Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: June 26 2018

SUBJECT: Fiscal Year-End Retros

On June 21, 22 and 23, Retro Distributions were processed with an accounting date of 7/6/2018. The Fiscal Year-End Retro functionality was not run before processing these Retros. Transactions are already in HR_ACCTG_LINE in Georgia*FIRST* PeopleSoft Financials, waiting to be journal generated. The following Business Units are affected:

- 30000
- 33000
- 36000
- 43000
- 51000
- 54000 (06/30 journal has already been generated)
- 73000
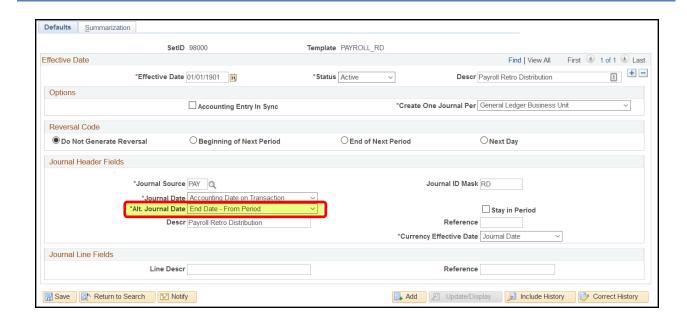- 76000 (06/30 journal has already been generated)
- 98000

To ensure that these journals get generated into Fiscal Year 2018, follow these steps in Georgia*FIRST* PeopleSoft Financials:

1. Ensure that the Alternate Journal Date is set to End Date – From Period.

Navigation: General Ledger > Journals > Subsystem Journals > Journal Generator Template

Defaults	Summarization

SetID 98000   Template PAYROLL_RD

Effective Date   Find | View All   First ◄ 1 of 1 ► Last

*Effective Date 01/01/1901 📅   *Status Active ▾   Descr Payroll Retro Distribution 📄   ➕ ➖

Options

☐ Accounting Entry In Sync   *Create One Journal Per General Ledger Business Unit ▾

Reversal Code

🔘 Do Not Generate Reversal   ⚪ Beginning of Next Period   ⚪ End of Next Period   ⚪ Next Day

Journal Header Fields

*Journal Source PAY 🔍   Journal ID Mask RD

*Journal Date Accounting Date on Transaction ▾

*Alt. Journal Date End Date - From Period ▾   ☐ Stay in Period

Descr Payroll Retro Distribution   Reference

*Currency Effective Date Journal Date ▾

Journal Line Fields

Line Descr   Reference

💾 Save   🔍 Return to Search   📋 Notify   ➕ Add   Update/Display   📋 Include History   📋 Correct History
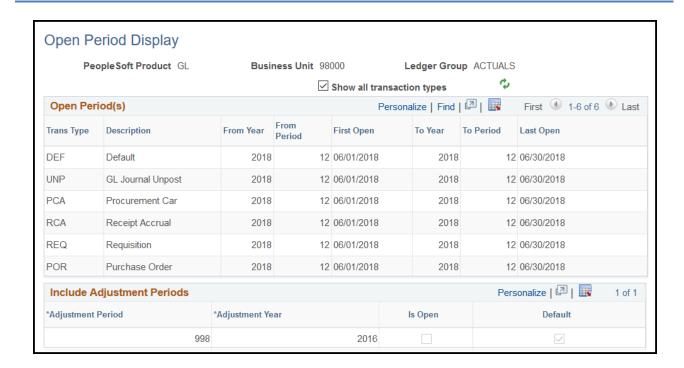
---

2. Ensure that period 12, Fiscal Year 2018 is the only open period.

Navigation: Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

Open Period Display

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

PeopleSoft Product begins with ▾ GL 🔍
Business Unit = ▾ 98000 🔍
Ledger Group = ▾ ACTUALS 🔍

Search   Clear   Basic Search 📋 Save Search Criteria

Open Period Display

PeopleSoft Product GL   Business Unit 98000   Ledger Group ACTUALS

☑ Show all transaction types

Open Period(s)

Personalize | Find | 🖻 | 📑   First ◁ 1-6 of 6 ▷ Last

Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2018	12	06/01/2018	2018	12	06/30/2018
UNP	GL Journal Unpost	2018	12	06/01/2018	2018	12	06/30/2018
PCA	Procurement Car	2018	12	06/01/2018	2018	12	06/30/2018
RCA	Receipt Accrual	2018	12	06/01/2018	2018	12	06/30/2018
REQ	Requisition	2018	12	06/01/2018	2018	12	06/30/2018
POR	Purchase Order	2018	12	06/01/2018	2018	12	06/30/2018

Include Adjustment Periods

Personalize | 🖻 | 📑   1 of 1

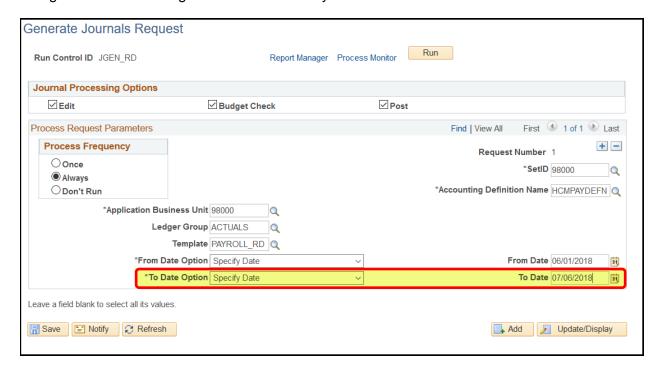| *Adjustment Period	*Adjustment Year	Is Open	Default
998	2016	☐	☑

3. Specify the date range in your Generate Journals Request to include 07/06/2018.

Navigation: General Ledger > Journals > Subsystem Journals > Generate Journals

Generate Journals Request

Run Control ID JGEN_RD   Report Manager   Process Monitor   [Run]

Journal Processing Options

☑Edit	☑Budget Check	☑Post

Process Request Parameters

Find | View All   First ◁ 1 of 1 ▷ Last

Process Frequency
- ○ Once
- ● Always
- ○ Don't Run

Request Number 1   ➕ ➖

*SetID 98000 🔍

*Accounting Definition Name HCMPAYDEFN 🔍

*Application Business Unit 98000 🔍

Ledger Group ACTUALS 🔍

Template PAYROLL_RD 🔍

*From Date Option Specify Date ⌄   From Date 06/01/2018 📅

*To Date Option Specify Date ⌄   To Date 07/06/2018 📅

Leave a field blank to select all its values.

[💾 Save] [✉ Notify] [🔄 Refresh]   [➕ Add] [🔑 Update/Display]

4. Run journal generation with the instructed parameters.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.