GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

PSFIN V8.9 Upgrade Training

General Ledger Participant Guide

Office of Information and Instructional Technology

Version 1
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Course Overview

Welcome

PSFIN 8.9 General Ledger
Instructor: Marc Bello

Course Expectations

- What this course is…
  - Delta training from PeopleSoft 7.5 to 8.9
  - Focus is on key system changes
- What it is not…
  - Complete job training
  - Complete PeopleSoft training

Course Objectives

- Describe the purpose of the GL module.
- Identify changes and similarities in GL between 7.5 and 8.9.
- Add and maintain Chartfields.
- Use PeopleSoft Tree Manager/Tree Utilities
- Create journal entries.
- Enter and work with spreadsheet journals.
- Process Journals.
- Run General Ledger interfaces
- Use Report Manager to run GL Reports.

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General Ledger Overview

- Identify the purpose of the GL module.
- Identify what other PeopleSoft modules GL is tied to.
- Identify the process flow in GL.

GL Overview – Purpose

- GL is the core of the PeopleSoft Financials system
- It is a collection of an institution's accounts
- GL is where posting to the accounts occurs; posting is process of recording amounts as credits and debits
- Double-entry system ensures the GL should always be in balance

GL Overview – Purpose

- Listing of account names is "Chart of Accounts"
- Extraction of account balances is "Trial Balance"
- Purpose of Trial Balance is to ensure equality of the total debits and credits

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GL Overview – Integration

- PeopleSoft feeder applications typically generate accounting entries or voucher lines from transaction data entered in that particular application.
- PeopleSoft posts these accounting lines to an accounting entry table
- Journal Generator processes data in the accounting entry table to create journals in GL

GL Overview – Integration

- Can create journal entries and optionally post them from any of these PeopleSoft applications:
  - Asset Management
  - Accounts Payable
  - Accounts Receivable
  - Expenses
  - Purchasing
  - HCM North America Payroll

GL Overview – Integration

- Database Tables
- Application Messaging
- Flat File Imports
- XML Import Over Internet

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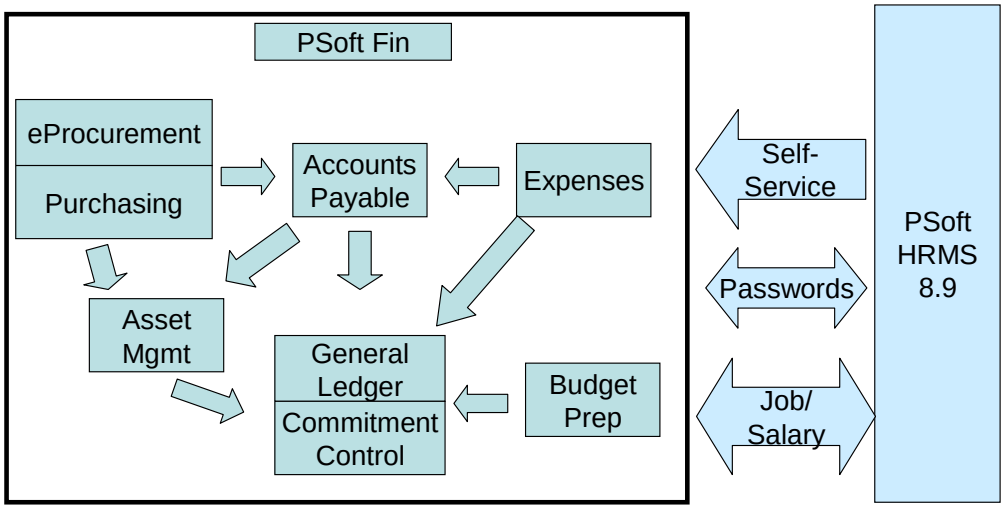
GL Overview – Integration



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General Ledger Changes from 7.5 to 8.9

GL – Changes from 7.5 to 8.9

- Identify the major differences in the General Ledger module from version 7.5 to 8.9.
- Identify what has not changed functionally in the General Ledger module from version 7.5 to 8.9.

GL 8.9 Changes in Account Chartfields

- Department, Class, Program, Fund and Project tables have changed names
- Control Accounts
  - Defines an account to be a system generated account
  - Prevents account from being used in online entry
- Open Item Accounts
  - Open item keys will be based on Employee ID
  - Open balances will be transferred from SSN

PS v7.5	PS v8.9
DEPARTMENT_TBL	DEPT_TBL
CLASS_TBL	CLASS_CF_TBL
PROGRAM_CODE	PROGRAM_TBL
FUND_CODE	FUND_TBL
PROJECT_HEADER	PROJECT

GL 8.9 Changes in Project Chartfields

- PROJECT_HEADER replaced with PROJECT table and KK Ledgers
- Project status governs use of project Chartfield on transactions and is NOT effective-dated

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GL 8.9 Changes in Project Chartfields

- PROJ_GRANT_BOR is retained with the following additions:
  - PROJ_TYPE_BOR field determines Grant vs. Project
  - CONTROL_OPTN_BOR field determines Budget Control option
  - CLOSE_DAYS_LAG_BOR used with budget end date to freeze changes to spending authority
- PROJECT_HDR_BOR record contains legacy PROJECT_HEADER data for reference purposes

GL 8.9 Changes in Project Chartfields

- Project Sync Process
  - Populates KK Ledger definitions; populates all necessary control tables
  - Required prior to posting budgetary or Actuals transactions
  - Simplifies end-user interaction with KK Ledger definitions
  - Integration points include: Start Date, End Date, Control Option (Track or Control), and Budget Status (Open, Hold, or Closed)
  - Automatically maintains project/grant budget status based on end date and days lag

GL 8.9 Changes – Budget Reference and Budget Date

- Replaces Budget Period in Actuals Ledgers
- Budget Reference is derived from Budget Date
- Budget Date is secured by KK rules

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GL 8.9 Changes – Trees

- 7.5 trees migrated to 8.9
- Trees continue to be copied/updated each fiscal year
- Budgetary tree audit (BDXLATE_ACCOUNT) report delivered in 8.9

GL 8.9 Changes in Ledgers and Ledger Groups

- In the Actuals, Capital, and GAAP Ledgers:
  - Encumbered and Pre-encumbered amounts moved to KK
  - Detail ledger groups in KK used for budgetary reporting
  - LEDGER_EG record contains legacy encumbrance data in detail

GL 8.9 Changes in Journals

- Journal Templates
- Save a journal in an Incomplete status
- Intraunit Journals
- Encumbrance Journals post to KK tables
- Spreadsheet Journals
  - PSoft delivered
  - Download three files from Georgia*FIRST*
  - Two import methods

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GL 8.9 Changes in Journals

- Delete a Journal
  - Can delete budget checked journals
- Journal Unlock
  - Known issue in 8.9
- Marking Journals for Override
  - Batch processing of journals for budget override

GL 8.9 Changes in Interfaces

- All interface data will be journal generated with the exception of spreadsheet journals
- New staging tables
  - HR_ACCTG_LINE and HR_KK_HDR: Payroll interfaces
  - PERS_SERV_BOR can be joined to HR_ACCTG_LINE & HR_KK_HDR
  - JGEN_PHONE_BOR: DOAS Phone Bill interface process
  - JGEN_PCARD_BOR: PCard interface process

GL 8.9 Changes in Interfaces

- Payroll encumbrance journals will be journal generated and posted to KK tables via budget checking
- 3rd Party Purge Process:
  - Expanded Banner Purge to include DOAS Phone Bill, PCard, and Payroll

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Chartfield Maintenance

- Identify commonalities when adding Chartfields.
- Add a department.
- Identify the similarities/differences between adding a grant and adding a project.
- Add a grant.
- Add an Open Item account.
- Inactivating Chartfields
- Running Project Sync Process
- Run the Build Combination Data process.

Chartfield Maintenance

- Must be added to all applicable trees
- Must be funded via budget journals or budget transfers in order to spend funds
- Run the Build Combination Data process to ensure the combo rules are adequately updated
- COA_COMBO1_BOR table may need to be updated if the Chartfield will be used in Banner.
- Changes may need to be made in HRMS system

Chartfield Maintenance – Adding a Department

- Added on an as-needed basis
- Must indicate a Department Manager
  - Required for workflow purposes
    - In order for transactions to be routed for approval in ePro, the manager field must be populated; otherwise, transactions will route to workflow administrator
- Demo in UPK – GL.010.009

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ChartField Maintenance – Grants and Projects

- Grant: Sponsored initiatives that are funded by third parties such as federal government, private corporations, etc.
- Project: Internal initiatives that must be funded out of regular operating budgets.

Chartfield Maintenance – Grant and Project Similarities

- Accounting adds grants/projects as needed
- Setup component consists of 4 pages:
  - Project (require data input)
  - Description (require data input)
  - BOR Project Information (require data input)
  - BOR Project Financials (displays overall financial position of Grant/Project and is used for inquiry purposes)

Chartfield Maintenance – Grant and Project Similarities

- After value is defined, Project Sync process must be run in order to populate all the necessary control tables.
- Start and End Dates specify when the budget will be open for the grant/project.

Δ Project Manager Field is required for workflow purposes.

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Chartfield Maintenance – Grant and Project Similarities

- Δ Days Lag Field is used by Project Sync process to update the Budget Definition to a 'Hold' status once the grant/project goes beyond the End Date and into lag time.
  - Number of days specified is added to end date
  - During lag time while status is 'Hold', new transactions will not pass budget checking and will impact remaining spending authority for the grant.
  - Historical transactions can be altered as long as change does not impact remaining spending authority
  - Once End Date is reached and Project Sync is run, Budget Definition Status field will update to 'Closed.'

Chartfield Maintenance – Grant and Project Differences

- Project/Grant budgets must be established for all grants
- Separate pools of funds must exist for transactions with grants.
- Grants cannot be used on financial transactions that spend from regular appropriations

ChartField Maintenance – Grant and Project Differences

- Grant transactions take place in Funds 20000 and 21XXX.
- In certain cases, there may be other select funds that may use grants.
- Do not have to establish Project/Grant budgets for non-sponsored projects. They will use the regular operating budget.
- Demo in UPK – GL.010.004

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ChartField Maintenance – Adding Grants

- The setup component is comprised of four pages: Project, Description, BOR Project Information and BOR Project Financials
- After the value is defined, the Project Sync batch process must be run in order to populate all the necessary control tables
- Once Project Sync has been run, budget must be established
- Grants cannot be used on financial transactions that spend from regular appropriations
- Grant transactions take place in Funds 20000 and 21XXX
- All trees containing Project IDs must be updated to include the new CF

ChartField Maintenance – Add an Open Item Account

- BOR utilizes OpenItem Accounts for continuous audit purposes
  - By setting an expense account as an OpenItem Account, the Employee ID or SSN will be required on the voucher, journal and expense transaction
  - These transactions are one-sided for OpenItem purposes
  - Expense related OI Accounts may not reconcile to zero at year end
- Δ BOR supports three types of Open Item Accounts: Employee ID, Vendor, and SSN
- Demo in UPK – GL.010.015

ChartField Maintenance – Add an Open Item Account

	Edit Record	Edit Field	Prompt Table
Vendor (Vendor ID)	OI_VNDR_VW BOR	OPEN_ITEM_KEY	OI_VNDR_VWBOR
SSN (Empl SSN)	OI_TIN_VW_BOR	OPEN_ITEM_KEY	OI_TIN_VW_BOR
Emp ID (Employee ID)	PERSONAL_DATA	EMPL_ID	OI_EMPLID_VW

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Chartfield Maintenance – Inactivating Chartfields

- Used when a Chartfield is no longer needed
- Add a row to create an effective-dated inactive entry
- If status is changed on original row, the history for that Chartfield is lost
- Combination Build Process should be run after to update tables/rules
- COA_COMBO1_BOR table may need to be updated if the Chartfield inactivated is used in the Banner system

Chartfield Maintenance – Running Project Sync Process (In KK)

- Populates KK ledger definitions; populates all necessary control tables (see graphic)
- Required prior to posting budgetary or actuals transactions
- Simplifies end-user interaction with KK ledger definitions
- Integration points include: Start Date, End Date, Control Option (Track or Control), and Budget Status (Open, Hold, or Closed)
- Automatically maintains project/grant budget status based on end date and days lag.

Chartfield Maintenance – Run Build Combination Data Process

- Process populates the COMBO_DATA_TBL with all possible values based on existing Combo Edit Rules
- Process is run after adding or inactivating Chartfield values related to existing Combo Edit Rules
- Process must be run for all applicable Ledger Groups

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Chartfield Maintenance – Run Build Combination Data Process

- Any Chartfield changes made will only be applicable for those Combo Edit Rules attached to each Ledger if this process is run for that Ledger Group.
- Currently, each Ledger Group contains only one ledger. Therefore, it is recommended that you run this process for the Actuals, Capital and GAAP Ledger Groups.
- Demo in UPK – GL.030.006

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Combination Edit Rule Changes

Combo Edit Rule	Description	Definition
AUXATH	Athletics	Fund 12280 must use Program Code range 28000 to 28999 & Code range 29000 to 29999
AUXFOODSVC	Food Services	Fund 12220 must use Program Code range 22000 to 22999 Code range 29000 to 29999
AUXHEALTH	Health Services	Fund 12240 must use Program Code range 24000 to 24999 Code range 29000 to 29999
AUXHOUSING	Housing	Fund 12210 must use Program Code range 21000 to 21999 Code range 29000 to 29999
AUXOTHER	Other	Fund 12270 must use Program Code range 27999 Code range 29000 to 29999
AUXPLANT	Physical Plant	Fund 12260 must use Program Code range 26000 to 26999 Code range 29000 to 29999
AUXSTORESH	Stores	Fund 12230 must use Program Code range 23000 to 23999 Code range 29000 to 29999
AUXTRANS	Transportation	Fund 12230 must use Program Code range 23000 to 23999 Code range 29000 to 29999
ACCTBDREF	Budget Reference	All accounts require the use of a budget reference
ACCTFUND	Account/Fund	All accounts require the use of a fund
ALLCFS	All Chartfields	Revenue transactions require all Chartfields, with the exception of Project
F60000-DPT	Fund 60000/ Departments	Fund 60000 requires the use of specific departments (Axxxxxx)
FNDPRGACCT		Fund 12XXX must use a program code with all accounts
FUND-ACCT1	Agency Funds/Bal Sheet Accts	Funds 6XXXX transactions are balance sheet accounts only (7.5 migrated, use if needed)
FUNDPROG	Auxiliary	Fund 12000 requires the use of a program code (7.5 migrated, use if needed)
FUNDPROJ1	Sponsored Projects	Fund 20000 requires a project.

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Lesson: Chartfield Maintenance	Business Processes:	GL.010.009 GL.010.004 GL.010.015 GL.010.013 GL.010.007 GL.030.006

General Ledger – Chartfield Maintenance

Setup and Chartfield Maintenance Activities

Topics:	Adding Departments Adding Grants Adding Open Item Accounts Inactivating Chartfields Running Project Sync Process Running Build Combination Data Process	Business Processes:	GL.010.009 GL.010.004 GL.010.015 GL.010.013 GL.010.007 GL.030.006

Activity

Activity Overview	In these activities you will: 1. Add a new Department 2. Add a Grant 3. Add an Open Item Account 4. Inactivating Chartfields 5. Run the Project Sync Process 6. Run the Build Combination Data Process
Activity 1	**Add a new department: GL.010.009** *Scenario:* Add a new Geology department. The SetID should be 40000 and the new Department number is *<your initials>00001*.

NAVIGATION	Set Up Financials/Supply Chain > Commons Definitions > Design Chartfields > Define Values > Chartfield Values > Department

1. Click on the Add a New Value tab.
2. The SetID defaults based on user preferences.
3. Enter the new department number.
4. Click the Add button.
5. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	070107

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Status	Active
Description	Geology Department
Short Description	Geology
Manager ID	000001

6. Click Save.

Activity 2

Add a new grant: GL.010.004

Scenario: Add a new grant that was awarded to your institution to complete an alternative fuel study. The SetID should be 40000 and the new Project number is *<your initials>001*.

NAVIGATION	**Set Up Financials/Supply Chain > Commons Definitions > Design Chartfields > Define Values > Chartfield Values > Project**

1. Click on the Add a New Value tab.
2. The SetID defaults based on user preferences.
3. Enter the new Project number.
4. Click the Add button.
5. Enter the following information on the Project page:

FIELD	**VALUE or STATUS**
Description	Alternative Fuel Study
Status	Active
Start Date	050107
End Date	063010
Project Manager Effective Date	050107
Manager	000001

6. Enter the following information on the Description page:

FIELD	**VALUE or STATUS**
Description	Investigate the use of hydrogen as an alternative fuel.

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Lesson: Chartfield Maintenance

Business Processes: GL.010.009 GL.010.004 GL.010.015 GL.010.013 GL.010.007 GL.030.006

7. Enter the following information on the BOR Project Info Page:

FIELD	VALUE or STATUS
Effective Date	050107
Days Lag	15
Proposal	00000
Sponsor	Shell Oil Company
Billing address	997 Main Street, Suite 2400, Attn: Research and Development
City	Houston
State	TX
Zip	01687
Remit Location	1GGC1000
Funding Type	Donations
Cost Share Direct	10
Indirect Cost Base	Salaries and Wages
Group Type	Unrestricted
Indirect Cost Rate	0.4
Type	Fix Price
Frequency	Monthly
Financial Report	Quarterly
Project/Grant Type	Grant
Control Option	Overall

8. Click Save.

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Lesson: Chartfield Maintenance	Business Processes:	GL.010.009 GL.010.004 GL.010.015 GL.010.013 GL.010.007 GL.030.006

Activity 3

Add an Open Item Account: GL.010.015

Scenario: Add an Open Item account. The SetID should be 40000 and the new account number should be 752300.

NAVIGATION	Set Up Financials/Supply Chain > Commons Definitions > Design Chartfields > Define Values > Chartfield Values > Account

1. Click on the Add a New Value tab.
2. The SetID defaults based on user preferences.
3. Enter the new account number.
4. Click the Add button.
5. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01011901
Status	Active
Description	Reimbursable Expense
Short Description	ReimbExpen
Monetary Account Type	Expense
OpenItem Account Checkbox	Yes
Edit Record	OI_VNDR_VW_BOR
Edit Field	OPEN_ITEM_KEY
Description of OpenItem	Non-EmpVen
Prompt Table	OI_VNDR_VW_BOR

6. Click Save.

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Lesson: Chartfield Maintenance

Business Processes: GL.010.009, GL.010.004, GL.010.015, GL.010.013, GL.010.007, GL.030.006

Activity 4

Inactivate Chartfields: GL.010.013

Scenario: Inactivate department 1010160 with an effective date of 06/30/2008.

NAVIGATION	**Set Up Financials/Supply Chain > Commons Definitions > Design Chartfields > Define Values > Chartfield Values > Department**

1. Click on the Find an Existing Value tab.
2. The SetID defaults based on user preferences.
3. Enter the department number.
4. Click the Search button.
5. Click the Plus button to add a new row.

FIELD	VALUE or STATUS
Effective Date	06302008
Status	Inactive

6. Click Save.

Activity 5

Run the Project Sync Process: GL.010.007

Scenario: Run the Project Sync Process in order for the project you created in activity 2 to be valid for budgeting.

NAVIGATION	**BOR Menus > BOR General Ledger > BOR GL Processing > Sync KK and Project Definition**

1. Click on the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.

FIELD	VALUE or STATUS
Processing Option	Spec. Proj
Project (from Activity 2)	*<your initials>001*

4. Click the Save button.
5. Click the Run button.

FIELD	VALUE or STATUS
Server Name	PSUNX

6. Click the OK button.

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7. Click Process Monitor link.
8. Click the Refresh Button periodically until the Run Status is 'Success'.

Activity 6

Run Combination Build Process: GL.030.006

Scenario: Since you have just added new Chartfield values, run the Build Combination Data Process.

NAVIGATION	Set Up Financials/Supply Chain > Commons Definitions > Design Chartfields > Combination Editing > Build Combination Data

1. Click on the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.
4. Enter the following information:

FIELD	VALUE or STATUS
Process Frequency	Always
Business Unit	Default
Ledger Group	Actuals
Build Option	Build Data Table

5. Click Update.
6. Select the Use Wildcard in Combination checkbox.
7. Select the Use Active Values Only checkbox.
8. Click the Run button.
9. Select PSUNX for the Server name.
10. Select the PS/FS Combo Edit Build checkbox.
11. Click OK.
12. Click the Process Monitor link.
13. Click the Refresh button.
14. Verify that the Run Status for your Process Instance is 'Success".

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Tree Manager/Tree Utilities

Tree Manager/Tree Utilities

- Maintaining Trees – Account
- Maintaining Trees- Grant Allocation
- Run Budgetary Control Tree Audit Report.

Maintaining Trees – Account & Grant Allocation

- Trees allow you to represent graphically and to show a hierarchy structure that represents a group of summarization rules for a particular database field. Ex. Dept, Project ID, Account
- System can use the trees that you have defined for hierarchical information—for nVision reports, ChartField combination editing, and security.
- With PeopleSoft Tree Manager/Tree Utilities, you can maintain, copy, delete and audit trees.

Tree Manager/Tree Utilities – Auditing a Tree Definition

- Purpose of running an audit is to ensure that all detail values for a given Chartfield are contained within the specified tree.
- Process should be run frequently to ensure that all new Chartfield values have been included in the appropriate trees.
- Demo in UPK – GL.010.019

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Δ Tree Manager/Tree Utilities – Budgetary Control Tree Audit Report

- Validates any translation trees used in KK Ledger Group definitions.
- Identifies detail accounts that could present problems during translation because they don't exist in the tree
- Report should be run each time a new account value is added to the system

Δ Tree Manager/Tree Utilities – Budgetary Control Tree Audit Report

- Typically, report will create a number of variances.
- Institutions should focus on revenue and expense accounts, as they are integral components to the budget checking process.
- Only the BDXLATE_ACCOUNT tree will be impacted by the audit.
- Demo in UPK – KK.070.005

Chartfield Maintenance and Trees

- Review

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General Ledger – PeopleSoft Tree Manager/Tree Utilities

Tree Manager/Tree Utilities Activities

Topics:	Maintaining Trees- Account Maintaining Trees- Grant Allocation Running the Budgetary Control Tree Audit Report	Business Processes:	GL.010.010 GL.010.010 KK.070.005

Activity

Activity Overview

In these activities you will:

1. Maintain Trees- Account
2. Maintain Trees- Grant Allocation
3. Run the Budgetary Control Tree Audit Report.

Activity 7

Maintain Trees- Account: GL.010.010

Scenario: Verify that the account added in Activity 3 (752300) is included in the REV_EXP_ACCOUNT tree.

NAVIGATION	Tree Manager > Tree Manager

1. Enter REV_EXP_ACCOUNT in the Tree Name field.
2. Click the Search button.
3. Click the folder for 700000- Operating Supplies & Expenses.
4. Click the folder for 752000- Per Diem & Fees- Reimb Dir Exp

Activity 8

Maintain Trees- Grant Allocation: GL.010.010

Scenario: Add the grant you created in Activity 2 to the GRANT_ALLOC_TREE.

NAVIGATION	Tree Manager > Tree Manager

1. Enter GRANT_ALLOC_TREE in the Tree Name field.
2. Click the Search Button.
3. Expand the GRANTS folder.
4. Expand the NON_OPERATING_GRANTS folder.
5. Expand the NON_OPER_STATE folder.
6. Expand the OTHER_STATE_NON_OPER folder.
7. Click the Insert Detail icon.
8. Enter the Grant from Activity 2 in the Range From and Range To fields.
9. Click the Add button.
10. Click the Save button.

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Activity 9	**Run the Budgetary Control Tree Audit Report: KK.070.005**

Scenario: Run the Budgetary Control Audit Report to verify the accuracy of the Budgetary Control Trees.

NAVIGATION	Commitment Control > Budget Reports > Budgetary Control Tree Audit

1. Click the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.
4. Click the Run button.
5. Select PSUNX as the Server name.
6. Click the OK button.
7. Click the Report Manager link.
8. Click the Administration tab.
9. Click the Refresh tab periodically until the Status shows Posted.
10. Click on the report hyperlink under the Description column.
11. Review the report.

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Review Questions – Chartfield Maintenance and Trees

1. Chartfields will be created on an as-needed basis.
    a. True
    b. False

2. Once Chartfield values are created they must be added to all applicable trees.
    a. True
    b. False

3. BOR uses _____ Accounts for continuous audit purposes.
    a. Chartfield
    b. Open Item
    c. Last Minute
    d. Just in Time

4. _____ transactions take place in Funds 20000 and 21000.
    a. Grant
    b. Scheduled
    c. Controlled
    d. Department

5. The _____ specified on the Project page specify when the budget will be open for the project.
    a. Effective Date
    b. Inception Date
    c. Retroactive Date
    d. Start and End Dates

6. The _____ field is used by the Project Sync Process to update the Budget Definition to a 'Hold' status once a grant goes beyond the End Date and into the lag time.
    a. Days Lag
    b. Start Date
    c. Effective Date
    d. Retroactive Date

7. The Project and Grant Chartfields have effective dated row functionality when selecting the Active or Inactive status.
    a. True
    b. False

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8. Running a _____ will allow you to verify that all detail values for a given Chartfield have been included in the specified tree.
    a. Tree Audit
    b. Tree Check
    c. Tree Review
    d. Tree Appraisal

9. Tree audits should be run periodically to ensure the accuracy of trees.
    a. True
    b. False

10. The _____ is used to validate any translation trees used in Commitment Control ledger group definitions.
    a. Tree Manager
    b. Encumbrance Listing Report
    c. Accounting Control Audit Report
    d. Budgetary Control Tree Audit Report

11. The Budgetary Control Tree Audit Report should not be run each time a new account value is added to the system.
    a. True
    b. False

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Journals

Journals

- Create and post a Journal Entry.
- Enter an encumbrance journal.
- Marking Commitment Control Journals to Post

Journals – Creating and Posting a Journal Entry

Δ On the Header page, you can select the Save Journal Incomplete Status option if you need to finalize the journal at a later time.

- Can also select to generate reversing entries when you post the entry.
- Journal can only be posted if it has a valid journal status and it passes budget checking.
- When selecting 'Post Journal', the journal edit, budget check, and journal post processes are initiated in sequential order.
- Demo in UPK – GL.020.001

Δ Journals – Entering Encumbrance Journals

- Generally done to reserve funds or to liquidate an encumbrance
- Through the Header page of a journal entry, you can specify KK amount type. GeorgiaFIRST will use:
  - Encumbrance
  - Pre-Encumbrance
  - Recognize and Collected

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Δ Journals – Entering Encumbrance Journals

- Encumbrance journal debits and credits may not equal.
- These journals post to KK and therefore do not need to be balanced.
- Encumbrance journals can be edited and budget checked in batch. However, to post encumbrance journals, refer to KK.020.021 (Marking KK Journals to Post).
- Demo in UPK – GL.020.004

Marking Commitment Control Journals to Post

- Occasionally, adjustments to encumbrance or pre-encumbrance balances may have to be entered. These types of entries were also done in the past. PSFIN V8.9 continues to support this functionality.
- With delivered PS, encumbrance journals are never put in a state where they cannot be modified; it is never marked for posting or posted as an Actuals journal.
- To prevent any further modification from being made to encumbrance or pre-encumbrance journals, the Mark KK Journals to Post custom process will mark and set to post encumbrance or pre-encumbrance journals.

Journals

- Review

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General Ledger – Journals

Journals Activities

Topics:	Creating and Posting a Journal Entry Entering Encumbrance Journals Marking Commitment Journals to Post	Business Processes:	GL.020.001 GL.020.004 KK.020.021

Activity

Activity Overview

In this activity you will:

1. Create and Post a Journal Entry.
2. Enter an Encumbrance Journal.
3. Mark a Commitment Control Journals to Post

Activity 10

Create and Post a Journal Entry: GL.020.001

Scenario: Create and post a journal entry for the accrual of salary expenses. When first creating the journal entry, select to have it saved in an incomplete status.

NAVIGATION	General Ledger > Journals > Journal Entry >Create/Update Journal Entries

1. Click on the Add a New Value tab.
2. The Business Unit, Journal ID, and Journal Date fields should default based on User Preferences.
3. Click the Add button.
4. Enter the following information:

FIELD	VALUE or STATUS
Long Description	Salary Accruals
Ledger Group	Actuals
Adjusting Entry	Non-Adjusting Entry
Source	ME
Save Journal Incomplete Status	Yes

5. Click the Reversal: Do Not Generate Reversal link.
6. Click the End of Next Period selection.
7. Click the OK button.
8. Click on the Lines tab.

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9. Enter the following information on Line 1:

FIELD	VALUE or STATUS
Account	511100
Fund	10000
Dept	1010100
Program	11100
Class	13000
Amount	10000

10. Click the Insert Lines button.
11. Enter/Verify the information in Line 2:

FIELD	VALUE or STATUS
Account	212100
Fund	10000
Dept	1010100
Program	11100
Class	13000
Amount	-10000

12. Click the Save button.
13. Click OK after receiving the notice that the journal has been saved with an incomplete status.
14. On the Lines page, select Edit Journal as the Process and click Process.
15. Ensure the Journal Status change to Valid.
16. Review any budget check errors or exceptions if any.
17. On the Lines page, select Post Journal as the Process and click Process.
18. Click OK.
19. Verify the Journal Status is Posted and the Budget Status is Valid.
20. Note Journal ID: _____

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Activity 11

Enter an Encumbrance Journal: GL.020.004

Scenario: Enter an encumbrance journal to correct a previously recorded encumbrance.

NAVIGATION	General Ledger > Journals > Journal Entry >Create/Update Journal Entries

1. Click on the Add a New Value tab.
2. Click the Add button.
3. Enter the following information:

FIELD	VALUE or STATUS
Long Description	Online GL encumbrance journal to correct encumbrance
Ledger Group	Actuals
Source	ONL

4. Click the Commitment Control link.
5. Click the Encumbrance selection.
6. Click OK.
7. Click the Lines tab.
8. Enter the following information on Line 1:

FIELD	VALUE or STATUS
Account	511100
Fund	10000
Dept	1010100
Program	11100
Class	13000
Amount	550

9. Click the Insert Lines button.
10. Enter/Verify the following information in Line 2:

FIELD	VALUE or STATUS
Account	512100
Amount	-550.00

11. Select Edit Journal as the Process and click the Process button.
12. Ensure the Journal Status shows Valid.
13. Note Journal ID: _____

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Activity 12

Mark Commitment Control Journals to Post: KK.020.021

Scenario: You need to post the encumbrance journal created in Activity 11.

NAVIGATION	**BOR Menus > BOR General Ledger > BOR GL Processing > Mark KK Journals for Posting**
FIELD	**VALUE or STATUS**
KK Processing Option	Journal
Business Unit	40000
Journal ID	Journal ID from Activity 11

1. Click the Get Journals button.
2. Select the checkbox for Journal ID from Activity 11.
3. Click the Update Journals button.

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Review Questions – Journals

1. What uniquely identifies a journal entry?
    a. Totals
    b. Header
    c. Description
    d. Detail Lines

2. What process from the Detail Lines page initiates the journal edit, budget check, and journal post processes?
    a. Edit Journal
    b. Post Journal
    c. Copy Journal
    d. Refresh Journal

3. What type of journal entry is used to balance transfers between funds?
    a. Valid
    b. Posted
    c. Intraunit
    d. Standard

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Spreadsheet Journals

Δ Spreadsheet Journals

- Setup spreadsheet journal preferences.
- Enter journals from a spreadsheet.
- Online Spreadsheet Journal Import
- Batch Spreadsheet Journal Import

Δ Spreadsheet Journals – Setup Spreadsheet Journal Preferences

- Can set certain defaults to make your journal entry more efficient.
- Can specify Header Defaults, General Options, Message Options, and Online Import Control Options.
- Demo in UPK – GL.020.031

Δ Spreadsheet Journals – Entering Journals from Spreadsheets

- Requires download of three files from GeorgiaFIRST website
- Two import methods
- Have a Chartfield copy down feature
- Support Open Item accounting
- Performs validation during import (limited to active and inactive)
- Demo in UPK – GL.020.005

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Δ Spreadsheet Journals – Importing Spreadsheet Journals Online

- Used for small journal entries
- Use Import Now function
- When you pull up a journal entry in GL that was imported, a message window informs you that it must be processed through Journal Edit, since it comes from an external source.
- Requires User ID and password
- Demo in UPK – GL.020.032

Δ Spreadsheet Journals – Import Spreadsheet Journals in Batch

- Best for larger journal entries (≥ 300 lines)
- Written to an xml file
- When you pull up a journal entry in GL that was imported, a message window informs you that it must be processed through Journal Edit, since it comes from an external source.
- Demo in UPK – GL.020.033

Δ Spreadsheet Journals

- Review

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General Ledger – Spreadsheet Journals

Spreadsheet Journal Activities

Topics:	Setting Up Spreadsheet Journal Preferences Entering Journals from Spreadsheets Online Importing of Spreadsheet Journals Batch Spreadsheet Journal Importing	Business Processes:	GL.020.031 GL.020.005 GL.020.032 GL.020.033

Activity

Activity Overview

In this activity you will:

1. Setup Spreadsheet Journal Preferences
2. Enter Journals from Spreadsheets
3. Import Spreadsheet Journals Online
4. Import Spreadsheet Journals in Batch

Activity 13

Setup Spreadsheet Journal Preferences: GL.020.031

Scenario: Setup your Spreadsheet Journal Preferences.

NAVIGATION	Open JRNL1.xls (Spreadsheet Journal Import) file

1. Click the Setup button.
2. Enter the following information under Header Defaults:

FIELD	VALUE or STATUS
Business Unit	40000
Ledger Group	ACTUALS
Source	EXT
User ID	*Your User ID*

3. Check the AutoGen Lines selection.
4. Enter the following information under Online Import Control:

FIELD	VALUE or STATUS
Address	
User ID	Your User ID

5. Click the OK button.
6. Click the Yes button when asked if you want to use the non-secured web address.

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Activity 14

Enter Journals from Spreadsheets: GL.020.005

Scenario: Enter a new journal entry from a Spreadsheet.

NAVIGATION	Open JRNL1.xls (Spreadsheet Journal Import) file

1. Click the New button under Journal Sheets.
2. Enter "RECLASS" in the New Journal Sheet Name field.
3. Click OK.
4. Click the Add Journal Header button (Plus Button on row 5).
5. Enter/Verify the following information in the New Journal Header:

FIELD	VALUE or STATUS
Journal ID	RECLASS<*your initials*>
Journal Date	Today's Date
Ledger Group	Actuals
Source	EXT
User ID	*Your User ID*
Effective Date	Today's Date
Description	Reclass Dept 1010100 to 1010110
Reversal	None

6. Click OK.
7. Click the Add Journal Line button (Plus Button on row 9).
8. Enter the following information in Line 1:

FIELD	VALUE or STATUS
Unit	40000
Ledger	ACTUALS
Fund	10000
Account	714100
Dept ID	1010100
Program	11100
Class	11000
Budget Ref	2009
Amount	-112.38
Reference	RECLASS
Description	Reclass Office Supplies

9. Click the Insert Additional Line button (Plus Button on row 9).
10. On the second line, change Dept ID field to 1010110.
11. On the second line, change the amount to 112.38.

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	12. Click the Journal Header Status button. 13. Highlight the journal entry and click the Import selection under Change Import Status. 14. Click OK. 15. Click the Home Page button to exit.
Activity 15	**Import Spreadsheet Journals Online: GL.020.032** *Scenario:* Import a spreadsheet journal via the online process. **NAVIGATION** | **Open JRNL1.xls (Spreadsheet Journal Import) file** 1. Click the Import Now button under Import Journals. 2. Select journal RECLASS<*your initials*>. 3. Enter the password. 4. Click the OK button. 5. Click the OK button when notified the import is complete. 6. Open Internet Explorer and sign on to PeopleSoft. **NAVIGATION** | **General Ledger > Journals > Journal Entry > Create/Update Journal Entries** 7. Click the Find an Existing Value tab. 8. Enter today's date in the Journal Date field. 9. Enter EXT for Source. 10. Click Search. 11. Click the OK button to clear the warning. 12. Process the journal entry to completion through the Edit process.
Activity 16	**Import Spreadsheet Journals in Batch*:* GL.020.033** *Scenario:* Import spreadsheet journals in batch. **NAVIGATION** | **Open JRNL1.xls (Spreadsheet Journal Import) file** 1. Click the Write File button under Import Journals. 2. Select RECLASS<*your initials*>.

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3. Copy the path in the File Name box.
4. Click OK.
5. Open PeopleSoft Financials.

NAVIGATION	General Ledger > Journals > Import Journals > Spreadsheet Journals

6. Click the Add a New Value tab.
7. Enter a Run Control ID.
8. Click the Add button.
9. Select Update for the If Journal Already Exists selection.
10. Click the Add button.
11. Click in the File Name box and Paste the File Name.
12. Click the Upload button.
13. Click the View button.
14. Verify the Journal ID and Journal dates are correct.
15. Click the Close button.
16. Click the Run button.
17. Select PSUNX for the Server name.
18. Click OK.
19. Click the Process Monitor link.
20. Click the Refresh button periodically until the Run Status shows Success and the Distribution Status shows Posted for your process.
21. Return to General Ledger.

NAVIGATION	General Ledger > Journals > Journal Entry > Create/Update Journal Entries

22. Click the Find an Existing Value tab.
23. Enter EXT for Source.
24. Click Search.
25. Click the OK button to clear the warning.
26. Process the journal entry to completion through the Edit process.

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GL Interfaces

GL Interfaces

- Payroll to GL Interface
- Purge 3rd Party Transactions
- Run Journal Generator

GL Interfaces

Δ New staging tables:
- HR_ACCTG_LINE and HR_KK_HDR: Payroll interfaces
- PERS_SERV_BOR can be joined to HR_ACCTG_LINE and HR_KK_HDR
- JGEN_PHONE_BOR: DOAS Phone Bill Interface
- JGEN_PCARD_BOR: PCard Interface

Δ Payroll Encumbrance journals will be journal generated and posted to KK tables via budget check

Δ 3rd Party Transaction Purge – Enhanced…more than just Banner transactions

GL Interfaces – Payroll to GL Interface

- Generate journals to GL from HRMS to load expense and encumbrance liquidation info into Actual Ledger
- Accounting Entry Definition
  - PYRLEXDEF for payroll expense journal
  - PYRLENCDEF for payroll encumbrance liquidation journal

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GL Interfaces – Payroll to GL Interface

- Journal Generator Template:
  - PAYROLL_EX for payroll expense journal
  - PAYROLL_EN for encumbrance liquidation journal
- Can use the 3rd Party Purge process to purge the HR_ACCTG_LINE table before reprocessing
- Demo in UPK – GL.040.001

Δ GL Interfaces – Purge 3rd Party Transactions

- Expanded the Banner Purge process to include DOAS, PCard and Payroll
- Can prevent the database from getting too large
- Can be used when errors occur and a batch of transactions needs to be resubmitted

Δ GL Interfaces – Purge 3rd Party Transactions

- Select one of three Transactions to Delete values:
  - **JGen & Non**: Data from staging tables that has been journal generated and data that has not been journal generated but populated in the staging table will be purged.
  - **Jrnl Gener**: Data from staging tables that has been journal generated will be purged
  - **Non-Jrnl G**: Data that has not been journal generated into the staging table will be purged
- Demo in UPK – GL.040.011

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Other Journal Processing Options – Running Journal Generator

- All interface data will be journal generated with the exception of spreadsheet journals
- Creates journals entries from PeopleSoft subsystems and 3rd party systems
- Edit, Budget Check, and Post Processes on JGEN page for PeopleSoft subsystems should be used
  - Journals post to GL immediately
  - Ensures no changes are made to the journals

Other Journal Processing Options – Running Journal Generator

- When Budget Checked in subsystems, entries will not be budget checked again.
- For non-PeopleSoft applications, budget checking will need to be performed in the GL after the entries are journal generated.
- Demo in UPK – GL.030.001

Closing GL Accounting Periods

- Mass Update Open Periods
  - You can make changes to open periods for General Ledger business units and ledger groups and migrate those open period changes to specified subsystems.
  - Once a period has been closed no transactions can be posted to that period.
  - GL.100.003

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General Ledger – GL Interfaces

GL Interfaces Activities

Topics:	Running the Payroll to GL Interface Purging 3rd Party Transactions Run Journal Generator	Business Processes:	GL.040.001 GL.040.011 GL.030.001

Activity

Activity Overview	In this activity you will: 1. Run the Payroll to GL Interface. 2. Run the Purge 3rd Party Transactions Process. 3. Run Journal Generator
Activity 17	**Run the Payroll to GL Interface: GL.040.001** *Scenario:* Run the Payroll to GL interface. **NAVIGATION** — **BOR Menus > BOR General Ledger > BOR GL Interfaces > Payroll to GL** 1. Click on the Add a New Value tab. 2. Enter a Run Control ID. 3. Click the Add button. 4. Click the Add button. 5. Click the Browse button. 6. Find and select the XXXXXX.txt file in the Folder on the Desktop. 7. Click the Upload button. 8. Click the View button. 9. Review the file and verify the transaction dates in the file to ensure the correct file is being processed. 10. Click the Close button. 11. Click the Run button. 12. Select PSUNX as the Server name. 13. Click OK. 14. Click the Process Monitor link. 15. Click the Refresh button periodically until the Run Status for your process shows Success.

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Activity 18

Run the Purge 3rd Party Transactions Process: GL.040.011

Scenario: Run the Purge Third Party Transactions process for the Payroll Accounting Definition that was loaded in Activity 17.

NAVIGATION	BOR Menus > BOR Utilities > BOR Use and Processing > Processing > 3rd Party Staging Purge

1. Click the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.
4. Enter/Select the following information:

FIELD	VALUE or STATUS
Business Unit	40000
Accounting Definition Name	PYRLEXPDEF
Delete Through Acct Dt	Current Date
Transactions to Delete	JGen & Non
Pay Run ID	From file loaded in Activity 17.

5. Click the Save button.
6. Click the Run button.
7. Select PSUNX in the Server Name field.
8. Click OK.
9. Click the Process Monitor link.
10. Click the Refresh button periodically until the Run Status for your process shows Success.

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Activity 19

Run Journal Generator*:* GL.030.001

Scenario: Users have created Accounting Entries in the Accounts Payable Subsystem and you need to run the Journal generator in order to create and post the Journal Entries to the General Ledger.

NAVIGATION	General Ledger > Journals > Subsystem Journals > Generate Journals

1. Click the Add a New Value tab.
2. Enter a Run Control ID.
3. Click the Add button.
4. Enter/Select the following information:

FIELD	VALUE or STATUS
Edit/Budget Check/Post	Select each
Process Frequency	Once
SetID	40000
Accounting Definition Name	APDEFN
Application Business Unit	40000
Ledger Group	Actuals
From Date Option	Begin Date - From Period
To Date Option	End Date – To Period

5. Click the Save button.
6. Click the Run Button.
7. Select PSUNX in the Server Name field.
8. Select the Checkbox for the FS_JGEN_BOR process.
9. Click the OK button.
10. Click the Process Monitor link.
11. Click the Refresh button periodically until the Run Status for your process shows Success.
12. Once the status is Successful click the Detail link to view if any journals were created by the process.

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Review Questions – Spreadsheet Journals, Processing, and Interfaces

1. When setting up Spreadsheet Journal Preferences, which of the following cannot be altered?

a. User ID
b. Journal ID
c. Ledger Group
d. Business Unit

2. When entering journals from a spreadsheet, what information can you enter?

a. Header
b. Detail Lines
c. Control Totals
d. Both A and B
e. All of the above

3. When Batch Importing Spreadsheet Journals, you do not have to process your journal through Journal Edit.

a. True
b. False

4. What kind of journals can be deleted?

a. Those that have posted
b. Those that have not posted
c. Those that have posted in the past 24 hours
d. Those that have posted in the past 48 hours

5. What action would you take if a GL batch process does not complete to success because of a functional or technical issue?

a. Edit journal
b. Post journal
c. Delete journal
d. Unlock journal

6. What allows you to process source transactions against control budget ledgers to see if they pass, fail, or pass with a warning?

a. Journal Posting
b. Budget Checking
c. Copying a Journal
d. Unlocking a Journal

7. Through the Journal _____, both PeopleSoft feeder systems and non-PeopleSoft systems have the capacity to create journal entries for posting to your GL.

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8. Which process generates journals to the General Ledger from HRMS to load expense and encumbrance liquidation information into the Actuals Ledger?

a. Payroll to GL Interface
b. Purchasing Card Interface
c. DOAS Phone Bill Interface
d. Benefits Billing to GL Interface

9. When running the Purge Third Party Transactions process, what data will be deleted if you select the value "JGen & Non"?

a. Data that has been journal generated
b. Data that has not been journal generated
c. Data that has been journal generated, plus the data that has not been journal generated.

10. The Purge Third Party process deletes transactions for which third-party interface?

a. Banner
b. PCard
c. DOAS Phone Bill
d. Payroll
e. All of the above

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Process Scheduler and GL Reports

Process Scheduler and General Ledger Reports

- Process Scheduler
- Process Monitor
- Report Manager
- PS/nVision
- nVision Drilldown

Process Scheduler

- Centralized tool that enables users to manage PeopleSoft batch processes
- Process requests using PeopleSoft PIA have the added functionality of new distribution options that enable you to distribute output through the web in different formats (HTML, PDF, Excel, and so on)

Process Monitor

- After you submit a job using the Process Scheduler Request page, use Process Monitor to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated.
- Process Monitor consists of two pages: the Process List page and the Server List page.
  - Use the **Process List** page to monitor the process requests that you submit. If a process encounters an error, or if a server is down, you can find out almost immediately. You can also see what processes are queued to run in the future.
  - Use the **Server List** page to view information about each of the PeopleSoft Process Scheduler Server Agents that are defined in the system.

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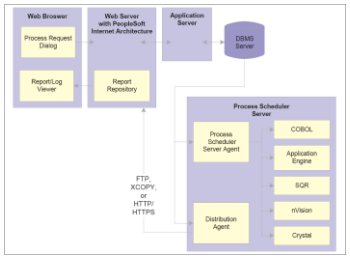
Report Manager

- Using Report Manager, you can see all of the reports that you are authorized to view by opening your report list in a browser. Folders are provided to assist in organizing reports and reducing the size of the report lists.

Process Scheduler and General Ledger Reports



PS/nVision

- PS/nVision retrieves information from your PeopleSoft database and places it into a Microsoft Excel spreadsheet, in a form that helps you see the big picture, explore details, and make decisions. You use familiar Excel commands to format and analyze the data.
- PS/nVision selects data from your PeopleSoft database using ledgers, trees, and queries. Queries are useful for extracting data from sources other than ledgers. (Matrix and Tabular layouts)

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PS/nVision Drilldown

- DrillDown enables you to select a cell in your report and expand it according to new criteria contained in a special DrillDown layout.
- e.g. Accounts by department, Accounts by period etc…

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General Ledger Reports Grid

Report Name	• Description	Parameters	Process Type	Path
FSA Balances Report – BOR3000	• Shows the balance for an individual FSA Open Item account. • Choose the Chartfields to include.	Unit Ledger Effective Date To Open Item Key	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > FSA Balances Report
Grant Bill Report – BORRG005	•	Unit Fiscal Year From/To Period From/To Project	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Bill
Grant Indirect Revenue Report – BORRG006	• Provides the total indirect revenue for a grant project for a specified accounting period.	Unit From/To Period Fiscal Year Budget Period From/To Project	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Indirect Revenue
Profit and Loss Statement – BORRG017	• Shows the profit and loss amounts for a specified accounting period.	Department Fund Code Accounting Period Fiscal Year	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Profit and Loss Statement
Balance Sheet by Fund Report – BORRG018	• Provides a balance sheet for the specified fund codes.	Unit From/To Fund Code Fiscal Year Thru Acct Period	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Balance Sheet by Fund
Ledger History Report – BORRG021	• Provides a history of transactions for specified Chartfields in designated Ledger.	Unit Fiscal Year F/T Account Fund Code Class Field From/To Project Ledger From/To Period From/To Department Program Code Budget Period	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Reports
Ledger History Report Summary – BORRG21A	• Provides a summary of each Chartfield specified in the designated Ledger.	Unit Fiscal Year From/To Account Fund Code Class Field From/To Project Ledger From/To Period From/To Department Program Code Budget Period	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Reports
Surplus/Deficit Report – BORRG024	• Lists the surplus and deficit amounts in current and past budget periods according to specified Chartfields.	Unit Fiscal Year From/To Period From/To Fund Code From/To Class	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Surplus/Deficit Report

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Report Name	• Description	Parameters	Process Type	Path
Agency Funds Report – BORRG027	• List the Schedule of Operation of Agency Funds for a specified fiscal year. • Includes beginning balance, additions, reductions, and ending balance.	Fiscal Year	SQR Report	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Agency Funds
Schedule of Operations of Student Activities Report – BORRG030	• Lists Revenue and Encumbrances and Expenses related to student activities.	Fiscal Year	SQR Report	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Student Activity
Statement of Operations of Intercollegiate Athletics Report – BORRG032	• Lists Revenue and Encumbrances and Expenses related to intercollegiate athletic activities.	Fiscal Year	SQR Report	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Intercollegiate Athletics
Expenditures Free Balance Report – BORRG033	• Provides the Budget, Encumbrances/Expenses, and Free Balance for Personal Services, Travel, Supplies and Equipment in specified departments/fund codes. • Can specify all departments or a range • Can specify all fund codes or a range	Unit Budget Period From/To Dept From/To Fund Code	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Expenditures Free Balance Rpt
Ledger History Report – Beginning Balances – BORRG033	• Provides the beginning balances for specified periods in a ledger.	Unit Fiscal Year From/To Account Fund Code Class Field From/To Project Ledger From/To Period From/To Department Program Code Budget Period	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History Reports
Restricted Funds Report – BORRG051	• Provides the schedule of operation of restricted funds	Fiscal Year	SQR Report	BOR Menus > BOR General Ledger > BOR Year End > Year End Reports > Restricted Funds
TimeSpans Report – FIN0003	• Provides a list and description of the defined time spans used in GL.	Set ID	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Calendars/ Schedules > TimeSpans Report
Account Types Report – FIN0004	• Defines the account type Chartfields in use.	Set ID	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Account Types

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Report Name	• Description	Parameters	Process Type	Path
Units of Measure Report – FIN0005	• Provides a list and description of all general units of measure used in the system	No parameters	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Units of Measure > Units of Measure Report
Operator Preferences Report – FIN0006	• Lists the user preferences of the operators you select	Individual or all subsystems, or all users	SQR Report	Set Up Financials/ Supply Chain > Common Definitions > User Preferences > User Preferences Report
Speed Types Report – FIN0007	• Provides a listing of all valid SpeedTypes.	Set ID	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > SpeedTypes
Journal Source Report – FIN0008	• Provides a listing of all valid journal sources in your system	Set ID As of Date	SQR Report	Set Up Financials/ Supply Chain > Common Definitions > Journals > Source Report
Account Report – FIN0010	• Provides a listing of all valid GL accounts in your system	Set ID As of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Account
Department Report – FIN0011	• Provides a listing of all valid department codes and their descriptions	Set ID As of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Department
Project/Grant Listing Report – FIN0013	• Provides a listing of all valid project IDs and their descriptions	Set ID	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Project
Record Groups Report – FIN0016	• Provides a list of tables by record group	No parameters	Crystal Report	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Record Groups
TableSet ID Report – FIN0017	• Provides a list of all valid Set IDs used in your system	No parameters	Crystal Report	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Table Set IDs
TableSet Controls Report – FIN0018	• Provides a listing of record groups associated with a TableSet.	Set ID	SQR Report	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Table Set Controls

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Report Name	• Description	Parameters	Process Type	Path
General Ledger Units Report – FIN0020	• Provides a list of all GL business units used in your system.	No parameters	SQR Report	Set Up Financials/ Supply Chain > Business Unit Related > Reports > General Ledger Units
Ledgers for a Unit Report – FIN0021	• Provides information about ledger groups attached to a business unit.	Business Unit	SQR Report	Set Up Financials/ Supply Chain > Business Unit Related > Reports > Ledgers for a Unit
Detail Ledger Definition Report – FIN022	• Provides a listing of detail ledger definitions	Set ID Ledger	Crystal Report	General Ledger > Ledgers > Detail Ledger Report
Ledger Template Report – FIN0023	• Provides the Record Names, Budgets Record Names, and Field Names for a Ledger Template	Ledger Template	Crystal Report	General Ledger > Ledgers > Template Report
Budget Period Report – FIN0024	• Provides a list of the budget references in the system	Set ID As-of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Budget Reference
Fund Report – FIN0050	• Provides a list of valid fund codes in the system	Set ID As-of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Fund
Program Report – FIN0052	• Provides a list of valid programs and their descriptions in the system	Set ID As-of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Program Code
Class Report – FIN0053	• Provides a list of all valid sub-classes and their descriptions in the system.	Set ID As-of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports > Class Field
Background Process Report – FIN1001	• Provides a message log on a specified process instance, or range of process instances.	Process Name Process Instance	SQR Report	Background Processes > Print Process Report
Journal Entry Detail Report – FIN2001	• Provides a listing of journal entry details.	Unit Ledger Group Ledger Source Journal ID From/To Date Journal Status Chartfields	SQR Report	General Ledger > General Reports > Journal Entry Detail

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Report Name	• Description	Parameters	Process Type	Path
Allocation Group Report – GLC6001	• Provides a listing of the allocations assigned to a group.	Set ID Allocation Group As-of Date	Crystal Report	Allocations > Reports > Allocation Group
Grant Expiration Report – GLC8043	• Provides the following information for grants: Project ID, description, status, start and end dates, and the project manager.	Business Unit Ledger Group	Crystal Report	Commitment Control > Budget Reports > Project Expiration
Actual Closing Rule Report – GLS1002	• Provides the details on the closing rules for the Actuals Ledger.	Set ID Closing Rule As-of Date	SQR Report	General Ledger > Close Ledgers > Closing Rule Report
Closing Trial Balance Report – GLS1003	• Provides a listing of detail and summary balance information.	Business Unit Ledger Fiscal Year	SQR Report	General Ledger > Close Ledgers > Closing Trial Balance
Open Item Listing Report – GLS3000	• Lists detailed information about open items and open status journal lines.	Business Unit Ledger As-of Date	SQR Report	General Ledger > Open Items > Open Item Listing Report
Schedules Report – GLS4000	• Provides details about a selected schedule.	Set ID Schedule	SQR Report	Set Up Financials/ Supply Chain > Common Definitions > Calendars/ Schedules > Schedules Report
Combination Rule Report – GLS4002	• Provides a list of the Chartfield combination edit rules.	Set ID Combination Rule As-of Date	SQR Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Combination Editing > Combination Rule Report
Combination Group Report – GLS4003	• Provides a list of the Chartfield Combination groups.	Set ID	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Combination Editing > Combination Group Report
Running Step Report – GLS6000	• Provides the allocation step definitions.	Set ID Allocation Step As-of Date	SQR Report	Allocations > Reports > Allocation Step
Calculation Log Report – GLS6002	• Provides the details of an allocation calculation.	Set ID Allocation Step Beginning and Ending Process Instances Selected Chartfields	SQR Report	Allocations > Reports > Allocation Calculation Logs
Standard Journal Status Report – GLS7001	• Lists standard journal entries defined for a business unit and ledger.	Business Unit Standard Journal ID Journal Inclusive Date	SQR Report	General Ledger > General Reports > Standard Journals

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Report Name	• Description	Parameters	Process Type	Path
General Ledger Summary Report – GLS7003	• Provides a summary of the ledger requested for a specific time period.	Business Unit Ledger Fiscal Year To Period Selected Chartfields	SQR Report	General Ledger > General Reports > Ledger Summary
Statutory GL Activity Report – GLS7005	• Provides the details of activity in the General Ledger.	Business Unit Ledger Fiscal Year From/To Period Journal Status	SQR Report	Statutory Reports > General Ledger > General Ledger Activity
Posted Journals Summary Report – GLS7009	• Summarizes posted journal information for a process instance, or range of process instances.	Beginning and Ending process User Unit Ledger Group Ledger Beginning and Ending Dates	SQR Report	General Ledger > Journals > Process Journals > Posted Journal Summary Report
Trial Balance – Fund Report – GLS7012	• Provides the General Ledger trial balance with detail or summarized information.	Business Unit Ledger Fiscal Year Accounting Period Selected Chartfields	SQR Report	General Ledger > General Reports > Trial Balance
Budgets/Actuals Reconciliation Report – GLS8010	• Shows the amount difference between budget ledger and summary of budget checked transactions.	Business Unit Commitment Control Ledger Group Fiscal Year Accounting Periods Selected Chartfields	SQR Report	Commitment Control > Budget Reports > Budgets/Actuals Reconciliation
Journal vs. Accounting Entry Report – GLS8012	• Provides a journal line and accounting entry reconciliation report.	Business Unit Ledger Journal Status Accounting Definition Journal ID Fiscal Year From/To Periods Selected Chartfields	SQR Report	General Ledger > General Reports > Journal Line/Acctg Reconcile
Accounting Entry Templates Report	• Provides the details of the accounting entry templates.	Set ID As-of Date	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Accounting Entry Templates > Template Report
Summary of Revenue Report – AERSUMRE	• Provides a summary of all revenue for an institution.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > AERSUMRE

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Report Name	• Description	Parameters	Process Type	Path
Schedule of Operating Expenses – AERSCHOP	• Provides Pre-Encumbrance, Encumbrance, and Expenditure amounts for all Operating Expenses for an institution.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > AERSCHOP
Schedule of Personal Services – AERSCHPS	• Provides Pre-Encumbrance, Encumbrance, and Expenditure amounts for all Personal Services for an institution.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > AERSCHPS
Summary of Expenditures – AERSUMEX	• Provides Pre-Encumbrance, Encumbrance, and Expenditure amounts for all expenditures for an institution.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > AERSUMEX
Detail Calendar Report	• Provides information about detail calendars in the system.	Set ID Calendar	Crystal Report	Set Up Financials/ Supply Chain > Common Definitions > Calendars/ Schedules > Detail Calendar Report
Installation Options Report	• Provides a listing on the PeopleSoft installation options.	No parameters	Crystal Report	Set Up Financials/ Supply Chain > Install > Installation Options Report
Ledger vs. Journal Integrity Report	• Lists the discrepancies between the General Ledger and the journal tables.	Business Unit Ledger Fiscal Year From/To Periods Selected Chartfields	SQR Report	General Ledger > General Reports > Ledger vs. Journal Integrity
Fund Balance by Budget Period -	•			
Fund Balance by Budget Period – All Funds Report	•			
Fund Balance by Fiscal Year Report – FYFUND	• Provides a separate spreadsheet for each Fund Code, which details revenues and expenses for the fiscal year.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > FYFUND
Budget Checking Status Report	• Provides a listing of budget checking status for transactions that have been processes against a budget.	Source Transaction Type Process Instance Process Status Option Process Status	Crystal Report	Commitment Control > Budget Reports > Budget Checking Status
GASB Capital Asset Disclosure Report	• Provides the beginning balance, additions, reductions, and the ending balance for an institution's Capital Assets.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > CAPASS
Trial Balance all Ledgers Report – TRBFUND	• Provides individual spreadsheets for each Fund Code's Trial Balance.	As-of Reporting Date	nVision Report	Reporting Tools > PS/nVision > Define Report Request > TRBFUND

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Report Name	• Description	Parameters	Process Type	Path
Journal Edit Errors Report	• Provides a listing of detailed information on journal edit errors.	Description Unit Ledger Group Source Journal ID From/To Journal Date From/To	SQR Report	General Ledger > Journals > Process Journals > Journal Edit Errors Report
Grant Reconciliation Report – BORRG016	• Provides information concerning grant reconciliations.	Business Unit Budget Period From/To Period Fiscal Year From/To Grant	SQR Report	BOR Menus > BOR General Ledger > BOR GL Reports > Grant Reconciliation
Balance Sheet Analysis Report	• Provides a balance sheet analysis on the Chartfields specified.	Business Unit Fiscal Year Specified Chartfield Ranges	SQR Report	BOR Menus > BOR General Ledger > BOR GL Processing > Financials Analysis Build

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General Ledger – Reports

GL Reports Activities

Topics:	Run Schedule of Operating Expenses nVision Drilldown	Business Processes:	GL.070.032

Activity

Activity Overview

In these activities you will:

1. Practice running GL reports.

Activity 20

Run Schedule of Operating Expenses: GL.070.032

Scenario: Run the Schedule of Operating Expenses.

NAVIGATION	Reporting Tools > PS/nVision > Define Report Request

1. Click on the Find an Existing Value tab.

FIELD	VALUE or STATUS
Business Unit	40000
Report ID	AERSCHOP

2. Click the Search button
3. Enter 06/30/2008 in the As of Reporting Date field.
4. Click the Run Report button.
5. Click the OK button.
6. Click the Report Manager link.
7. Click the Administration tab.
8. Click the Refresh button until the Status for your report is 'Posted'
9. Click the link in the Description column.
10. Review the results.

Activity 21

nVision Drilldown

Scenario: You just ran the Schedule of Operating Expenses and want to inquire on an amount in Cell K12.

1. Select Cell K12.
2. Click the nVisionDrill button in the Toolbar.

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	3. Click Drill from the menu. 4. Click the Run DrillDown button for Account by Department. 5. Navigate to Report Manager under Reporting Tools. 6. Click the Administration tab. 7. Click the Refresh button until the Status for your DrillDown is 'Posted' 8. Click the link in the Description column. 9. Review the results.

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General Ledger Queries Grid

Query Name	Parameters	Information Retrieved
Commitment Control Ledger Balances Query BOR_KK_LEDGER_BALANCES	• Ledger • SetID • Fund Code • Account • Department • Program Code • Class Field • Project • Budget Reference • Fiscal Year • From/Thru Periods	Displays the balances of specified KK Ledger by period.
Expenditure & Encumbrances Balances Query BOR_GL_ACT_BAL	• Set ID • Fund Code • Department • Program Code • Class Field • Project • Account • Fiscal Year • From/Thru Periods	Displays amount already spent, plus the amount encumbered for specified fields.
Balance Sheet Analysis – Transactions with no TIN Query BOR_BSA_NO_TIN	• No parameters	Returns a balance sheet analysis on transactions that do not have a Vendor Tax Identification Number.
Balance Sheet Analysis Summary Query BOR_BSA_SUMMARY	• No parameters	
Balance Sheet Analysis Summary Including Chartfields Query BOR_BSA_SUMMARY_CF	• Account • Fund • Department • Program • Class • Project/Grant • Budget Period	Returns an analysis summary of the balance sheet with selected Chartfields.
Balance Sheet Analysis Summary by Accounting Period Query BOR_BSA_SUMMARY_PD	•	Returns the Balance Sheet Analysis Summary on transactions sorted by accounting periods.
Balance Sheet Analysis Drilldown on TIN Query BOR_BSA_TIN_DRILLDOWN	• TIN	Returns a balance sheet analysis on transactions with a specific Vendor Tax Identification number.

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Query Name	Parameters	Information Retrieved
CUFA Beginning Balances Query BOR_FIND_BEGIN_BAL	• Reference Code	Returns CUFA beginning balances, along with other Chartfield information.
Journals Not Completed Query BOR_JE_NOTINGL	• No parameters	Returns details about all journals that have not been completed in GL, along with their current status.
Journals Not Completed – Cash Query BOR_JE_NOTINGL_CASH	• No parameters	Returns details about all journal entries for cash accounts (118100) that have not been completed in GL, along with their current status.
Journals Posted Subsequent to a Specified Date Query BOR_JE_SUBSEQUENT	• Fiscal Year • Period • Fund Code • Department • Program Code • Class Field • Budget Period • Project/Grant • Account • Posted AFTER date	Returns journal entries posted after a specified date.
Journal Entries Posted After Period End Query BOR_POSTCLOSE_JE	• Fiscal Year • Accounting Period • Date Closed On	Returns journal entries that were posted after the accounting period in which they were created closed and after the date entered for the query.
AP Journals Posted After Period End Query BOR_POSTCLOSE_JE_AP	• Fiscal Year • Accounting Period • Date Closed On	Returns Accounts Payable journal entries that were posted after the accounting period in which they were created closed and after the date entered for the query.

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Query Name	Parameters	Information Retrieved
EX Journal Entries Posted After Period End Query BOR_POSTCLOSE_JE_EX	• Fiscal Year • Accounting Period • Date Closed on	Returns journal entries from Expenses that were posted after the accounting period in which they were created closed and after the date entered for the query.
FSA Balances Query BOR_FSA_BAL	• Account	Returns the FSA balances for a selected account.
Fiscal Year FSA Roll-Forward Journal Entries Query BOR_FSA_ROLLFWD_JE	• FSA Account to Roll • Fiscal Year to Roll Fwd	Returns a list of journal entries for FSA accounts that need to be rolled forward from the previous fiscal year.
Actuals – Ledger Balances Query BOR_GL_ACT_BAL	• Fund Code • Department • Program Code • Class Field • Project • Account • Fiscal Year • From/To Periods	Returns the total balance and the total encumbered amount from the Actuals Ledger for the specified Chartfields.
BOR_LEDGER Query	• Fiscal Year • From/To Periods • Fund Code • Program Code • Ledger	Returns the balances for all accounts for the Fund Code, Program Code, and Ledger specified.
Open Item Balance by Account Only Query BOR_OI_ACCOUNT_ID	• Account • Fiscal Year • End Accounting Period	Returns the balances for each account for Open Items.
OpenItem Balance by Account Only Query BOR_OI_ACCOUNT_TIN	• Account • Fiscal Year • End Accounting Period	Returns the balances for each account for Open Items that are Tax Identification Numbers.
OpenItem Balance by Chartfields, Excluding Budget Period Query BOR_OI_CHART_ID	• Account • Fiscal Year • End Accounting Period • Budget Period	Returns the balances for each Open Item, including its Chartfields, for the budget period specified.

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Query Name	Parameters	Information Retrieved
Open Item Transactions Query BOR_OI_TRANS_ID	• Account • Fiscal Year • End Accounting Period • From/To Vendor ID	Returns the open item transactions for specific vendors.
Transactions Pending Budget Check Query BOR_BC_PENDING	• Source Transaction Type	Returns the transactions that have not been budget checked or have a budget checking error.
Journal Status Inquiry BOR_JE_PENDING	• No parameters	Returns details about the status of all journal entries.
Outstanding Check List Query BOR_BR_AP_OSCK	• As of Date • Bank Code • Bank Account	Returns a list of all outstanding checks that have yet been processed by the receiving bank as of a specified date.
Reconcile Salaries Continuous Audit Query BOR_SALARY_CONT_AUDIT_RECON	• Fiscal Year • From/To Accounting Periods	Returns information used to reconcile the Continuous Audit Salary report.
Reconcile Travel Continuous Audit Query BOR_TRAVEL_CONT_AUDIT_RECON	• Fiscal Year • From/To Accounting Periods	Returns information used to reconcile the Continuous Audit Travel report.
Reconcile Per Diem Continuous Audit Query BOR_PERDEIM_CONT_AUDIT_RECON	• Fiscal Year • From/To Accounting Periods	Returns information used to reconcile the Continuous Audit Per Diem report.
AP Entries Not in General Ledger Query BOR_BR_AP_NOTINGL	• End Date	Returns AP entries that have not been entered into GL as of a specified date.
System AP Items Reconciled Query BOR_BR_AP_RECON	• Statement ID • Bank Code • Bank Account	Returns checks that were reconciled on a specific bank statement by the system.

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Query Name	Parameters	Information Retrieved
Checks Cleared Period Before Recorded Query BOR_BR_AP_RECON_B4ACCDT	• Statement ID • End Date of Accounting Period • Bank Code • Bank Account	Returns details about cleared checks on a specific statement.
Current Period Cancel Current Checks Query BOR_BR_AP_CANCEL_CUR	• Beginning Date • Ending Date • Bank Code • Bank Account	Returns a list of checks that were issued and then cancelled in the same specified period.
Current Period Cancel Prior Checks Query BOR_BR_AP_CANCEL_PRIOR	• Beginning Date • Ending Date • Bank Code • Bank Account	Returns a list of checks that canceled in the current specified period, but were issued prior to that period.
AP Journals to Cash for Period Query BOR_BR_GLCAP	• Accounting Period • Fiscal Year	Returns AP journal entries for cash distribution within a specified period.
Fund Balancing Journals to Cash Query BOR_BR_GLC_FUNDBAL	• Accounting Period • Fiscal Year	Returns journal entries for cash distribution that were generated to balance the fund.
Banner Journals to Cash Query BOR_BR_GLC_BNR	• Accounting Period • Fiscal Year	Returns Banner journal entries for cash distribution for a specified period.
All Other Journals to Cash Query BOR_BR_GLC_OTHER	• Accounting Period • Fiscal Year	Returns journal entries for cash distribution within a specified period that are not from AP, AR, or Banner.
Journals to Cash After Reconciliation Query BOR_BR_GL_JE_DELAYPOST_CASH	•	
Current Paid Issues (including unposted) Query BOR_BR_AP_ISSUE	• Beginning Date • Ending Date • Bank Code • Bank Account	Returns all disbursements for a specified period for posted and unposted journal entries.
Compare Auto Reconciled Items – AP Query BOR_BR_UNMATCHED_AUTO	• Statement ID • Bank Code • Bank Account	Used to compare auto reconciled items from a statement.

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Query Name	Parameters	Information Retrieved
Manually Reconciled Items – AP Query BOR_BR_UNMATCHED_MAN_AP	• Statement ID • Bank Code • Bank Account	Returns a list of AP items on a statement that is manually reconciled.
Unmatched Items from Statement Query BOR_BR_UNMATCHED_MAN_STMT	• Statement ID • Bank Code • Bank Account	Returns a list of items that were not reconciled from a bank statement.

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Course Summary

- Describe the purpose of the GL module.
- Identify changes and similarities in GL between 7.5 and 8.9.
- Add and maintain Chartfields.
- Use PeopleSoft Tree Manager/Tree Utilities
- Create journal entries.
- Enter and work with spreadsheet journals.
- Process Journals.
- Run General Ledger interfaces
- Use Process Scheduler and Report Manager to run GL Reports.

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