



PeopleSoft Financial Accounting System Overview

HIGH LEVEL GUIDE TO DATA FLOW & ACCOUNTING FUNCTIONALITY IN THE GEORGIA PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V7
PEOPLESOFT HRMS FOR PUBLIC SECTOR V7
APRIL 2003

Table of Contents

High Level PeopleSoft System Concept and Flow	1
Understanding Chartfields, Ledgers and Trees in PeopleSoft	2
Chartfields	2
Ledgers.....	3
Trees.....	4
Querying Data - Control Tables vs. Transaction Tables.....	6
GL Module Summary	8
Data Flow Diagram & System Integration Points	8
Key Transactional Processes.....	9
PO Module Summary	16
Data Flow Diagram & System Integration Points	16
Key Transactional Processes.....	17
AP Module Summary	30
Data Flow Diagram & System Integration Points	30
Key Transactional Processes.....	31
AM Module Summary	43
Data Flow Diagram & System Integration Points	43
Key Transactional Processes.....	44
AR Module Overview	54
Data Flow Diagram & System Integration Points	54
Key Transactional Processes.....	55
Payroll Module Summary	66
Data Flow Diagram & System Integration Points	66
Key Transactional Processes.....	67
Labor Distribution Module Summary	69
Data Flow Diagram & System Integration Points	69
Key Transactional Processes.....	70

High Level PeopleSoft System Concept and Flow

The PeopleSoft Financial Accounting system is made up of 8 integrated modules. These include:

1. Purchasing
2. Accounts Payable
3. Asset Management
4. Receivables
5. General Ledger
6. Payroll

THE PAYROLL MODULE RESIDES IN THE PEOPLE SOFT HRMS SYSTEM AND IS FULLY INTEGRATED WITH THE HUMAN RESOURCE, BENEFITS, AND PENSION MODULES, WHICH ARE NOT INCLUDED IN THIS GUIDE

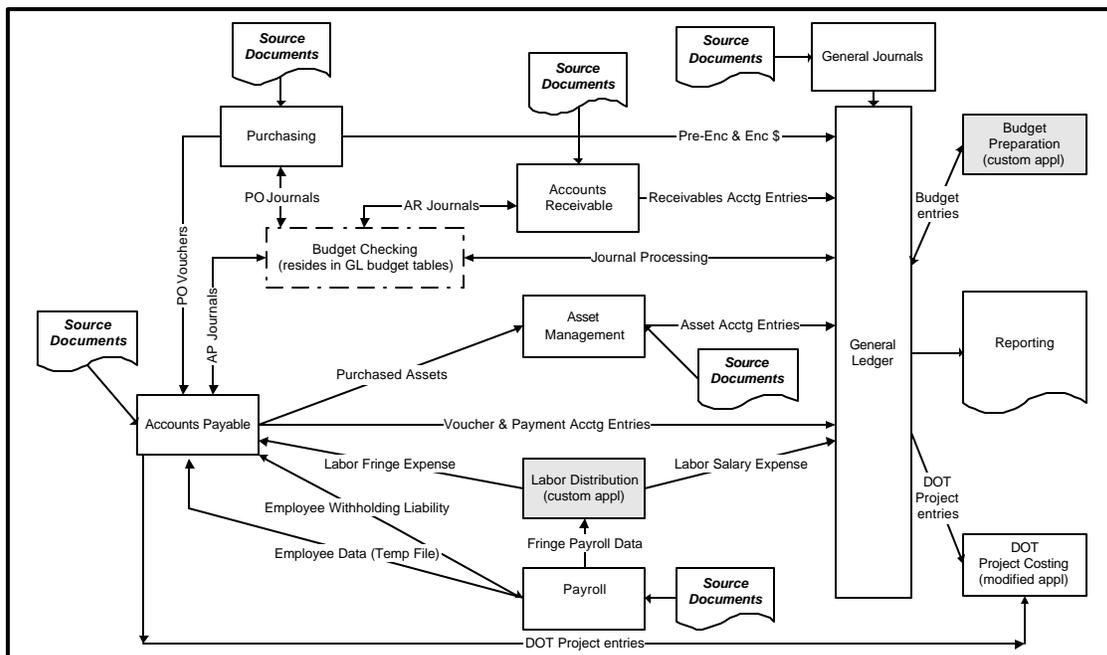
7. Labor Distribution
8. Project Costing

PROJECT COSTING IS CUSTOMIZED FOR USE BY DOT ONLY FOR FEDERAL BILLING PURPOSES & NOT INCLUDED IN THIS GUIDE

These modules enable Georgia accounting professionals to enter and process transactions for the majority of state governmental entities. Entries may start in a number of modules for a variety of reasons, but all data eventually results in accounting transactions that flow to the General Ledger and ultimately into the State’s various accounting and business reports.

The following diagram provides a high level view of the PeopleSoft Financial System. Starting points of entry are noted as “Source Documents”.

PeopleSoft Financial Acctg System Data Flow



Understanding Chartfields, Ledgers and Trees in PeopleSoft

Chartfields

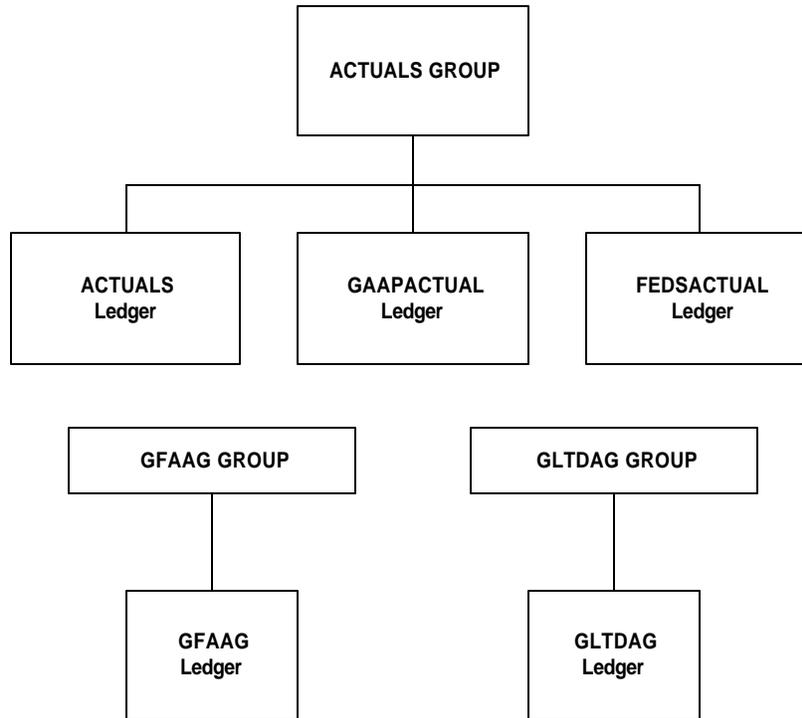
The individual fields in your accounting structure are called Chartfields. Chartfields are used to classify accounting transactions. Creating a ChartField for each distinct piece of information allows for accurate and easy data entry and inquiry capability. The Chartfields defined for the State (by Audits or at the agency level) provide the proper level of data detail needed for accounting entries and inquiries without a complicated chart of accounts. The PeopleSoft system adds flexibility needed to stay current with changes by allowing ChartField values to be added or updated independently, based on agency need.

PeopleSoft Chartfield	Size	Defined By	Comments
Business Unit	5	Audits	http://www2.state.ga.us/Departments/AUDIT/entity.pdf
Fund	5	Audits	http://www2.state.ga.us/Departments/AUDIT/ppd/apm_rev3.pdf
Organization	10	Agency	First three positions are the Business Unit – used to separate divisions or cost centers
Budget Year	4	Financial Systems	
Subclass (Expenditure Only)	5	Audits	http://www2.state.ga.us/Departments/AUDIT/ppd/apm_rev3.pdf
Account	6	Audits	http://www2.state.ga.us/Departments/AUDIT/ppd/apm_rev3.pdf
Program	5	Agency	Funding source
Project/Grant	15	Agency	
Fiscal Year	4	Financial Systems	

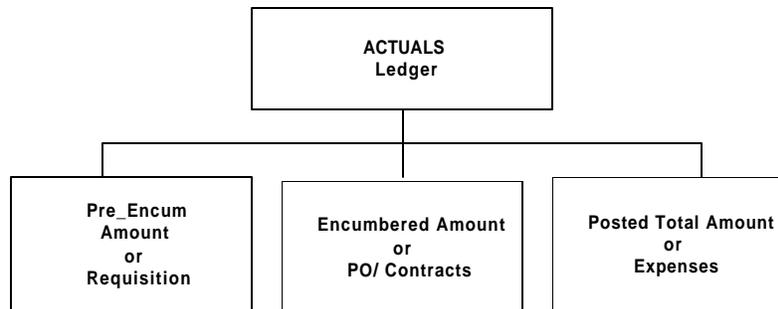
Additional information may be found in the **Accounting Procedures Manual for the State of Georgia**, published by the Department of Audits, and available through the links above.

Ledgers

There are many ledger groups but most apply to budget control. The three that record financial data entry are the **ACTUALS**, **GFAAG**, and **GLTDAG**. The ACTUALS ledger group has three ledgers within ACTUALS: The ACTUALS Ledger, GAAPACTUAL Ledger; there are a few agencies that also have a FEDACTUALS Ledger. The GFAAG and GLTDAG groups each have only one ledger that has the same name as the ledger group.



Within each of these ledgers are three amount fields, **Pre_Encum** (requisitions), **Encumbered** (purchase orders/contracts) and **Posted Total** (Expenditures). The encumbered and posted totals are included on the trial balance, but the pre_encum is **not**.



Surplus is only calculated on the ACTUALS Ledger. Surplus is not calculated on FEDSACTUAL Ledger.

State of Georgia PeopleSoft Financial Accounting System Overview

Trees

Trees are used within PeopleSoft to define structure and hierarchy within ChartField values. Trees are used within PeopleSoft as a means of graphically representing summarization levels of information.

For example, the first level of this tree has been defined as ALL. The second, third, etc. Level names vary depending on the tree. Some reports are programmed to pull from predefined levels while others may prompt you for a level. The Program Summary Trial Balance would pull from the PROG_1 level of the RPT_PROGRAM tree.

Operator ID: FNTRN40
Run Control ID: COPYJV

Business Unit: 46000
Ledger: ACTUALS
Fiscal Year: 2001
Period From: 3 Period To: 3

Sum All Revenue and Expense Accounts Prior to Budget Year: (Optional)

Trial Balance Type

- Business Unit/Account
- Program Detail
- Program Summary
- Fund Detail
- Fund Summary
- Fund Detail/Program
- Fund Summary/Program

```

Setid: 44000 TreeName: RPT_PROGRAM EffDt: 01/01/1900 Date: 08-SEP-
2000_04:37:15_
PM
1 2 3 4 5 6 7 8 9 10

Levels
1. ALL
2. PROG_1
3. PROG_2

Nodes
ALL All Programs
.....01 STATE BASE FUND
.....0102 YEAR 2000 PROJECT FUNDS
.....05 GOVERNOR'S EMERGENCY FUND
.....069R P/R WITHHOLDINGS SUMMARY
.....0699R P/R WITHHOLDINGS FS
.....10 USDOL ED ASST ADM-VA TL 38
.....10092 USDOL ED ASST ADM VA TL 38
.....10093 USDOL ED ASST ADM VA TL 38
.....10094 USDOL ED ASST ADM VA TL 38
.....10095 USDOL ED ASST AM VA TL 38
.....10096 USDOL ED ASST ADM VA TL 38
.....10097 USDOL EDUCATION ASSITANCE A
.....10098 USDOL ED ASST ADM VA TL 38
.....10099 USDOL ED ASST ADM VA TL 38
.....10200 USDOL ED ASST ADM VA TL 38
.....20 HM/NURS-MLDG VA TL 38

```


Querying Data - Control Tables vs. Transaction Tables

There are two types of tables in PeopleSoft Financials and HRMS Payroll: Control tables and Transaction tables. Control tables contain setup information that a user can select through dropdown field when entering transactions into a Transaction table. The key difference between the two tables is the first Key Value. It is the very first field in the table and can be seen when opening the table in Query. It is important to understand this concept when querying data in the system to be sure you are retrieving the right data.

	Financials (always)	HRMS (usually)
Control Table	SETID	COMPANY
Transaction	BUSINESS_UNIT	EMPL_ID

Financial Control Table Example:

Field Name	Type	Key	Dir	CurC	Srch	List	Sys	Audt	H	Defa
SETID	Char	Key	Asc		Yes	Yes	No			OPR
ACCOUNT	Char	Key	Asc		Yes	Yes	No			
EFFDT	Date	Key	Desc		No	No	No			%dal
EFF_STATUS	Char				No	No	No			'A'
DESCR	Char				No	Yes	No			
DESCRSHORT	Char				No	No	No			
SYSTEM_MAINT_ACCT	Char				No	No	No			'N'
PAYROLL_ACCOUNT	Char				No	No	No			'N'
ACCOUNTING_OWNER	Char				No	No	No			
ACCOUNT_TYPE	Char				No	Yes	No			
UNIT_OF_MEASURE	Char				No	No	No			
OPEN_ITEM	Char				No	No	No			'N'
OPEN_ITEM_DESCR	Char				No	No	No			
OPEN_ITEM_EDIT_REC	Char				No	No	No			
OPEN_ITEM_EDIT_FLD	Char				No	No	No			
STATISTICS_ACCOUNT	Char				No	No	No			'N'
BALANCE_FWD_SW	Char				No	No	No			'Y'

Financial Transaction Table Example:

Field Name	Type	Key	Dir	CurC	Srch	List	Sys	Audt	H	Defa
BUSINESS_UNIT	Char	Key	Asc		Yes	Yes	No			
LEDGER	Char	Key	Asc		Yes	Yes	No			
ACCOUNT	Char	Key	Asc		Yes	Yes	No			
FUND_CODE	Char	Key	Asc		Yes	Yes	No			
DEPTID	Char	Key	Asc		Yes	Yes	No			
PROGRAM_CODE	Char	Key	Asc		Yes	Yes	No			
APPROPRIATION_NBR	Char	Key	Asc		Yes	Yes	No			
BUDGET_YEAR	Char	Key	Asc		Yes	Yes	No			
PROJECT_ID	Char	Key	Asc		Yes	Yes	No			
AFFILIATE	Char	Key	Asc		Yes	Yes	No			
CURRENCY_CD	Char	Key	Asc		Yes	Yes	No			
STATISTICS_CODE	Char	Key	Asc		Yes	Yes	No			
FISCAL_YEAR	Nbr	Key	Asc		Yes	Yes	No			
ACCOUNTING_PERIOD	Nbr	Key	Asc		Yes	Yes	No			
POSTED_TOTAL_AMT	Sign			Yes	No	No	No			
PRE_ENCUM_AMOUNT	Sign			Yes	No	No	No			
ENCUMBERED_AMOUNT	Sign			Yes	No	No	No			

State of Georgia PeopleSoft Financial Accounting System Overview

HRMS is not always consistent with the use of COMPANY and EMPL_ID as the first key value in tables. As a general rule, any table that contains EMPL_ID as one of the first few fields will be a Transaction table.

Payroll/HRMS Control Table Example:

Field Name	Type	Key	Dir	CurC	Srch	List	Sys	Audt	H	Def
COMPANY	Char	Key	Asc		Yes	Yes	No			IN
PAYGROUP	Char	Key	Asc		Yes	Yes	No			%
EFFDT	Date	Key	Desc		No	No	No			'A
EFF_STATUS	Char				No	No	No			
DESCR	Char	Alt	Asc		No	Yes	No			
DESCRSHORT	Char				No	No	No			
PAY_FREQUENCY	Char				No	No	No			'W
RETIREE_PAYGROUP	Char				No	No	No			'N
COUNTRY	Char				No	No	No			IN
TRANSIT#	Char				No	No	No			
ACCOUNT#	Char				No	No	No			
DD_TRANSIT_NBR	Char				No	No	No			
DD_ACCOUNT_NBR	Char				No	No	No			
FORM_ID_CHECK	Char				No	No	No			
FORM_ID_ADVICE	Char				No	No	No			
EMPL_TYPE	Char				No	No	No			'H
NET_PAY_MINIMUM	Nbr				No	No	No			

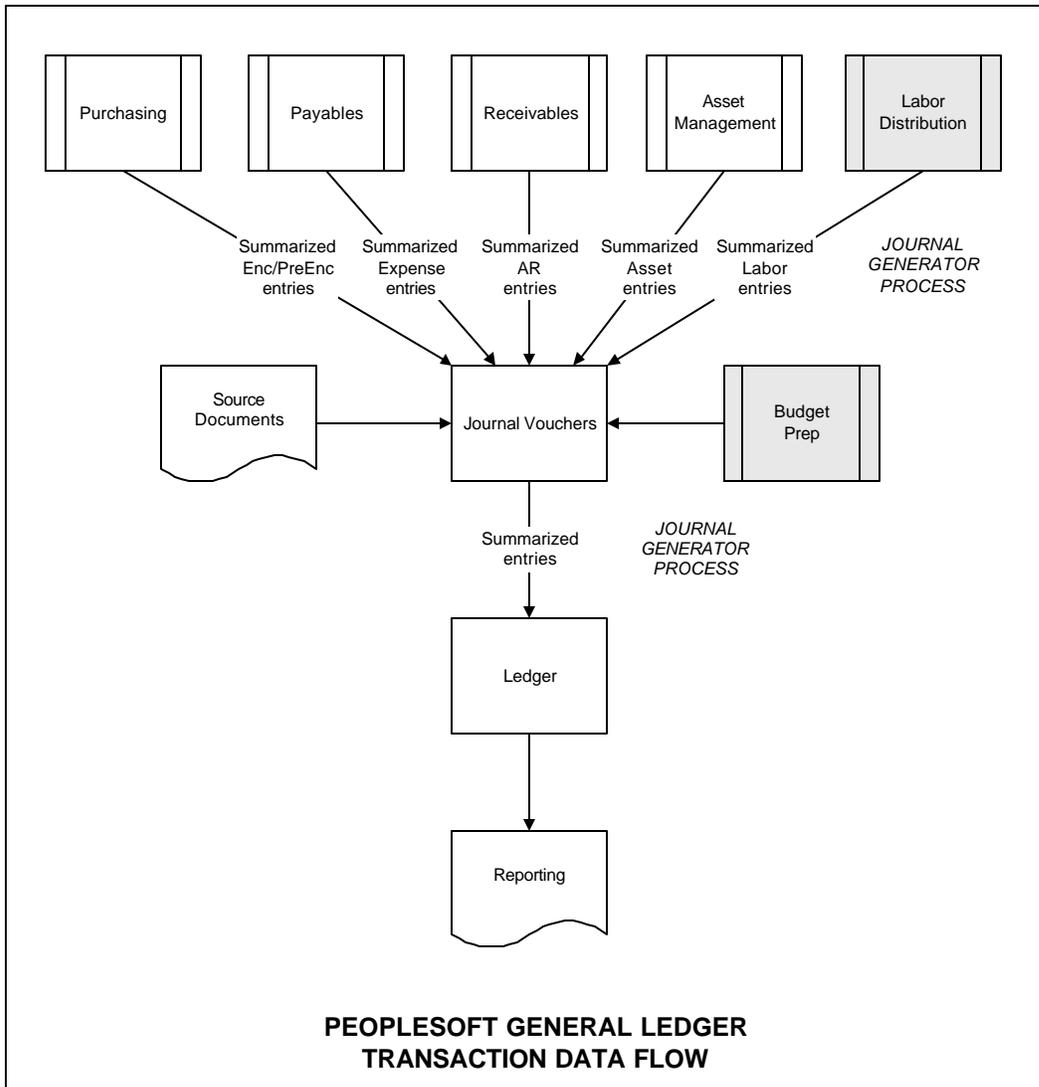
Payroll/HRMS Transaction Table Example:

Field Name	Type	Key	Dir	CurC	Srch	List	Sys	Audt	H	Def
EMPLID	Char	Key	Asc		Yes	Yes	No			'N
EMPL_RCD#	Nbr	Key	Asc		Yes	Yes	No			
EFFDT	Date	Key	Desc		No	No	No			
EFFSEQ	Nbr	Key	Desc		No	No	No			
DEPTID	Char	Alt	Asc		No	Yes	No			
JOBCODE	Char	Alt	Asc		No	Yes	No			
POSITION_NBR	Char	Alt	Asc		No	No	No	ACD		
POSITION_OVERRIDE	Char				No	No	No	ACD		'N
POSN_CHANGE_RECOR	Char				No	No	No			'N
EMPL_STATUS	Char				No	No	No			'A
ACTION	Char				No	No	No	ACD		
ACTION_DT	Date				No	No	No			%
ACTION_REASON	Char				No	No	No	ACD		
LOCATION	Char				No	No	No			
TAX_LOCATION_CD	Char				No	No	No			'G
JOB_ENTRY_DT	Date				No	No	No			
DEPT_ENTRY_DT	Date				No	No	No			

GL Module Summary

The PeopleSoft General Ledger combines an integrated financial database which interfaces with Budgets, PO, AP, AM, AR, Labor, and Payroll, along with other offline systems. These interfaces provide accounting, budgeting, inquiry and reporting features. Budgets and Labor are custom modules.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Making Journal Entries

The purpose of the PeopleSoft General Ledger Module is to accumulate summary account information created in the subsidiary modules as well as manual entries in General Ledger. The detail transactions entered in the subsidiary modules are summarized and interfaced to the General Ledger Module through the journal entry process. Each journal entry is comprised of a combination of chartfield values and monetary amounts that update the account balance maintained in the General Ledger relative to those chartfield values.

PeopleSoft Path:
Go – Process Financial Information – Process Journals

Accounting Entry:

Updates the JRNL_HEADER and JRNL_LINE tables with the proper debit and credit, depending on the transaction.

Journal Header

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: 40000 Date: 02/28/2003 Ledger Group: ACTUALS Auto Gen

Journal: TEST Ledger: Ref No:

Source: MAN Manual JV Entries Transaction Type:

Long Descr: To accrue rent expense.

Accounting Period
Fiscal Year: 2003
Accounting Period: 8
 Adjusting Entry

Reversal
 None
 Begin Next
 End Next
 On Date Specified

Schedule
Schedule:
Occurrence:

Default Currency
Currency: USD Base Currency: USD
Rate Type:
Cur Effdt: 02/28/2003
Exch Rate: 1.00000000 1.00000000

Journal Entry Header Up

State of Georgia PeopleSoft Financial Accounting System Overview

Journal Line

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: 40000 Date: 02/28/2003 Ledger Group: ACTUALS Auto Gen
 Journal: TEST Ledger: Source: MAN Ref No:

10 Errors Only

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cls	BY	Pri/Grt	Affl	N/R
Amount	Rate Type	Rate	Base Amount		Ref	Stat	Stat Amt	UOM			
1	ACTUALS	40000	648001	A1	40011101	01	306	2003	01		N
USD		500.00									
Real Estate Rentals			Valid Budget Check			SpeedType					
2	ACTUALS	40000	200001	A1	40011101	01	306	2003	01		N
USD		-500.00									
Accounts Payable - 1			Valid Budget Check			SpeedType					

Unit: 40000 2 Lines 500.00 DR 500.00 CR Status: V BCM Status: V

Journal Entry Lines Up

Secondary Journal Lines

Secondary Journal Lines

Line #	Ledger	Unit	Account	Fund	Org	Amount	N/R
Program	Sub-Cls	BY	Pri/Grt	Affiliate			
Rate Type	Rate	Base Amount		Stat	Stat Amt	UOM	
Ref	Line Descr			Journal Line Status			
1	FEDSACTUAL	40000	648001	A1	40011101	USD	500.00 N
01	306	2003	01				
Real Estate Rentals							
1	GAAPACTUAL	40000	648001	A1	40011101	USD	500.00 N
01	306	2003	01				
Real Estate Rentals							

OK Cancel

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results of the GL Journal Line table

Unit	Journal	Ledger	Acct	Amount
40000	TEST	ACTUALS	200001	-500
40000	TEST	ACTUALS	648001	500
40000	TEST	FEDSACTUAL	200001	-500
40000	TEST	FEDSACTUAL	648001	500
40000	TEST	GAAPACTUAL	200001	-500
40000	TEST	GAAPACTUAL	648001	500

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Processing Journals

Once journal entries have been created, they must be validated, budget checked, and posted. The journal edit, budget check, and post process are run overnight according to an established schedule.

PeopleSoft Path:

Go – Process Financial Information – Process Journals

Accounting Entry:

Updates the LEDGER tables with summarized chartfield balances.

Managing Year-End Processing

At the end of each fiscal year when Period 12 is closed, an adjustment period (998) is available to make manual adjusting or accrual entries as needed. In addition, system generated encumbrance and encumbrance reversal entries are posted to the Actual ledger.

Maintaining Budgets

All organizations need to establish a business plan and budget. A budget includes projections for commitments, expenditures and revenues and is used for forecasting, planning, analyzing and controlling how expenditures are used in the organization.

PeopleSoft Path:

**Go – Process Financial Information – Process Journals – Use – Jrnl Entry
Standard Budgets**

Accounting Entry:

Establishes one-sided budget entries in the budget ledgers in General Ledger with an offset to a Control account number 000001 (does not show on reports – used only to create a balanced entry behind the scenes)

State of Georgia PeopleSoft Financial Accounting System Overview

Budget Journal Header

Process Journals - Use - Jrnl Entry - Standard Budgets

File Edit View Go Favorites Use Process Inquire Report Help

Header | Lines | Totals | Errors | Approval

Unit: 40000 Date: 07/01/2000 Ledger Group: CONTROL Auto Gen
 Journal: 0000302787 Ledger: Ref No:
 Source: BUD Budget Journals Transaction Type:

Long Descr: AOB 2001 BUDGET LOAD

Accounting Period
 Fiscal Year: 2001
 Accounting Period: 1
 Adjusting Entry

Schedule
 Schedule:
 Occurrence:

Default Currency
 Currency: USD Base Currency: USD
 Rate Type:
 Cur Effdt: 07/01/2000
 Exch Rate: 1.00000000 1.00000000

Reversal
 None
 Begin Next
 End Next
 On Date Specified

Journal Entry Header

Budget Journal Line

Process Journals - Use - Jrnl Entry - Standard Budgets

File Edit View Go Favorites Use Process Inquire Report Help

Header | Lines | Totals | Errors | Approval

Unit: 40000 Date: 07/01/2000 Ledger Group: CONTROL Auto Gen
 Journal: 0000302787 Ledger: Source: BUD Ref No:

10 Errors Only

Line #	Ledger	Unit	Acct	Fund	Org	Prog	Sub-Cls	BY	Pri/Grt	Job	Scenario
1	CONTROL	40000	510000	A	40011101	ALL	300	2001	01		AOB2001
	USD		505,000.00	N							
											REGULAR SALARIES
2	CONTROL	40000	513000	A	40011101	ALL	300	2001	01		AOB2001
	USD		150,000.00	N							
											TEMPORARY/CASUAL LAB

Unit: 40000 7 Lines 1,557,600.00 DR 0.00 CR Status: V

Journal Entry Lines

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results of the Budget Entry on the GL Journal Line Budget table

Unit	Journal	Scenario	Ledger	Acct	Descr	Amount
40000	0000302787	AOB2001	CONTROL	000001	All Revenue	123800
40000	0000302787	AOB2001	CONTROL	000001	All Revenue	655000
40000	0000302787	AOB2001	CONTROL	510000	REGULAR SALARIES	505000
40000	0000302787	AOB2001	CONTROL	513000	TEMPORARY/CASUAL LABOR	150000
40000	0000302787	AOB2001	CONTROL	614000	SUPPLIES & MATERIALS	73800
40000	0000302787	AOB2001	CONTROL	627000	OTHER OPERATING EXPENSES	50000
40000	0000302787	AOB2001	CONTROL	997001	Position Count	0

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

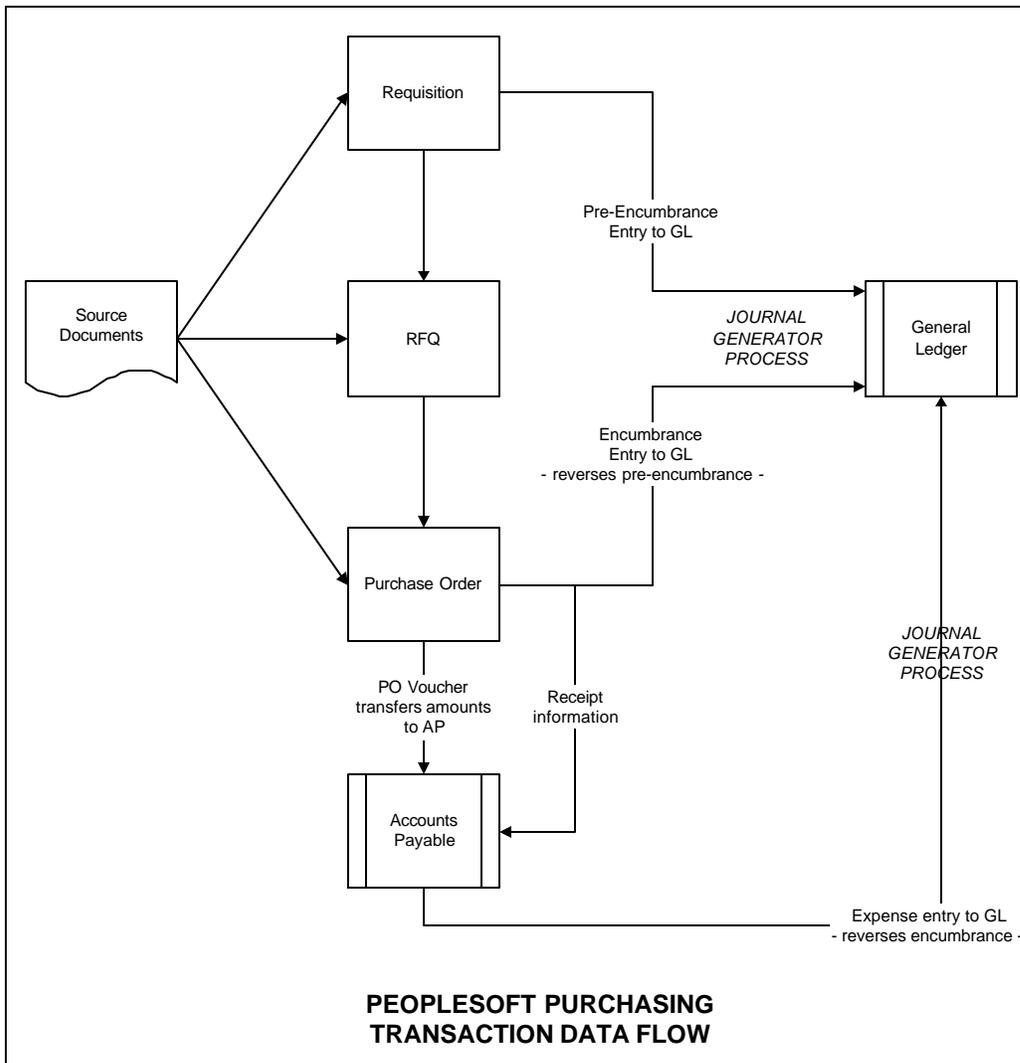
JRNL_LN (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
UNPOST_SEQ	Nbr	2			Seq	UnPost Sequence
JOURNAL_LINE	Nbr	6			Line #	GL Journal Line Number
LEDGER	Char	10	Upper		Ledger	Ledger
ACCOUNT	Char	6	Upper		Acct	Account
FUND_CODE	Char	5	Upper		Fund	Fund Code
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
PROJECT_ID	Char	15	Upper		Pri/Grt	Project/Grant
AFFILIATE	Char	5	Upper		Affl	Affiliate
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
MOVEMENT_FLAG	Char	1	Upper		N/R	Movement Flag
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
OPEN_ITEM_STATUS	Char	1	Upper		Status	Open Item Status
LINE_DESCR	Char	30	Mixed		Line Descr	Journal Line Description
JRNL_LINE_STATUS	Char	1	Num		Status	Journal Line Status
JOURNAL_LINE_DATE	Date	10			Line Date	Journal Line Date
BCM_LINE_STATUS	Char	2	Upper		BCM Status	Budget Checking Line Status
BCM_POST_AMOUNT	Sign	13.2			BCM Amour	BCM Post Amount
BCM_POST_AMT_TOT	Sign	13.2			BCM Total	BCM Total Post Amount
BUDGET_AMOUNT_TYP	Char	2	Upper		Amt Type	Budget Amount Type
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance

LEDGER (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
LEDGER	Char	10	Upper		Ledger	Ledger
ACCOUNT	Char	6	Upper		Acct	Account
FUND_CODE	Char	5	Upper		Fund	Fund Code
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
PROJECT_ID	Char	15	Upper		Pri/Grt	Project/Grant
AFFILIATE	Char	5	Upper		Affl	Affiliate
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
POSTED_TOTAL_AMT	Sign	13.2			Total Amt	Posted Total Amount
PRE_ENCUM_AMOUNT	Sign	13.2			Pre Encum	Pre Encumbered Amount
ENCUMBERED_AMOUNT	Sign	13.2			Enc Amt	Encumbered Amount
POSTED_BASE_AMT	Sign	13.2			Amount	Posted Base Currency Amount
BASE_CURRENCY	Char	3	Upper		Base Curr	Base Currency
DTM_STAMP_SEC	DTm	26	Scnds		DateTime	Last Update DateTime
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance

PO Module Summary

The Procurement process can begin with either a requisition or a purchase order. All requisitions and purchase orders must be edited, approved, and budget checked before they can be used by any other process. A requisition is used exclusively for transmittal of requirements to State Purchasing when procurement exceeds the agency's Regular Delegated Purchase Authority. When the RFQ process is complete and you have analyzed and awarded all lines on the RFQ, you can create either a purchase order or a contract. Statewide Contracts are set up as Item Catalogs allowing Purchase Order releases to be generated by selecting items from the contract catalog. All requisitions and purchase orders must be edited and budget checked.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Requisitions (REQ)

Goods or services needed by an agency that are estimated to exceed their Regular Delegated Purchase Authority. Requisitions are used as input to a Request for Quote, RFQ. The procurement process can begin with the use of a REQ or RFQ.

PeopleSoft Path:

Go – Administer Procurement – Requisition Items

Accounting Entry:

Debit Expenditure

Credit Reserved for Pre-Encumbrance (329001)

Requisition Defaults

The screenshot shows the 'Requisition Items - Use - Requisitions' window. The title bar includes 'Requisition Form', 'Header Details', 'Req Defaults', and 'Activities'. The main area contains the following fields and values:

Unit:	40000	Req ID:	0000000092	Requester:	MAPD REQ1400
Vendor:		Buyer:	Buyer.State	<input checked="" type="checkbox"/> State Requisition	
Ship To:	PO_0000001	Shipping Loc. for Production			
Location:	PO_0000001	Location for Production Test			
Due Date:	02/27/2003				
GL Unit:	40000				
Account:	614001	Fund:	A4	Org:	40011101
Program:	01	Sub-Cls:	301	BY:	2003
Pri/Gr:	01	Stat:			

At the bottom right, there is a button labeled 'DX_REQ_DEFAULTS' and a 'Up' arrow.

State of Georgia PeopleSoft Financial Accounting System Overview

Requisition Form - Requisition created and posted. Pre-encumbrance established.

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form | Header Details | Req Defaults | Activities

Unit	Requisition ID	Req Date	Status	Origin
40000	0000000092	02/27/2003	Approved	001

Requester: MAPO REQ1400

Line	Item / Category	Quantity / Desc	UOM / ShipTo	Price / Date	Com
1	00521 Widget	10.0000	EA PO_0000001	100.00000 02/27/2003	

Line Details... Line Defaults... Item... Schedule... Comments... From 1 To 1

REQ_FORM Up

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in Purchasing on the Requisition Line Accounting table

Unit	Req ID	Acct	Amount	Template	Journal
40000	0000000092	614001	1000	PO_PRE	REQ1859181
40000	0000000092	329001	-1000	PO_PRE	REQ1859181
40000	0000000092	614001	-1000	PO_PREREV	RRV1859182
40000	0000000092	329001	1000	PO_PREREV	RRV1859182

Ready Rows Fetched = 4

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Requests for Quotes (RFQ)

Managing request for quotes (RFQ's) in PeopleSoft Purchasing is the process of asking vendors to give you a quote for a certain amount of goods or services, analyzing their responses and awarding a purchase order or contract to one or more of the vendors that responded to the RFQ.

PeopleSoft Path:

Go – Administer Procurement – Manage Requests for Quotes

Accounting Entry:

NONE

RFQ Header

Unit: 40000 RFQ ID: 0000000056

Reference: From Req ID - 0000000092 Req Date: 02/27/2003

Origin: 001 Test Production DtTm Open: 02/27/2003 4:14PM

Buyer: Buyer, State DtTm Close: 02/28/2003 2:00PM

Bid Rtn Loc: PO_0000001 Location for Production Test RFP SWC

Bill Addr: PO_0000001 Status: Approved

Phone: Department of Test Agency

Fax: Decatur GA 30032

Comment Nbr: 1 Send to Vendor Addenda Std Type/ID: [] []

RFQ_HDR Up

State of Georgia PeopleSoft Financial Accounting System Overview

RFQ Line

Unit: 40000 RFQ ID: 0000000056 From Req ID - 0000000092 Origin: 001

Line Info

Item ID: [] Widget [] Line 1

Category: 00521 Abrasives Ship Via: COMMON Common

UOM: EA Each Ship To: PO_0000001 Ship 1

Quantity: 10.0000 Freight Trm: DN Destn

Price: 100.00000 Q Qty

Sched Date: 02/27/2003 LT Days: []

Associated Document []

Comment Nbr: 1 Send to Vendor Std Type/ID: [] []

RFQ_LINE Up

Processing Purchase Orders

All organizations must procure goods and services in order to continue operations. Processing purchase orders is at the core of the procurement process. Purchase orders are created to fill a need for a good or service; at the State of Georgia, they can be created from requests for quotes (RFQs), catalogs, or entered manually. The orders are then reviewed and approved through PO Workflow or manually, depending on the agency. After being edited, budget checked and approved, the purchase order is sent to the vendor for processing. This process is called dispatching. The vendor then delivers the goods or services to the agency.

PeopleSoft Path:

Go – Administer Procurement – Manage Purchase Orders

Accounting Entry:

Debit Expenditure
Credit Reserve for Encumbrance (328001)

If PO is from Requisition also:

Debit Reserved for Pre-Encumbrance (329001)
Credit Expenditure

Once Requisition is fully sourced to the Purchase Order, the Pre-Encumbrance and Reserved for Pre-Encumbrance accounts should net to zero.

State of Georgia PeopleSoft Financial Accounting System Overview

RFQ created from requisition, solicitation distributed, bids recorded, bid awarded.
No affect on accounting.

PO created from RFQ and posted. Pre-encumbrance reversed; encumbrance created.

Manage Purchase Orders - Inquire - Purchase Order

File Edit View Go Favorites Use Process Inquire Report Help

Header Header 2 Lines Line Details Schedule Distrib Distrib 2 Comments

Unit: 40000 PO: 0000020372 Origin: 001 Chng Order: Vendor: 0000017652

Line: 1 Item: Widget Item ID:

Schedule: 1 PO Qty: 10.0000 Merch Amt: 1000.00

Dist: 1 Status: Open
PO Qty: 10.0000 Amt: 1000.00 Location: PO_0000001

Chrg BU	Acct	Fund	Org	Program	Sub-Cls	BY	Project/Grant
40000	614001	A4	40011101	01	301	2003	01

Stat: Chartfield Status:
BCM Status: V Valid Budget Check Post Amt: 1000.00
Post Status: D BCM Amount: 1000.00 BCM Total:

PO_DISTRIB_INQ Up

State of Georgia
PeopleSoft Financial Accounting System Overview

Query Results in Purchasing on the PO Line Accounting table

Unit	PO	Voucher	Acct	Req ID	Amount	Journal
40000	0000020372		614001	0000000092	1000	PO01859183
40000	0000020372		328001		-1000	PO01859183
40000	0000020372	00000378	614001		-1000	POR1859184
40000	0000020372	00000378	328001		1000	POR1859184

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Receiving POs and Closing Receipts

Items ordered through purchase orders or contracts are received from the original request for the order. The goal of the receiving system is to verify that the goods or services ordered match those received. However, shipments do not always match what was originally ordered, making it necessary to establish receipt tolerances and methods by which over-shipments or partial shipments are accepted or rejected and properly reconciled.

PeopleSoft Path:

Go – Administer Procurement – Receive Shipments

Accounting Entry:

NONE

Journal Generator

To record the financial information associated with the processing of purchase orders you must transfer that information to a General Ledger system. The Journal Generator is a process that converts accounting entries created in the Purchasing module into General Ledger journal entries. The journal entries created can then be transferred to the PeopleSoft General Ledger. To use the Journal Generator, your General Ledger must be set up to accept journal entries, and you must define the layout of those journal entries. The Purchasing module is linked to the General Ledger and the Journal Generator creates the summarized journal entries.

Note: Journal entries from Purchasing use the Pre-Encumbrance and Encumbrance amount fields in General Ledger. They use these amount fields in combination with selecting the actual Expenditure account at the time of entry. These amounts are reversed when the purchase order is paid through the payables system. Reporting allows for the proper amount field to be selected with the Expenditure account to show actuals totals or encumbered amount totals, making part of the process transparent to users.

Accounting Entry in the General Ledger:

Requisition:

Debit Expenditure

Credit Reserved for Pre-Encumbrance (329001)

Amount field = PRE_ENC_AMT on the LEDGER table

Purchase Order from Requisition:

Debit Reserved for Pre-Encumbrance (329001)

Credit Expenditure

Amount field = PRE_ENC_AMT on the LEDGER table

Purchase Order w/o Requisition:

Debit Expenditure

Credit Reserve for Encumbrance (328001)

Amount field = ENCUMBERED_AMT on the LEDGER table

State of Georgia
 PeopleSoft Financial Accounting System Overview

Query Results in GL Journal Line table

Unit	Journal	Ledger	Acct	Descr	Sum Amount
40000	PO01859183	ACTUALS	328001	Reserved for Encumbrances	-1000
40000	PO01859183	ACTUALS	614001	S&M-Cleaning	1000
40000	POR1859184	ACTUALS	328001	Reserved for Encumbrances	1000
40000	POR1859184	ACTUALS	614001	S&M-Cleaning	-1000
40000	REQ1859181	ACTUALS	329001	Reserved for Pre-Encumbrances	-1000
40000	REQ1859181	ACTUALS	614001	S&M-Cleaning	1000
40000	RRV1859182	ACTUALS	329001	Reserved for Pre-Encumbrances	1000
40000	RRV1859182	ACTUALS	614001	S&M-Cleaning	-1000

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in GL Ledger table

Unit	Ledger	Acct	Sum Total Amt	Sum Pre Encum	Sum Enc Amt
40000	ACTUALS	328001	0	0	-860828.76
40000	ACTUALS	329001	0	-63911.14	0
40000	ACTUALS	614001	11543.63	0	12371.95
40000	FEDSACTUAL	328001	0	0	-3423211.26
40000	FEDSACTUAL	329001	0	-256244.56	0
40000	FEDSACTUAL	614001	63715.5	0	32106.4
40000	GAAPACTUAL	328001	0	0	-3423211.26
40000	GAAPACTUAL	329001	0	-256244.56	0
40000	GAAPACTUAL	614001	5790.88	0	32106.4

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM . IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

The Requisition Line Accounting table stores accounting line entries that are journal generated to the General Ledger.

REQ_LINE_ACCTG (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
REQ_ID	Char	10	Upper		Req ID	Requisition ID
UNPOST_SEQ	Nbr	2			Seq	UnPost Sequence
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
LINE_NBR	Nbr	5			Line	Line Number
SCHED_NBR	Nbr	3			Sched Num	Schedule Number
DISTRIB_LINE_NUM	Nbr	5			Line	Distribution Line Number
MOD_SEQ_NBR	Nbr	3			Mod Seq Nbr	Modification Sequence Nbr
DST_ACCT_TYPE	Char	4	Upper		Type	Accounting Entry Type
REF_REVERSAL_ID	Char	16	Upper		Ref Rev ID	Reference Reversal ID
SUSPENSE_REF_NUM	Nbr	5			Suspense	Suspense Reference Number
ACCOUNT	Char	6	Upper		Acct	Account
CF15_SN_SBR	SRec					
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
DESCR	Char	30	Mixed		Descr	Description
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
LEDGER	Char	10	Upper		Ledger	Ledger
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
PROCESS_MAN_CLOSE	Char	1	Upper		Man Close	Process Manual Close
ERROR_FLAG	Char	1	Upper		Err Flag	Error Flag
PC_DISTRIB_STATUS	Char	1	Upper		Status	PC Distribution Status

State of Georgia
 PeopleSoft Financial Accounting System Overview

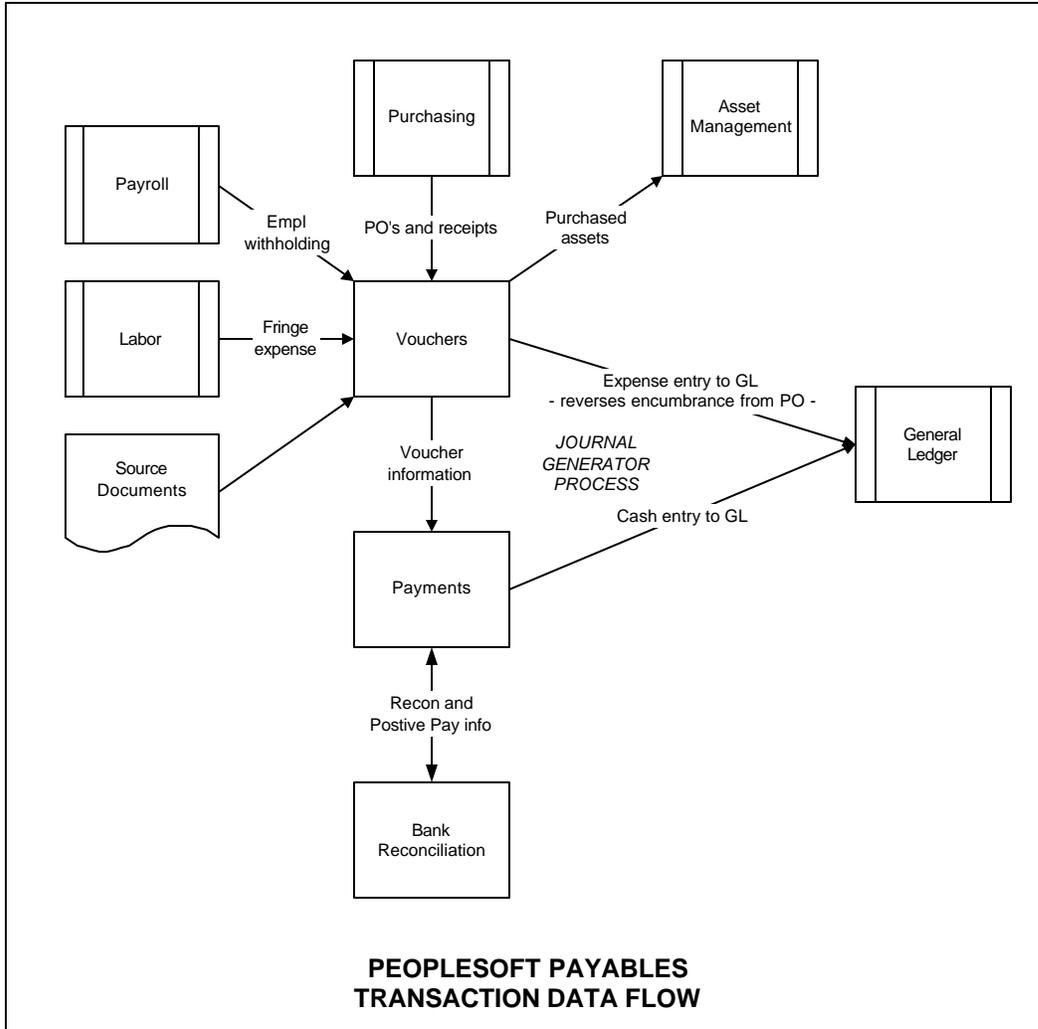
The PO Line Accounting table stores accounting line entries that are journal generated to General Ledger.

Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
PO_ID	Char	10	Upper		PO	Purchase Order
UNPOST_SEQ	Nbr	2			Seq	UnPost Sequence
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
LINE_NBR	Nbr	5			Line	Line Number
SCHED_NBR	Nbr	3			Sched Num	Schedule Number
DISTRIB_LINE_NUM	Nbr	5			Line	Distribution Line Number
MOD_SEQ_NBR	Nbr	3			Mod Seq Nbr	Modification Sequence Nbr
DST_ACCT_TYPE	Char	4	Upper		Type	Accounting Entry Type
VOUCHER_ID	Char	8	Upper		Voucher	Voucher ID
SUSPENSE_REF_NUM	Nbr	5			Suspense	Suspense Reference Number
ACCOUNT	Char	6	Upper		Acct	Account
CF15_SN_SBR	SRec					
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
REQ_ID	Char	10	Upper		Req ID	Requisition ID
REQ_LINE_NBR	Nbr	5			Req Line	Requisition Line Number
REQ_SCHED_NBR	Nbr	3			Req Sched	Requisition Schedule Number
REQ_DISTRIB_NBR	Nbr	5			Req Distr	Requisition Distrib Number
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
DESCR	Char	30	Mixed		Descr	Description
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
PROCESS_MAN_CLOSE	Char	1	Upper		Man Close	Process Manual Close
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
LEDGER	Char	10	Upper		Ledger	Ledger
ERROR_FLAG	Char	1	Upper		Err Flag	Error Flag
PC_DISTRIB_STATUS	Char	1	Upper		Status	PC Distribution Status
BUSINESS_UNIT_PC	Char	5	Upper		PC Unit	Business Unit
ACTIVITY_ID	Char	15	Upper		Activity	Activity ID
RESOURCE_TYPE	Char	5	Upper		Res Type	Resource Type
RESOURCE_CATEGORY	Char	5	Upper		Category	Resource Category
RESOURCE_SUB_CAT	Char	5	Upper		SubCat	Resource SubCategory
QTY_PO	Nbr	11.4			PO Qty	Purchase Order Quantity

AP Module Summary

An accounts payable is an amount owed by an agency to a supplier or vendor. An accounts payable is created when goods or services are provided to your agency in exchange for future payment. The processing, tracking and paying of these future payment requests are the responsibilities of an Accounts Payable department.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Entering Vouchers

Entering vouchers is the first step of the payables process. Once a voucher is entered, additional steps may need to be taken before it can be paid. Steps involved in managing vouchers include correcting errors, updating lines, and budget checking. In addition, you may need to delete or close some vouchers. A voucher must be in an unposted status to be deleted; once posted a voucher can be closed. PeopleSoft Payables provides the means to perform all of these processes.

Vouchers are records that are created for the processing of vendor invoices. Vouchers tie together the vendor, invoice date, invoice amount, line items, distribution (accounting) information and any purchase orders.

PeopleSoft Path:

Go – Administer Procurement – Enter Voucher Information – Use – PO Voucher, Voucher or Express Voucher

Accounting Entry:

Vouchers w/o Purchase Order
Debit Expenditure (500000 – 900000)
Credit Liability (200000 series)

If PO Voucher:
Debit Reserved for Encumbrance (328001)
Credit Expenditure

Once PO is fully paid, Encumbrance and Reserved for Encumbrance accounts should net to Zero.

State of Georgia
PeopleSoft Financial Accounting System Overview

PO Voucher Header - Voucher created from PO and posted, encumbrance reversed, liability and Expenditure established.

The screenshot shows the 'Enter Voucher Information - Use - PO Voucher' window. The title bar includes 'File Edit View Go Favorites Use Process Inquire Report Help'. The main area contains the following information:

- Unit:** 40000 **Voucher:** 00000378 **Group:** [dropdown] **Lines:** 1 **Balance:** 0.00
- PO Business Unit:** 40000 **PO:** [dropdown]
- Terms:** N30 **Gross:** 1,000.00 **USD Use:** [dropdown]
- Date:** 02/27/2003 **Sales:** 0.00
- Invoice:** RTY776 **Freight:** 0.00 **VAT:** 0.00
- ShortName:** ACEHARDVAR-028 **Loc:** 1 ACE HARDWARE
 1976 HWY 19 NORTH
 DAHLONEGA, GA 30533-3404
- Vendor:** 0000017652 1099

Buttons for 'Match Mgr.' and 'Match Errors' are visible. The status bar at the bottom right shows 'VCHR_HDR_MTCH' and 'Up'.

PO Voucher Line screen

The screenshot shows the 'Enter Voucher Information - Use - PO Voucher' window, specifically the 'Line Information and Charges' tab. The header information is the same as the previous screenshot. The main area contains the following information:

- Clone From:** Enter **Distribute by:** Qty
- PO BU:** 40000 **PO:** 0000020372 **Line:** 1 **Sched #:** 1
- BU Recv:** [dropdown] **Recv No:** [dropdown] **Line:** [dropdown] **Sched #:** [dropdown]
- Line:** 1 **Amount:** 1000.00 **Item ID:** [dropdown] **Description:** Widget **Quantity:** 10.0000 **UOM:** EA **Unit Price:** 100.00000
- Matching:** No Match **Match Errors**
- Line:** 1 **Amount:** 1000.00 **Account:** 614001 **Fund:** A4 **Org:** 40011101 **Program Code:** 01 **Sub-Cls:** 301
- BY:** 2003 **Project/Grant:** 01 **Quantity:** 10.0000 **Final Reference:** [checkbox]
- Asset:** [dropdown] **Stat:** [dropdown] **Proj:** [dropdown] **GL Unit:** 40000 **Rate:** 1.0000000 **OpenItem:** [dropdown]

The status bar at the bottom right shows 'VCHR_LINE_MTCH' and 'Up'.

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in AP on the Voucher Accounting Line table

Unit	Voucher	PO	Template	Acct	Amount	Journal
40000	00000378		AP_PYMT	200001	1000	APPYMT9186
40000	00000378		AP_PYMT	101001	-1000	APPYMT9186
40000	00000378	0000020372	AP_VCHR	614001	1000	APVCHR9187
40000	00000378		AP_VCHR	200001	-1000	APVCHR9187

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Close Voucher

This is a process that will close the liability on a voucher after it has posted.

PeopleSoft Path:

**Go – Administer Procurement – Enter Voucher Information – Process-
Voucher Close- Close Voucher**

Accounting Entry:

Debit Liability (200000 series)
Credit Expenditure (500000 – 900000)

If PO voucher, creates no accounting entries against Encumbrance or Reserved for Encumbrance accounts. In other words, encumbrance is not restored to PO.

Processing Payments

The purpose of any automated payables process is to take advantage of term discounts via the term field and pay vendors on time. PeopleSoft allows you to accomplish the following: schedule vouchers for payment, review payments, and finally create payments.

PeopleSoft Path:

Go – Administer Procurement – Enter Voucher Information – Use - PO Voucher, Voucher or Express Voucher

Accounting Entry:

Debit Liability (200000 series)
Credit Cash (100000 - 105999 series)

Recording a Payment - Payment created from voucher and posted, liability reversed, cash credited.

The screenshot displays the 'Enter Voucher Information - Use - PO Voucher' window. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Go', 'Favorites', 'Use', 'Process', 'Inquire', 'Report', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Invoice Header Information:** Unit: 40000, Invoice: RTY776, Vendor: ACE HARDWARE, Voucher: 00000378, Date: 02/27/2003, ID: 0000017652.
- Payment Details:** Bank: 9000, Account: 1000, Net Due: 03/29/2003, Discount Due: (empty), Scheduled Due: 03/29/2003, Handling: RP.
- Payment Method:** Radio buttons for System Check, Wire, EFT, and Draft.
- Payment Action:** Radio buttons for Schedule Payment and Record a Payment (selected). Gross Amt: 1,000.00, Discount: 0.00. Checkboxes for Separate, 1099 Hold, and Hold. Reason: (empty).
- Payee:** Remit to: 0000017652, Location: 1. Address: C & W ACE HARDWARE, 1976 HWY 19 NORTH, DAHLONEGA, GA 30533-3404.

The window title bar shows 'Enter Voucher Information - Use - PO Voucher'. The bottom right corner of the window displays 'VCHR_PYMNT_SCHED' and 'Up'.

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in AP on the Voucher Accounting Line table

Unit	Voucher	PO	Template	Acct	Amount	Journal
40000	00000378		AP_PYMT	200001	1000	APPYMT9186
40000	00000378		AP_PYMT	101001	-1000	APPYMT9186
40000	00000378	0000020372	AP_VCHR	614001	1000	APVCHR9187
40000	00000378		AP_VCHR	200001	-1000	APVCHR9187

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Cancel Payment

To cancel/void a payment is the process of reversing the payment and reinstating an entry as an Expenditure. In PeopleSoft, there are options given for processing the recorded Expenditure in the voucher itself. The options are: Re-Open/Re-Issue Payment; Re-Open/Put Voucher on Hold; Do Not Reissue/Close Liability.

PeopleSoft Path:

Go – Administer Procurement – Create Payments-Use- Payment Cancellation

Accounting Entry:

Debit Cash (100000 – 105999 series)
Credit Liability (200000 series)

If user also closes the voucher, this creates the “Close Vchr” entries above.

Performing Bank Account Reconciliation

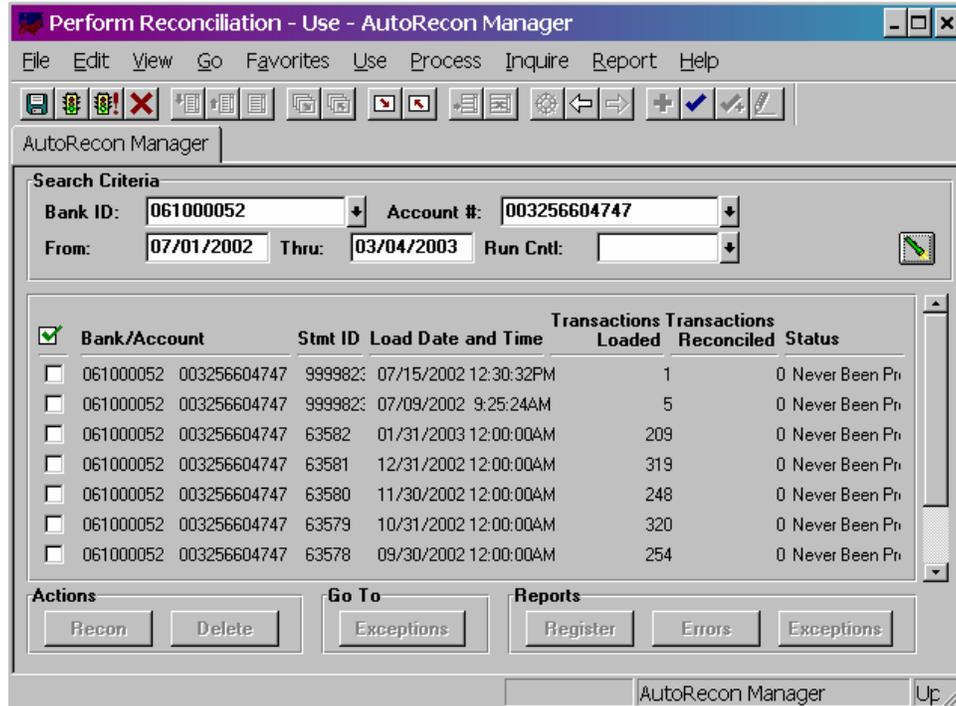
Reconciliation is the process of synchronizing your systems payment transactions with your bank statements. It is also how you determine which of the checks you have written have been paid by your bank. Additionally, you can verify that the checks your bank has paid are for the amount for which they were written.

PeopleSoft Path:
Go – Process Financial Information – Perform Reconciliation

Accounting Entry:

 NONE

Automatic Bank Reconciliation



State of Georgia
PeopleSoft Financial Accounting System Overview

Manual Bank Reconciliation

Perform Reconciliation - Use - Manual Reconciliation

File Edit View Go Favorites Use Process Inquire Report Help

Manual Reconciliation

Search Criteria

Bank ID: Account #: From Date/Thru Date: Payment Method:

<input checked="" type="checkbox"/>	Value Date	Code	Reference	Transaction Dt	Transaction Amount	Status	Detail
<input type="checkbox"/>	<input type="text"/>	UNR	11/16/00AUG	11/16/2000	955,557.25 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	11/27/00	12/05/2000	131.03 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	10/31/00BKC	12/05/2000	101.23 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	10/04/00BKC	12/05/2000	2,172.17 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	10/03/00BKC	12/05/2000	2,713.74 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	10/02/00BKC	12/05/2000	2,434.62 USD	None Appl	Deposit
<input type="checkbox"/>	<input type="text"/>	UNR	10/02/00/9/2	12/11/2000	4,000.00 USD	None Appl	Deposit

Actions

97,194,079.72 USD 6644 selected.

Manual Reconciliation Up

Journal Generator

To record the financial information associated with the processing of accounts payable you must transfer that information to a General Ledger system. The Journal Generator is a process that converts accounting entries created in the Payables module into General Ledger journal entries. The journal entries created can then be transferred to the PeopleSoft General Ledger. To use the Journal Generator, your General Ledger must be set up to accept journal entries, and you must define the layout of those journal entries. The Payables module is linked to the General Ledger and the Journal Generator creates the summarized journal entries.

Accounting Entry :

AP PO Voucher:

Debit Offset for Encumbrance

Credit Expenditure

Amount field = ENCUMBERED_AMT on the LEDGER table

Voucher (not from a PO)

Debit Expenditure

Credit Accounts Payable Control Account

Amount field = POSTED_TOTAL_AMT on the LEDGER table

Payment:

Debit Accounts Payable Control Account

Credit Cash

Amount field = POSTED_TOTAL_AMT on the LEDGER table

State of Georgia
 PeopleSoft Financial Accounting System Overview

Query Results in GL on the Journal Line table

The screenshot shows a query window with a tree view on the left and a table of results on the right. The tree view shows a hierarchy starting with 'A = JRNL_LN - Journal Line', followed by 'Record hierarchy', 'BUSINESS_UNIT - Business Unit', 'JOURNAL_ID - GL Journal', 'JOURNAL_DATE - Journal Date', 'UNPOST_SEQ - UnPost Sequence', 'JOURNAL_LINE - GL Journal Line', 'LEDGER - Ledger', 'ACCOUNT - Account', 'Related Record hierarchy', 'GL_ACCOUNT_TBL - GL Account Table', 'FUND_CODE - Fund Code', 'DEPTID - Organization', 'PROGRAM_CODE - Program Code', 'APPROPRIATION_NBR - Appropriation Number', 'BUDGET_YEAR - Budget Year', 'PROJECT_ID - Project/Grant', and 'AFFILIATE - Affiliate'. The table of results has the following data:

Unit	Journal	Ledger	Acct	Descr	Sum Amount
40000	APPYMT9186	ACTUALS	101001	Cash OP Wachovia 1	-2177.6
40000	APPYMT9186	ACTUALS	200001	Accounts Payable - 1	2171.68
40000	APPYMT9186	ACTUALS	625001	Discounts Lost	5.92
40000	APPYMT9186	FEDSACTUAL	101001	Cash OP Wachovia 1	-2177.6
40000	APPYMT9186	FEDSACTUAL	200001	Accounts Payable - 1	2171.68
40000	APPYMT9186	FEDSACTUAL	625001	Discounts Lost	5.92
40000	APPYMT9186	GAAPACTUAL	101001	Cash OP Wachovia 1	-2177.6
40000	APPYMT9186	GAAPACTUAL	200001	Accounts Payable - 1	2171.68
40000	APPYMT9186	GAAPACTUAL	625001	Discounts Lost	5.92
40000	APVCHR9187	ACTUALS	200001	Accounts Payable - 1	-4515.04
40000	APVCHR9187	ACTUALS	614001	S&M-Cleaning	4515.04
40000	APVCHR9187	FEDSACTUAL	200001	Accounts Payable - 1	-4515.04
40000	APVCHR9187	FEDSACTUAL	614001	S&M-Cleaning	4515.04
40000	APVCHR9187	GAAPACTUAL	200001	Accounts Payable - 1	-4515.04
40000	APVCHR9187	GAAPACTUAL	614001	S&M-Cleaning	4515.04

Ready Rows Fetched = 15

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

State of Georgia
 PeopleSoft Financial Accounting System Overview

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

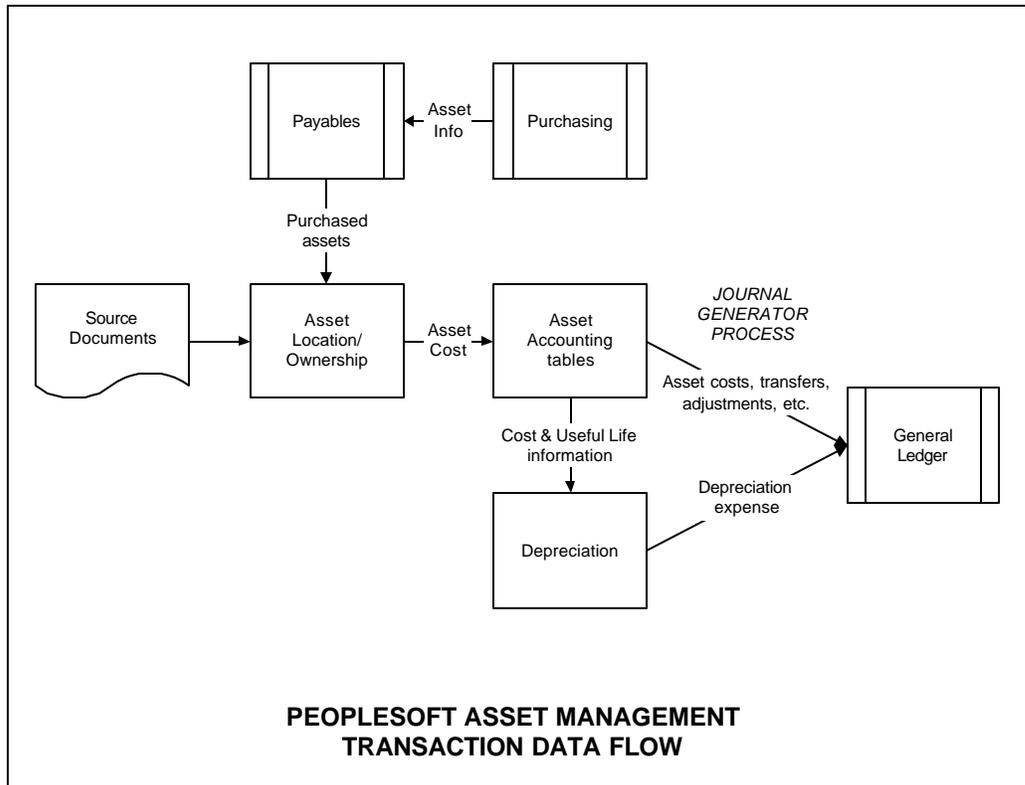
The Voucher Accounting Line table stores accounting line entries that are journal generated to the General Ledger.

VCHR_ACCTG_LINE (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
VOUCHER_ID	Char	8	Upper		Voucher	Voucher ID
UNPOST_SEQ	Nbr	2			Seq	UnPost Sequence
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
PYMNT_CNT	Nbr	5			Payment	Scheduled Payment
VOUCHER_LINE_NUM	Nbr	5			Line	Voucher Line Number
DISTRIB_LINE_NUM	Nbr	5			Line	Distribution Line Number
DST_ACCT_TYPE	Char	4	Upper		Type	Accounting Entry Type
CF_BAL_LINE_NUM	Nbr	10			CF Bal Num	Chart Field Balancing Line Num
ACCOUNT	Char	6	Upper		Acct	Account
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
QTY_VCHR	Sign	11.4			Quantity	Quantity Vouchered
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
DESCR	Char	30	Mixed		Descr	Description
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
MERCHANDISE_AMT	Sign	13.2			Amount	Merchandise Amt
MERCH_AMT_BSE	Sign	13.2			Amount	Base Merchandise Amount
DSCNT_AMT_BSE	Sign	13.2			Discount	Base Discount Amount
SALETX_AMT_BSE	Sign	13.2			Sales Tax	Base Sales Tax Amount
USETAX_AMT_BSE	Sign	13.2			Use Tax	Base Use Tax Amount
VAT_INV_AMT_BSE	Sign	13.2			VAT Inv	VAT Invoice Amt Base Curr
VAT_NONINV_AMT_BSE	Sign	13.2			VAT NonInv	VAT Non-Invoice Amt Base Curr
VAT_RCVRY_AMT_BSE	Sign	13.2			VAT Rcvry	VAT Recovery Amount Base Curr
FREIGHT_AMT_BSE	Sign	13.2			Freight	Base Freight Amount
CHART_EDIT_STATUS	Char	1	Upper		Chart Edit	Chart Edit Status
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
ERROR_FLAG	Char	1	Upper		Err Flag	Error Flag
FINAL_REF_IND	Char	1	Upper		Final Ref	Final Reference Indicator
REFERENCE_NUMBER	Char	10	Upper		Ref Nbr	Reference Number
REF_CLOSED	Char	1	Upper		Ref Closed	Reference Closed
REF_DIST_LINE	Nbr	5			Ref Dst Ln	Ref Dist Line
REF_LINE_NUMBER	Nbr	5			Ln Number	Reference Line Number
BUSINESS_UNIT_PO	Char	5	Upper		PO BU	PO Business Unit
PO_ID	Char	10	Upper		PO	Purchase Order
LINE_NBR	Nbr	5			Line	Line Number
SCHED_NBR	Nbr	3			Sched Num	Schedule Number
PO_DIST_LINE_NUM	Nbr	5			Line	PO Distribution Line Number
BCM_LINE_STATUS	Char	2	Upper		BCM Status	Budget Checking Line Status
BCM_POST_AMOUNT	Sign	13.2			BCM Amour	BCM Post Amount
BCM_POST_AMT_TOT	Sign	13.2			BCM Total	BCM Total Post Amount
BUSINESS_UNIT_PC	Char	5	Upper		PC Unit	Business Unit

AM Module Summary

PeopleSoft's Asset Management combines powerful financial and physical asset management tools, including budgeting, analysis, and reporting. You can easily create and maintain both financial and physical data for assets, including physical inventory, maintenance, warranty, registration, and license information.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Adding Assets with ExpressAdd

Although assets can be created based on information from the Accounts Payable or Purchasing applications, you may need to add an asset manually. When you use the ExpressAdd panels, most of the asset information can default from the asset profile you select. Using this feature, you can add assets quickly and minimize data entry errors.

PeopleSoft Path:

Go – Manage Assets – Manage Assets – Use – Express Add

Accounting Entry:

Debit Fixed Asset

Credit Contra Asset (Expenditure account 72xxxx series)

Asset Header

Manage Assets - Use - Asset Basic Information

File Edit View Go Favorites Use Process Inquire Report Help

Image Attributes Comments Location Custodian License/Register Manufacturer Acquisition Detail 1 Acquisition

Unit: 40000 Asset ID: 00000877 projector Status: In Service

Acquisition Detail

Description: projector

System Source: [dropdown]

Amount: 7,200.00

Quantity: 1.0000

Sales Tax: [text box]

Use Tax: [text box]

Sales Tax Code: [text box]

Use Tax Code: [text box]

Freight: [text box]

Currency: USD

Category: M&E Cost Type: [dropdown]

Capitalization Status

To be Capitalized

Already Capitalized

Never Capitalize

Already Non Capitalized

Fund Code: 1

Organization: 400 Trust Organization

Program Code: 01

Sub-Cls: 200

Budget Year: 2002

Project/Grant: 01 State Funds

FNWOLTST | Acquisition Detail 1 | Update/Display All

State of Georgia
PeopleSoft Financial Accounting System Overview

Asset Accounting Entries

Manage Assets - Use - Asset Accounting Entries

File Edit View Go Favorites Use Process Inquire Report Help

List Detail Detail2

Unit: 40000 **Asset ID:** 00000877 projector **Status:** In Service

Asset Book
Book Name: GOVT GOVT FUND TYPE BOOK **Currency:** USD

Accounting Entry Lines

Account	Fund	Organization	Program	Sub-Cls	BY	Project/Grant	Trans Type
175001	1	400	01	200	2002	01	ADD
							Amount
Acctg Date							7,200.00
10/31/2001							
720001	1	400	01	200	2002	01	ADD
							Amount
Acctg Date							-7,200.00
10/31/2001							

List Up

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in AM on the Distribution Line table

The screenshot shows a query window titled "Untitled - Query" with a menu bar (File, Edit, View, Go, Favorites, Criteria, Help) and a toolbar. On the left is a tree view of fields including Record hierarchy, BUSINESS_UNIT, ASSET_ID, BOOK, DTTM_STAMP, FUND_CODE, DEPTID, PROGRAM_CODE, APPROPRIATION_NBR, BUDGET_YEAR, PROJECT_ID, ACCOUNT, and DISTRIBUTION_TYPE. The main area displays a table with the following data:

Unit	Asset ID	Trans Type	Book Name	Acct	Dist Type	Category	Amount	Journal
40000	00000877	ADD	GOVT	175001	FA	M&E	7200	AMADD42060
40000	00000877	ADD	GOVT	720001	AP	M&E	-7200	AMADD42060
40000	00000877	DPR	GOVT	176001	AD	M&E	-120	AMDEP74659
40000	00000877	DPR	GOVT	740001	DE	M&E	120	AMDEP74659

The status bar at the bottom indicates "Ready" and "Rows Fetched = 4".

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Adding Assets through the AP Interface

Because PeopleSoft integrates Payables, Purchasing, and Asset Management functions, these applications can send asset data directly from vouchers and receipts to help reduce data entry time. Once the data has been loaded into interface tables, agency users can review, approve, consolidate, and unitize asset information to make sure that the data is correct before the asset tables are updated.

PeopleSoft Path:

Go – Manage Assets Interface Asset Information – Use – Load Preview Financial

Accounting Entry:

Debit Fixed Asset
 Credit Contra Asset

AP Voucher

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Currency | Template Information | Status Summary | Comments | Assets

Unit: 41900 Voucher: 00045139 Group: Lines: 1 Balance: 0.00

ShortName: XEROX-001 Loc: 5 XEROX CORPORATION
 Vendor: 0000004794 1099 ONE CONCOURSE PARKWAY
 ATLANTA, GA 30328-5346

Terms: N00 Gross: 6,050.00 USD Use: 0.00
 Date: 03/05/2003 Sales: 0.00
 Invoice: TEST ASSET Freight: 0.00 VAT: 0.00

Amount	Item ID	Description	Quantity	UOM	Unit Price
6050.00		TEST ASSET INTERFACI	1.0000	EA	6050.00000

Amount	Asset	AM Unit	Profile ID	Asset ID	Quantity
6050.00	<input checked="" type="checkbox"/>	41900	EQ_OTHER	NEXT	1.0000

ChartFields | Statistics | Project

Asset Information Up

State of Georgia PeopleSoft Financial Accounting System Overview

Asset Interface

Interface Asset Information - Use - Load Preview - Financial

File Edit View Go Favorites Use Process Inquire Help

Financial Transactions

Interface ID: 6439 Line Num: 1 Auto Approval Status

PI ID: MC Defn ID:

Unit: 41900 Category: Cost: 6,050.00

Asset ID: NEXT Cost Type: Quantity: 1.0000

Book Name:

Organization: 3407000 Trans Code: Depr Amt:

Fund Code: A1 Load Type: FAD Proceeds:

Program Code: 01 Trans Date: 03/05/2003

Sub-Cls: 304 Acctg Date: 02/28/2003

Budget Year: 2003

Project/Grant: 11002050 Removal Cost:

Error Message:

Load Status

Pending Errored

Loaded Consolidated

Unitized Replaced

Financial Transactions Up

Depreciating Assets

The State of Georgia depreciation method is straight line. The current convention for depreciation calculation is following month. The Department of Audits changed the convention in July 2002 from mid month. This means any existing asset before 2002 will have a mid-month calculation and assets added after will use the following month calculation. See Section Four of the Accounting Procedures Manual for the State of Georgia on the Department of Audits website http://www2.state.ga.us/Departments/AUDIT/ppd/apm_rev3.pdf.

Viewing Depreciation: The asset depreciation Summary panel shows some basic depreciation parameters, the accumulated depreciation and the net book value of each asset. It also allows you to view Cost, Salvage Value, Accumulated Depreciation and Net Book Value for any fiscal year and accounting period.

PeopleSoft Path:

Go – Manage Assets – Use – Asset Depreciation

Accounting Entry:

Debit Depreciation Expenditure
Credit Accumulated Depreciation

State of Georgia PeopleSoft Financial Accounting System Overview

Depreciation Header

Manage Assets - Use - Asset Depreciation

File Edit View Go Favorites Use Process Inquire Report Help

Net Book Value | by Year | by Period

Unit: 40000 **Asset ID:** 00000877 projector **Status:** In Service

Book Name: GOVT GOVT FUND TYPE BOOK **Currency:** USD

In Service: 10/31/2001 **Begin Date:** 10/15/2001

Convention: MM Mid-Month **Depr Status:** Depreciate

Method: Strt Line **Life:** 60 periods

Schedule: **Percent:**

Depr Limit: **DB Percent:**

Net Book Value

As Of Fiscal Year: 2003 **Cost:** 7,200.00

and Accounting Period: 9 **Salvage:** 0.00

Accum Depr: 2,100.00

NBV: 5,100.00

Net Book Value Up

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in AM on the Distribution Line table

Unit	Asset ID	Trans Type	Book Name	Acct	Dist Type	Category	Amount	Journal
40000	00000877	ADD	GOVT	175001	FA	M&E	7200	AMADD42060
40000	00000877	ADD	GOVT	720001	AP	M&E	-7200	AMADD42060
40000	00000877	DPR	GOVT	176001	AD	M&E	-120	AMDEP74659
40000	00000877	DPR	GOVT	740001	DE	M&E	120	AMDEP74659

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Adjusting and Transferring Assets

There will be times when it will be necessary to make changes to an asset other than the changes you can make on the Asset Basic Information panels. Using the Asset Cost Adjust/Transfers panel group, you can adjust financial data, transfer an asset between organizational units within an agency, and maintain an audit trail of all transfers and adjustments.

Retiring and Reinstating Assets

In PeopleSoft Asset Management, assets are retired when they are either disposed of or no longer in use. When you retire an asset, Asset Management creates all the necessary journal entries. Gains and losses are booked to separate accounts, allowing for flexibility in updating general ledger journals and balances.

PeopleSoft Path:

Go – Manage Assets – Manage Assets – Use – Asset Retirements

Accounting Entry:

Debit Proceeds
Debit Accumulated Depreciation
Credit Fixed Asset
Credit Depreciation Expenditure
Dr/Cr Gain or Loss account accordingly

Journal Generator

To record the financial information associated with the processing of asset management, you must transfer that information to a General Ledger system. The Journal Generator is a process that converts accounting entries created in the Assets module into General Ledger journal entries. The journal entries created can then be transferred to the PeopleSoft General Ledger. To use the Journal Generator, your General Ledger must be set up to accept journal entries, and you must define the layout of those journal entries. The Assets module is linked to the General Ledger and the Journal Generator creates the summarized journal entries.

Accounting Entry:

Debit Fixed Asset
Credit Contra Asset
Debit Depreciation Expenditure
Credit Accumulated Depreciation

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in GL on the custom Journal Line History table (for archive data)

The screenshot shows a query window titled "Untitled - Query" with a menu bar (File, Edit, View, Go, Favorites, Criteria, Help) and a toolbar. On the left is a tree view of the database schema, including tables like BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, UNPOST_SEQ, JOURNAL_LINE, LEDGER, ACCOUNT, FUND_CODE, DEPTID, and PROGRAM_CODE. The main area displays a table with the following data:

Unit	Journal	Ledger	Acct	Descr	Sum Amount
40000	AMADD42060	GFAAG	175001	Machinery & Equipment	13400
40000	AMADD42060	GFAAG	720001	Equipment - Machinery & Equip	-13400
40000	AMDEP74659	GFAAG	172001	Accumulated Depreciation-Bldgs	-193.39
40000	AMDEP74659	GFAAG	176001	Accum Dep - Machinery & Equip	-6569.61
40000	AMDEP74659	GFAAG	740001	Depreciation Expense	6763

At the bottom of the window, it says "Ready" on the left and "Rows Fetched = 5" on the right.

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

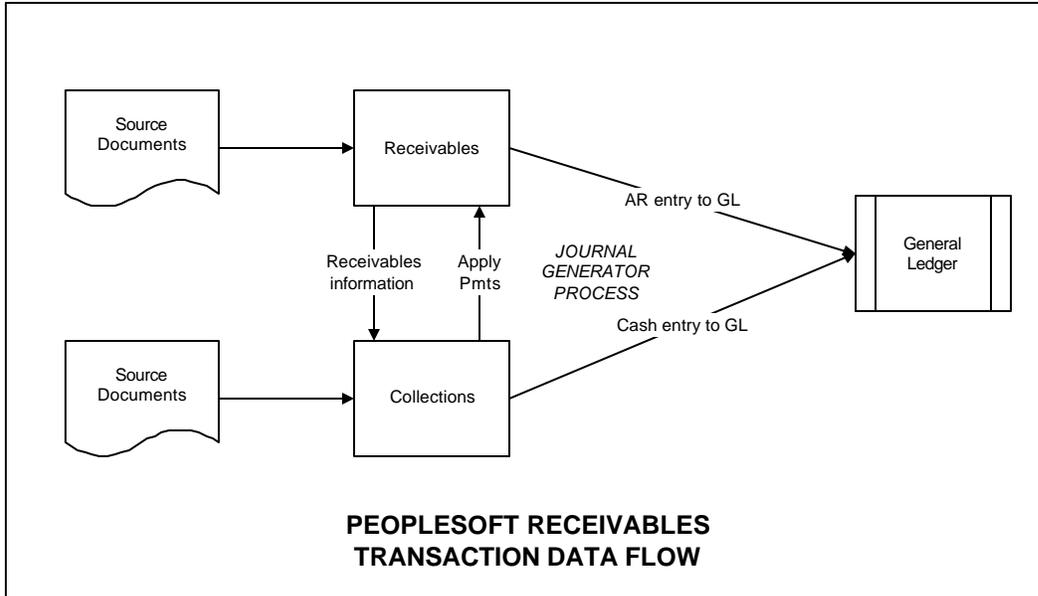
The Distribution Line table stores accounting line entries that are journal generated to the General Ledger.

Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
ASSET_ID	Char	8	Upper		Asset ID	Asset Identification
BOOK	Char	10	Upper		Book Name	Asset Book Name
DTTM_STAMP	DtTm	26	Scnds		Date/Time	Date/Time Stamp
FUND_CODE	Char	5	Upper		Fund	Fund Code
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
PROJECT_ID	Char	15	Upper		Pri/Grt	Project/Grant
ACCOUNT	Char	6	Upper		Acct	Account
DISTRIBUTION_TYPE	Char	2	Upper		Dist Type	Distribution Type
TRANS_TYPE	Char	3	Upper		Trans Type	Transaction Type
TRANS_IN_OUT	Char	1	Upper		In/Out	Transaction In/Out
TRANS_CODE	Char	5	Upper		Trans Code	Transaction Code
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
CATEGORY	Char	5	Upper		Category	Asset Category
COST_TYPE	Char	1	Upper		Cost Type	Cost Type
AFFILIATE	Char	5	Upper		Affl	Affiliate
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
AMOUNT	Sign	13.2			Amount	Amount
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
OPRID	Char	8	Mixed		Operator	Operator Id
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
LEDGER	Char	10	Upper		Ledger	Ledger
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
BUSINESS_UNIT_PC	Char	5	Upper		PC Unit	Business Unit
PC_DISTRIB_STATUS	Char	1	Upper		Status	PC Distribution Status
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
TXN_CURRENCY_CD	Char	3	Upper		Currency	Transaction Currency
TXN_AMOUNT	Sign	13.2			Tran Amt	Transaction Amount
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type

AR Module Overview

Accounts Receivables are liquid assets that are created every time your agency provides a service to its customers, or sells goods of any nature. A receivable represents an amount that a customer owes your agency. Receivables are usually short-term assets that are turned into cash within 30 to 90 days from the date of transaction.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Entering Receivables

The purpose of entering receivables in PeopleSoft is to track incoming funds, match payments to open items and Update customer balance information for your organization. An understanding of this monetary activity is critical to determining your organization's income received from licenses, fees, grants, products or services. Updated customer balances are used to aid in customer service.

PeopleSoft Path:

Go – Manage Sales Activities –Enter Receivables

Accounting Entry:

Debit Receivable (12XXXX – 14XXXX)
 Credit Revenue (4XXXXX)

Receivables Item Header

Enter Receivables - Use - Online Pending Item Entry

File Edit View Go Favorites Use Process Inquire Report Help

Group Control Pending Item 1 Pending Item 2 Pending Item 3 VAT Information Accountir

Group Unit: 40000 Group ID: 234

Acctg Date: 02/01/2003

Group Type: B Billings Control Currency: USD

Origin ID: MAN MANUAL Format Currency: USD

Totals		Control Data	
Control:	100.00 1	Received:	03/04/2003 Assign: CHCOTTR
Entered:	100.00 1	Entered:	03/04/2003 Operator: CHCOTTRE
Difference:	0.00 0	Post Date:	
Posted:	0.00 0		

Editing: Edited Not Edited

Balance: Balanced Not Balanced

Accounting Entries: Balanced Not Balanced

Posting Status: Not Posted Errors Complete

Posting Action: No Action Post Now Post Later

Group Control Up

State of Georgia PeopleSoft Financial Accounting System Overview

Receivables Line

Enter Receivables - Use - Online Pending Item Entry

File Edit View Go Favorites Use Process Inquire Report Help

Group Control Pending Item 1 Pending Item 2 Pending Item 3 VAT Information Accountir

Group Unit: 40000 Group ID: 234

Acctg Date: 02/01/2003 As Of Date: 02/01/2003 Sequence: 1

Item ID: MARIE1 1

Customer: 40000 10101 DEFAULT DEFAULT DOAS

Amount: 100.00 USD Entry Type: IN Reason: 01001

AR Dist: R6013703

Rate Type: Exch Rate: 1.00000000 Posted

Terms: NET30 Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: Always Allow Discount

PO Ref: BOL: Order No:

Document: Contract:

Pending Item 1 Up

Receivables Distribution Code dropdown

Valid Values									
SetID	AR Dist	Descr	Acct	Fund	Org	Program	Sub-Cls	BY	Pri/Grt
40000	AR60137	New Distribution Code	122001	A1	40011102	60137		2000	01001
40000	AR6013701	New Distribution Code	122001	A1	40011102	60137		2001	01001
40000	AR6013702	New Distribution Code	122001	A1	40011102	60137		2002	01001
40000	AR6013703	New Distribution Code	122001	A1	40011102	60137		2003	01001
40000	ARINTG1	Integration RevEst Test	125001	A4	40014801	90048		2000	01001
40000	ARINTG101	Integration RevEst Test	125001	A4	40014801	90048		2001	01001
40000	ARINTG102	Integration RevEst Test	125001	A4	40014801	90048		2002	01001
40000	ARINTG103	Integration RevEst Test	125001	A4	40014801	90048		2003	01001
40000	ARINTG2	Integration RevEst Test	125002	A4	40014801	90101		2000	01001
40000	ARINTG201	Integration RevEst Test	125002	A4	40014801	90101		2001	01001
40000	ARINTG202	Integration RevEst Test	125002	A4	40014801	90101		2002	01001
40000	ARINTG203	Integration RevEst Test	125002	A4	40014801	90101		2003	01001

State of Georgia
PeopleSoft Financial Accounting System Overview

Query Results in AR on the Item Distribution table

Unit	Customer	Item ID	Acct	Amount	Journal
40000	10101	MARIE1	122001	100	ARB1859173
40000	10101	MARIE1	401001	-100	ARB1859173
40000	10101	MARIE1	101081	60	ARPY859176
40000	10101	MARIE1	122001	-60	ARPY859176

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Entering & Applying Payments

Customers make payments to your agency as compensation for services or products they have received from your agency. Your agency may receive payments directly from a customer and then forward those to the bank or a customer may send its payments directly to the bank on your behalf. A deposit is a collection of one or more payments. Deposits are entered into the system on a regular basis, usually daily. PeopleSoft Receivables deposits are recorded through two different methods: regular deposit or express deposit.

Applying payments is the process of associating a payment to item(s) that exists in the PeopleSoft Accounts Receivable system. Once a shipment is made or a service is performed, an invoice is prepared and sent to the customer. Based on the agreed upon terms, the customer remits a payment for the item(s). When the payment is received, it is entered into the system, and then applied to one or more unpaid items.

PeopleSoft Path:

Go – Manage Sales Activities – Apply Payments

Accounting Entry:

PAYMENT

Debit Cash or GFT (10XXXX or 196119)

Credit Receivable (12XXXX – 14XXXX)

MISC DEPOSIT

Debit Cash or GFT (10XXXX or 196119)

Credit Revenue (4XXXXXX)

EXPENSE CREDIT

Debit Cash (10XXXX)

Credit Expenditure (6XXXXXX – 7XXXXXX)

Labor Expenditure should be handled through payroll

DEBIT MEMO

Debit Receivable (12XXXX – 14XXXX)

Credit Revenue (4XXXXXX)

CREDIT MEMO

Debit Revenue (4XXXXXX)

Credit Receivable (12XXXX – 14XXXX)

Debit and Credit memos should be created against the original item

WRITE OFF

Debit Surplus (39XXXX)

Credit Receivable (12XXXX – 14XXXX)

State of Georgia
 PeopleSoft Financial Accounting System Overview

Collections Header

Apply Payments - Use - Regular Deposit Entry

File Edit View Go Favorites Use Process Inquire Report Help

Totals Payments Action

Unit: 40000 Deposit ID: 148

Acctg Date: 02/02/2003 Control Currency: USD
 Bank Code: 9000 Dummy Bank Format Currency: USD
 Bank Account: 8000 0040000 Rate Type: []
 Deposit Type: C Receipts Exch Rate: 1.00000000

Totals		
Control:	60.00	1
Entered:	60.00	1
Difference:	0.00	0
Posted:	0.00	0
Journalled:	0.00	0

Control Data

Received: 03/04/2003
 Entered: 03/04/2003
 Posted: []
 Assign To: CHCOTTRE
 Operator: CHCOTTRE

Totals Up

Collections Line

Apply Payments - Use - Regular Deposit Entry

File Edit View Go Favorites Use Process Inquire Report Help

Totals Payments Action

Unit: 40000 Deposit ID: 148 Deposit Status: Balanced

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exchange Rate
1	CK#MI	02/02/2003	60.00	USD	[]	1.00000000

Payment Predictor Journal Directly Range of References

ID/Unit: 10101 40000 DEFAULT DEFAULT

Name: Dept of Administrative Services

Remit From: 10101 40000

Corporate: 10101 40000

MICR ID: [] Link MICR

Reference: [] [] []

Payments Up

State of Georgia
PeopleSoft Financial Accounting System Overview

Query Results in AR on the Item Distribution table

Unit	Customer	Item ID	Acct	Amount	Journal
40000	10101	MARIE1	122001	100	ARBI859173
40000	10101	MARIE1	401001	-100	ARBI859173
40000	10101	MARIE1	101081	60	ARPY859176
40000	10101	MARIE1	122001	-60	ARPY859176

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Transferring Receivables

Transferring Receivables is the process of moving an item or a payment from one customer to another on your Receivables subsidiary ledger. The State of Georgia does not utilize the PeopleSoft Transfer Receivables functionality. However, when a transfer is needed for a receivable, the user must enter a credit to reverse the original transaction and set up a new receivable entry for the correct customer. When a payment is incorrectly applied, the user would enter a 'Negative Deposit' to reverse a payment incorrectly applied and reenter the payment to the correct customer. The State of Georgia does not permit the transfer of items or payments between business units. All transfers must be made within the same business unit. Transferring items or payments between customers transfers the recognized or the collected revenue as well.

PeopleSoft Path:

Go – Manage Sales Activities – Enter Receivables or Apply Payments

Receivable Update

The accounts receivable process includes entering pending items, payments, and adjustments into the PeopleSoft Receivables system, and applying them to customer accounts. When these Pending items are received and entered, they are updated to customer accounts by running through a process called Receivable Update. This process can also create the accounting entries within the subsidiary ledger. Eventually, these entries are posted to the General Ledger, via the Journal Generator. The Update to customer accounts and the posting process to the subsidiary ledger is called Receivable Update in PeopleSoft Receivables.

PeopleSoft Path:

Go – Manage Sales Activities – Enter Receivables (Batch Process)

Journal Generator

To record the financial information associated with the processing of accounts receivable you must transfer that information to a General Ledger system. The Journal Generator is a process that converts accounting entries created in the Receivables module into General Ledger journal entries. The journal entries created can then be transferred to the PeopleSoft General Ledger. To use the Journal Generator, your General Ledger must be set up to accept journal entries, and you must define the layout of those journal entries. The Receivables module is linked to the General Ledger and the Journal Generator creates the summarized journal entries.

Accounting Entry :

Debit Receivable (12XXXX – 14XXXX)
Credit Revenue (4XXXXX)
Debit Cash or GFT (10XXXX or 196119)
Credit Receivable (12XXXX – 14XXXX)

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in GL on the Journal Line table

Unit	Journal	Ledger	Acct	Descr	Sum Amount
40000	ARBI859173	ACTUALS	122001	Fed Receivables - Direct	100
40000	ARBI859173	ACTUALS	401001	Appropriation Allotment	-100
40000	ARBI859173	FEDSACTUAL	122001	Fed Receivables - Direct	100
40000	ARBI859173	FEDSACTUAL	401001	Appropriation Allotment	-100
40000	ARBI859173	GAAPACTUAL	122001	Fed Receivables - Direct	100
40000	ARBI859173	GAAPACTUAL	401001	Appropriation Allotment	-100
40000	ARPY859176	ACTUALS	101081	Cash OP First Union 2	60
40000	ARPY859176	ACTUALS	122001	Fed Receivables - Direct	-60
40000	ARPY859176	FEDSACTUAL	101081	Cash OP First Union 2	60
40000	ARPY859176	FEDSACTUAL	122001	Fed Receivables - Direct	-60
40000	ARPY859176	GAAPACTUAL	101081	Cash OP First Union 2	60
40000	ARPY859176	GAAPACTUAL	122001	Fed Receivables - Direct	-60

Ready Rows Fetched = 12

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

State of Georgia
 PeopleSoft Financial Accounting System Overview

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

The Item Distribution table records both AR Items (Receivables) and Payments sent to the General Ledger through the journal generator process.

ITEM_DST (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
CUST_ID	Char	15	Upper		Customer	Customer ID
ITEM	Char	22	Upper		Item ID	Item ID
ITEM_LINE	Nbr	3			Line	Item Line
ITEM_SEQ_NUM	Nbr	2			Sequence	Item Sequence Number
DST_SEQ_NUM	Nbr	3			Line	Distribution Sequence
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
ACCOUNT	Char	6	Upper		Acct	Account
FUND_CODE	Char	5	Upper		Fund	Fund Code
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
PROJECT_ID	Char	15	Upper		Pri/Grt	Project/Grant
AFFILIATE	Char	5	Upper		Affl	Affiliate
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
LINE_DESCR	Char	30	Mixed		Line Descr	Journal Line Description
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
SYSTEM_DEFINED	Char	1	Upper		Line Type	System Defined Line
BUSINESS_UNIT_PC	Char	5	Upper		PC Unit	Business Unit
ACTIVITY_ID	Char	15	Upper		Activity	Activity ID
PC_DISTRIB_STATUS	Char	1	Upper		Status	PC Distribution Status
ANALYSIS_TYPE	Char	3	Upper		An Type	Resource Analysis Type
RESOURCE_TYPE	Char	5	Upper		Res Type	Resource Type
RESOURCE_CATEGORY	Char	5	Upper		Category	Resource Category
RESOURCE_SUB_CAT	Char	5	Upper		SubCat	Resource SubCategory
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
LEDGER	Char	10	Upper		Ledger	Ledger
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
USER1	Char	1	Upper		User 1	User 1
USER2	Char	1	Upper		User 2	User 2
USER3	Char	1	Upper		User 3	User 3
USER4	Char	1	Upper		User 4	User 4
USER5	Char	1	Upper		User 5	User 5

State of Georgia
 PeopleSoft Financial Accounting System Overview

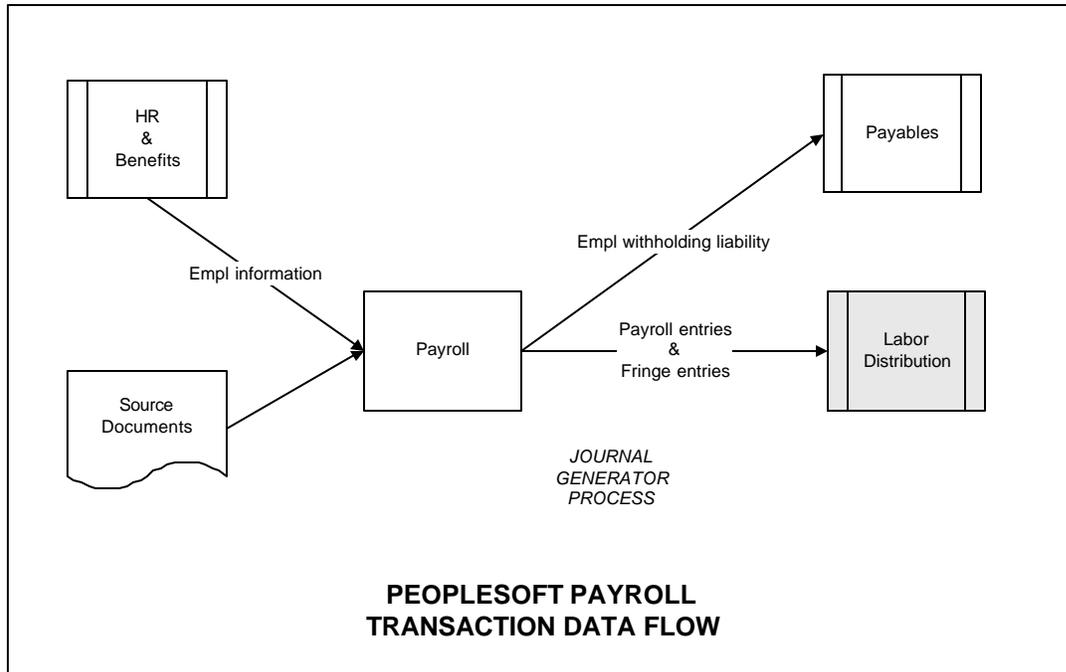
The Payment Miscellaneous Distribution table is used to record Direct Journal AR entries (misc. receivables) to the General Ledger

PAY_MISC_DST (Record)						
Field Name	Type	Len	Format	H	Short Name	Long Name
DEPOSIT_BU	Char	5	Upper		Unit	Deposit Unit
DEPOSIT_ID	Char	15	Upper		Deposit ID	Deposit ID
PAYMENT_SEQ_NUM	Nbr	5			Seq	Payment Sequence
DST_SEQ_NUM	Nbr	3			Line	Distribution Sequence
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
ACCOUNT	Char	6	Upper		Acct	Account
FUND_CODE	Char	5	Upper		Fund	Fund Code
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
PROJECT_ID	Char	15	Upper		Pri/Grnt	Project/Grant
AFFILIATE	Char	5	Upper		Affl	Affiliate
STATISTICS_CODE	Char	3	Upper		Stat	Statistics Code
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
CF_EDIT_STATUS	Char	1	Upper		CF Edit	Chartfield Combo Edit Status
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
LINE_DESCR	Char	30	Mixed		Line Descr	Journal Line Description
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
CUR_RT_TYPE	Char	5	Upper		Rate Type	Exchange Rate Type
CUR_EXCHNG_RT	Nbr	7.8			Exch Rate	Exchange Rate
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
BCM_LINE_STATUS	Char	2	Upper		BCM Status	Budget Checking Line Status
SYSTEM_DEFINED	Char	1	Upper		Line Type	System Defined Line
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
LEDGER	Char	10	Upper		Ledger	Ledger

Payroll Module Summary

PeopleSoft Payroll is located in the HRMS database, and allows you to update existing payroll data, calculate payroll, create paychecks and report on all aspects of the payroll data.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Maintain Payroll Data

Maintain Payroll Data U.S. contains employee-specific data that is used by payroll processes to create paychecks. You can make updates to payroll-specific data such as additional pay, employee taxes and deductions.

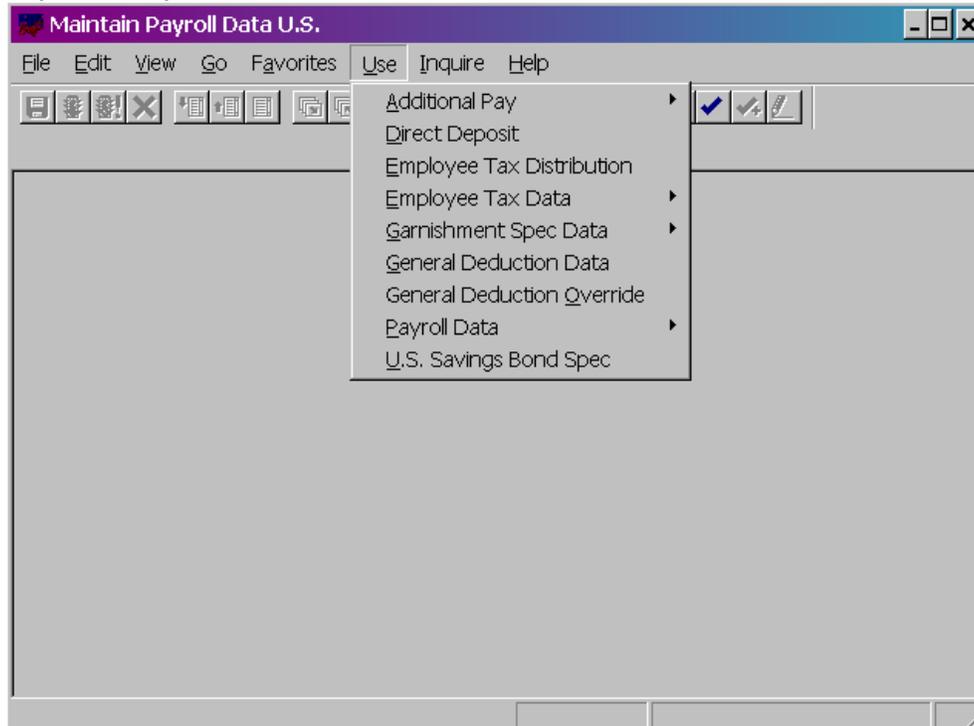
PeopleSoft Path:

Go – Compensate Employees – Maintain Payroll Data U.S.

Accounting Entry:

NONE

Payroll Entry



Manage Payroll Process

The Manage Payroll Process panel encompasses the way in which PeopleSoft combines and interprets payroll information to create paychecks. It includes how to process paychecks from updating employee hours, to calculating and printing paychecks, to generating payroll reports.

PeopleSoft Path:

Go – Compensate Employees – Manage Payroll Process U.S.

Accounting Entry :

NONE

Accounting entries are not made until Labor Distribution ‘releases’ the payroll

Paycheck Summary

Manage Payroll Process U.S. - Inquire - Pay Check Summary

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Help

Pay Check Summary

ID: Off Cycle ?

Company: 816 Pay Group: MH1 End Date: 01/31/2003 Empl Rcd#: 1 Sep Chk #: 1

Check #	Form Id	Earnings	Taxes	Deductions	Net Pay
798	816CK	187.50	2.72	14.06	170.72

Earnings				Deductions		
Reg:	Hours	Earnings	Begin/End Dates	Code	Class	Amount
OT:	30.00	187.50	01/01/2003	GDCT	After-Tax	14.06
Reg Ern:			01/31/2003			

Other Earnings

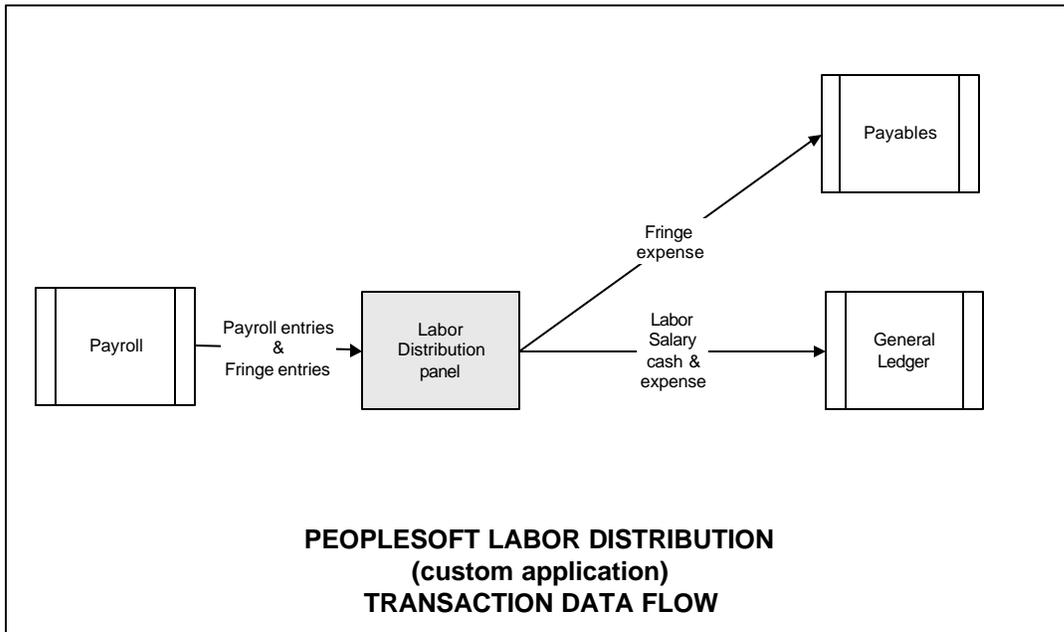
State	Tax Entity	Res	Tax Class	Tax Amount	Taxable Gross
	US Federal		FICA - MHI	2.72	187.50
	US Federal		Withholding		187.50

Pay Check Summary Up

Labor Distribution Module Summary

The PeopleSoft Labor Distribution Module is a custom module created to meet specific State of Georgia needs for payroll processing. Due to the fact that the State does not pay on a lag, this system was necessary to allow agencies time to review the payroll entries before sending the entries to the General Ledger and Accounts Payable. The module provides time sheet distribution and labor Expenditure correction capabilities and also provides interfaces to the General Ledger and Account Payables modules.

Data Flow Diagram & System Integration Points



Key Transactional Processes

Input Distribution/Correction Changes

This process is accomplished by the user via the Labor Distribution panel.

PeopleSoft Path:
Go – Labor Distribution – Use – Labor Distribution

Accounting Entry:

NONE

Labor Distribution

Business Unit: 81600 **Check #:** 798 **Off Cycle?:** N **Page#:** 2
Pay Period End Date: 01/31/2003 **Check Date:** 02/28/2003 **Line#:** 6
EmpID: **Position:** 00142295 **Separate Check:** 0
Name: **Pay Group:** MH1

Payroll Data
Earn Code/Seq.: RGH / 1 **Amount:** 187.50 **Hours:** 30.00
Distribution Processed: N **Project/Grant:** 60001 **Account:** 513001
Org: 8169800001 **Program:** 60001 **Fund:** A1 **Sub-Cls:** 884

Labor Changes
Select All Earnings for Check?:
 Correct Chartfields
 Distribute by percentage
 Distribute by hours
Project/Grant: 60001 **Acct:** 513001
Org: 8169800001 **Program:** 60001 **Fund:** A1 **Sub-Cls:** 884

State of Georgia
PeopleSoft Financial Accounting System Overview

AP Voucher Header for Fringe Expenditure

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment

Unit: 81600 Voucher: 00001855 Group: Lines: 1 Balance: 0.00

ShortName: INTERNALRE-018 Loc: 1 INTERNAL REVENUE SERVICE-WITHOLDINGS
 Vendor: 0000000690 1099 P O BOX 47721
 ATLANTA, GA 30362

Terms: N30 Gross: 188.57 USD Use: 0.00
 Date: 01/31/2003 Sales: 0.00
 Invoice: 8162003JAN31MI Freight: 0.00 VAT: 0.00

Contract ID: Go To
 Match Mgr. Match Errors

Invoice Header Information Up

AP Voucher Line for Fringe Expenditure

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment

Unit: 81600 Voucher ID: 00001855 Group: Balance: 0.00

3rd Party Payment Distribute by: Amt

Amount	Item ID	Description	Quantity	UOM	Unit Price
188.57		Line Desc			

Amount	Quantity	Account	Fund	Org	Program Code	
1 59.75		514001	A1	81698000	60001	
Sub-Cls	BY	Project				
384	2003	60001				
SpeedChart	Asset	Stat	Proj	GL Unit	Rate	OpenItem
				81600	1.0000000	

Amount	Quantity	Account	Fund	Org	Program Code	
2 128.82		514002	A1	81698000	60001	
Sub-Cls	BY	Project				
384	2003	60001				
SpeedChart	Asset	Stat	Proj	GL Unit	Rate	OpenItem
				81600	1.0000000	

Line Information and Charges Up

**State of Georgia
PeopleSoft Financial Accounting System Overview**

Query Results in Labor on the custom Labor Accounting Line table

The screenshot shows a query window titled "Untitled - Query" with a menu bar (File, Edit, View, Go, Favorites, Criteria, Help) and a toolbar. On the left is a tree view of database tables and fields. The main area displays a table with the following data:

Unit	ID	Acct	Descr	Sum Amount	Journal
81600		101423	Cash PR Citizens Bank & Trust	-170.72	LD01859188
81600		196050	Clearing Acct-PR WH (Distrib)	-16.78	LD01859188
81600		196051	Clearing Acct-PR WH (Undist)	16.78	LD01859188
81600		215002	Retire-GA Defined Cont-WH	-14.06	LD01859188
81600		215020	FICA-Medicare-WH	-2.72	LD01859188
81600		513001	Temporary/Casual Labor	187.5	LD01859188

At the bottom of the window, it says "Ready" on the left and "Rows Fetched = 6" on the right.

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

Release Labor Expenditure

This process requires that the user notify the FS Labor Distribution staff which business unit, pay end date, pay group, and frequency is ready to be released for subsequent processes.

PeopleSoft Path:

Go – Labor Distribution – Process – Release Labor

Accounting Entry :

NONE

Internal Labor Processing

This process identifies the Release Process of data in the Labor Module to insure that processing and interfaces to the A/P and General Ledger Module are complete and timely. It also ensures that Labor is posted to the correct accounting period.

PeopleSoft Path:

Go – Labor Distribution – Use – Release Labor

Accounting Entry :

Accounts Payable:

Employer Liabilities

Debit Expenditure (514xxx-516xxx)

Credit Liability (215530)

General Ledger:

Salary Expenditure

Debit Expenditure (510000-513001)

Credit Payroll Cash (101301-101420)

Credit Clearing Account (196050)

Withholding liabilities

Debit Clearing Account (196051)

Credit Liability (215000-215325)

State of Georgia
 PeopleSoft Financial Accounting System Overview

Query Results in GL on the Journal Line table

Unit	Journal	Ledger	Acct	Descr	Sum Amour
81600	LD01859188	ACTUALS	101423	Cash PR Citizens Bank & Trust	-7990.12
81600	LD01859188	ACTUALS	196050	Clearing Acct-PR WH (Distrib)	-1406.02
81600	LD01859188	ACTUALS	196051	Clearing Acct-PR WH (Undist)	1406.02
81600	LD01859188	ACTUALS	215002	Retire-GA Defined Cont-WH	-531.89
81600	LD01859188	ACTUALS	215020	FICA-Medicare-WH	-128.82
81600	LD01859188	ACTUALS	215021	FICA-OASDI-WH	-59.75
81600	LD01859188	ACTUALS	215025	Federal Income Tax-WH	-476.16
81600	LD01859188	ACTUALS	215028	State Income Tax-WH	-209.4
81600	LD01859188	ACTUALS	510003	Other Supplemental Pay	828
81600	LD01859188	ACTUALS	513001	Temporary/Casual Labor	8568.14
81600	LD01859188	GAAPACTUAL	101423	Cash PR Citizens Bank & Trust	-7990.12
81600	LD01859188	GAAPACTUAL	196050	Clearing Acct-PR WH (Distrib)	-1406.02
81600	LD01859188	GAAPACTUAL	196051	Clearing Acct-PR WH (Undist)	1406.02
81600	LD01859188	GAAPACTUAL	215002	Retire-GA Defined Cont-WH	-531.89
81600	LD01859188	GAAPACTUAL	215020	FICA-Medicare-WH	-128.82
81600	LD01859188	GAAPACTUAL	215021	FICA-OASDI-WH	-59.75
81600	LD01859188	GAAPACTUAL	215025	Federal Income Tax-WH	-476.16
81600	LD01859188	GAAPACTUAL	215028	State Income Tax-WH	-209.4
81600	LD01859188	GAAPACTUAL	510003	Other Supplemental Pay	828
81600	LD01859188	GAAPACTUAL	513001	Temporary/Casual Labor	8568.14

NOTE: THIS QUERY IS USED FOR DEMONSTRATIVE PURPOSES ONLY TO SHOW THE UNDERLYING ACCOUNTING ENTRY IN THE SYSTEM. IT IS NOT A PUBLIC QUERY THAT CAN BE RUN BY USERS.

State of Georgia
PeopleSoft Financial Accounting System Overview

Main Accounting Line Table Definitions

The table (record) definitions shown are not available to users. They are shown for educational purposes only.

The DX Labor Distribution Accounting Line table stores accounting line entries that are journal generated to the General Ledger. This is a custom table not delivered by PeopleSoft.

Field Name	Type	Len	Format	H	Short Name	Long Name
BUSINESS_UNIT	Char	5	Upper		Unit	Business Unit
ACCOUNTING_DT	Date	10			Acctg Date	Accounting Date
EMPLID	Char	11	Upper		ID	EmplID
CHECK_NBR	Char	30	Upper		Check No	Check Number
DX_COMPONENT_CD	Char	6	Upper		Component	Component Code
SEQUENCE_NBR	Nbr	2			Sequence	Sequence Number
DX_PROGRAM_SEQNUM	Nbr	3			Seq Nbr	Sequence
DEPTID	Char	10	Upper		Org	Organization
PROGRAM_CODE	Char	5	Upper		Program	Program Code
APPROPRIATION_NBR	Char	5	Upper		Sub-Cls	Sub-Classification
PROJECT_ID	Char	15	Upper		Pri/Grt	Project/Grant
FUND_CODE	Char	5	Upper		Fund	Fund Code
ACCOUNTING_PERIOD	Nbr	3			Period	Accounting Period
APPL_JRNL_ID	Char	10	Upper		Template	Journal Template
BUSINESS_UNIT_GL	Char	5	Upper		GL Unit	General Ledger Unit
CURRENCY_CD	Char	3	Upper		Currency	Currency Code
DST_USE	Char	3	Upper		Use	Distribution Type
FISCAL_YEAR	Nbr	4			Year	Fiscal Year
FOREIGN_CURRENCY	Char	3	Upper		Currency	Foreign Currency Code
GL_DISTRIB_STATUS	Char	1	Upper		Status	Distribution Status
JOURNAL_ID	Char	10	Upper		Journal	GL Journal ID
JOURNAL_DATE	Date	10			Date	Journal Date
LEDGER	Char	10	Upper		Ledger	Ledger
LEDGER_GROUP	Char	10	Upper		Ledger Grp	Ledger Group
PROCESS_INSTANCE	Nbr	10			Instance	Process Instance
MONETARY_AMOUNT	Sign	13.2			Amount	Monetary Amount
FOREIGN_AMOUNT	Sign	13.2			Amount	Foreign Amount
STATISTIC_AMOUNT	Sign	13.2			Stat Amt	Statistic Amount
JRNL_LN_REF	Char	10	Upper		Ref	Journal Line Reference
DESCR	Char	30	Mixed		Descr	Description
BUDGET_YEAR	Char	4	Upper		BY	Budget Year
AFFILIATE	Char	5	Upper		Affl	Affiliate
ACCOUNT	Char	6	Upper		Acct	Account
PAY_END_DT	Date	10			End Date	Pay Period End Date
FREQUENCY	Char	1	Upper		Frequency	Frequency
PAYGROUP	Char	3	Upper		Group	Pay Group
RUN_ID	Char	25	Upper		Run ID	Run ID