on Non-Personal Services

## List of Budget Prep Business Processes

### Exports Back to HRMS and Financials

- BP.040.020 Exporting Budget Journals to Financials
- BP.040.030 Exporting Changes to HR/Payroll
- BP.040.031 Exporting Changes to MFE Interface

## List of Travel and Expenses Business Processes

### Travel & Expenses – Employee Setup & Maintenance

#### HR/EX Self Service Setup and Preferences

EX.010.011	Enabling T&E Home Pagelet
EX.010.013	Reviewing My System Profile (Self-Service)
EX.010.030	Reviewing an Employee's Profile & Settings
EX.010.010	Modifying User Defaults
EX.010.500	Understanding Expenses Workflow (for Travelers)
EX.060.400	Using the Notify button in Expenses (Self-Service)

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### Travel & Expenses (EU) – Travelers

#### Travel Authorizations

EX.010.035	Creating a Travel Authorization Template
EX.020.011	Creating a Travel Auth Using a Template
EX.020.010	Creating a Travel Auth from a Blank Report
EX.020.012	Copying an Existing Travel Authorization
EX.020.015	Modifying a Travel Authorization
EX.060.014	Viewing a Travel Authorization
EX.020.200	Canceling an Approved Travel Authorization
EX.020.016	Deleting a Travel Authorization

#### Expense Reports

EX.020.101	Creating an Expense Report from a Template
EX.010.031	Creating a Private Expense Report Template
EX.020.100	Creating an Expense Report from a Blank Report
EX.020.103	Copying an Existing Expense Report
EX.020.107	Applying a Cash Adv & Travel Auth to an Exp Rpt
EX.020.102	Creating an Expense Report from a Travel Auth.
EX.020.108	Applying a Cash Advance to an Expense Report
EX.020.106	Creating a Flexible Spending Account Expense Rpt
EX.020.109	Itemizing a Lodging bill using the Hotel Wizard
EX.020.112	Understanding Prepaid Expenses
EX.020.110	Modifying an Expense Report
EX.060.016	Viewing an Expense Report
EX.020.111	Deleting an Expense Report
EX.030.601	Overview of Team Travel for Non-Employees

## List of Travel and Expenses Business Processes

### Cash Advances

- EX.020.050 Creating a Cash Advance
- EX.020.051 Modifying a Cash Advance
- EX.060.015 Viewing a Cash Advance
- EX.020.052 Deleting a Cash Advance

### Employee Reports

- EX.070.010 Printing a Travel Authorization Report
- EX.070.011 Printing a Cash Advance Report
- EX.070.012 Printing an Expense Report

### Payments

- EX.060.023 Reviewing Expense Payments History
- EX.060.024 Reviewing Employee Expense History

### Budget Checking

- EX.030.013 Budget Checking Expense Trans Overview
  - EX.030.015 Reviewing Budget Exceptions for Expense Reports
  - EX.030.016 Reviewing Budget Exceptions for Travel Auths
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## Travel & Expenses – Approvers-Reviewers

### Managing Approvals

- EX.010.501 Understanding Expenses Workflow (for Approvers)
- EX.020.112 Understanding Prepaid Expenses
- EX.030.601 Overview of Team Travel for Non-Employees
- EX.010.090 Assigning a Designated Approver
- EX.020.300 Understanding Approval Methods
- EX.020.301 Using the Summary Approvals page (self-service)
- EX.080.106 Reassigning Approval Work in Self-Service
- EX.060.400 Using the Notify button in Expenses (Self-Service)

### Travel Authorization Approval

- EX.080.010 Worklist: Approving a Travel Authorization
- EX.080.011 Worklist: Denying a Travel Authorization
- EX.080.012 Worklist: Sending Back a Travel Authorization
- EX.080.013 Worklist: Placing a Travel Authorization on Hold

## List of Travel and Expenses Business Processes

### Expense Report Approval

- EX.080.100 Worklist: Approving an Expense Report
- EX.080.101 Worklist: Denying an Expense Report
- EX.080.102 Worklist: Sending Back an Expense Report
- EX.080.103 Worklist: Placing an Expense Report on Hold
- EX.020.303 Verifying Expense Report Receipts On-line

### Cash Advance Approval

- EX.080.050 Worklist: Approving a Cash Advance
- EX.080.051 Worklist: Denying a Cash Advance
- EX.080.052 Worklist: Sending Back a Cash Advance
- EX.080.053 Worklist: Placing a Cash Advance on Hold

### Budget Checking

- EX.030.013 Budget Checking Expense Trans Overview
- EX.020.150 Budget Checking Travel Authorizations Online
- EX.020.151 Budget Checking Expense Reports Online
- EX.030.015 Reviewing Budget Exceptions for Expense Reports
- EX.030.016 Reviewing Budget Exceptions for Travel Auths

### Manager Reports

- EX.070.051 Running the Employee Data by Department Report
  - EX.070.052 Running the Employee Data by Unit Report
  - EX.070.053 Running the Business Purpose Report
  - EX.070.054 Running the Expense Type Group Report
  - EX.070.055 Running the Expense Type Report
  - EX.070.056 Running the Preferred Merchant Report
  - EX.070.057 Running the Expense Location Amount Report
  - EX.070.058 Running the Expense Location Report
  - EX.070.059 Running the Template Report
  - EX.070.060 Running the GL Balancing Report
  - EX.070.061 Running the Expense Transactions by Department Rpt
  - EX.070.062 Running the Expense Transactions by Bus Unit Rpt
  - EX.070.067 Running the Payment Type Report
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# List of Travel and Expenses Business Processes

## Travel & Expenses – AP Auditor

### Managing Approvals

- EX.010.501 Understanding Expenses Workflow (for Approvers)
- EX.010.090 Assigning a Designated Approver
- EX.020.300 Understanding Approval Methods
- EX.020.112 Understanding Prepaid Expenses
- EX.030.601 Overview of Team Travel for Non-Employees
- EX.020.301 Using the Summary Approvals page (Self-Service)
- EX.020.302 Using the Summary Approvals page (Core)
- EX.080.106 Reassigning Approval Work in Self-Service
- EX.080.105 Reassign Approval Work
- EX.060.400 Using the Notify button in Expenses (Self-Service)
- EX.060.401 Using the Notify button in Expenses (Core)

### Travel Authorization Approval

- EX.080.010 Worklist: Approving a Travel Authorization
- EX.080.011 Worklist: Denying a Travel Authorization
- EX.080.012 Worklist: Sending Back a Travel Authorization
- EX.080.013 Worklist: Placing a Travel Authorization on Hold

### Expense Report Approval

- EX.080.100 Worklist: Approving an Expense Report
- EX.080.101 Worklist: Denying an Expense Report
- EX.080.102 Worklist: Sending Back an Expense Report
- EX.080.103 Worklist: Placing an Expense Report on Hold

### Cash Advance Approval

- EX.080.050 Worklist: Approving a Cash Advance
- EX.080.051 Worklist: Denying a Cash Advance
- EX.080.052 Worklist: Sending Back a Cash Advance
- EX.080.053 Worklist: Placing a Cash Advance on Hold

### Budget Checking

- EX.030.012 Budget Checking Expense Trans Overview
- EX.020.150 Budget Checking Travel Authorizations Online
- EX.020.151 Budget Checking Expense Reports Online
- EX.030.010 Budget Checking Travel Authorizations in Batch
- EX.030.011 Budget Checking Expense Reports in Batch
- EX.060.020 Reviewing Exp Rpt Budget Chk Exceptions

## **List of Travel and Expenses Business Processes**

### Receipt Verification

- EX.020.303 Verifying Expense Report Receipts On-line
- EX.020.304 Verifying Expense Report Receipts in Mass

### Core Application Additional Functionality

- EX.010.014 My System Profile - Alternate User Routing
- EX.060.500 Using the T&E Center in the Core Application

### Real-Time Analysis Functionality

- EX.010.043 Setting Up Transactions in Progress Methods
- EX.010.041 Setting Up Expenses Pagelets
- EX.030.042 Running the Expenses Pagelet Process
- EX.030.500 Reviewing Transactions in Progress
- EX.030.501 Reviewing Total Predicted Expenses

### Routine Expenses Processing

- EX.030.030 Processing Expenses - Staging Payments
- EX.030.032 Reviewing and Updating Staged Payments
- EX.030.035 Resetting Expense Transaction Not Selected in Reset Paycycle
- EX.030.031 Processing Expenses - Posting Liabilities
- EX.030.033 Processing Expenses - Posting Payments

### Transaction Reporting

- EX.070.019 Running the Cash Advances by Department Report
- EX.070.020 Running the Cash Advances by Unit Report
- EX.070.021 Running the Cash Advance Aging by Dept Report
- EX.070.022 Running the Cash Advance Aging by Unit Report
- EX.070.001 Running the Employee Data by Department Report
- EX.070.002 Running the Employee Data by Unit Report
- EX.070.003 Running the Business Purpose Report
- EX.070.004 Running the Expense Type Group Report
- EX.070.005 Running the Expense Type Report
- EX.070.006 Running the Preferred Merchant Report
- EX.070.007 Running the Expense Location Amount Report
- EX.070.008 Running the Expense Location Report
- EX.070.009 Running the Reimbursement Action Code Report
- EX.070.013 Running the Template Report
- EX.070.014 Running the Wizard Type Report
- EX.070.015 Running the GL Balancing Report
- EX.070.016 Running the Expense Transactions by Department Rpt
- EX.070.017 Running the Expense Transactions by Unit Report

## List of Travel and Expenses Business Processes

- EX.070.023 Running the Payment Type Report
  - EX.070.024 Running the Standard Distance Rates Report
  - EX.070.025 Running the Cash Advance Source Report
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### Travel & Expenses – Expenses Administrators

#### System Set-Up/Maintenance

- EX.010.012 Establishing Approver Assignments
- EX.010.032 Creating a Public Expense Report Template
- EX.010.033 Creating a Public Travel Authorization Template
- EX.040.030 Updating Mileage Reimbursement Rates
- EX.020.112 Understanding Prepaid Expenses

#### Maintaining Employee Traveler Profiles

- EX.010.022 Authorize Users/Delegate Entry Authority (Core)
- EX.060.010 Inquiring on an Employee's Profile (Core)
- EX.020.400 Assigning an Alternate User (Vacation Routing)
- EX.010.080 Running the Email Verification Query
- EX.010.015 Updating Expenses Bank Account Info

#### Routine Expense Transaction Processing

- EX.030.030 Processing Expenses - Staging Payments
- EX.030.032 Reviewing and Updating Staged Payments
- EX.030.035 Resetting Expense Transaction Not Selected in Reset Paycycle
- EX.030.031 Processing Expenses - Posting Liabilities
- EX.030.033 Processing Expenses - Posting Payments
- EX.075.001 Running Open Liability Queries for Expenses

## **List of Travel and Expenses Business Processes**

### Atypical Expense Transaction Processing

- EX.020.207 Adjusting Paid Expenses
- EX.020.155 Resetting Travel Authorization Accounting Date
- EX.020.156 Resetting Expense Report Accounting Date
- EX.030.307 Running the Travel Auth Encumbrance Interface
- EX.030.601 Overview of Team Travel for Non-Employees
- EX.020.208 Unstaging Payments
- EX.020.203 Canceling Expense Payments
- EX.020.205 Unposting an Expense Report
- EX.020.206 Updating an Unposted Expense Report
- EX.020.204 Closing an Expense Report
- EX.080.104 Modifying Approved Expense Transactions
- EX.020.209 Canceling Approved Travel Authorizations in Core
- EX.020.201 Closing a Cash Advance

### Budget Checking

- EX.030.012 Budget Checking Expense Trans Overview
- EX.060.020 Reviewing Exp Rpt Budget Chk Exceptions
- EX.030.011 Budget Checking Expense Reports in Batch
- EX.030.010 Budget Checking Travel Authorizations in Batch

### Transaction Inquiry

- EX.060.300 Viewing Expense Report Journal Entries
- EX.060.017 Viewing Cash Advance Accounting Entries
- EX.060.018 Viewing Expense Report Accounting Entries

### Core Application Additional Functionality

- EX.010.014 My System Profile - Alternate User Routing
- EX.060.500 Using the T&E Center in the Core Application
- EX.080.105 Reassign Approval Work

### Real-Time Analysis Functionality

- EX.010.040 Setting Up Real-Time Analysis Defaults
- EX.010.043 Setting Up Transactions in Progress Methods
- EX.010.041 Setting Up Expenses Pagelets
- EX.030.042 Running the Expenses Pagelet Process
- EX.030.500 Reviewing Transactions in Progress
- EX.030.501 Reviewing Total Predicted Expenses

## List of Travel and Expenses Business Processes

### Transaction Reporting

EX.070.001	Running the Employee Data by Department Report
EX.070.002	Running the Employee Data by Unit Report
EX.070.003	Running the Business Purpose Report
EX.070.004	Running the Expense Type Group Report
EX.070.005	Running the Expense Type Report
EX.070.006	Running the Preferred Merchant Report
EX.070.007	Running the Expense Location Amount Report
EX.070.008	Running the Expense Location Report
EX.070.009	Running the Reimbursement Action Code Report
EX.070.013	Running the Template Report
EX.070.014	Running the Wizard Type Report
EX.070.015	Running the GL Balancing Report
EX.070.016	Running the Expense Transactions by Department Rpt
EX.070.017	Running the Expense Transactions by Unit Report
EX.070.019	Running the Cash Advances by Department Report
EX.070.020	Running the Cash Advances by Unit Report
EX.070.021	Running the Cash Advance Aging by Dept Report
EX.070.022	Running the Cash Advance Aging by Unit Report
EX.070.023	Running the Payment Type Report
EX.070.024	Running the Standard Distance Rates Report
EX.070.025	Running the Cash Advance Source Report

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### **Travel & Expenses – Workflow Administrators**

#### Maintaining Employee Traveler Profiles

EX.010.022	Authorize Users/Delegate Entry Authority (Core)
EX.060.010	Inquiring on an Employee's Profile (Core)
EX.010.080	Running the Email Verification Query

#### Maintaining Approver, Reviewer & AP Auditor Profiles

EX.030.410	Updating Worklist Entry Statuses
EX.080.105	Reassign Approval Work
EX.020.400	Assigning an Alternate User (Vacation Routing)

#### System Set-up/Maintenance

EX.010.012	Establishing Approver Assignments
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## List of Travel and Expenses Business Processes

### Core Application Additional Functionality

- EX.010.014 My System Profile - Alternate User Routing
- EX.060.500 Using the T&E Center in the Core Application

### Notification

- EX.030.020 Running the Employee Notification Batch Process

### Real-Time Analysis Functionality

- EX.010.043 Setting Up Transactions in Progress Methods
  - EX.010.041 Setting Up Expenses Pagelets
  - EX.030.500 Reviewing Transactions in Progress
  - EX.030.501 Reviewing Total Predicted Expenses
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## Travel & Expenses – Cash Advance Administrators

### Transaction Reconciliation

- EX.020.202 Reconciling Cash Advances
- EX.060.017 Viewing Cash Advance Accounting Entries

### Transaction Reporting

- EX.070.019 Running the Cash Advances by Department Report
- EX.070.020 Running the Cash Advances by Unit Report
- EX.070.021 Running the Cash Advance Aging by Dept Report
- EX.070.022 Running the Cash Advance Aging by Unit Report
- EX.070.025 Running the Cash Advance Source Report

## List of eProcurement Business Processes

### eProcurement – Super User

#### Managing Purchasing Setup

- EP.020.490 ePro Overview
- EP.010.040 Creating Buyers
- EP.010.050 Creating Requesters

#### ePro Administrative Tasks

- EP.010.060 Validating ePro Roles to User IDs
- EP.080.010 Establishing Approver/Supervisor Route Controls
- EP.080.040 Modifying User Email Address for Notifications
- EP.080.020 eProcurement Monitor Approvals for Reassignments
- EP.010.070 Updating Department Manager ID
- EP.010.080 Updating Project Manager ID
- EP.080.050 Assigning an Alternate Approver
- EP.080.070 Updating BUD REF for all Requesters at YE

#### Requisitions

- EP.020.500 Creating an ePro Requisition
- EP.020.530 Adding a Travel Requisition for Non-Employee
- EP.020.540 Managing Requisitions
- EP.020.550 Editing, Saving, and Submitting an ePro Req
- EP.020.560 Canceling ePro Reqs and Deleting Requisition Lines
- EP.020.620 Selecting, Adding, and Deleting Favorite Items
- EP.020.670 Push-Back an ePro Requisition
- EP.020.680 Delegating Requisition Approval
- EP.020.690 Using Ad Hoc Requisition Routing
- EP.020.570 Budget Checking Requisitions
- EP.020.590 Using the Buyer Center
- EP.020.760 Expedite Requisitions
- EP.020.600 Purging Staging Tables
- EP.020.650 Using the Requisition Reconciliation Workbench
- EP.020.710 Running Requisition Closing Process

## List of eProcurement Business Processes

### Inquiries

PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.070	Reviewing Requisition Accounting Entries
PO.060.130	Inquiring Requisition Workbench
EP.060.080	Reviewing Req Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

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### **eProcurement – Buyer**

#### Requisitions

EP.020.490	ePro Overview
EP.020.590	Using the Buyer Center
EP.020.570	Budget Checking Requisitions
EP.020.540	Managing Requisitions
EP.020.760	Expedite Requisitions

#### Inquiries

PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.070	Reviewing Requisition Accounting Entries
PO.060.130	Inquiring Reconciliation Workbench
EP.060.080	Reviewing Req Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

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### **eProcurement – Manager**

#### Requisitions

EP.020.490	ePro Overview
EP.020.660	Approving or Rejecting an ePro Requisition
EP.020.670	Push-Back an ePro Requisition
EP.020.680	Delegating Requisition Approval
EP.020.690	Using Ad Hoc Requisition Routing

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### **eProcurement – Requester**

#### Setup eProcurement

EP.020.490	ePro Overview
EP.020.620	Selecting, Adding, and Deleting Favorite Items
EP.020.610	Creating and Using Personal Templates
EP.010.010	Understanding Requisition Defaults

## List of eProcurement Business Processes

### Requisitions

EP.020.500	Creating an ePro Requisition
EP.020.530	Adding a Travel Requisition for Non-Employee
EP.020.550	Editing, Saving, and Submitting an ePro Req
EP.020.720	Routing ePro Invoices
PO.060.110	Reviewing Requisition Activity

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## List of Purchasing Business Processes

### Purchasing – Vendor Information

#### Adding Vendors

PO.020.011	Vendor Address 4 Updates
PO.020.020	Adding a Single Payment Vendor
PO.020.010	Adding/Updating a Vendor
PO.020.030	Adding/Updating a 1099 Vendor
PO.020.021	Adding a Direct Deposit Vendor
PO.020.040	Checking for Duplicate Vendors
PO.020.012	Searching Vendors Based on Criteria
PO.020.031	Approving Vendors
PO.020.050	Inactivating Vendors not used in prior FY
PO.020.060	Maintaining Vendors

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### Purchasing – Requisitions

#### Managing Requisition Setup

PO.020.001	Purchasing Overview
EP.010.040	Creating Buyers
EP.010.050	Creating Requesters

#### Requisition Creation

PO.020.870	Creating a Purchasing Requisition
PO.020.880	Creating a Requisition using Multiple Speedcharts
PO.020.890	Creating an Asset Requisition
PO.020.900	Creating a Trade-In Asset Requisition
PO.020.910	Creating a Requisition by Copying a Requisition

#### Requisition Maintenance

PO.020.920	Approving a Purchasing Requisition
PO.020.950	Deleting & Canceling Requisition Lines
PO.050.030	Overriding Requisition Budget Check Errors

#### Requisition Processes

PO.020.930	Budget Checking a Requisition Online
PO.020.960	Requisition Reconciliation
PO.020.480	Finalizing a Requisition
PO.030.190	Budget Checking Requisitions (Batch process)

## List of Purchasing Business Processes

### Requisition Inquiries

PO.060.070	Reviewing Requisition Accounting Entries
EP.060.080	Reviewing Requisition Budget Checking Errors
PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.130	Inquiring Requisition Workbench
PO.060.140	Reviewing Requisition Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

### Change Requests

PO.020.840	Creating a Requisition Change Order
PO.020.850	Reviewing Requisition Change Request History

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## Purchasing – Purchase Orders

### Managing Purchasing Setup

PO.010.020	Setting up User Preferences
PO.020.290	Adding Speedcharts
PO.020.790	Adding/Maintaining Locations
PO.020.800	Adding/Maintaining Ship To Locations

### Purchase Order Creation

PO.020.100	Adding/Updating a PO Online
PO.020.110	Adding/Updating an Express PO
PO.020.140	Creating a PO or Amount Only PO
PO.020.120	Creating a PO by Copying a Requisition
PO.020.130	Creating a PO using Multiple SpeedCharts
PO.020.860	Creating an Asset Purchase Order
PO.020.770	Creating an Express PO
PO.020.400	Creating a PO for Trade-In Asset
PO.020.780	Adding Master Contracts

### Purchase Order Maintenance

PO.020.260	Canceling a PO / PO Lines
PO.020.070	Reserving PO IDs
PO.020.250	Receiving an Asset
PO.020.240	Receiving a Single Asset with multiple distrib
PO.020.220	Creating PO Change Orders
PO.020.160	Approving a PO
PO.020.310	Maintaining PO Distributions
PO.020.270	Deleting PO/PO Line(s)
PO.020.280	Using PO Reconciliation Workbench

## List of Purchasing Business Processes

- PO.020.150 Budget Checking a PO Online
- PO.020.200 Dispatching a PO (Online)
- PO.020.390 Running PO Close Process
- PO.050.010 Overriding Document Tolerance Error on PO
- PO.050.020 Overriding Budget Checking Error on PO

### Purchase Order Processes

- PO.030.010 Dispatching Purchase Orders (Batch Process)
  - PO.030.020 Using Sourcing WB for Req Select, PO Calc & Create
  - PO.030.030 Budget Checking POs (Batch Process)
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## Purchasing – Managing Shipments

### Managing Shipments

- PO.020.230 Adding & Updating Receipts
  - PO.020.300 Maintaining Receipt ChartFields
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## Purchasing – Inquiries and Queries

### Purchasing Inquiries

- PO.060.010 Inquiring on PO Change Order History
- PO.060.020 Inquiring on PO Activity Summary
- PO.060.040 Inquiring on PO Document Tolerance History
- PO.060.050 Inquiring on PO Document Status
- PO.060.060 Inquiring on PO Accounting Entries

### Purchasing Queries

- PO.075.010 Running BOR\_OPEN\_AMOUNT\_PO
- PO.075.020 Running BOR\_PO\_CHGERR
- PO.075.030 Running BOR\_PO\_ENC\_AND\_ENC\_REV\_1
- PO.075.040 Running BOR\_PO\_ENC\_AND\_ENC\_REV\_2
- PO.075.050 Running BOR\_PO\_ENC\_AND\_ENC\_REV\_3
- PO.075.060 Running BOR\_PO\_ENC\_AND\_VCHR
- PO.075.070 Running BOR\_PO\_NOT\_COMPLETE
- PO.075.080 Running BOR\_PO\_NOT\_RECEIVED
- PO.075.090 Running BOR\_PO\_OPEN\_AMOUNT\_1
- PO.075.100 Running BOR\_PO\_OPEN\_AMOUNT\_2
- PO.075.110 Running BOR\_PO\_OPEN\_AMOUNT\_3
- PO.075.120 Running BOR\_PO\_OPEN\_AMOUNT\_4
- PO.075.130 Running BOR\_PO\_OPEN\_AMOUNT\_ALL
- PO.075.140 Running BOR\_PO\_OPEN\_AMT\_NO\_FINAL

## List of Purchasing Business Processes

PO.075.150	Running BOR_PO_PARTIAL_RECEIVED
PO.075.160	Running BOR_PO_STATE_CONTRACTS
PO.075.170	Running BOR_REQ_OPEN_AMOUNT_1
PO.075.180	Running BOR_REQ_OPEN_AMOUNT_2
PO.075.190	Running BOR_REQ_PRE_ENC_AND_REV_1
PO.075.200	Running BOR_REQ_PRE_ENC_AND_REV_2
PO.075.210	Running BOR_REQ_PRE_ENC_AND_REV_3
PO.075.220	Running BORQP006_BIDS_BY_BUYER
PO.075.240	Running POY1100_REQ_TO_PO_XREF_REPORT
PO.075.250	Running POY5030_RECEIVER_TRAVELLER
PO.075.260	Running BOR_POAP_BUDERR
PO.075.270	Running BOR_POAP_CFERR
PO.075.280	Running BOR_POAP_DISCOUNTS
PO.075.290	Running BOR_MIN_VEND_EXCLU_GOV2
PO.075.310	Running BOR_OPR_PO_AUTHORITY
PO.075.320	Running BOR_OPR_RECEIVER
PO.075.330	Running BOR_OPR_REQ_AUTHORITY
PO.075.340	Running BOR_OPR_BUYER_AUTHORITY
PO.075.350	Running BOR_PCARD_COA
PO.075.360	Running BOR_SURPLUS
PO.075.370	Running BOR_PO_UNRECON
PO.075.380	Running BOR_REQ_OPEN_AMOUNT_ALL
PO.075.381	Running BOR_REQ_OPEN_AMOUNT_3
PO.075.382	Running BOR_REQ_OPEN_AMOUNT_4
PO.075.383	Running BOR_REQ_OPEN_PREENCS_KK
PO.075.384	Running BOR_KK_PRENC_RECON
PO.075.385	Running BOR_KK_PRENCNP_RECON
PO.075.390	Running BOR_PO_OPEN_ENCS_KK
PO.075.391	Running BOR_KK_POENCNP_RECON

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### Purchasing – Reports

#### Reports

PO.070.330	APY1090 Match Exceptions Report
PO.070.010	POY4005 Expediting Report
PO.070.020	APY3001 Vendor Summary Listing Report
PO.070.030	POY1100 REQ to PO XREF Rpt
PO.070.060	POY4100 PO To Requ XREF Rpt
PO.070.070	POY4010 PO Listing Report
PO.070.080	POY4012 PO Listing by Buyer

## List of Purchasing Business Processes

PO.070.090	POY4013 PO Listing by Status
PO.070.100	POY4020 PO Status Listings by Vendor
PO.070.110	POY4030 PO Detail Listing by PO Date
PO.070.120	POY4032 PO Detail Listing by Buyer
PO.070.130	POY4042 PO Schedule Listings by Buyer
PO.070.140	POY4040 PO Schedule Listings by PO Date
PO.070.150	POY4041 PO Schedule Listings by Vendor
PO.070.160	POY5001 Receiver Summary Rpt
PO.070.170	POY5010 Receiver Ship To Detail Rpt
PO.070.180	POY5020 Receiver Account Detail
PO.070.190	POY5030 Receipt Delivery Report
PO.070.200	BORRPO08 Minority Vendor Report
PO.070.220	BORRPO09 PO Statistics
PO.070.230	BORRPO12 PO Surplus Analysis
PO.070.240	POPO005 Purchase Orders Print
PO.070.250	POS8001 Procurement Budgetary Activity Report
PO.070.270	POS8002 Requisition Budgetary Activity Report
PO.070.280	POPO008 PO Reconciliation Report
PO.070.290	POROL001 Open Purchase Order
PO.070.300	PORQ009 Close Requisition
PO.070.310	PORQ010 Requisition Print
PO.070.320	POY8050 Purchase Summary by Vendor
PO.070.340	APY3215 Duplicate Vendor Report
PO.075.230	BORRP013_RECYCLED_PAPER_REPORT

## List of Commitment Control Business Processes

### Commitment Control – Controlled Budgets

#### Entering, Maintaining, and Transferring Budgets

KK.020.001	Entering and Maintaining Appropriation Budgets
KK.020.003	Entering and Maintaining Organization Budgets
KK.020.006	Entering and Maintaining Revenue Estimate Budgets
KK.020.012	Entering and Maintaining Overall Proj Exp Bdgts
KK.020.019	Entering and Maintaining Project Budgets
KK.020.005	Entering and Maintaining Grant Budgets
KK.020.010	Entering & Maintaining Overall Proj Rev Est Bdgts
KK.020.002	Transferring Appropriation Budgets
KK.020.004	Transferring Organization Budgets
KK.020.017	Transferring Revenue Estimate Budgets
KK.020.013	Transferring Overall Project Expense Budgets
KK.020.016	Transferring Project/Grant Expense Budgets
KK.020.011	Transferring Overall Project Rev Est Budgets
KK.020.023	Setting Budget Spreadsheet Preferences
KK.020.024	Creating Control Budget Spreadsheet
KK.020.025	Importing Budget Journals

#### Controlled Budget Processing

KK.030.002	Posting Budget Journal in Batch
KK.020.014	Copying Budget Journals
KK.020.007	Mass Delete Budgets
KK.075.018	Running BOR_BUDJRNL_DTL
KK.020.018	Overriding Journal Budget Check
KK.020.021	Marking Commitment Control Journals to Post

#### KK Administration

KK.010.001	Creating Budget Attributes
KK.010.002	Maintaining Budget Attributes
KK.010.003	Defining Budget Security- Events
KK.010.012	Defining Budget Security- Rules
KK.010.013	Defining Budget Security-Associating Rules to User
KK.010.014	Defining Budget Security- Running Security Build
KK.020.026	Budget Period on Hold
GL.010.007	Running Project Sync Process

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## List of Commitment Control Business Processes

### Commitment Control – Budget Check Exceptions

#### Budget Check Exceptions

KK.050.001	Reviewing Budget Check Exceptions-GL Journals
KK.050.004	Reviewing Budget Check Exceptions-Expense Reports
KK.050.003	Reviewing Budget Check Exceptions-Travel Auth.
KK.050.005	Reviewing Budget Check Exceptions-Purchase Orders
KK.050.006	Reviewing Budget Check Exceptions-Vouchers
KK.050.007	Reviewing Budget Check Exceptions-Requisitions
KK.050.009	Reviewing Budget Check Exceptions-Vchr Acctg Line
KK.050.010	Reviewing Budget Check Exceptions-Direct Journals
KK.050.002	Reviewing Budget Check Exceptions-Budget Journals
KK.020.015	Resetting Budget Transactions

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### Commitment Control – Reconciliations

#### Reconciliations

KK.075.007	Running BOR_KK_LEDG_ACTV_RECON
KK.075.008	Running BOR_KK_BLEDG_ACTV_RECON
KK.075.009	Running BOR_KK_EXCLOSE_RECON
KK.075.010	Running BOR_KK_EXSHEET_RECON
KK.075.011	Running BOR_KK_GLJRNL_RECON
KK.075.012	Running BOR_KK_GLJRNLEN_RECON
KK.075.013	Running BOR_KK_POENC_RECON
KK.075.015	Running BOR_KK_TRVAUTH_RECON
KK.075.016	Running BOR_KK_APVCHR_RECON
KK.075.017	Running BOR_KK_APVCHRNP_RECON

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### Commitment Control – Inquiries

#### Controlled Budget Inquiries

KK.060.001	Running Appropriation Budget Inquiries
KK.060.002	Running Organization Budget Inquiries
KK.060.003	Running Revenue Estimate Budget Inquiries
KK.060.004	Running Grant Budget Inquiries
KK.060.005	Performing Budget Overview Inquiries
KK.060.006	Performing Activity Log Inquiries
KK.060.009	Performing Budget Details Inquiries
KK.060.008	Running Project/Grant Cumulative Inquiries (Revenue)
KK.060.007	Running Project/Grant Cumulative Inquiries (Expense)

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## List of Commitment Control Business Processes

### Commitment Control – Queries

#### Commitment Control Queries

KK.070.034	Running BOR_BUDGET_JRNL_BY_DATE
KK.070.036	Running BOR_KK_APVCHR_RECON
KK.070.038	Running BOR_KK_BLEDDG_ACTV_RECON
KK.070.039	Running BOR_KK_EXCLOSE_RECON
KK.070.040	Running BOR_KK_EXSHEET_RECON
KK.070.041	Running BOR_KK_GLJRNL_RECON
KK.070.042	Running BOR_KK_GLJRNLLEN_RECON
KK.070.043	Running BOR_KK_LEDG_ACTV_RECON
KK.070.044	Running BOR_KK_LEDGER_BALANCES
KK.070.045	Running BOR_KK_POENC_RECON
KK.070.048	Running BOR_GRANT_RECEIVABLES
KK.070.049	Running BOR_BUD_JRNL_DTL
KK.070.050	Running BORIF006_PAYROLL_BAL
KK.070.051	Running BORRG016_GRANT_RECON_EXPEND
KK.070.052	Running BORRG016_GRANT_RECON_INDIRECT
KK.070.053	Running BOR_REV_TO_APPROP
KK.070.054	Running BOR_SRECON1_PO_ACCTG
KK.070.055	Running BOR_SRECON2_JRNL_LN
KK.070.056	Running BOR_SRECON4_LEDGER
KK.070.057	Running BOR_SRECON5_PR_ENC
KK.075.019	Running BOR_KK_EXCEPTIONS

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### Commitment Control – Reports

#### Reports

KK.070.018	Running Encumbrance Listing Report
KK.070.023	Running Budget Transaction Review Rpt (BORRG011)
KK.070.030	Running Proj Bud Progress Rpt Summary (BORRG022)
KK.070.031	Running Proj Bud Progress Rpt Detail (BORRG22A)
KK.070.022	Running Revenue Summary Report (BORRG025)
KK.070.024	Running Budget History Report (BORRG034)
KK.070.032	Running Rev Est Budget Progress Report (BORRG037)
KK.070.025	Running Budget Progress Report-Summary (BORRG040)
KK.070.026	Running Bud Progress Report-Basic Detail(BORRG041)
KK.070.027	Running Bud Progress Report-Full Detail (BORRG042)
KK.070.028	Running Grant Bud Progress Rpt-Summary(BORRG043)
KK.070.029	Running Grant Bud Progress Rpt-Detail (BORRG044)
KK.070.001	Running Appropriation Budget Status Reports
KK.070.002	Running Organization Budget Status Reports

## List of Commitment Control Business Processes

KK.070.003	Running Revenue Estimate Budget Status Reports
KK.070.004	Running Grant Budget Status Reports
KK.070.019	Running Budget Transaction Detail Reports
KK.070.058	Running Activity Log Report - Detail (GLC8570)
KK.070.059	Running Activity Log Report - Summary (GLC8571)
KK.070.060	Running Budget Control Report (GLC8051)
KK.070.061	Running Budget Keys & Translations Rpt (GLC8050)
KK.070.062	Running Commitment Control Ledger Details Report

## List of General Ledger Business Processes

### General Ledger – Chartfield Maintenance

#### Setup and Chartfield Maintenance

GL.010.027	Setting Up and Maintaining GL User Preferences
GL.010.009	Adding Departments
GL.010.008	Adding Accounts
GL.010.015	Adding OpenItem Accounts
GL.010.004	Adding Grants (Sponsored Project)
GL.010.006	Adding Projects
GL.010.020	Adding a Schedule
GL.010.011	Creating and Maintaining SpeedTypes
GL.010.013	Inactivating ChartFields
GL.010.014	Inactivating Project/Grant Chartfields
GL.010.029	Copy/Rename/Delete Combination Rule
GL.030.006	Running Build Combination Data
GL.030.007	Updating COA_COMBO1_BOR Table

#### Trees

GL.010.010	Maintaining Trees
GL.010.017	Copying a Tree Definition
GL.010.018	Deleting a Tree Definition
GL.010.019	Auditing a Tree Definition
KK.070.005	Running Budgetary Control Tree Audit Report (GLS8007)

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### General Ledger – Journals

#### Journals

GL.020.001	Creating and Posting a Journal Entry
GL.020.002	Entering a Journal Using Control Totals
GL.020.004	Entering Encumbrance Journals
GL.020.003	Creating an Intraunit Journal Entry
GL.020.017	Creating a Standard Journal Entry

## List of General Ledger Business Processes

### *Journals From Spreadsheets*

- GL.020.031 Setting Up Spreadsheet Journal Preferences
- GL.020.005 Entering Journals from a Spreadsheet
- GL.020.029 Copying Spreadsheet Journals
- GL.020.030 Deleting a Spreadsheet Journal
- GL.020.033 Batch Spreadsheet Journal Import
- GL.020.032 Online Import Spreadsheet Journals

### Other Journal Processing Options

- GL.020.010 Viewing Journal Entry Errors
  - GL.020.028 Journals Not Posted to GL
  - GL.020.008 Copying a Journal
  - GL.020.009 Deleting a Journal
  - GL.030.008 Batch Journal Editing
  - GL.030.009 Batch Journal Budget Check
  - GL.030.012 Unlocking a Journal in Process
  - GL.020.015 Marking a Journal for Posting
  - GL.020.016 Marking a Journal for Unposting
  - GL.020.037 Mark Journals to Override
  - GL.030.010 Batch Journal Post
  - GL.030.001 Running Journal Generator
  - GL.020.025 Selecting Journal Entry Template
  - GL.020.006 Defining Standard Journal Entries-Recurring
  - GL.020.007 Defining Standard Journal Entries-Template
  - GL.030.019 Open Item Reconciliation Request
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## General Ledger – Interfaces

### Interfaces

- GL.040.001 Running the Payroll to General Ledger Interface
  - GL.040.002 Running the Benefits Billing to GL Interface
  - GL.040.003 Running the Payroll Encumbr Proj to GL Interface
  - GL.040.004 Running the DOAS Phone Bill Interface
  - GL.040.006 Running the Purchasing Card Interface
  - GL.010.012 Updating the Phone Bill Table
  - GL.010.016 Updating the Fringe Table
  - GL.040.011 Purging Third Party Transactions
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## List of General Ledger Business Processes

### General Ledger – Banking – FSA – Continuous Audit

#### Banking

- GL.010.021 Adding a New Disbursement Bank
- GL.010.022 Adding a New Disbursement Bank Account

#### Bank Reconciliations

- GL.030.017 Import Bank Statement
- GL.030.020 Delete Bank Statement
- GL.030.004 Performing Automatic Bank Reconciliation
- GL.020.011 Performing Manual Bank Reconciliation
- GL.020.013 Performing Bank Reconciliation - Spec Transactions
- GL.070.100 Running Bank Account Register Report (FIN3004)

#### Flexible Spending Accounts (FSA)

- GL.060.007 Reviewing FSA Balances
- GL.020.019 Running FSA Rollforward Process
- GL.020.012 Closing Out FSA Balances

#### Continuous Audit

- GL.040.005A Running Employee Travel Continuous Audit Interface
- GL.040.005B Running Per Diem Continuous Audit Interface
- GL.040.005C Running Continuous Audit Report and Creating Files
- GL.040.005D Continuous Audit File Creation
- GL.040.013 Continuous Audit Salary Load
- GL.040.014 Continuous Audit NSI Code Entry
- GL.040.012 Continuous Audit Vendor Obligation/Payment Report

### General Ledger – Period End Processes

#### Month End Processes and Queries

- GL.070.002 Building Subledger Reconciliation Table
- GL.070.004 Running the Recon by Chartfield Report-FIN5005
- GL.030.005 Creating EOM AM Accounting Entries
- GL.030.018 Reversing Posted AM Accounting Entries
- GL.100.001 Closing Period Depreciation
- GL.100.003 Mass Updating Open/Close Accounting Periods
- GL.030.002 Running Allocations - Plant Suspense
- GL.030.003 Running Allocations - Grant Revenue

## List of General Ledger Business Processes

### Fiscal Year End Processes and Queries

GL.020.024	Processing Year-End Closing
GL.020.018	Closing Asset Accounting Period
GL.020.041	Update Allocation Step
GL.020.035	Defining Chartfield Value Sets (Tree Node)
GL.020.034	Defining Chartfield Value Sets (Selected Detail)
GL.070.051	Running Footnote 7 - Deferred Rev Rpt (BORRG028)
GL.070.050	Running Footnote 8 - LT Liabilities Rpt (BORRG031)
GL.070.042	Running GASB Auxiliary SRECNA (nVision) Report
GL.070.041	Running GASB Aux Statement Net Assets(nVision) Rpt
GL.070.040	Running GASB Cash Flow Statement (nVision) Report
GL.070.039	Running GASB Natural vs Functional (nVision) Rpt
GL.070.038	Running GASB Restr Expendable Net Assets (nVision)
GL.070.037	Running GASB SRECNA (nVision) Report
GL.070.036	Running GASB Statement of Net Assets (nVision) Rpt
GL.070.035	Running GASB Unrestricted Net Assets (nVision) Rpt
GL.070.071	Running GASB Capital Asset Disclosure (nVision)

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### General Ledger – Inquiries and Queries

#### Inquiries

GL.060.001	Inquiring on Journals
GL.060.002	Inquiring on Journal Status
GL.060.003	Inquiring on Standard Journal
GL.060.004	Inquiring on Ledgers
GL.060.008	Reviewing Open Item
GL.060.009	Reviewing Standard Journals

#### Queries

GL.050.021	Running BOR_KK_LEDGER_BALANCES
GL.050.031	Running BOR_GL_ACT_BAL
GL.070.072	Running BOR_BSA_NO_TIN
GL.070.073	Running BOR_BSA_SUMMARY
GL.070.074	Running BOR_BSA_SUMMARY_CF
GL.070.075	Running BOR_BSA_SUMMARY_PD
GL.070.076	Running BOR_BSA_TIN_DRILLDOWN
GL.070.078	Running BOR_JE_NOTINGL
GL.070.079	Running BOR_JE_NOTINGL_CASH
GL.070.080	Running BOR_JE_SUBSEQUENT
GL.070.081	Running BOR_POSTCLOSE_JE
GL.070.082	Running BOR_POSTCLOSE_JE_AP
GL.070.083	Running BOR_POSTCLOSE_JE_EX

## List of General Ledger Business Processes

GL.070.086	Running BOR_FSA_BAL
GL.070.087	Running BOR_FSA_ROLLFW_JE
GL.070.088	Running BOR_GL_ACT_BAL
GL.070.090	Running BOR_LEDGER
GL.070.091	Running BOR_OI_ACCOUNT_ID
GL.070.092	Running BOR_OI_ACCOUNT_TIN
GL.070.093	Running BOR_OI_CHART_ID
GL.070.094	Running BOR_OI_TRANS_ID
GL.070.095	Running BOR_BC_PENDING
GL.070.096	Running BOR_JE_PENDING
GL.070.101	Running BOR_FIND_BEGIN_BAL
GL.075.001	Running BOR_BR_AP_OSCK
GL.075.002	Running BOR_SALARY_CONT_AUDIT_RECON
GL.075.003	Running BOR_TRAVEL_CONT_AUDIT_RECON
GL.075.004	Running BOR_PERDIEM_CONT_AUDIT_RECON
GL.075.005	Running BOR_BR_AP_NOTINGL
GL.075.006	Running BOR_BR_AP_RECON
GL.075.007	Running BOR_BR_AP_RECON_B4ACCDT
GL.075.008	Running BOR_BR_AP_CANCEL_CUR
GL.075.009	Running BOR_BR_AP_CANCEL_PRIOR
GL.075.010	Running BOR_BR_GLCAP
GL.075.011	Running BOR_BR_GLC_FUNDBAL
GL.075.012	Running BOR_BR_GLC_BNR
GL.075.013	Running BOR_BR_GLC_OTHER
GL.075.014	Running BOR_BR_GL_JE_DELAYPOST_CASH
GL.075.015	Running BOR_BR_AP_ISSUE
GL.075.016	Running BOR_BR_UNMATCHED_AUTO
GL.075.017	Running BOR_BR_UNMATCHED_MAN_AP
GL.075.018	Running BOR_BR_UNMATCHED_MAN_STMT

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### General Ledger – Reports

#### Reports

GL.050.001	Running Journal Edit Errors Report (GLS7011)
GL.050.002	Running Journal Source Report (FIN0008)
GL.050.003	Running Allocation Group Report (GLC6001)
GL.050.004	Running Step Report (GLS6000)
GL.050.006	Running Units of Measure Report (FIN0005)
GL.050.007	Running TimeSpans Report (FIN0003)
GL.050.008	Running Project Expiration Report (GLC8043)
GL.050.009	Running Acct Entry Templates Report (APY0012)
GL.050.010	Running Speed Types Report (FIN0007)

## List of General Ledger Business Processes

GL.050.011	Running Account Types Report (FIN0004)
GL.050.012	Running Detail Calendar Report (FIN0002)
GL.050.013	Running Installation Options Report (FIN0001)
GL.050.014	Running Operator Preferences Report (FIN0006)
GL.050.015	Running Schedules Report (GLS4000)
GL.050.016	Running Actual Closing Rule Report (GLS1002)
GL.050.018	Running Ledger Template Report (FIN0023)
GL.050.019	Running Standard Journal Status Rpt (GLS7001)
GL.050.020	Running Ledger Balances by FY and AP
GL.050.022	Running Journal Entry Detail Report (FIN2001)
GL.050.023	Running Budget Checking Status Report (GLC8530)
GL.050.025	Running Detail Ledger Definition Rpt (FIN0022)
GL.050.026	Running Journal Posting Summary Rpt (GLS7009)
GL.050.029	Running Background Process Report (FIN1001)
GL.050.033	Running OpenItem Listing Report (GLS3000)
GL.070.005	Running Closing Trial Balance Report (GLS1003)
GL.070.006	Running FSA Balances Report (BOR3000)
GL.070.007	Running Budgets/Actuals Reconcil Rpt (GLS8010)
GL.070.008	Running Trial Balance – Fund Report (GLS7012)
GL.070.010	Running Journal vs. Acct Entry Rpt (GLS8012)
GL.070.011	Running Ledger vs Journal Integrity Report-GLS7010
GL.070.013	Running Balance Sheet By Fund Rpt (BORRG018)
GL.070.014	Running Grant Bill Report (BORRG005)
GL.070.015	Running Surplus/Deficit Report (BORRG024)
GL.070.017	Running Valid Departments Report (FIN0011)
GL.070.021	Running Account Report (FIN0010)
GL.070.022	Running Budget Period Report (FIN0024)
GL.070.023	Running Class Report (FIN0053)
GL.070.024	Running Combination Group Report (GLS4003)
GL.070.025	Running Tableset ID Report (FIN0017)
GL.070.026	Running Fund Report (FIN0050)
GL.070.027	Running Program Report (FIN0052)
GL.070.028	Running Project/Grant Listing Report (FIN0013)
GL.070.031	Running Summary of Revenue (nVision) Report
GL.070.032	Running Schedule of Operating Expenses (nVision)
GL.070.033	Running Combination Rule Report (GLS4002)
GL.070.034	Running Tableset Controls Report (FIN0018)
GL.070.043	Running Summary of Expenditures (nVision) Rpt
GL.070.044	Running Schedule of Personal Services (nVision)
GL.070.046	Running Fund Balance by Fiscal Year (nVision) Rpt
GL.070.047	Running Record Groups Report (FIN0016)
GL.070.048	Running Ledgers for a Unit Report (FIN0021)

## List of General Ledger Business Processes

GL.070.049	Running Business Units Report (FIN0020)
GL.070.052	Running Schedule Ops of Std ActV Rpt (BORRG030)
GL.070.053	Running Restricted Funds Report (BORRG051)
GL.070.054	Running Statement Op Int Athletics Rpt (BORRG032)
GL.070.055	Running Agency Funds Report (BORRG027)
GL.070.060	Running Profit and Loss Statement (BORRG017)
GL.070.061	Running Expenditures Free Bal Rpt (BORRG033)
GL.070.063	Running Grant Indirect Revenue Rpt (BORRG006)
GL.070.065	Running Ledger Hist Rpt - Beg Balances (BORRG038)
GL.070.066	Running Ledger History Rpt Summary (BORRG21A)
GL.070.067	Running Ledger History Report (BORRG021)
GL.070.068	Running General Ledger Summary Rpt (GLS7003)
GL.070.070	Running Trial Balance all Ledgers (nVision) Rpt
GL.070.097	Running Interunit Activity Report (GLS3001)
GL.070.098	Running nVision Request Listing Report (FIN0030)
GL.070.099	Running nVision Scope Listing Report (FIN0031)
KK.070.020	Running Grant Reconciliation Report (BORRG016)
KK.070.023	Running Budget Transaction Review Rpt (BORRG011)
KK.070.032	Running Rev Est Budget Progress Report (BORRG037)

## List of Security Business Processes

### Security – Security Administration

#### Security Administration

- SC.080.100 Adding User Profiles-Contractor
- SC.080.101 Maintaining User Profiles
- SC.080.102 Removing User Profiles
- SC.080.103 Copying User Profiles
- SC.080.105 Adding User Profiles for Multicampus Approvers
- SC.080.106 Managing Terminated User Access
- SC.080.107 Maintaining iStrategy Department Level Security
- SC.080.110 Adding and Updating User Preferences
- SC.080.120 Searching and Viewing Security Roles
- SC.080.130 Searching and Viewing Security Permission Lists
- SC.080.140 Running Security Queries
- SC.080.141 Running Security Access Reports
- SC.080.160 Viewing Password Controls