

# FIN310: General Ledger



# Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

# Welcome

## Introductions:

- Name
- Agency
- Job Title
- Goals for Class

# Course Agenda

**1 Course Introduction**

**2 Module One: Introduction to General Ledger**

**3 Module Two: Processing Journal Entries**

**4 Module Three: Advanced General Ledger Topics**

**5 Module Four: Month End / Year End Close**

**6 Module Five: Processing Finance Statements and Reports**

**7 Course Summary**

## 1

# Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**

# Course Objectives

## **After completing this course, the user will be able to:**

- Explain the General Ledger end-to-end processes and integration points with other PeopleSoft modules.
- Create & process journal entries.
- Identify and resolve combination editing errors.
- Monitor the close process.
- Understand mechanisms used in account reconciliation and approval.
- Process financial statements and reports.

# Roles and Responsibilities

| Role                                | Responsibility  |
|-------------------------------------|---|
| <b>Agency GL Journal Approver 1</b> | The Agency Journal Approver will be responsible for the first level approval of Agency journals. The approver will have access to a pooled worklist where they can approve the journals.  |
| <b>Agency Report Viewer</b>         | The Agency Report Viewer will receive nightly batch distributed reports and have access to Report Manager. Access to the Agency Report Viewer role will only be given if the same user is granted access to the GL Viewer role. |
| <b>Allocation Processor</b>         | The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results. Agencies will be given the ability to execute General Ledger Allocation processes when required.                 |

# Roles and Responsibilities

| <b>Role</b>                                   | <b>Responsibility</b>   |
|---|---|
| <b>Chart of Accounts (COA) Maintainer</b>     | The COA Maintainer is responsible for the setup of Chart of Account values, trees and maintenance of combination edit definitions and rules. The COA Maintainer will also be responsible for the maintenance of the COA translation tables and rules. The COA Maintainer function will be in the State Controller's Office. |
| <b>ChartField Requestor</b>                   | This role will originate requests for a new ChartField value. All ChartFields will be maintained centrally, except the Project Costing ChartFields, which will be maintained at the agency.   |
| <b>GL Configuration Maintainer</b>            | GL Configuration Maintainer controls General Ledger configurations. The GL Configuration Maintainer function will be in the State Controller's Office (SCO).  |
| <b>GL Journal Processor (State or Agency)</b> | The GL Journal Processor will be responsible for the creation of journals in the Modified Accrual ledger. An Agency or State Journal Processor can run online Edit, Budget Check and submit to the journal approval process.  |

# Roles and Responsibilities

| Role                               | Responsibility  |
|------------------------------------|---|
| <b>GL Reporter</b>                 | The GL Reporter will run reports and distribute reports as required. Access to the GL Reporter role will only be given if the same user is granted access to the GL Viewer role.  |
| <b>GL Viewer</b>                   | The GL Viewer has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages.  |
| <b>State Allocation Maintainer</b> | The State Allocation Maintainer is responsible for the creation and maintenance of Allocation Rules and Groups. The State Allocation Maintainer function will be in the State Controller's Office. Agencies will be involved in this process. |
| <b>State GL Batch Processor</b>    | The State GL Batch Processor will be responsible for running all scheduled batch processes. Batch processes can be scheduled as a daily or night batch process. Examples of processes would be journal generator and post.                    |

# Roles and Responsibilities

| Role                                   | Responsibility   |
|--|--|
| <b>State GL Close Processor</b>        | The State GL Close Processor will be responsible for the running of close processes and the closing of accounting periods. The State GL Close Processor function will be in the State Controller's Office.   |
| <b>State GL Workflow Administrator</b> | Workflow Administrator will be responsible for the configuration and maintenance of the SCO and Agency journal workflow. A State entity will be responsible for working with Agencies to ensure the journal workflow required is acting appropriately. |



# Activities

**You will take part in three levels of group and individual activities throughout this course:**

- Instructor Demonstrations
- Training Exercises
- Challenges / Assessments

## 2

# Introduction to General Ledger

- › Objectives
- › Key Terms
- › Lesson One: Overview of GL
- › Lesson Two: GL End-to-End Processes
- › Lesson Three: GL Integration with Commitment Control and Other Sub-Modules
- › Summary

# Module 1: Objectives

**After completing this module, the user will be able to:**

- Explain an overview of General Ledger.
- Recognize the General Ledger end-to-end processes.
- Identify integration points with General Ledger and other PeopleSoft modules, as well as Commitment Control.

# Module 1: Key Terms

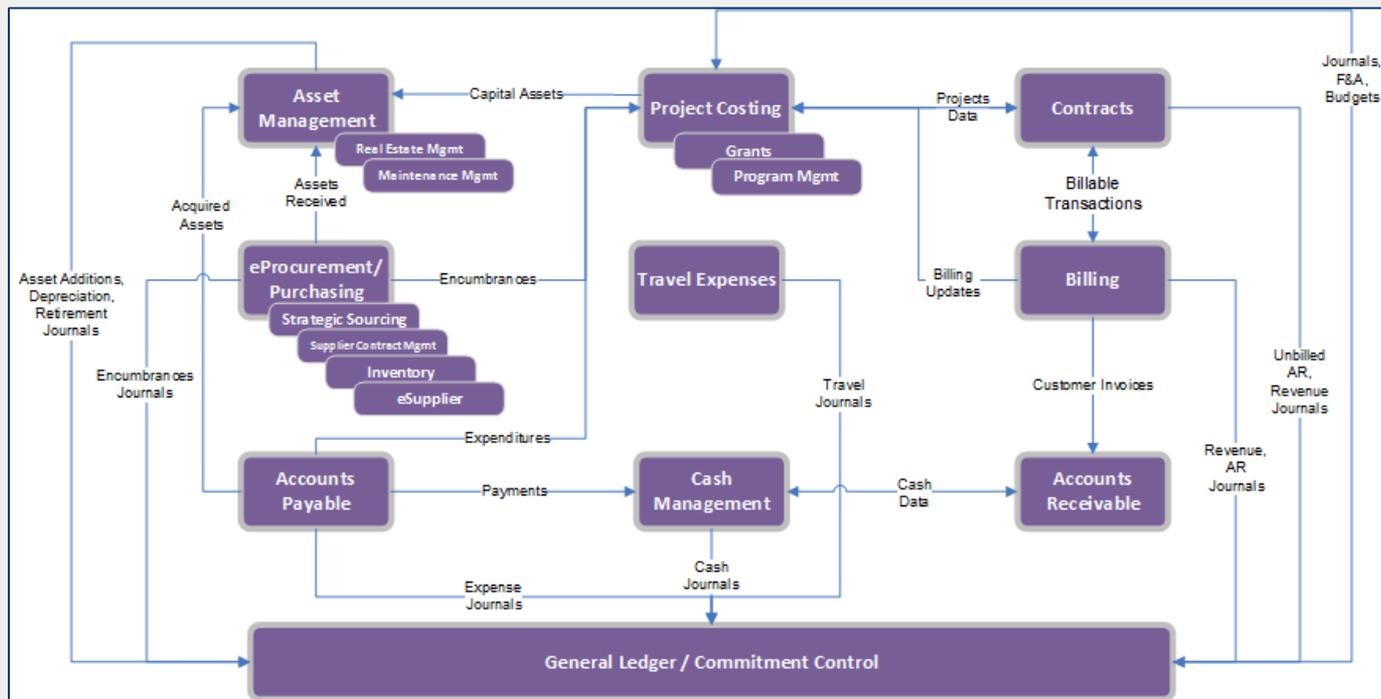
| Term                                     | Definition  |
|--|---|
| <b>General Ledger Business Unit (BU)</b> | In General Ledger (GL), the Business Unit (BU) is an entity with its own set of balanced books, which maintains its own set of transactions. The GL BU will be the statutory agency number followed by 2 zeros. For example, the Public Service Commission will be 15500. |
| <b>Chart of Accounts (COA)</b>           | This term refers to the entirety of all values that are used in categorizing an accounting entry or journal line. For PeopleSoft, that would be all of the ChartFields.   |
| <b>ChartFields</b>                       | ChartFields are fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data. For example, the Department ChartField will store organizational coding for your agency.            |

# Module 1: Key Terms (Cont.)

| Term                        | Definition   |
|-----------------------------|--|
| <b>Ledger</b>               | The Ledger is a record of monetary transactions by a particular basis of accounting, such as Actuals, CAFR Actuals, AFR Actuals, Summary CAFR, Summary AFR, and Budgetary Ledgers including Statewide Appropriation, Statewide Revenue Estimate, Agency Operating, Agency Operating Revenue, Projects, Project Activity. |
| <b>Balancing ChartField</b> | A ChartField in which the debit amounts must equal the credit amounts in order to maintain a balanced set of accounts for that particular ChartField. For example, if Appropriation is defined as a balancing ChartField, any journal created using that Appropriation must have debits equal to the credits.            |
| <b>Commitment Control</b>   | Commitment Control (KK) enables you to control encumbrances and expenditures actively against predefined, authorized budgets. Budgetary Control is referred to as Commitment Control or KK in PeopleSoft.  |

# Overview of General Ledger

The General Ledger is at the core of activities and transaction within PeopleSoft:



# Overview of General Ledger (Cont.)

## **Using PeopleSoft General Ledger, the State of Wisconsin will:**

- Increase the efficiency of the State Financial Management and Analysis through available data.
- Improve and streamline Statewide reporting by centralizing data and using delivered reporting tools such as nVision.
- Drilldown from General Ledger balances into subsystems for transactional details.
- Have flexibility in setting up and maintaining Budgetary Controls.
- Consolidate the General Ledger systems of all State agencies.
- Automate allocation processes.

# Overview of General Ledger (Cont.)

**There are a number of key areas of change associated with the STAR project summarized below:**

- COA structure and mapping from WiSMART to PeopleSoft
- Consolidated B/S, Revenue and Expense coding into Account chartfield
- Department ChartField for Organizational coding
- Transactions will be coded to the most detailed fund
- Appropriation budgets will be coded and validated to the Statutory Fund using tree roll-ups
- Internet Unit Journals with Affiliate ChartField Values
- Integrated Operating Budgets for control and reporting
- Financial Reporting through multiple ledgers and adjustment periods
- Real-time Budget Checking and Remaining Spending Authority

# Overview of General Ledger (Cont.)

## STAR COA Structure:

Standard ChartField Configuration

List of Chartfields Personalize | Find | First 1-21 of 21 Last

| Status                                     | Order | Field Long Name  | Field Short Name |         | Display Length | Affiliate Type      | IntraUnit Related ChartField |
|--|-------|------------------|------------------|---------|----------------|---------------------|------------------------------|
| <input type="checkbox"/> Active ChartField | 1     | Budget Reference | Bud Ref          | Relabel | 8              |                     |                              |
| <input type="checkbox"/> Active ChartField | 2     | Fund Code        | Fund             | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 3     | Appropriation    | Appropriation    | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 4     | Department       | Dept             | Relabel | 10             |                     |                              |
| <input type="checkbox"/> Active ChartField | 5     | Account          | Account          | Relabel | 7              |                     |                              |
| <input type="checkbox"/> Active ChartField | 6     | Program Code     | Program          | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 7     | Operating Unit   | Oper Unit        | Relabel | 8              |                     |                              |
| <input type="checkbox"/> Active ChartField | 8     | Product          | Product          | Relabel | 6              |                     |                              |
| <input type="checkbox"/> Active ChartField | 9     | PC Business Unit | PC Bus Unit      | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 10    | Project          | Project          | Relabel | 15             |                     |                              |
| <input type="checkbox"/> Active ChartField | 11    | Activity         | Activity         | Relabel | 15             |                     |                              |
| <input type="checkbox"/> Active ChartField | 12    | Source Type      | Source Type      | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 13    | Category         | Category         | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 14    | Subcategory      | Subcategory      | Relabel | 5              |                     |                              |
| <input type="checkbox"/> Active ChartField | 15    | Affiliate        | Affiliate        | Relabel | 5              | InterUnit Affiliate | Business Unit                |
| <input type="checkbox"/> Active ChartField | 16    | Fund Affiliate   | Fund Affil       | Relabel | 10             | IntraUnit Affiliate | Fund Code                    |

# Overview of General Ledger (Cont.)

## STAR ChartField Descriptions

- **Budget Reference** – Used to identify unique budgets when individual budgets share budget keys and overlapping budget periods.
- **Fund Code** – Records cash and other financial resources, together with related liabilities and residual equities or balances and any corresponding changes.
- **Appropriation** – Used to identify specific appropriations.
- **Department** – Represents responsibilities and duties assigned to individuals and depicts reporting relationships that exist within an agency
- **Account** – Is a detailed classification of financial activity used to specify the balance sheet account or operating account (e.g., expenditure, revenue codes) on financial transactions

# Overview of General Ledger (Cont.)

## STAR ChartField Descriptions (cont.):

- **Program Code** – Tracks revenue and expenditures for programs within or across your organization; can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs
- **Operating Unit** – Used to identify such things as a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. Will not be used often.
- **Product** – Integrates with manufacturing systems and would be limited to those using such systems. Used to capture additional information useful for profitability and cash flow analysis by product sold or manufactured
- **PC Business Unit** – A business unit in Project Costing is defined as an operational subset of the organization. Defining business units in this way enables you to plan projects and gather business data around the way that you work, without the constraints of the enterprise's standard accounting procedures for financial posting and reporting.

# Overview of General Ledger (Cont.)

## STAR COA Descriptions:

- **Project** – Captures additional information useful for project and grant accounting.
- **Activity** – The specific tasks that make up a project.
- **Source Type** – Assign source types to individual transactions to identify the transaction's purpose. Used mainly within Project Costing.
- **Category** – Used to further define Source Types.
- **Subcategory** – Used to further define Categories.
- **Affiliate** – Used to map transactions between Business Units when using a single InterUnit account (offset entry).
- **Fund Affiliate** – Used to correlate transactions between funds when using a single IntraUnit account (offset entry).

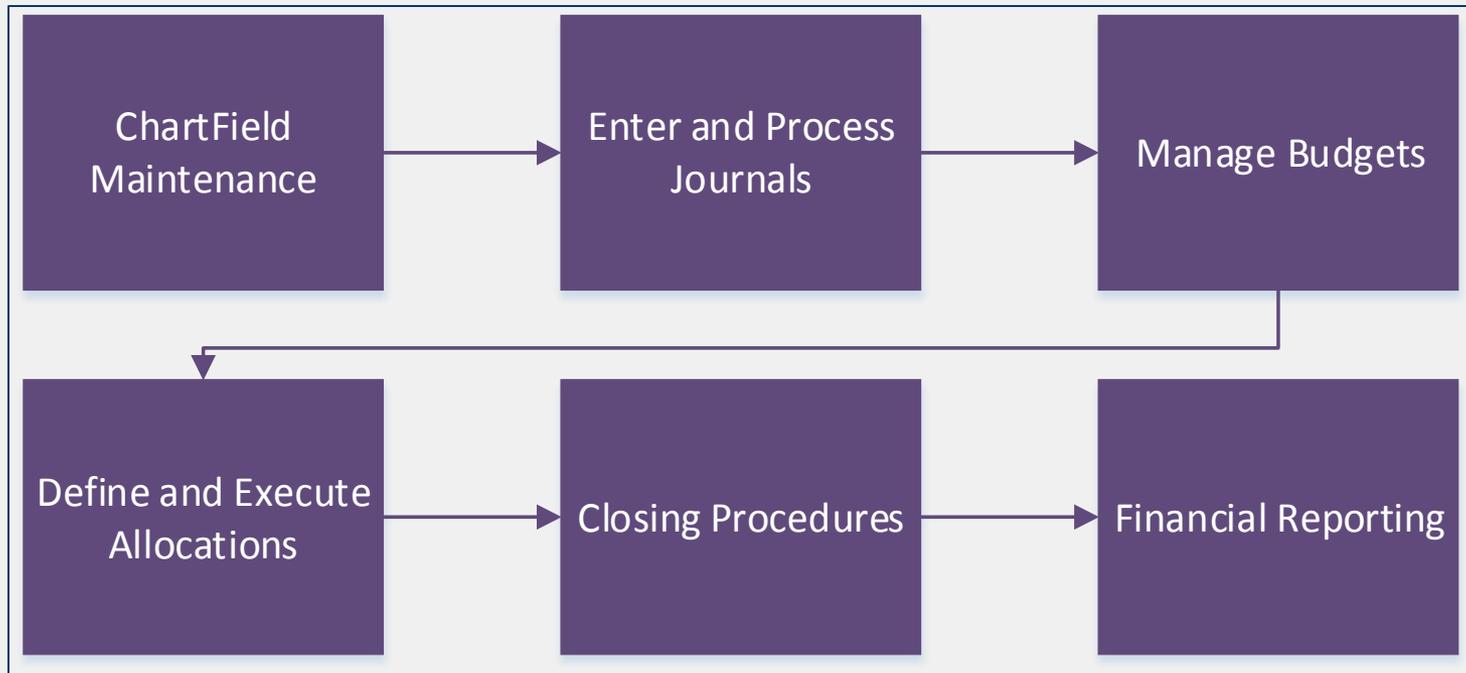
# Summary: Overview of General Ledger

**Now that you have completed the Overview to General Ledger lesson, you should be able to:**

- Discuss ways in which the State of Wisconsin will be utilizing PeopleSoft General Ledger.
- Recognize, at a high level, the major changes introduced with STAR.

# GL End-to-End Processes

## GL End-to-End Process Flow



# GL End-to-End Processes

## Key End-to-End Processes

- ChartField Maintenance
  - Create and Maintain ChartField Values
  - Define Combination Edit Rules
- Enter and Process Journals
  - Journal Creation
  - Edit, Budget Check, Review, Approve, and Post Journals
- Manage Budgets
  - Establish Appropriation and Operational Budgets
  - Create Budget Journals

# GL End-to-End Processes (Cont.)

## Key End-to-End Processes (cont.)

- Define and Execute Allocations
  - Define Cost Allocations
  - Execute Allocations
  - Review and Post Allocation Entries
- Closing Procedures
  - Account Reconciliation
  - Month End / Year End Close Activities
- Financial Reporting

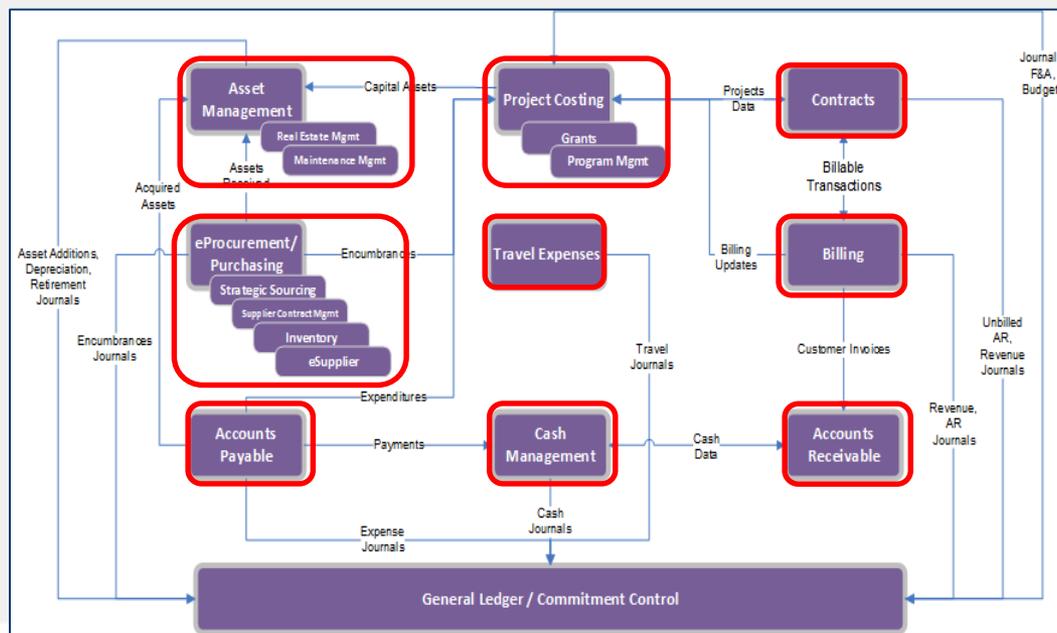
# Summary: GL End-to-End Processes

**Now that you have completed the GL end-to-end processes lesson, you should be able to:**

- Identify processes involved in the GL end-to-end process.
- Recognize the activities involved in each sub-process.

# GL Integration with Commitment Control and Other Sub-Modules

Within PeopleSoft subsystem applications, accounting entries are created from transactions occurring within the respective subsystem. Journals are then created through a batch process and posted to the GL.



# GL Integration with Commitment Control and Other Sub-Modules (Cont.)

Corrections or adjustments to transactions generated outside the General Ledger module should be made in the module that gave rise to the original transaction. The purpose of this is:

- To ensure that activity and balances in other modules agree with the general ledger module.
- To create an accurate audit trail for the transaction.

# GL Integration with Commitment Control and Other Sub-Modules (Cont.)

The General Ledger also interacts with the Commitment Control functionality, which controls encumbrances and expenditures against predefined, authorized budgets.

Commitment Control helps avoid overspending by providing budget checking. Budget Checking checks transaction accounting lines against all applicable budgets. If any transactions exceed budget, users receive a notification to make corrections.

# Summary: GL Integration with Commitment Control and Other Sub-Modules

**Now that you have completed the Integration Points for lesson, you should be able to:**

- Identify integration points of PeopleSoft modules with General Ledger.
- Explain the role of Commitment Control in GL.

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of General Ledger processes.**

1. Ideally, where should a correction/adjustment to a transaction generated in AM take place?
2. Name the process that checks transaction accounting lines against all applicable budgets.



# Module 1: Summary

**Now that you have completed the Introduction to GL module, you should be able to:**

- Explain an overview of General Ledger.
- Recognize General Ledger end-to-end processes.
- Identify integration points for the General Ledger and Commitment Control Modules.

## 3

# Processing Journal Entries

- › Objectives
- › Key Terms
- › Lesson One: Journal Creation
- › Lesson Two: Processing Journal Entries
- › Summary

## Module 2: Objectives

**After completing this module, the user will be able to:**

- Identify the three different methods to create a journal.
- Explain how journals are edited, budget checked, approved, and posted before the amounts held within the lines can impact the ledger.

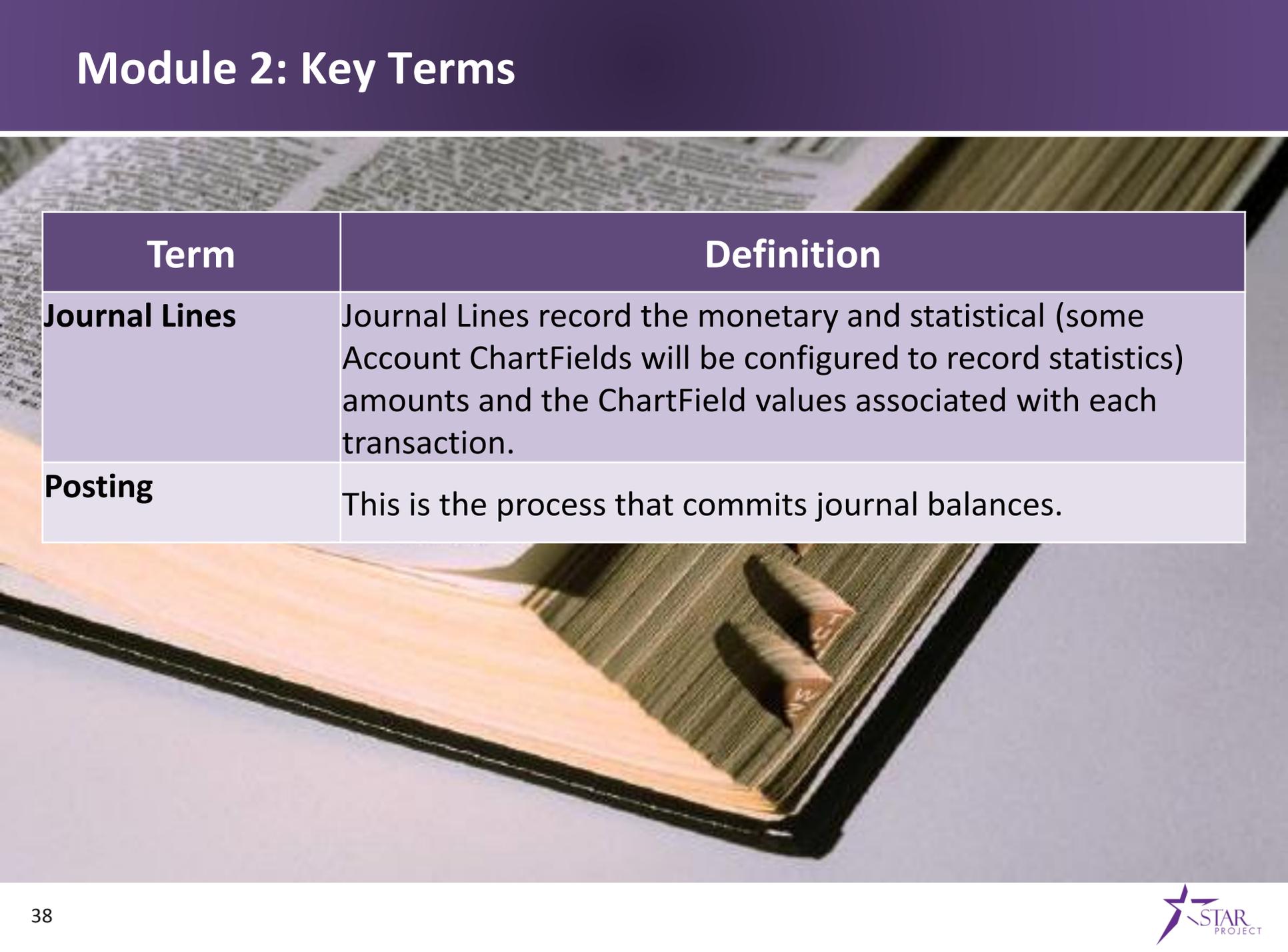
# Module 2: Key Terms

| Term                | Definition   |
|---------------------|--|
| <b>Approval</b>     | Approval is gained through a workflow for management review.   |
| <b>Budget Check</b> | The Budget Checking process checks transaction accounting lines against all applicable budgets, updates to the Commitment Control ledger, and updates the budget-checking status of the transactions. Transactions that pass Budget Check immediately affect available remaining spending authority. |
| <b>Editing</b>      | Entries must balance and pass combination edits.   |

# Module 2: Key Terms

| Term                  | Definition  |
|-----------------------|---|
| <b>Journal</b>        | A journal is used to record and post accounting transactions to a ledger. There are different types of Journals.  |
| <b>Journal Date</b>   | Journal Date identifies the date that a journal is effective (Accounting date).   |
| <b>Journal Header</b> | The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date) and the options that enable you to quickly set up adjusting and reversing entries. |

# Module 2: Key Terms



| Term                 | Definition   |
|----------------------|--|
| <b>Journal Lines</b> | Journal Lines record the monetary and statistical (some Account ChartFields will be configured to record statistics) amounts and the ChartField values associated with each transaction. |
| <b>Posting</b>       | This is the process that commits journal balances.   |

# Journal Creation (Cont.)

## Journal Entry Methods:

### 1. Manual Online Entry

- Enter journal data through online journal entry pages
- Additional journal types: Model and statistical

### 2. Manual Spreadsheet Upload

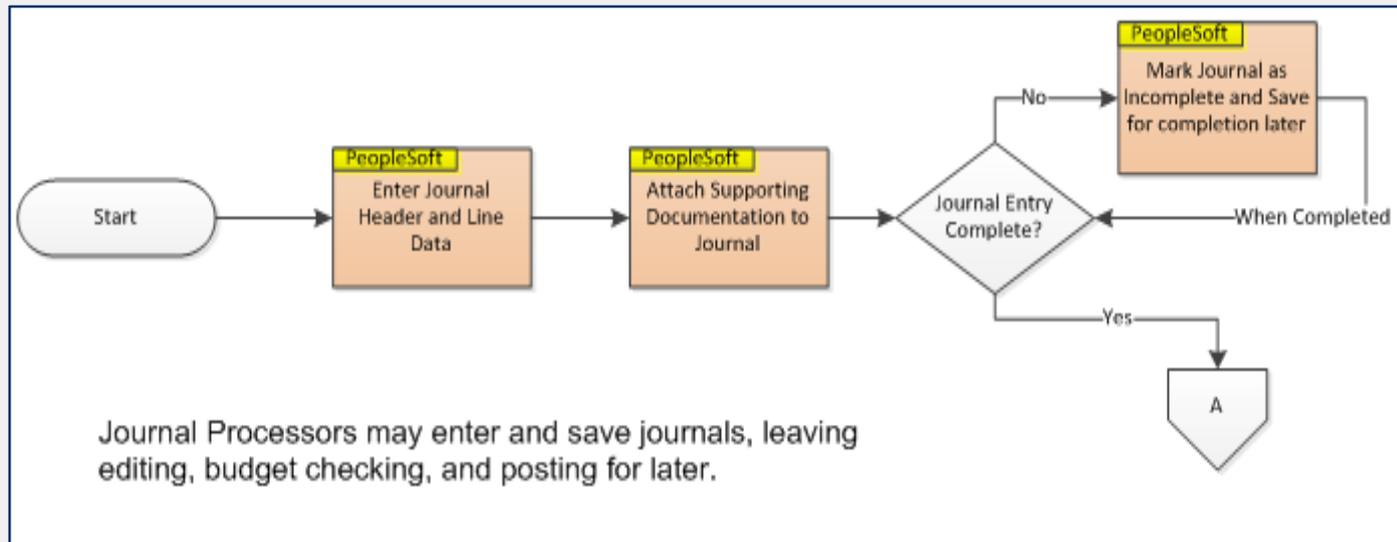
- Enter data through an Excel spreadsheet template
- Upload journals created into PeopleSoft

### 3. Imported Batch Journals

- Imported from sub-modules and external systems
- Process automatically run to create journal entries
- User must correct creation errors if required

# Journal Creation (Cont.)

The business process flow below describes the steps necessary for manual journal creation for both online and spreadsheet entry.



# Journal Creation (Cont.)

## Online Journal Entry

The **Header** page displays journal header information that uniquely identifies a journal, such as business unit, journal ID, and journal date.

Header | Lines | Totals | Errors | Approval

Unit 37000      Journal ID NEXT      Date 03/25/2015

Long Description

\*Ledger Group  
Ledger  
\*Source

Adjusting Entry Non-Adjusting Entry

Fiscal Year  
Period

Reference Number  
Journal Class  
Transaction Code GENERAL

ADB Date 03/25/2015

Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD // 1  
Attachments (0)  
Reversal: Do Not Generate Reversal      Commitment Control

Entered By TrainUser05      Training User 05

Entered On  
Last Updated On

# Journal Creation (Cont.)

The **Lines** tab records the transaction lines that comprise a journal. The user can enter a SpeedType, which auto-populates the ChartFields, or enter in values manually.

Unit 37000      Journal ID NEXT      Date 03/25/2015  
Template List      Change Values  
Inter/IntraUnit      \*Process Edit Journal      Process

| Select                   | Line | *Unit | *Ledger | >> | SpeedType | Bud Ref | Fund | Appropriation | Dept | Account | Pr |
|--------------------------|------|-------|---------|----|-----------|---------|------|---------------|------|---------|----|
| <input type="checkbox"/> | 1    | 37000 | ACTUALS | >> |           |         |      |               |      | 1150000 |    |
| <input type="checkbox"/> | 2    | 37000 | ACTUALS | >> |           |         |      |               |      | 1150000 |    |

Lines to add: 1

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 37000 | 2           | 0.00         | 0.00          | T              | N             |

Save    Notify    Refresh    Add    Update/Display

# Training Exercise: Create an Online Journal Entry

**This Training Exercise will review how to create an online journal entry.**



# Training Exercise: Debrief

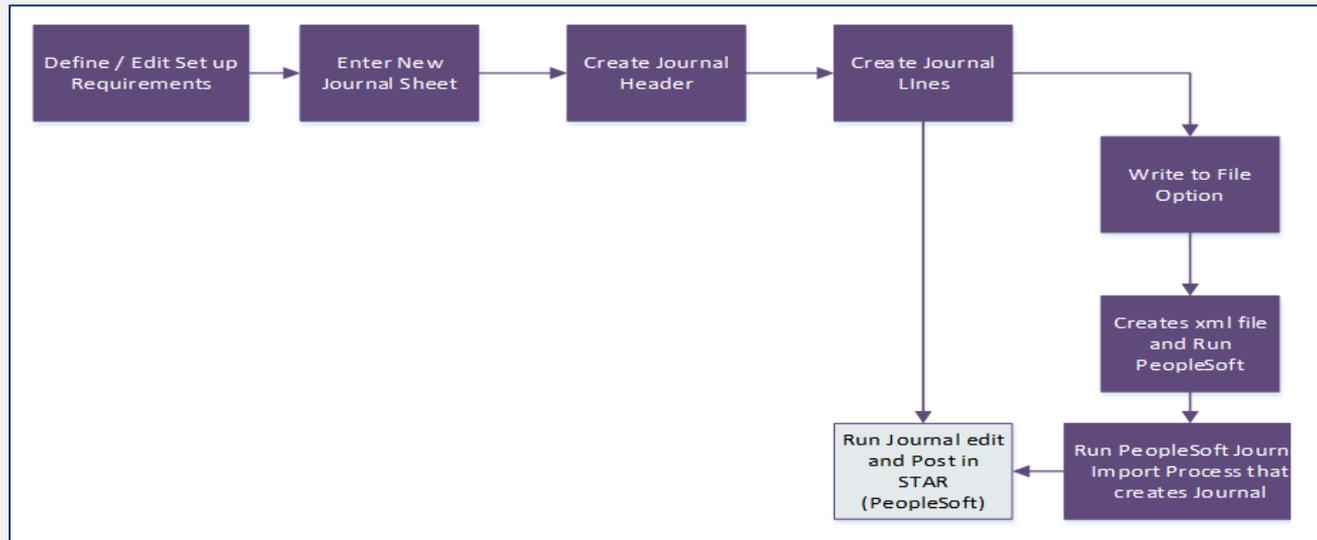
- 1. Within which journal section are ChartField values and Amount entered?**
- 2. What is the minimum number of lines that a standard manual journal can contain?**



# Journal Creation (Cont.)

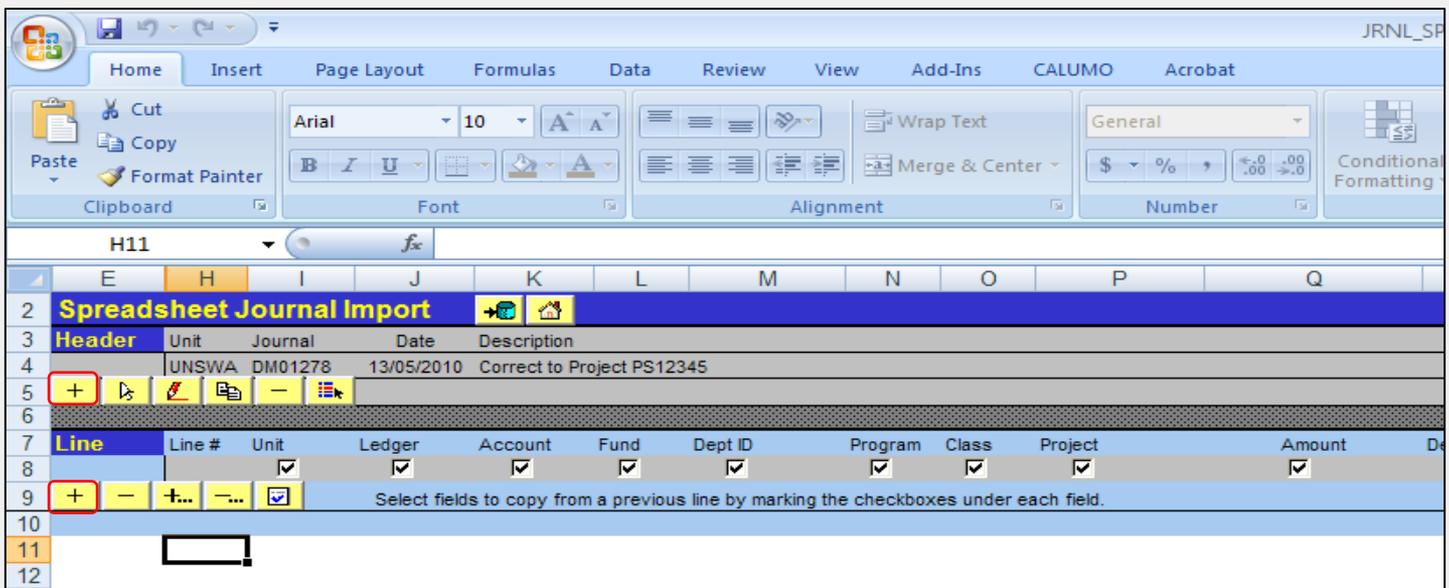
## Spreadsheet Journal Entry

The Spreadsheet Journal workbook enables users to enter journals offline using Microsoft Excel and then import the journals into PeopleSoft GL. The process for creating and importing spreadsheet journals is detailed below.



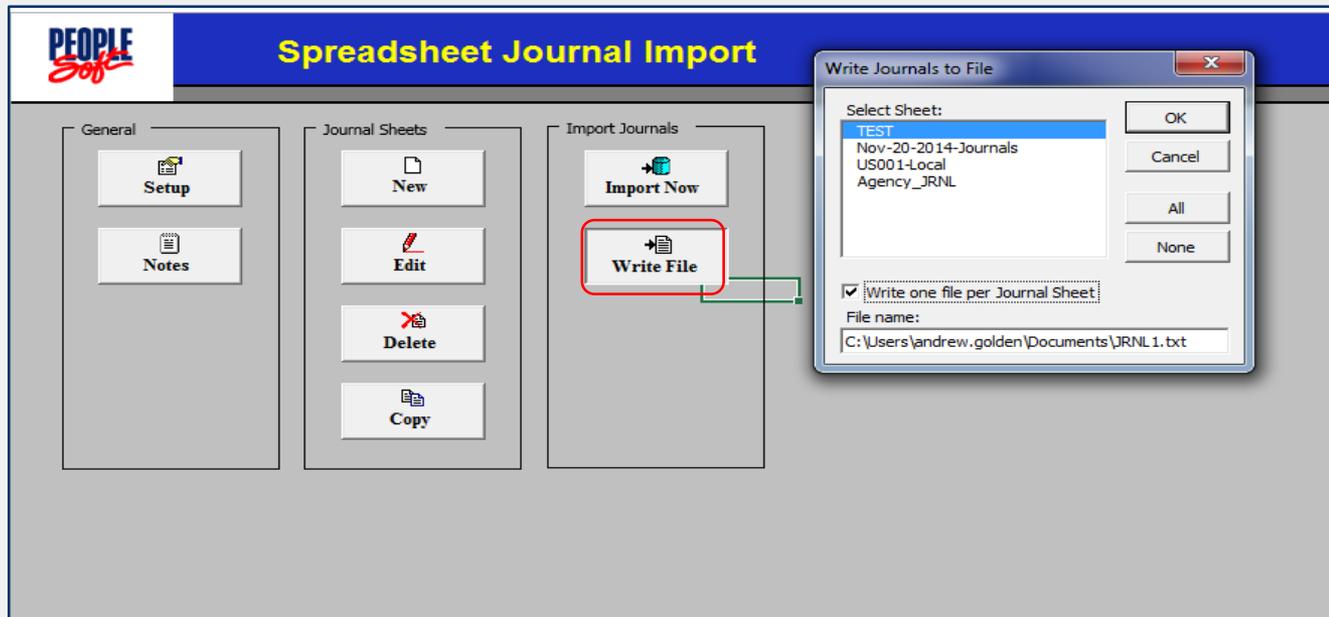
# Journal Creation (Cont.)

After creating a new journal sheet, the spreadsheet template provides the same journal sections (Journal Header and Journal Line) as online journal entry.



# Journal Creation (Cont.)

Once the spreadsheet has had all of the necessary data inputted. The Journal Sheet(s) is saved to the user's hard drive by selecting the **Write File** button .



# Journal Creation (Cont.)

The spreadsheet can then be uploaded and created into a journal entry through the Spreadsheet Journal Import Request.

Spreadsheet Journal Import Request

Run Control ID TEST Report Manager Process Monitor Run

Report Request Parameters

\*Number of Data Files Single data file

\*Character Set ISO\_8859-1

\*If Journal Already Exists Skip

\*If Journal is Invalid Skip

Default GL Document Type

Check Decimal Position:

Add Delete View **Attached File RK19JRNL2.txt**

Save Return to Search Previous in List Next in List Notify Add Update/Display

# Journal Creation (Cont.)

Two additional types of journals:

- **Recurring journal** entries are used for repetitive transactions that use the same accounting information and amounts. Templates for recurring journals are created as **Model** journals through the **Standard Journal Entry** page.
- **Statistical journal** entries are used to allocate certain expenses.

# Instructor Demonstration: Spreadsheet Upload

**Your instructor will show you how to perform the spreadsheet upload method to create a journal entry while you follow along.**



# Instructor Demonstration: Debrief

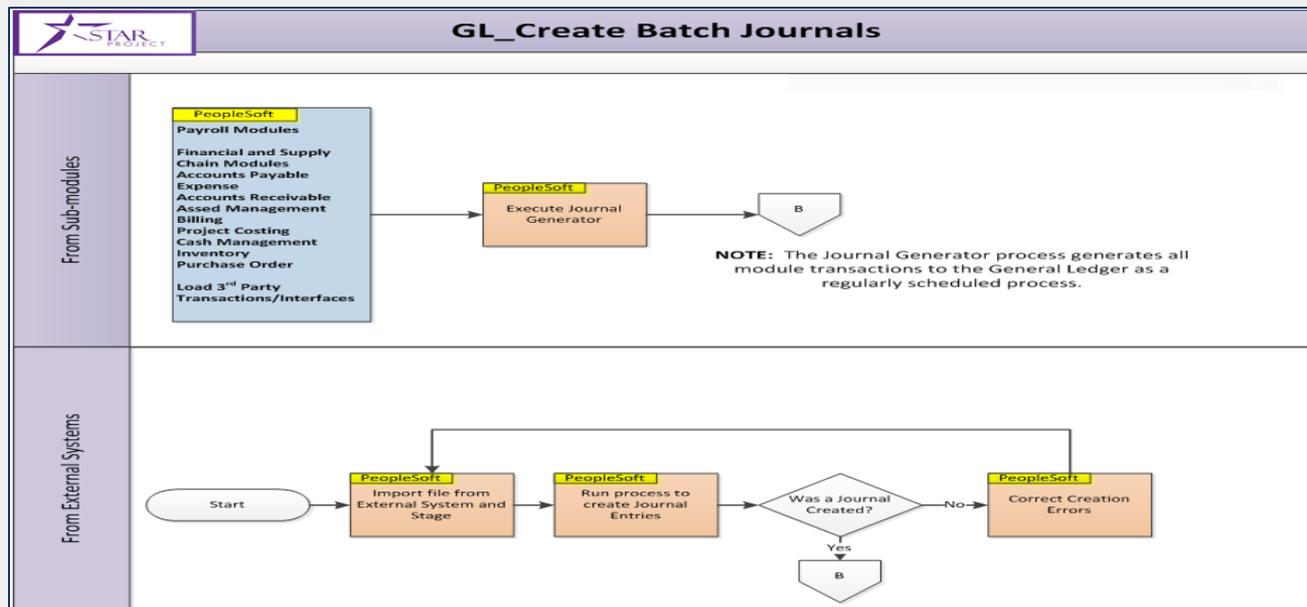
- 1. What two journal sections are displayed once a new journal sheet is created?**
- 2. What is the option chosen to write the spreadsheet file to the user's hard drive?**



# Journal Creation (Cont.)

## Batch Journal Creation

Batch journals are created through the Journal Generator batch process, which is automated. This batch process imports journals from sub-module transactions, as well as from interfaces into PeopleSoft from external systems.



# Summary: Journal Creation

**Now that you have completed the Journal Creation lesson, you should be able to:**

- Recognize the three journal creation methods.
- Explain from where batch journals are generated.

# Processing Journal Entries

**The Processing Journal Entries lesson reviews any actions required to process journal entries following the initial “create journal” step, including:**

- Journal Editing
- Journal Review and Approval
- Journal Deletion
- Posting Journals
- Unposting Journals

# Processing Journal Entries (Cont.)

In order to edit a journal, users must first find the appropriate journal using the **Find an Existing Value** page. Here, the user can search for a journal by inputting the appropriate business unit, as well as other useful search criteria.

Find an Existing Value | Keyword Search | Add a New Value

Search Criteria

Business Unit: 37000

Journal ID: begins with

Journal Date: 03/23/2015

Document Sequence Number: begins with

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source: ONL

Entered By: begins with TrainUser05

Attachment Exist:

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

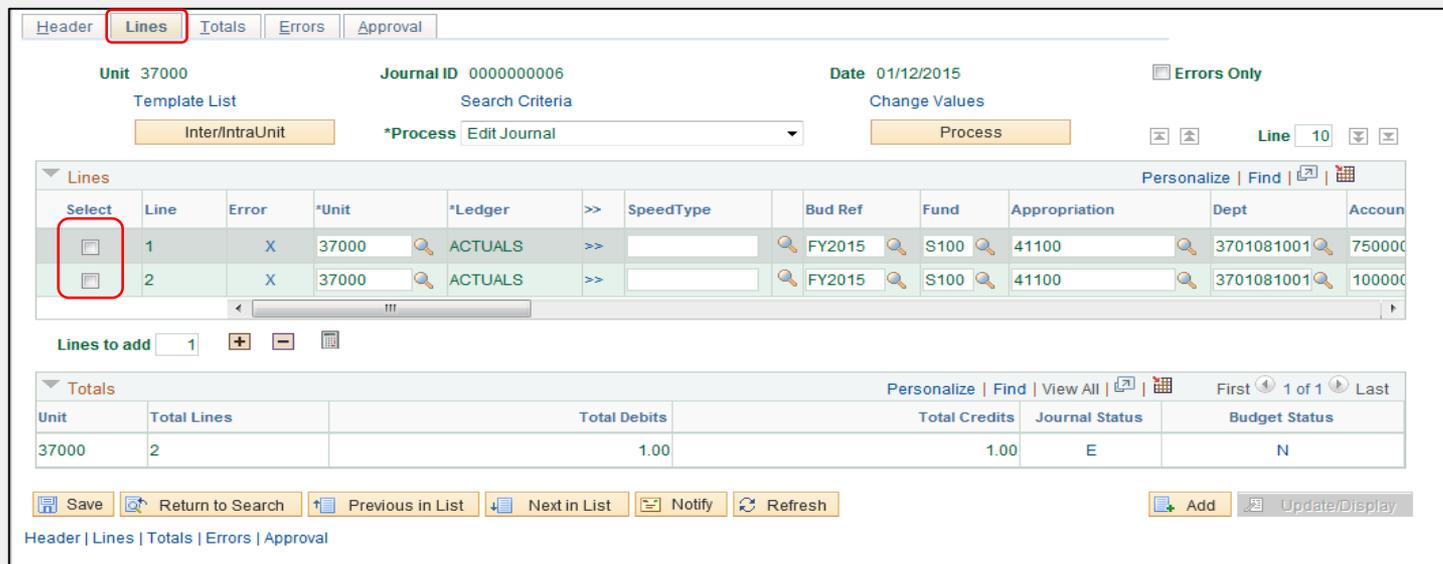
View All First 1-2 of 2 Last

| Business Unit | Journal ID | Journal Date | UnPost Sequence | Document Line Sequence Business Number Unit | Journal Header Status | Budget Checking Header Status | Ledger Group | Source | Currency Code | Journal Total Lines | Journal Total Debits | Journal Net Statistical Units | Journal Description | Entered By  | Attachment Exist |
|---------------|------------|--------------|-----------------|---|-----------------------|-------------------------------|--------------|--------|---------------|---------------------|----------------------|-------------------------------|---------------------|-------------|------------------|
| 37000         | 0000000041 | 03/23/2015   | 0               | (blank)                                     | 37000                 | Incomplete Not Chk'd          | ACTUALS      | ONL    | USD           | 2                   | 100                  | 0                             | Month end accrual   | TrainUser05 | N                |
| 37000         | 0000000042 | 03/23/2015   | 0               | (blank)                                     | 37000                 | Incomplete Not Chk'd          | ACTUALS      | ONL    | USD           | 2                   | 100                  | 0                             | Month end accrual   | TrainUser05 | N                |

# Processing Journal Entries (Cont.)

## Editing Journals

Once the correct journal has been identified and selected, the user can correct the required information within the **Header** or **Lines** tab.



Unit 37000      Journal ID 000000006      Date 01/12/2015       Errors Only

Template List      Search Criteria      Change Values

Inter/IntraUnit      \*Process Edit Journal      Process      Line 10

| Select                   | Line | Error | *Unit | *Ledger | >> | SpeedType | Bud Ref | Fund | Appropriation | Dept       | Account |
|--------------------------|------|-------|-------|---------|----|-----------|---------|------|---------------|------------|---------|
| <input type="checkbox"/> | 1    | X     | 37000 | ACTUALS | >> |           | FY2015  | S100 | 41100         | 3701081001 | 750000  |
| <input type="checkbox"/> | 2    | X     | 37000 | ACTUALS | >> |           | FY2015  | S100 | 41100         | 3701081001 | 100000  |

Lines to add 1

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 37000 | 2           | 1.00         | 1.00          | E              | N             |

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

# Processing Journal Entries (Cont.)

If a combination error occurs, the user can identify the error by selecting the **Errors** tab. After identifying the error, the user can then resolve the error by correcting any of the invalid ChartField values.

The screenshot shows a software interface with the following components:

- Navigation tabs: Header, Lines, Totals, **Errors**, Approval
- Metadata: Unit 37000, Journal ID 000000005, Date 01/12/2015
- Header Errors** section: Personalize | Find | [Print] | [Grid] | First 1 of 1 Last. Table with columns: Field Long Name, Message Text. Content: No journal headers are marked in error.
- Line Errors** section: Personalize | Find | [Print] | [Grid] | First 1-2 of 2 Last. Table with columns: Line #, Field Name, Field Long Name, Set, Msg, Message Text.

| Line # | Field Name | Field Long Name | Set  | Msg | Message Text  |
|--------|------------|-----------------|------|-----|---|
|        | FUND_CODE  | Fund Code       | 5860 | 84  | Budgetary Only FUND_CODE S100 is not allowed for a non-budget ledger group. |
| 1      | FUND_CODE  | Fund Code       | 9600 | 31  | Combo error for fields Fund/Appropriation in group FUND_APP.                |
- Footer: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display
- Bottom navigation: Header | Lines | Totals | Errors | Approval

# Processing Journal Entries (Cont.)

Another common error users will encounter is the Budget Check errors/violations. Users will be made aware of this error when the **Budget Status** field reflects a value of **E**.

The screenshot displays a financial software interface with the following details:

- Unit: 37000
- Journal ID: 000000043
- Date: 03/24/2015
- Errors Only:
- Template List: Inter/IntraUnit
- Search Criteria: \*Process Edit Journal
- Change Values: Process
- Line: 10

| Select                   | Line | *Ledger | >> | SpeedType | Bud Ref | Fund  | Appropriation | Dept       | Account | Program |
|--------------------------|------|---------|----|-----------|---------|-------|---------------|------------|---------|---------|
| <input type="checkbox"/> | 1    | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701131101 | 7500000 |         |
| <input type="checkbox"/> | 2    | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701131102 | 7540000 |         |
| <input type="checkbox"/> | 3    | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3700000000 | 1000000 |         |

Lines to add: 1

| Unit  | Total Lines | Total Debits  | Total Credits | Journal Status | Budget Status |
|-------|-------------|---------------|---------------|----------------|---------------|
| 37000 | 3           | 20,000,001.00 | 20,000,001.00 | V              | E             |

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

# Processing Journal Entries (Cont.)

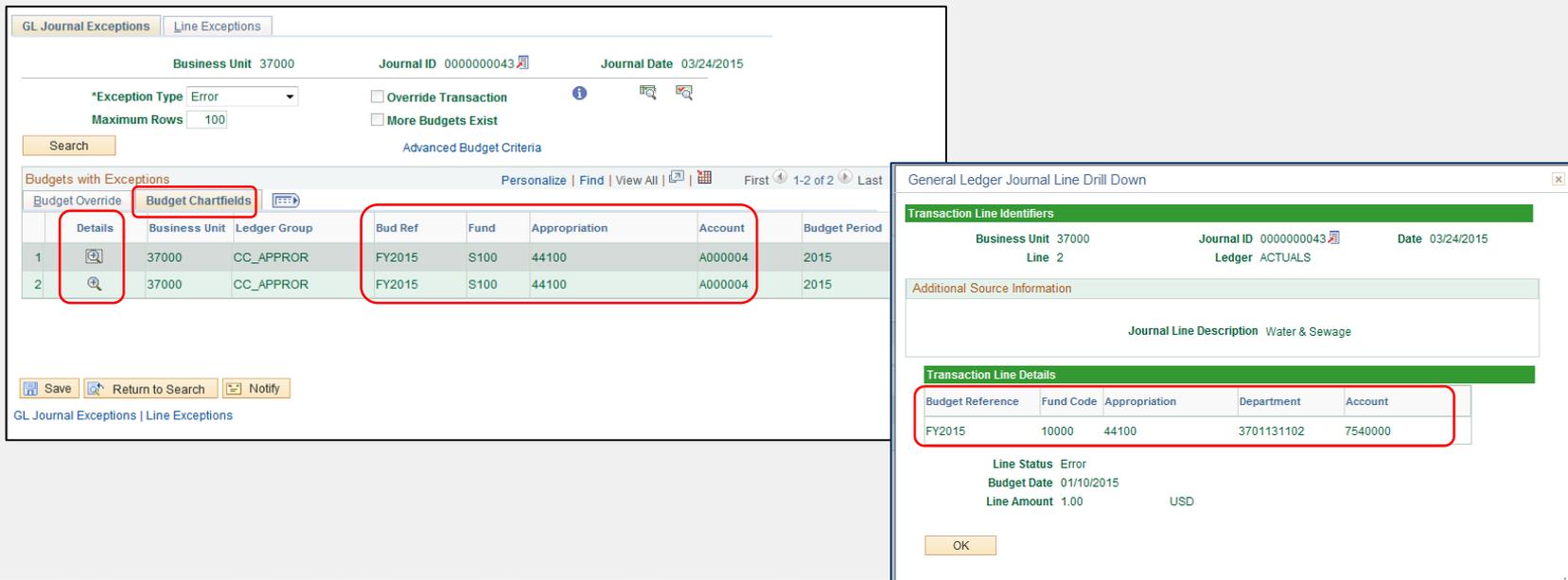
To inquire further on the Budget Status Error, select the **E** value. This will take the user to the **Budget Override** tab of the **GL Journal Exceptions** page, which displays the Exception.

The screenshot displays the 'GL Journal Exceptions' interface. At the top, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below the tabs, the following information is shown: Business Unit 37000, Journal ID 0000000043, and Journal Date 03/24/2015. The 'Exception Type' is set to 'Error' in a dropdown menu, and 'Maximum Rows' is set to 100. There are checkboxes for 'Override Transaction' and 'More Budgets Exist', both of which are unchecked. A 'Search' button is located below the search criteria. The main table is titled 'Budgets with Exceptions' and has a 'Personalize' link, a 'Find' button, and 'View All' options. The table has two tabs: 'Budget Override' (selected) and 'Budget Chartfields'. The table contains two rows of data, both with an exception type of 'Exceeds Budget Tolerance'. The 'Exception' and 'Transfer' columns are highlighted with red boxes. The 'Transfer' column contains a 'Go To ...' link with a document icon. At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'. The footer text reads 'GL Journal Exceptions | Line Exceptions'.

|   | Details | Business Unit | Ledger Group | Exception                | More Detail | Override Budget          | Transfer  |
|---|---------|---------------|--------------|--------------------------|-------------|--------------------------|-----------|
| 1 |         | 37000         | CC_APPROR    | Exceeds Budget Tolerance | More Detail | <input type="checkbox"/> | Go To ... |
| 2 |         | 37000         | CC_APPROR    | Exceeds Budget Tolerance | More Detail | <input type="checkbox"/> | Go To ... |

# Processing Journal Entries (Cont.)

Within the **Budget Chartfields** tab, the roll-up Accounts are displayed. Additional information can be viewed by clicking the  icon under the **Details** field. Upon clicking, the **GL Journal Line Drill Down** page will appear, which displays the originally entered data within the **Header** and **Lines** sections of the journal.



The screenshot displays the 'GL Journal Exceptions' interface. The 'Budget Chartfields' tab is active, showing a table of budget entries. A red box highlights the 'Details' column for the first two rows. A second window, 'General Ledger Journal Line Drill Down', is open, showing transaction details for the selected entry. Red boxes in the drill-down window highlight the 'Transaction Line Identifiers' and 'Transaction Line Details' sections.

**GL Journal Exceptions | Line Exceptions**

Business Unit 37000 Journal ID 0000000043 Journal Date 03/24/2015

\*Exception Type Error  Override Transaction  More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2 Last

| Budget Override | Budget Chartfields  | Business Unit | Ledger Group | Bud Ref | Fund | Appropriation | Account | Budget Period |
|-----------------|---|---------------|--------------|---------|------|---------------|---------|---------------|
| 1               |  | 37000         | CC_APPROR    | FY2015  | S100 | 44100         | A000004 | 2015          |
| 2               |  | 37000         | CC_APPROR    | FY2015  | S100 | 44100         | A000004 | 2015          |

Save Return to Search Notify

GL Journal Exceptions | Line Exceptions

**General Ledger Journal Line Drill Down**

**Transaction Line Identifiers**

Business Unit 37000 Journal ID 0000000043 Date 03/24/2015  
Line 2 Ledger ACTUALS

**Additional Source Information**

Journal Line Description Water & Sewage

**Transaction Line Details**

| Budget Reference | Fund Code | Appropriation | Department | Account |
|------------------|-----------|---------------|------------|---------|
| FY2015           | 10000     | 44100         | 3701131102 | 7540000 |

Line Status Error  
Budget Date 01/10/2015  
Line Amount 1.00 USD

OK

# Processing Journal Entries (Cont.)

The **Budget Inquiry** pages can offer more information for the user in identifying the Budget from which an exception occurred. The **Budget Inquiry** pages and functionality is detailed further in the FIN305: Budget and Commitment Control course.

### Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

| Business Unit | Ledger Group | Budget Reference | Fund Code | Appropriation | Account | Budget Period |
|---------------|--------------|------------------|-----------|---------------|---------|---------------|
| 37000         | CC_APPROR    |                  | S100      | 44100         | A000004 |               |

Budget Details

| Business Unit | Ledger Group | Budget Reference | Fund Code | Appropriation | Account | Budget Period | View |
|---------------|--------------|------------------|-----------|---------------|---------|---------------|------|
| 137000        | CC_APPROR    | FY2015           | S100      | 44100         | A000004 | 2015          | View |

Return to Search | Notify

### Commitment Control Budget Details

| Business Unit | Ledger Group | Bud Ref | Fund | Appropriation | Account | Budget Period |
|---------------|--------------|---------|------|---------------|---------|---------------|
| 37000         | CC_APPROR    | FY2015  | S100 | 44100         | A000004 | 2015          |

Display Chart | Return to Inquiry Criteria

#### Ledger Amounts

|                          |                  |      |     |  |  |  |   |
|--------------------------|------------------|------|-----|--|--|--|---|
| <b>Budget:</b>           | 4,554,000.00 USD |      |     |  |  |  | Max Rows 100  |
| <b>Expense:</b>          | 1,950.00 USD     |      |     |  |  |  | Attributes<br>Parent / Children<br>Associated Budgets |
| <b>Encumbrance:</b>      | 0.00 USD         |      |     |  |  |  |   |
| <b>Pre-Encumbrance:</b>  | 0.00 USD         |      |     |  |  |  |   |
| <b>Associate Revenue</b> |                  | 0.00 | USD |  |  |  |   |

#### Available Budget

|                          |                  |                  |           |
|--------------------------|------------------|------------------|-----------|
| <b>Without Tolerance</b> | 4,552,050.00 USD | Percent (99.96%) | Forecasts |
| <b>With Tolerance</b>    | 4,552,050.00 USD | Percent (99.96%) |           |

#### Budget Exceptions

|                         |   |                           |   |                          |
|-------------------------|---|---------------------------|---|--------------------------|
| <b>Exception Errors</b> | 3 | <b>Exception Warnings</b> | 0 | <b>Budget Exceptions</b> |
|-------------------------|---|---------------------------|---|--------------------------|

Return to Search | Notify

# Processing Journal Entries (Cont.)

Once all errors have been resolved and journal edit is complete, the **Process** drop-down value should be changed to **Submit Journal**. Once this action has been completed, click **Process**.

The screenshot displays a software interface for processing journal entries. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The main area shows the following details:

- Unit: 37000
- Journal ID: 000000043
- Date: 03/24/2015
- Errors Only:

Below these details are several controls:

- Template List: Inter/IntraUnit
- Search Criteria: \*Process **Submit Journal** (highlighted with a red box)
- Change Values: Process (highlighted with a red box)
- Line: 10

The 'Lines' section contains a table with the following data:

| Select                   | Line | *Unit | *Ledger | >> | SpeedType | Bud Ref | Fund  | Appropriation | Dept       | Account | Pr |
|--------------------------|------|-------|---------|----|-----------|---------|-------|---------------|------------|---------|----|
| <input type="checkbox"/> | 1    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701131101 | 7500000 |    |
| <input type="checkbox"/> | 2    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701131102 | 7540000 |    |
| <input type="checkbox"/> | 3    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3700000000 | 1000000 |    |

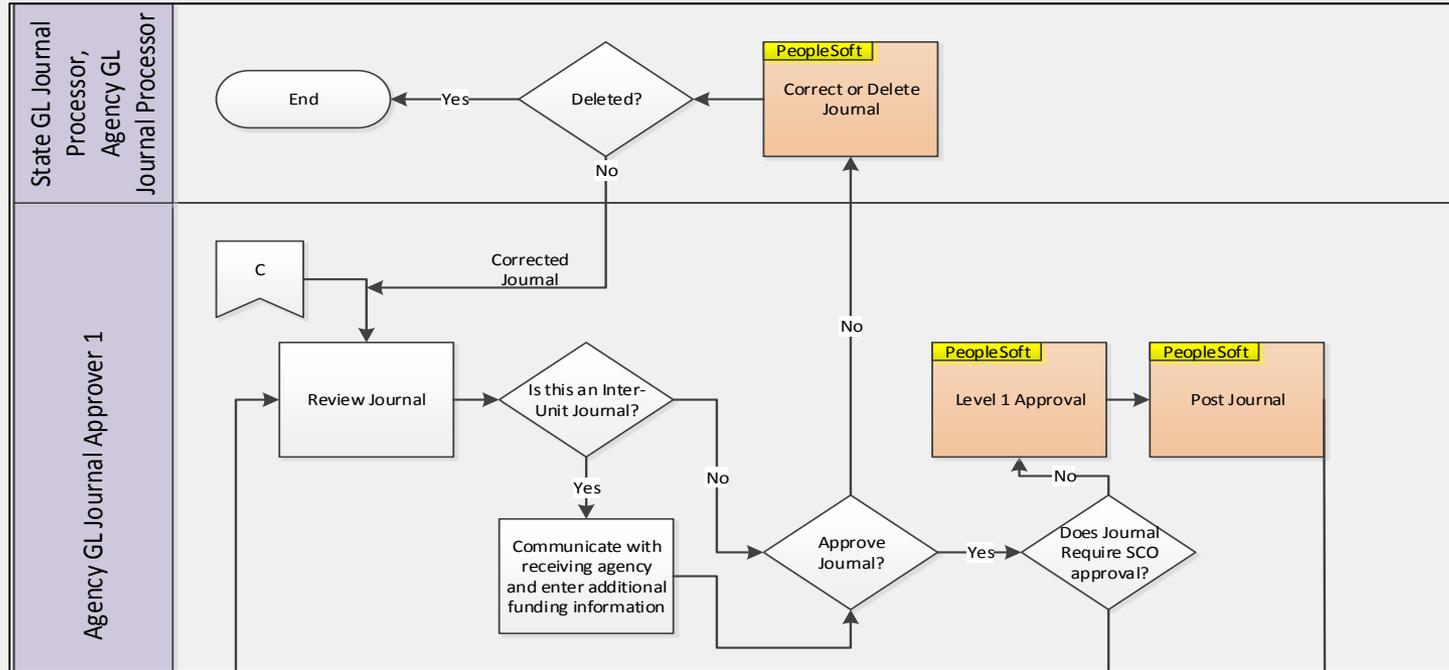
Below the table, there are controls for 'Lines to add' (set to 1) and a 'Totals' section. The 'Totals' section shows:

| Unit  | Total Lines | Total Debits  | Total Credits | Journal Status | Budget Status |
|-------|-------------|---------------|---------------|----------------|---------------|
| 37000 | 3           | 20,000,001.00 | 20,000,001.00 | V              | E             |

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The footer shows the navigation tabs: Header | Lines | Totals | Errors | Approval.

# Processing Journal Entries (Cont.)

Once journals have been created and submitted, they must be reviewed and approved prior to being posted.



# Processing Journal Entries (Cont.)

## Submitting Journals

To submit a journal for approval, select **Submit Journal** from the **Process** drop-down list and then click the **Process** button.

The screenshot displays a software interface for processing journal entries. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is set to 37000, 'Journal ID' is 0000000041, and 'Date' is 03/23/2015. A 'Process' dropdown menu is highlighted with a red box, showing the option '\*Process Submit Journal'. Next to it is a 'Process' button, also highlighted with a red box. The 'Lines' section contains a table with two entries:

| Select                   | Line | *Unit | *Ledger | >> | SpeedType | Bud Ref | Fund  | Appropriation | Dept       | Account | Pr |
|--------------------------|------|-------|---------|----|-----------|---------|-------|---------------|------------|---------|----|
| <input type="checkbox"/> | 1    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701111101 | 4444000 |    |
| <input type="checkbox"/> | 2    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701111101 | 1000000 |    |

Below the table, there are controls for 'Lines to add' (set to 1) and a 'Totals' section. The 'Totals' table shows:

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 37000 | 2           | 100.00       | 100.00        | V              | V             |

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The interface also includes navigation and search icons throughout.

# Processing Journal Entries (Cont.)

## Reviewing and Approving Journals

Once a journal has been submitted, the appropriate Approver will review the journal and either 'Approve' or 'Deny' the journal from the **Approval** tab displayed below.

Unit 37000      Journal ID 000000041      Date 03/23/2015      Submit

Approval Status      Find      First 1 of 1 Last

Unit 37000  
Approval Check Active Y  
Approval Status: Approved to Post  
Approval Action: Approve  
Deny Comments

**Cash Transfers - Journals**

Unit 37000, ID 000000041, Date 2015-03-23, Line Unit 37000: Approved

Cash Transfers - Journals

Skipped → Skipped  
No approvers found Agency GL Approver 1 → No approvers found AGENCY GL APPROVER2

**Approval History**

| Thread ID | Definition ID | Effective Date | Requester   | Stage | Path | Step Number | Step Status | Approver | Approval Status | Datetime |
|-----------|---------------|----------------|-------------|-------|------|-------------|-------------|----------|-----------------|----------|
| 271       | SHARE         | 01/01/1901     | TrainUser05 | 10    | 1    | 1.00        | Skipped     |          |                 |          |
| 271       | SHARE         | 01/01/1901     | TrainUser05 | 10    | 1    | 2.00        | Skipped     |          |                 |          |

# Processing Journal Entries (Cont.)

## Deleting Journals

If a user wishes to delete a journal that had been made previously, this can be done by selecting **Delete Journal** from the **Process** drop-down list and then clicking **Process**.

**Note:** Journals that have been posted cannot be deleted.

Header | Lines | Totals | Errors | Approval

Unit 37000      Journal ID 0000000041      Date 03/23/2015       Errors Only

Template List      Search Criteria      Change Values

Inter/IntraUnit      \*Process Delete Journal      Process      Line 10

| Select                   | Line | *Unit | *Ledger | >> | SpeedType | Bud Ref | Fund  | Appropriation | Dept       | Account | Prc |
|--------------------------|------|-------|---------|----|-----------|---------|-------|---------------|------------|---------|-----|
| <input type="checkbox"/> | 1    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701111101 | 4444000 |     |
| <input type="checkbox"/> | 2    | 37000 | ACTUALS | >> |           | FY2015  | 10000 | 44100         | 3701111101 | 1000000 |     |

Lines to add 1

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 37000 | 2           | 100.00       | 100.00        | V              | V             |

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

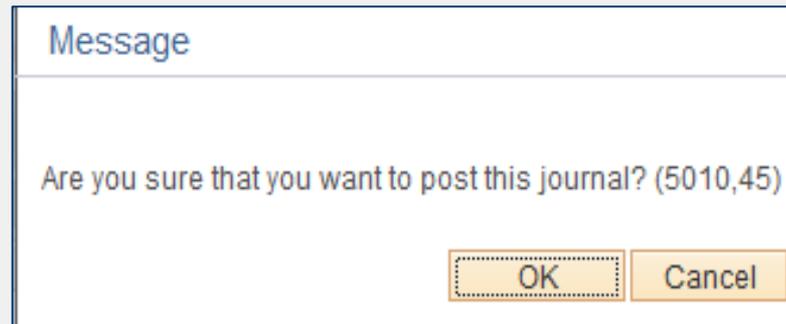
Header | Lines | Totals | Errors | Approval

# Processing Journal Entries (Cont.)

## Posting Journals

Journals can be posted manually or in a daily batch cycle.

For manual upload, the user will choose **Post Journal** from the **Process** drop-down list and then select the **Process** button. The user will then be prompted with the image below to confirm their decision.



# Processing Journal Entries (Cont.)

## Viewing Journal Status

After posting, journal header and lines are no longer editable. The journal status can be viewed through the following navigation:

**General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value**

**Search Criteria**

Business Unit: = 37000

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

Entered By: begins with TrainUser05

Attachment Exist: =

Case Sensitive

Basic Search

**Search Results**

View All First 1-2 of 2

| Business Unit | Journal ID | Journal Date | UnPost Sequence | Document Sequence Number | Line Business Unit | Journal Header Status | Budget Checking Header Status | Ledger Group | Source | Currency Code | Journal Total Lines | Journal Total Debits | Journal Net Statistical Units | Journal Description         | Entered By    | Attachm Exist |
|---------------|------------|--------------|-----------------|--------------------------|--------------------|-----------------------|-------------------------------|--------------|--------|---------------|---------------------|----------------------|-------------------------------|-----------------------------|---------------|---------------|
| 37000         | 0000000043 | 03/24/2015   | 0               | (blank)                  | 37000              | Valid                 | Error                         | ACTUALS      | ONL    | USD           | 3                   | 20000001             | 0                             | Initial Expense Transaction | TrainUser05 N |               |
| 37000         | 0000000044 | 03/25/2015   | 0               | (blank)                  | 37000              | Posted                | Valid                         | ACTUALS      | ONL    | USD           | 2                   | 4                    | 0                             | Initial Revenue Transaction | TrainUser05 N |               |

# Processing Journal Entries (Cont.)

## Marking Journals for Unposting

- Navigation: **General Ledger > Journals > Process Journals > Mark Journals for Unposting**
- Specify the mandatory fields of: **Ledger Group, Year, Period**
- Select the **Process** check box for the journals that you want to unpost and click the **Unpost Selected Journals** link.

**Mark Journals for Unposting**

\*Unit: 37000   \*Ledger Group: ACTUALS   \*Year: 2015   \*Period: 10   Source: [ ]

Journal ID: [ ]   Journal Date From: 04/01/2015   Journal Date To: 04/30/2015   Journal Class: [ ]

ChartField Search Criteria   Personalize | Find | First 1 of 1 Last   Adjustment Periods

| Field Name | ChartField Value |
|------------|------------------|
| [ ]        | [ ]              |

Search   Select All   Deselect All

Unpost Selected Journals

Select Journals to Unpost   Personalize | Find | View All | First 1 of 1 Last

| Process                             | Journal ID | Journal Date | Lines | Description                 |
|-------------------------------------|------------|--------------|-------|-----------------------------|
| <input checked="" type="checkbox"/> | 0000000166 | 04/22/2015   | 2     | Journal Entry Online - Demo |

Save   Notify   Refresh

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Processing Journal Entries lesson.**

1. At what point in journal processing can journals be deleted?
2. What are two common errors experienced during journal editing?



# Summary: Processing Journal Entries

**Now that you have completed the Processing Journal Entries lesson, you should be able to:**

- Process journal entries for approval.
- Identify common errors during journal processing.

## Module 2: Summary

**Now that you have completed the Processing Journal Entries module, you should be able to:**

- Create online journal entries and Spreadsheet Upload entries.
- Process and submit a journal entry for approval.

## 4

# Advanced General Ledger Topics

- › Objectives
- › Key Terms
- › Lesson One: Combination Editing
- › Lesson Two: Allocations
- › Summary

# Module 3: Objectives

**After completing this module, the user will be able to:**

- Explain the purpose of combination editing.
- Recognize the allocation capabilities within PeopleSoft.

# Module 3: Key Terms

| Term   | Definition   |
|--|--|
| <b>Combination Edits (Combo Edits) / Combination Editing</b> | Combination edits prevent errors in the combination of ChartFields values in PeopleSoft. They validate your accounting string prior to processing and return errors for invalid combinations or missing data. The Combo Edits that are defined in GL apply to all sub-modules. |
| <b>Allocations</b>   | The process of distributing balances and statistical quantities across multiple entities of an organization (e.g. from a Project to its Activities, or overhead to Departments).   |

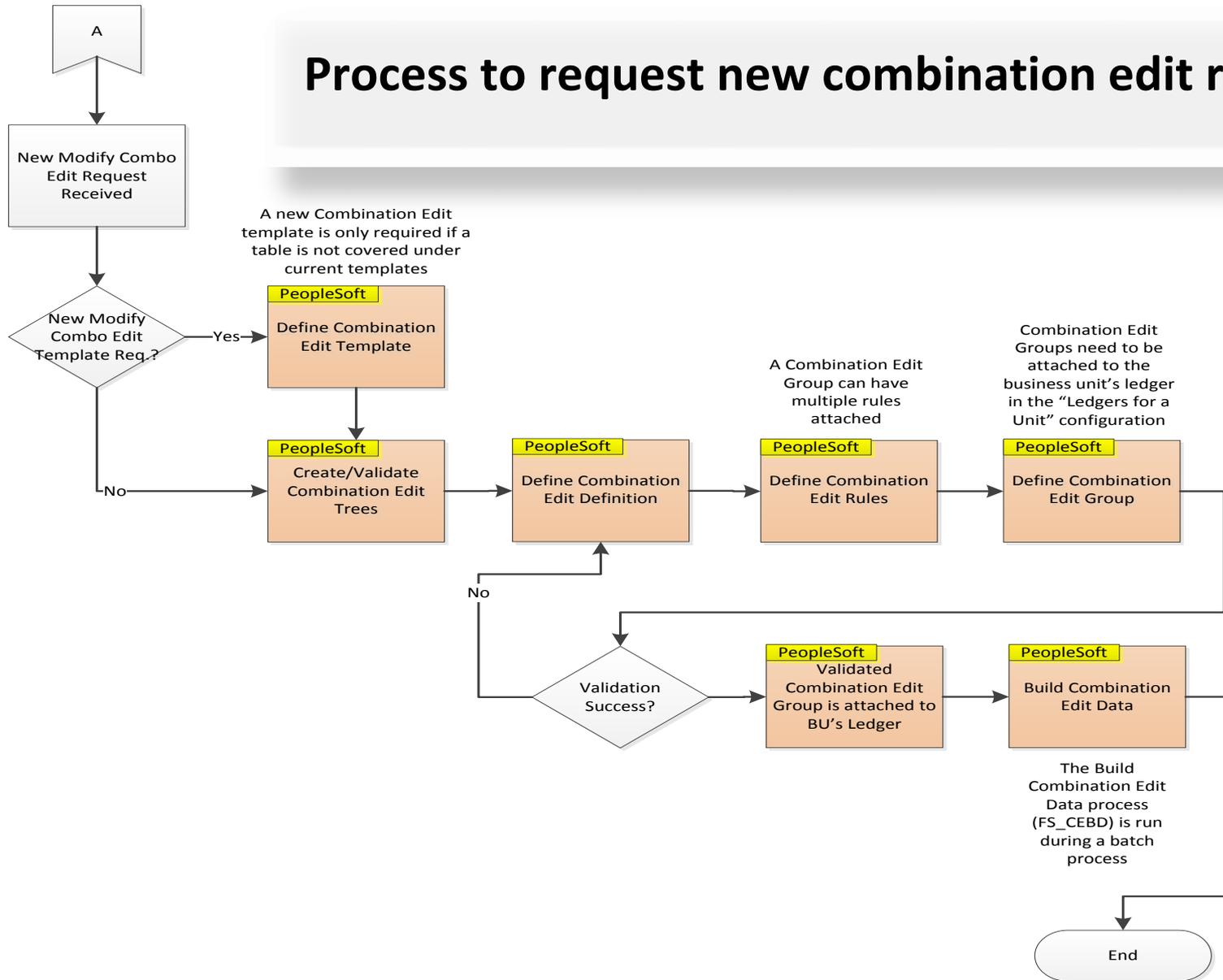
# Combination Editing

Combination edit rules prevent erroneous combinations of ChartField values from being entered into PeopleSoft. Combo edits validate accounting strings prior to processing and return errors for invalid combinations.

**Example:** *When Fund 10000 is entered for Business Unit 37000, it must be accompanied with Appropriation 10100 within the accounting string.*

# Combination Editing (Cont.)

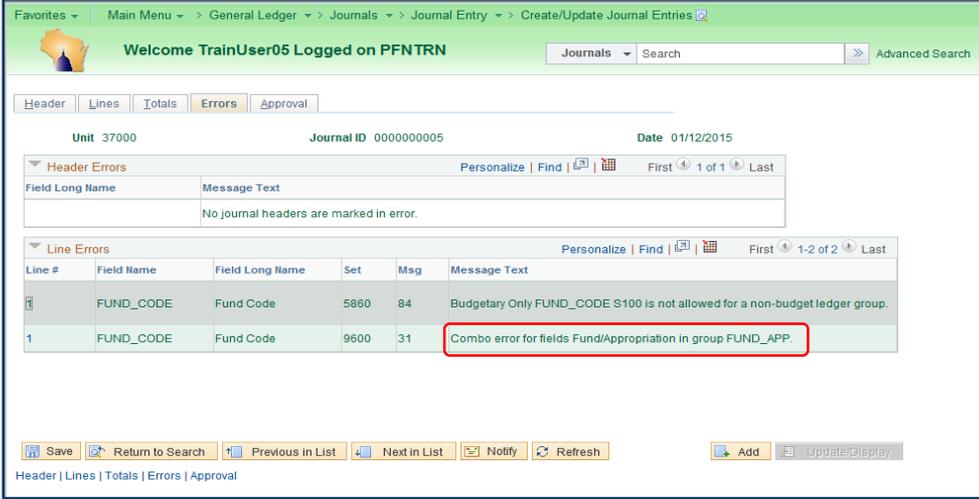
## Process to request new combination edit rules





# Combination Editing (Cont.)

If an combination edit rule is violated while creating a journal, an error message will be displayed within the **Errors** tab of the Journal Entry page. To resolve, users should input the value(s) that satisfy the combo edit rule. Users can refer to the **Review Combination Data** page for a list of acceptable values for combo edit rules.



The screenshot shows the 'Create/Update Journal Entries' page in a web application. The user is logged in as 'TrainUser05' on 'PFNTRN'. The page displays the 'Errors' tab, which is divided into 'Header Errors' and 'Line Errors'. The 'Header Errors' section shows 'No journal headers are marked in error.' The 'Line Errors' section contains a table with two rows of error messages. The second row's message is highlighted with a red box.

| Line # | Field Name | Field Long Name | Set  | Msg | Message Text  |
|--------|------------|-----------------|------|-----|---|
| 1      | FUND_CODE  | Fund Code       | 5860 | 84  | Budgetary Only FUND_CODE S100 is not allowed for a non-budget ledger group. |
| 1      | FUND_CODE  | Fund Code       | 9600 | 31  | Combo error for fields Fund/Appropriation in group FUND_APP.                |

# Summary: Combination Editing

**Now that you have completed the Combination Editing lesson, you should be able to:**

- Explain combination editing rules.
- Determine when a combination edit rule is violated.

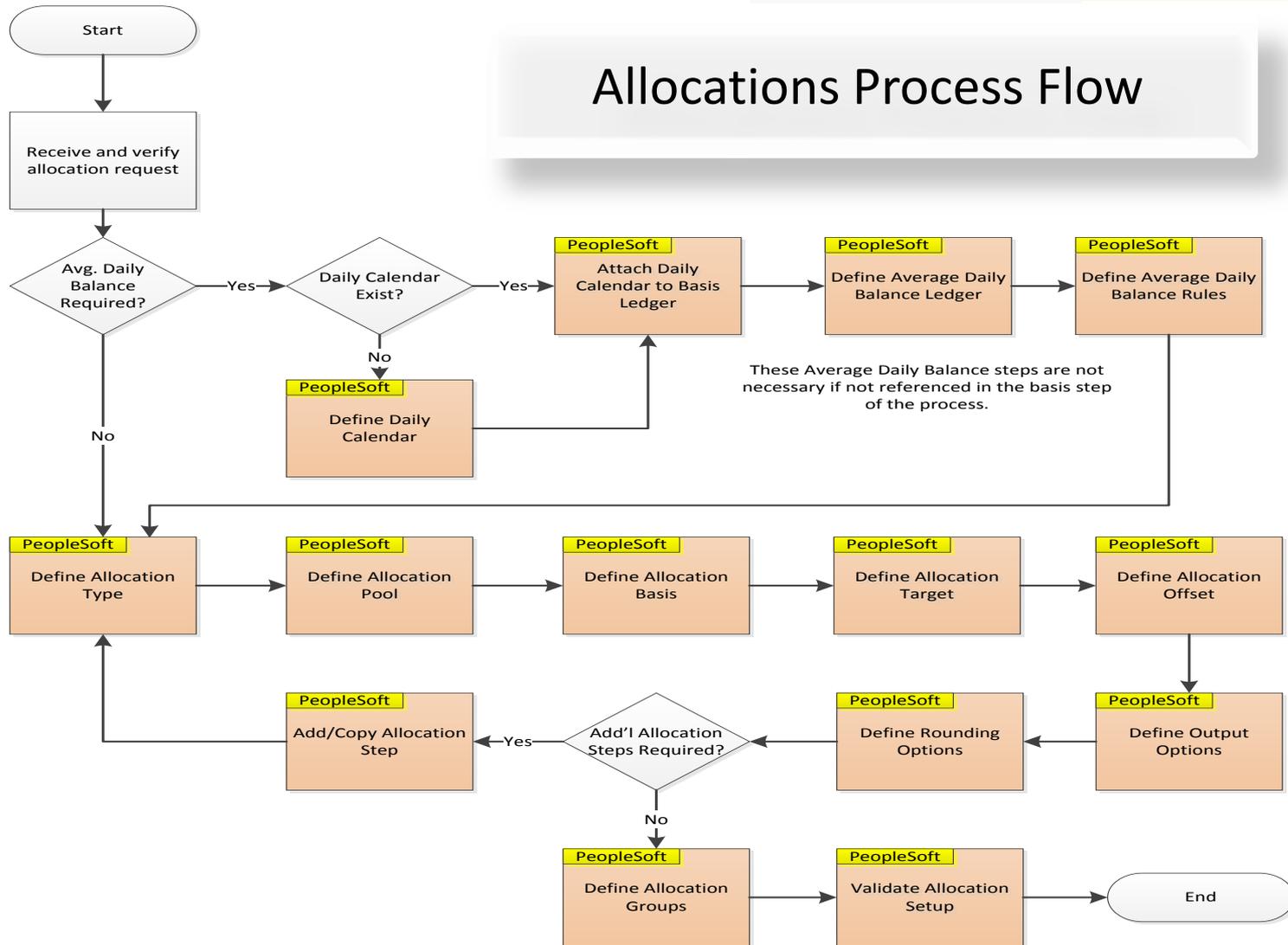
# Allocations

The allocation feature allows for automatic distribution of balances and statistical quantities across multiple entities of an organization based on allocation definition. The following are key aspects of the allocation process within STAR:

- Allocation steps (rules) are set up in STAR as part of initial configuration and subsequently added by the State Allocation Maintainer.
- Allocation steps are Effective Dated so changes can be planned in advance.
- Allocations can be run manually or scheduled to run on demand or in the future.
- Allocations result in journal vouchers that are built by the process and automatically created in the GL (with a Journal Source of **ALO**).

# Allocations (Cont.)

## Allocations Process Flow



The configuration reports for allocation groups and allocation steps can be used to validate configuration.

Once the Allocation is defined, the Allocation process can be run as needed.



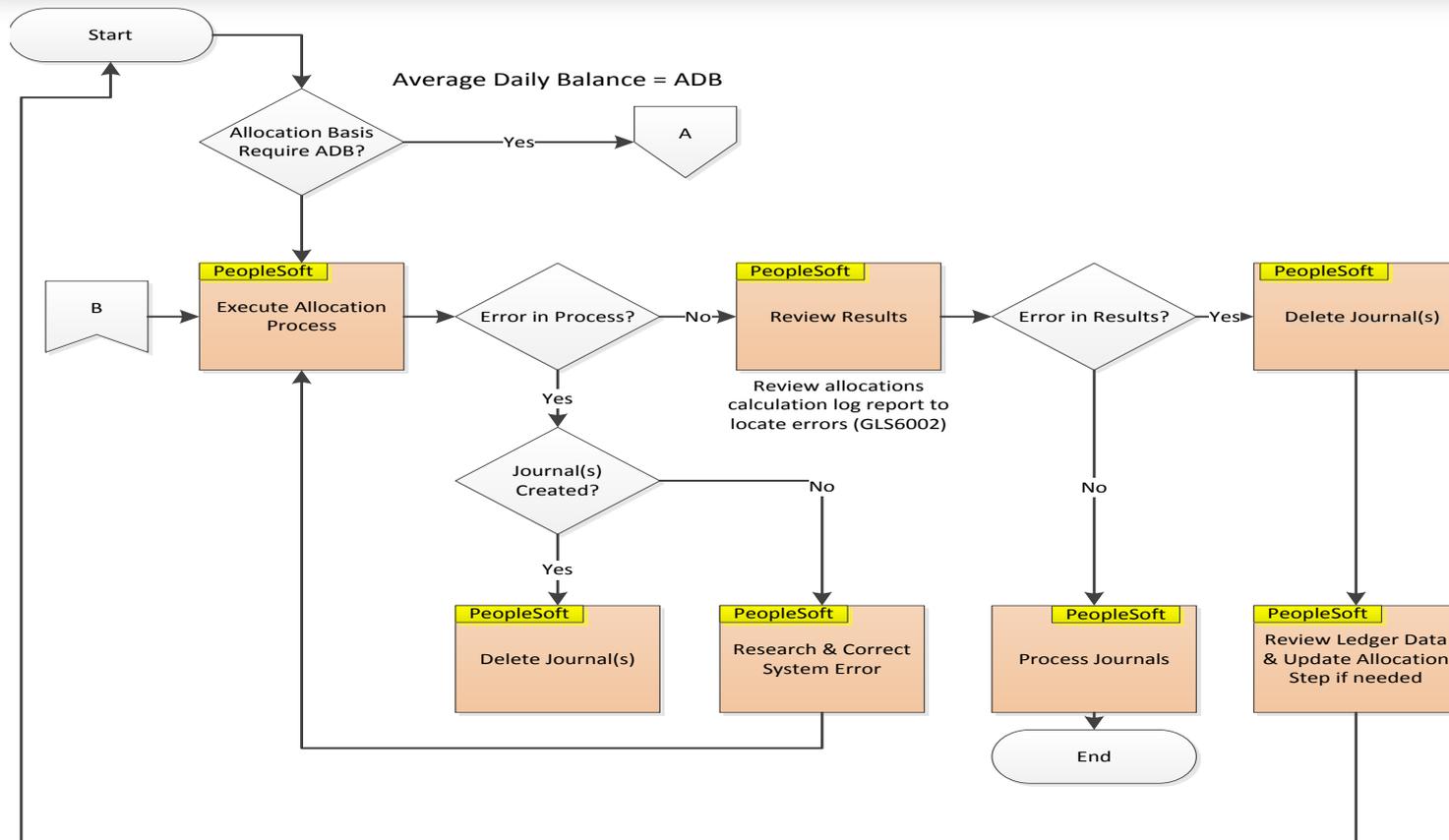
# Allocations (Cont.)

New allocation formulas require the following data:

- **Allocation type** – Copy, Spread Evenly, Allocate on Fixed Basis, Prorate with Record Basis, Arithmetic Operation)
- **Pool** – amount to be allocated
- **Basis** – how and in what proportion the pool amounts are distributed to the various targets.
- **Target** – destination where amounts are allocated.
- **Offset** – entries that balance the targets.
- **Amount fields** – determine the mapping of the amount fields between the pool, basis, and target records.
- **Output Options**
- **Rounding Options**

# Allocations (Cont.)

The **Agency Allocation Processor** is responsible for processing allocation groups and verify the allocation results.



# Allocations (Cont.)

To manually run an allocation, navigate to the **Allocation** Request page and input the following **Process Request Parameters**: Process Frequency, Unit, Allocation Group, Request Date Option, and Output Options.

The screenshot displays the 'Allocation Request' interface. At the top, there are navigation links: 'Run Control ID TEST', 'Report Manager', and 'Process Monitor'. A 'Run' button is highlighted with a red box. Below this, the 'As of Date' is set to '06/26/2013'. The main section is titled 'Process Request Parameters' and contains a table with the following fields:

| *Process Frequency | *Unit | *Allocation Group | Request Date Option | As of Date | *Output Options            |
|--------------------|-------|-------------------|---------------------|------------|----------------------------|
| Always             | 50100 |                   | As-Of Date          | 06/26/2013 | Create Calc Log and Output |

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The 'Run' button is also visible at the top right of the form area.

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Advanced General Ledger processes.**

1. In which page can users review combination edit rules?
  - a. Ledger Inquiry page
  - b. Create Journal Entries – Lines page
  - c. Review Combination Data page
  - d. Review ChartField Attributes page
2. What is the Journal Source name for journal entries after performing allocations?



# Summary: Allocations

**Now that you have completed the Allocations lesson, you should be able to:**

- Explain the changes to the allocation process as it exists within PeopleSoft.
- Process allocations, review and post the resulting journal entries.

# Module 3: Summary

**Now that you have completed the Advanced General Ledger Topics module, you should be able to:**

- Identify key combination editing rules.
- Explain the allocation process.

## 5

# Month End / Year End Close

- › Objectives
- › Key Terms
- › Lesson One: Monitoring the Close Process
- › Lesson Two: Account Reconciliation and Approval Process
- › Summary

# Module 4: Objectives

**After completing this module, the user will be able to:**

- **Recognize the process steps that occur during month-end / year-end close.**
- **Identify the process for account reconciliation and approval.**

# Module 4: Key Terms

| Term                   | Definition  |
|------------------------|---|
| <b>Month-End Close</b> | An accounting procedure undertaken at the end of the month to close out the current posting period.   |
| <b>Year-End Close</b>  | An accounting procedure undertaken at the end of the year to close out business from the previous year, carry forward balances from the previous year, and open posting accounts for the upcoming year. |

# Monitoring the Close Process (cont.)

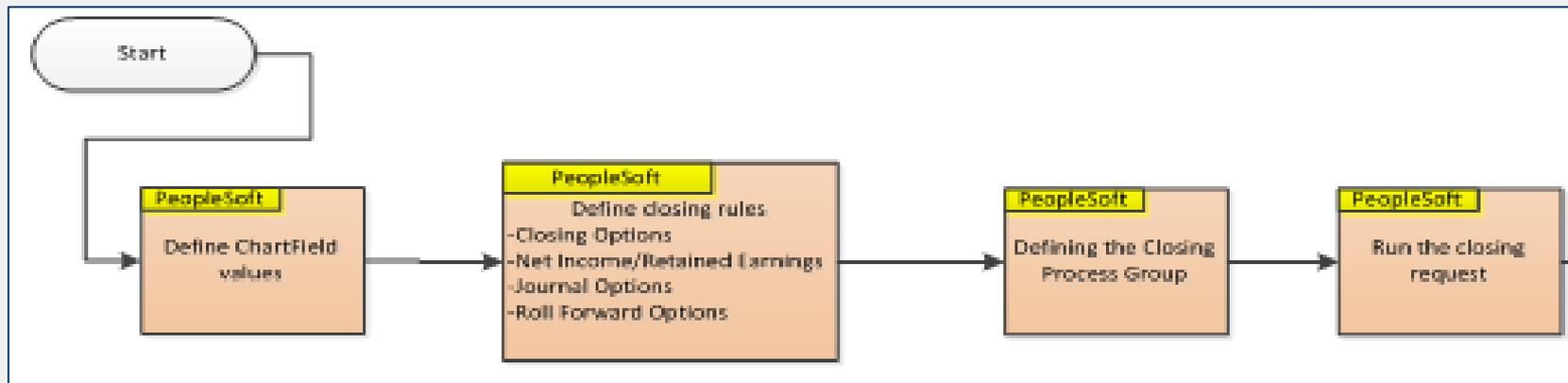
**The Close process will incorporate the following key process changes:**

- More than one adjustment period can be assigned.
- Different ledgers can have different adjustment periods.
- The closing process must be coordinated with the sub-module close processes.

**The State Controller's Office will continue to establish the procedure for closing month and year end in STAR.**

# Monitoring the Close Process

Below is the process flow as performed by the State GL Close Processor:



# Monitoring the Close Process (Cont.)

**There are four important configuration items when establishing closing rules:**

1. Closing options
  - Which period to close
  - Which adjustment periods to close
  - Whether to edit, budget-check, and post closing journals
2. Net Income / Fund Equity
  - Refers to the selection of the Fund Equity account(s) and offset account to be used

# Monitoring the Close Process (Cont.)

**There are four important configuration items when establishing closing rules:**

3. Journal options
  - Any journal entries that are system generated as part of year-end are established within Journal Options.
4. Roll Forward options
  - Used for year-end close only, Roll-Forward options are determined for zero balance accounts and P/L accounts.

# Monitoring the Close Process (Cont.)

Users can view the status of opened and closed periods by navigating to the **Open Period Display** page.

**Open Period Display**

PeopleSoft Product GL      Business Unit 50500      Ledger Group ACTUALS

Show all transaction types

Open Period(s)      Personalize | Find | |      First 1 of 1 Last

| Trans Type | Description | From Year | From Period | First Open | To Year | To Period | Last Open  |
|------------|-------------|-----------|-------------|------------|---------|-----------|------------|
| DEF        | Default     | 2015      | 6           | 12/01/2014 | 2015    | 12        | 06/30/2015 |

Include Adjustment Periods      Personalize | |      1-4 of 4

| *Adjustment Period | *Adjustment Year | Is Open                  | Default                             |
|--------------------|------------------|--------------------------|-------------------------------------|
| 995                | 2014             | <input type="checkbox"/> | <input type="checkbox"/>            |
| 996                | 2014             | <input type="checkbox"/> | <input type="checkbox"/>            |
| 997                | 2014             | <input type="checkbox"/> | <input type="checkbox"/>            |
| 998                | 2014             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

# Instructor Demonstration: Open and Close Period

**Your instructor will show you how to perform the open and close period process while you follow along.**



# Instructor Demonstration: Debrief

- 1. Who will establish closing procedures?**
- 2. Which page allows users to view the current status of module periods?**



# Summary: Monitoring the Close Process

**Now that you have completed the Monitoring the Close Process lesson, you should be able to:**

- Understand the process steps that occur during month end / year end close.
- Determine the current status of module periods.

# Account Reconciliation and Approval Process

PeopleSoft's Account Reconciliation functionality provides a flexible tool by which to configure and manage the account reconciliation process. It streamlines and accelerates the reconciliation of accounts to be performed for each accounting period so that organizations can provide supporting documentation required by external auditors as well as identify and correct errors in a timely manner in preparation of monthly financials, annual audits, external filings and disclosures, etc.

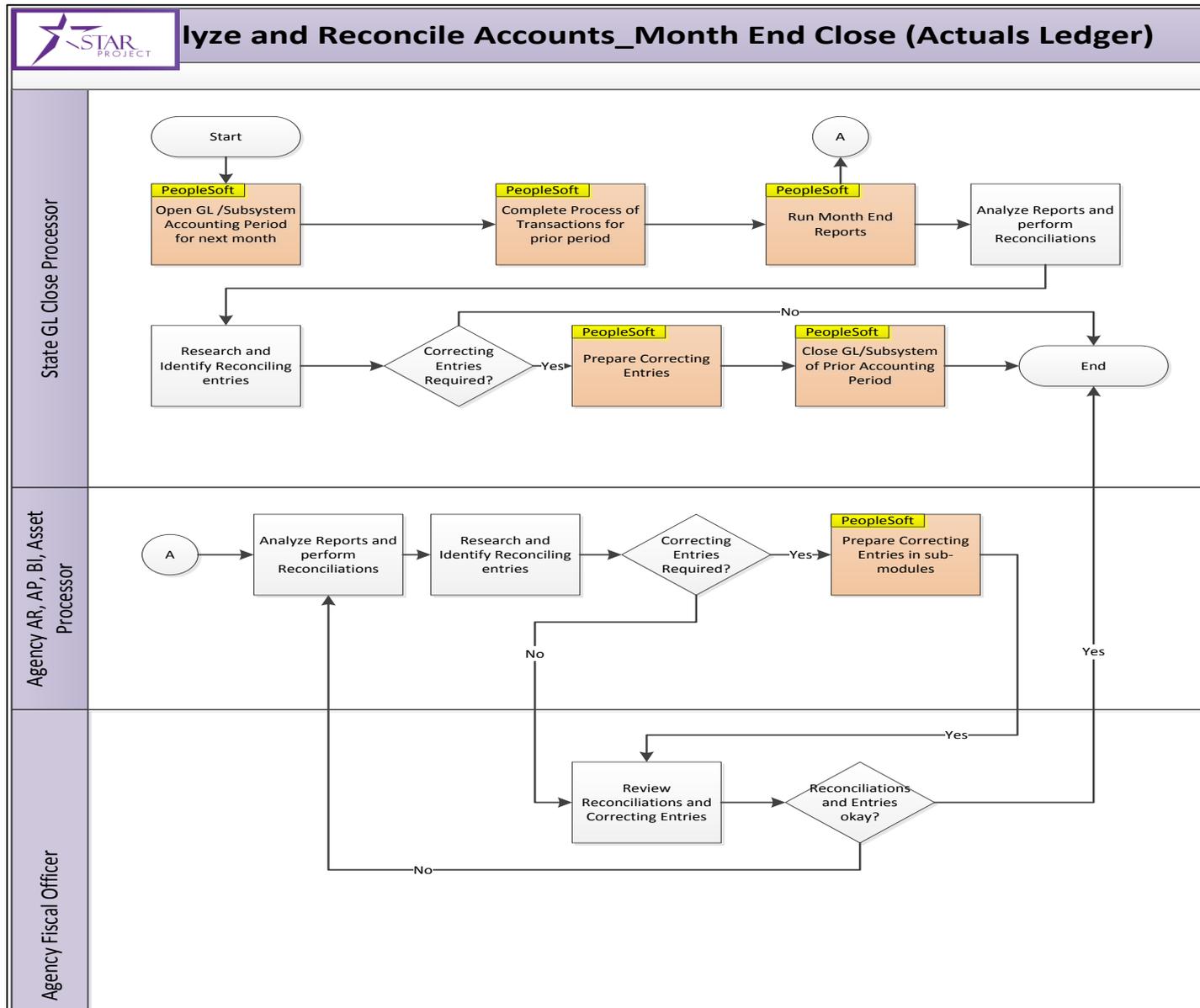
Note: Apart from Form 78, the month and year end account reconciliation processes are very similar.

# Account Reconciliation and Approval Process (Cont.)

At a high level, the Account Reconciliation functionality within PeopleSoft enables users to:

- Identify specific ChartField value combinations to be reconciled.
- Assign reconciliation responsibility to individual or groups of ChartField value combinations.
- Allow each user to see the reconciliations for which they are responsible.
- Sign-off to indicate that a ChartField value combination has been reconciled.
- Review overall status of reconciliation activities.
- Capture and retain documentation associated with reconciliation.
- Define and use approval workflow in the account reconciliation process.

# Account Reconciliation and Approval Process (Cont.)



# Account Reconciliation and Approval Process (Cont.)

The roles involved in account reconciliation are the **State GL Processor**, **Agency AR, AP, & BI Processors**, and **Agency Fiscal Officers**.

## **State GL Processor:**

- Run month-end reports
- Analyze and perform reconciliations
- Research & identify reconciling entries
- If correcting entries are required, prepare those entries within the GL, then close the GL/subsystems of the prior accounting period

# Account Reconciliation and Approval Process (Cont.)

The roles involved in account reconciliation are the **State GL Processor, Agency AR, AP, & BI Processors,** and **Agency Fiscal Officers.**

## **Agency AR, AP, & BI Processors:**

- Analyze module specific reports and perform reconciliations
- Research and identify reconciling entries
- Prior to period close, if correcting entries are required, prepare those entries within the specific submodule

## **Agency Fiscal Officers:**

- Review and approve any reconciling and / or adjusting entries required for year-end close
- Complete and approve Form 78

# Summary: Account Reconciliation and Approval Process

**Now that you have completed the Account Reconciliation and Approval Process lesson, you should be able to:**

- Describe the account reconciliation process steps assigned to various user roles.
- Recognize, at a high level, the Account Reconciliation functionality as it exists within PeopleSoft GL.

# Module 4: Summary

**Now that you have completed the Month-End / Year-End Close module, you should be able to:**

- Recognize the close process as it exists within PeopleSoft.
- Recognize the importance of account reconciliation and understand which roles will perform reconciliations.

## 6

# Processing Financial Statements and Reports

- › Objectives
- › Key Terms
- › Lesson One: Processing Financial Statements / Reports
- › Summary

# Module 5: Objectives

**After completing this module, the user will be able to:**

- Run the Budget Status, Ledger Activity, and Trial Balance reports.
- Access the Ledger Inquiry page.

# Module 5: Key Terms

| Term                          | Definition  |
|-------------------------------|---|
| <b>Budget Status Report</b>   | Shows the remaining budget available balance.   |
| <b>Ledger Activity Report</b> | Gives the user the ability to see individual transactions related to ChartField selections. |
| <b>Trial Balance Report</b>   | Displays financial position of selected ChartFields, typically fund appropriation.          |

# Processing Financial Statements / Reports

Key areas of change in regard to reporting within GL include:

- Integrated Operating Budgets for control and reporting.
- Financial Reporting through multiple ledgers and adjustment periods.

# Processing Financial Statements / Reports (Cont.)

This lesson will review three reports, as well as the inquiry page:

1. Trial Balance – displays financial position of selected ChartFields, typically fund appropriation.
2. Ledger Activity – give the user the ability to see individual transactions related to ChartField selections.
3. Budget Status – shows the remaining budget available balance.
4. Ledger Inquiry – capability to drill down to the original document.

# Processing Financial Statements / Reports (Cont.)

1. The **Trial Balance Report** displays all GL account balances for the ledger and time period selected. From this page, users are able to select desired parameters prior to running the report.

The screenshot displays the 'Trial Balance Report' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'General Ledger', 'General Reports', and 'Trial Balance'. A welcome message reads 'Welcome TrainUser05 Logged on PFNTRN'. Below this, there is a search bar and a 'Run' button. The main section is titled 'Trial Balance Report' and contains several input fields and buttons. A red box highlights the 'Unit' field (set to 37000) and the '\*Ledger' field (set to ACTUALS). Other fields include 'Fiscal Year', 'Currency Option' (Base), 'Currency', 'Date Code' (All), and 'Include Adjustment Periods'. A 'Refresh' button is also present. At the bottom, there is a 'ChartField Selection' table with columns for Sequence, ChartField Name, Include CF, Descr, Subtotal, Value, and To Value. The table is currently empty. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Report Request Parameters

| Unit  | *Ledger |
|-------|---------|
| 37000 | ACTUALS |

| Sequence | ChartField Name | Include CF | Descr | Subtotal | Value | To Value |
|----------|-----------------|------------|-------|----------|-------|----------|
|----------|-----------------|------------|-------|----------|-------|----------|

# Processing Financial Statements / Reports (Cont.)

To view the Trial Balance output, users will use the **Report Manager** tab from the **Trial Balance Report**. An example of the **Trial Balance Report** output is displayed below.

| Report ID: GLS7012                  |               |       | PeopleSoft GL |                   |                    | Page No. 1          |  |  |
|-------------------------------------|---------------|-------|---------------|-------------------|--------------------|---------------------|--|--|
| Bus. Unit: 37000--Natural Resources |               |       | TRIAL BALANCE |                   |                    | Run Date 03/26/2015 |  |  |
| Ledger: ACTUALS -- Actuals Ledger   |               |       |               |                   |                    | Run Time 11:00:19   |  |  |
| As of Year 2015 and Period 7        |               |       |               |                   |                    |                     |  |  |
| Base Currency: USD Date Code 0      |               |       |               |                   |                    |                     |  |  |
| Account                             | Appropriation | Fund  | Cur           | Transaction Debit | Transaction Credit |                     |  |  |
| 1000000                             | 44100         | 10000 | USD           | 0.00              | 2.00               |                     |  |  |
| 1100000                             | 13700         | 10000 | USD           | 0.00              | 1.00               |                     |  |  |
| 1110000                             |               |       | USD           | 1,000.00          | 0.00               |                     |  |  |
| 1351000                             |               |       | USD           | 2,500.00          | 0.00               |                     |  |  |
| 4444000                             |               |       | USD           | 0.00              | 1,000.00           |                     |  |  |
|                                     | 44100         | 10000 | USD           | 0.00              | 0.00               |                     |  |  |
| 5125000                             |               |       | USD           | 0.00              | 2,500.00           |                     |  |  |
| 7500000                             | 13700         | 10000 | USD           | 1.00              | 0.00               |                     |  |  |
|                                     | 44100         | 10000 | USD           | 1.00              | 0.00               |                     |  |  |
| 7540000                             | 44100         | 10000 | USD           | 1.00              | 0.00               |                     |  |  |
| Total for Ledger                    |               |       | USD           | 3,503.00          | 3,503.00           |                     |  |  |

# Processing Financial Statements / Reports (Cont.)

- The **Ledger Activity Report** details activity by account for a selected fund. The Ledger Activity Report uses the same page and parameters as the Trial Balance Report.

```
Report ID: GLS7002
Bus. Unit: 37000--Dep. of Natural Resources
Ledger: ACTUALS -- Actuals Ledger
Ledger Code: --
For Fiscal Year 2015 Period 7 to 7
Fund: to Appropriation: to Currency Code: USD Date Code 0
```

PeopleSoft GL  
GENERAL LEDGER ACTIVITY

Page No. 1  
Run Date 03/26/2015  
Run Time 11:51:49

| <u>Cur</u> | <u>Journal Date</u> | <u>Journal ID</u> | <u>Seq Line</u> | <u>Debit</u>    | <u>Credit</u> | <u>Balance</u> |
|------------|---------------------|-------------------|-----------------|-----------------|---------------|----------------|
| USD        | Beginning Balance:  |                   |                 |                 |               | 0.00           |
|            | 01/15/2015          | AR00000013        | 1               | 500.00          | 0.00          |                |
|            | 01/15/2015          | AR00000013        | 2               | 0.00            | 500.00        |                |
|            | 01/20/2015          | 0000000022        | 1               | 1,000.00        | 0.00          |                |
|            | 01/20/2015          | 0000000022        | 2               | 0.00            | 1,000.00      |                |
|            | 01/20/2015          | AR00000021        | 1               | 2,000.00        | 0.00          |                |
|            | 01/20/2015          | AR00000021        | 2               | 0.00            | 2,000.00      |                |
|            |                     |                   |                 | Period 7 Total: |               | 0.00           |
| USD        | Total Activity:     |                   |                 |                 |               | 0.00           |
|            | Ending Balance:     |                   |                 |                 |               | 0.00           |
|            | Ledger Balance:     |                   |                 |                 |               | 1,000.00       |
|            | Difference:         |                   |                 |                 | <             | 1,000.00>      |

# Processing Financial Statements / Reports (Cont.)

- The **Budget Status Report** allows users to inquire on the budget amount remaining for a specific budget. Roll-up values are displayed within the Account ChartField of the Budget Status report.

| Report ID: GLS8020                               |             |                      |                | PeopleSoft GL        |                      |                       |                    | Page No. 5                |                  |  |  |                     |  |  |  |
|--|-------------|----------------------|----------------|----------------------|----------------------|-----------------------|--------------------|---------------------------|------------------|--|--|---------------------|--|--|--|
| Bus. Unit: 37000--Natural Resources              |             |                      |                | BUDGET STATUS REPORT |                      |                       |                    | Run Date 03/26/2015       |                  |  |  |                     |  |  |  |
| Ledger Grp: CC_APPROR -- Statewide Appropriation |             |                      |                |                      |                      |                       |                    | Run Time 09:13:54         |                  |  |  |                     |  |  |  |
| Currency : USD                                   |             |                      |                |                      |                      |                       |                    |                           |                  |  |  |                     |  |  |  |
| Chartfields Criteria                             |             |                      |                |                      |                      |                       |                    |                           |                  |  |  |                     |  |  |  |
| Bud Ref: All values                              |             |                      |                | Fund: All values     |                      |                       |                    | Appropriation: All values |                  |  |  | Account: All values |  |  |  |
| <u>Bud Ref</u>                                   | <u>Fund</u> | <u>Appropriation</u> | <u>Account</u> | <u>Budget</u>        | <u>Assoc Revenue</u> | <u>PreEncumbrance</u> | <u>Encumbrance</u> | <u>Expense</u>            | <u>Remaining</u> |  |  |                     |  |  |  |
| FY2015   | S100        | 78500                | A000004        | 2,000,000.00         | 0.00                 | 0.00                  | 0.00               | 0.00                      | 2,000,000.00     |  |  |                     |  |  |  |
| FY2015   | S100        | 80100                | A000001        | 845,900.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 845,900.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 80100                | A000003        | 395,600.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 395,600.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 80100                | A000004        | 1,287,100.00         | 0.00                 | 0.00                  | 0.00               | 0.00                      | 1,287,100.00     |  |  |                     |  |  |  |
| FY2015   | S100        | 80500                | A000004        | 32,700.00            | 0.00                 | 0.00                  | 0.00               | 0.00                      | 32,700.00        |  |  |                     |  |  |  |
| FY2015   | S100        | 83100                | A000000        | 335,200.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 335,200.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83100                | A000001        | 244,900.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 244,900.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83100                | A000002        | 146,200.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 146,200.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83100                | A000003        | 150,500.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 150,500.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83100                | A000004        | 3,481,100.00         | 0.00                 | 0.00                  | 0.00               | 0.00                      | 3,481,100.00     |  |  |                     |  |  |  |
| FY2015   | S100        | 83200                | A000001        | 636,900.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 636,900.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83200                | A000002        | 100,800.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 100,800.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83200                | A000003        | 322,400.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 322,400.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 83200                | A000004        | 359,100.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 359,100.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 90100                | A000001        | 1,957,800.00         | 0.00                 | 0.00                  | 0.00               | 0.00                      | 1,957,800.00     |  |  |                     |  |  |  |
| FY2015   | S100        | 90100                | A000002        | 5,000.00             | 0.00                 | 0.00                  | 0.00               | 0.00                      | 5,000.00         |  |  |                     |  |  |  |
| FY2015   | S100        | 90100                | A000003        | 915,800.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 915,800.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 90100                | A000004        | 199,100.00           | 0.00                 | 0.00                  | 0.00               | 0.00                      | 199,100.00       |  |  |                     |  |  |  |
| FY2015   | S100        | 90700                | A000001        | 45,800.00            | 0.00                 | 0.00                  | 0.00               | 0.00                      | 45,800.00        |  |  |                     |  |  |  |
| FY2015   | S100        | 90700                | A000002        | 2,700.00             | 0.00                 | 0.00                  | 0.00               | 0.00                      | 2,700.00         |  |  |                     |  |  |  |
| FY2015   | S100        | 90700                | A000003        | 22,100.00            | 0.00                 | 0.00                  | 0.00               | 0.00                      | 22,100.00        |  |  |                     |  |  |  |
| FY2015   | S100        | 90700                | A000004        | 4,000.00             | 0.00                 | 0.00                  | 0.00               | 0.00                      | 4,000.00         |  |  |                     |  |  |  |

# Processing Financial Statements / Reports (Cont.)

- The **Ledger Inquiry** allow users to view account balances and drill down into transaction specifics, such as: ChartField values, dates, amounts, and other information.

**Ledger Inquiry**

---

**Ledger Summary**

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

▶ **Ledger Criteria**

Go To Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

**Ledger Summary** Find | View All First 1 of 1 Last

**Ledger Amount by Currency** Personalize | Find | First 1-10 of 10 Last

| Period     | Activity | Detail | Fund  | Appropriation | Account | Account Description          | Period Balance (in Transaction Currency) | Currency | Period Bal (in E Curre |
|------------|----------|--------|-------|---------------|---------|------------------------------|--|----------|------------------------|
| 7 Activity | Detail   |        | 10000 | 44100         | 1000000 | Treasurers Cash              | -2.00                                    | USD      | -                      |
| 7 Activity | Detail   |        | 10000 | 13700         | 1100000 | Investment Pool              | -1.00                                    | USD      | -                      |
| 7 Activity | Detail   |        |       |               | 1110000 | InterUnit Cash               | 1,000.00                                 | USD      | 1,00                   |
| 7 Activity | Detail   |        |       |               | 1351000 | Accounts Receivable (Inv     | 2,500.00                                 | USD      | 2,50                   |
| 7 Activity | Detail   |        |       |               | 4444000 | Baseball Park Admin Fee Acct | -1,000.00                                | USD      | -1,00                  |

# Processing Financial Statements / Reports (Cont.)

Within the **Transaction Details** page, users are able to view transaction line details, such as: specific ChartField values, line amounts and descriptions, dates, etc.

**Ledger Inquiry**  
**Transaction Details**

Ledger Criteria

Go To Inquiry Criteria Ledger Summary Transaction Criteria

Transaction Details Find | View All First 1 of 1 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

| Period | Fund    | Appropriation | Account | Account Description | Stat |
|--------|---------|---------------|---------|---------------------|------|
|        | 7 10000 | 44100         | 1000000 | Treasurers Cash     |      |

Amount (in Transaction Currency) -2.00 USD Amount (in Base Currency) -2.00 USD

Journals Personalize | Find | 1-3 of 3 Last

| Journal ID | Line Descr      | Date       | Seq | Stat Amt | H/R | Amount (in Transaction Currency) | Currency | Amount (in Base Currency) | Base Currency |
|------------|-----------------|------------|-----|----------|-----|----------------------------------|----------|---------------------------|---------------|
| 0000000003 | Treasurers Cash | 01/10/2015 |     | 0.00     | N   | -2.00                            | USD      | -2.00                     | USD           |
| 0000000004 | Treasurers Cash | 01/10/2015 | 1   | 0.00     | N   | -4.00                            | USD      | -4.00                     | USD           |
| 0000000004 | Treasurers Cash | 01/10/2015 |     | 0.00     | N   | 4.00                             | USD      | 4.00                      | USD           |

Save Notify Add Update/Display

# Training Exercise: Create a Budget Status Report

**This Training Exercise will review how to create a budget status report. Refer to the separate data worksheet for all necessary data.**



# Training Exercise: Debrief

- 1. Which values are displayed within the Account ChartField in the Budget status Report output?**
- 2. What is the navigation for running the Budget Status Report?**



# Summary: Processing Financial Statements / Reports

**Now that you have completed the Processing Financial Statements / Reports lesson, you should be able to:**

- Run the Budget Status, Ledger Activity, and Trial Balance reports.
- Access the Ledger Inquiry page.

# Module 5: Summary

**Now that you have completed the Processing Financial Statements / Reports module, you should be able to:**

- Recognize the three most common GL reports and determine when to use each.
- Understand how to drill down into account balances using inquiry pages.

## 7

# Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

# Objectives Achieved

## **Congratulations! You have completed the FIN310: General Ledger course and should now be able to:**

- Explain the General Ledger end-to-end to processes and integration points with other PeopleSoft modules.
- Create and process Journal Entries.
- Perform allocations and resolve combination editing rule errors.
- Monitor the Close Process.
- Understand account reconciliation and approval.
- Process financial statements and reports.

# Next Steps

**Now that you have completed the course, make sure that you complete the following tasks:**

- Course assessment
- Course evaluation
- Log off your workstation

# Additional Resources

**The following resources are available to increase your understanding of the lessons covered in this course:**

- STAR User Productivity Kits
- STAR Job Aids

**For additional information:**

- STAR Project Website: [starproject.wi.gov](http://starproject.wi.gov)
- STAR Intranet: <http://starconnection.wi.gov/Team>

# Additional Questions

