



TeamWorks  
Financials 9.1  
Upgrade

# Financials Delta Document



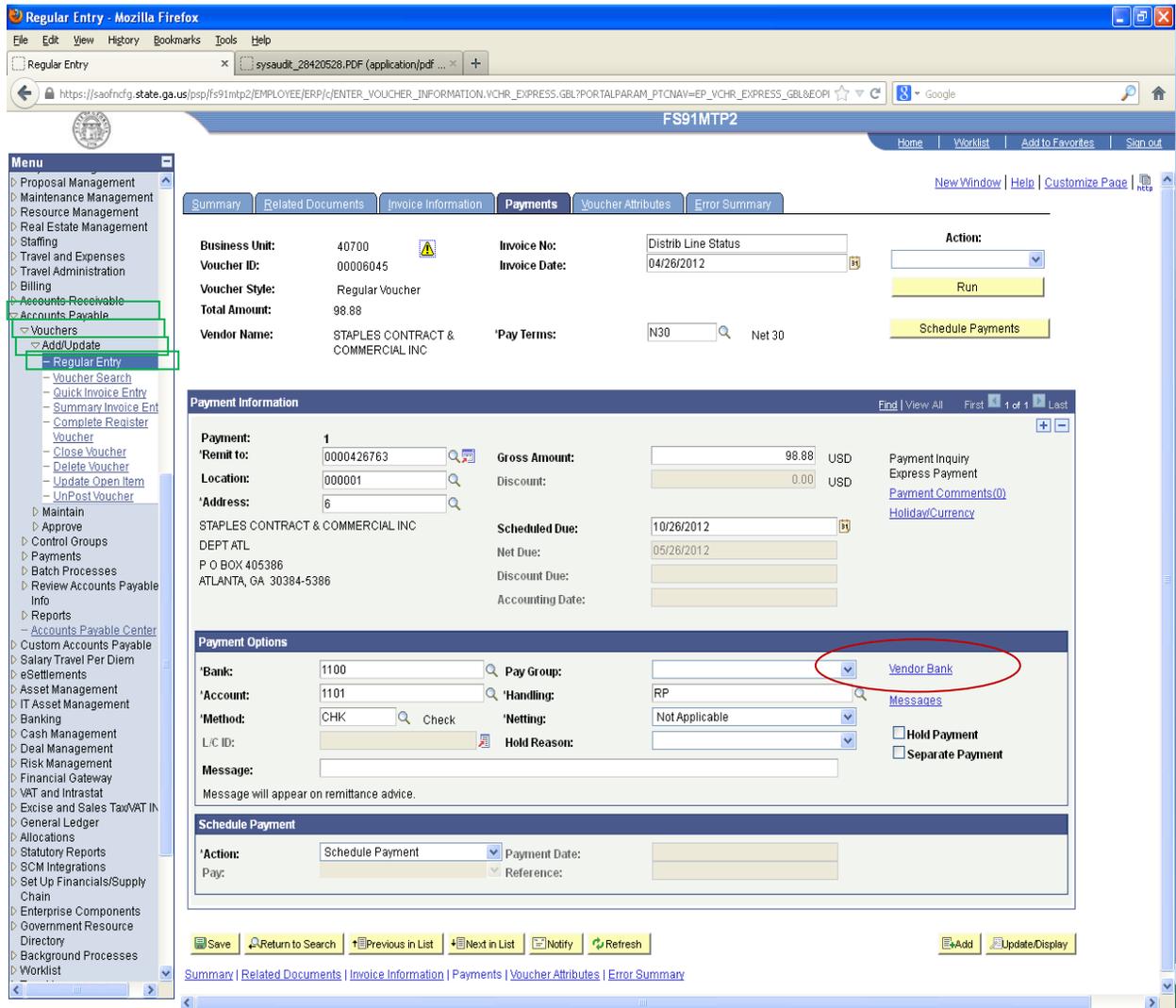
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# ACCOUNTS PAYABLE

## Bank Account Information

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



- Enables the user to see Bank ID displayed on the Voucher Payment page. This enhancement will save navigation time from an end-user perspective
- Ability to use a link to go to Vendor Bank information as opposed to opening a new window and navigating.

# Book to Bank

Navigation: Banking > Reconcile Statements > Book to Bank Reconciliation

**Book to Bank Reconciliation Details**

**Reconciliation Parameters**

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
061000052	003344861318	USD	46500	USD
Statement ID	Statement Date	Begin Date	End Date	
12621	08/31/2011	08/01/2011	08/31/2011	
Primary Ledger	Fiscal Year	Accounting Period		
ACTUALS	2012	2		

**Reconciliation Data**

<b>Bank Statement Balance:</b>	0.00	<b>Ledger Balance:</b>	0.00
<b>Payments in Transit:</b>	0.00	<b>Unbooked Fees and Interest:</b>	0.00
<b>Deposits in Transit:</b>	0.00	<b>Unbooked Payments:</b>	0.00
<b>GL Adjustments:</b>	-331,208.44	<b>Bank Adjustments:</b>	0.00
<b>Bank Adjustments Subtotal:</b>	-331,208.44	<b>GL Adjustments Subtotal:</b>	0.00
<b>Total Adjusted Bank Balance:</b>	-331,208.44	<b>Total Adjusted Ledger Balance:</b>	0.00
<b>Book to Bank Difference:</b>	-331,208.44	<b>Confirm</b> <b>Report</b> <b>Report Type</b> XML Publisher	

[Return to previous page](#)

**Book to Bank Status**

Status: Confirmed    User ID: QB132B4    DateTime: 09/09/2011 11:44AM

[Event Log](#)

**Save** **Notify**

- Functionality to include transactions from the Expenses module through Payables. To improve performance of this high-volume process, we plan to rebuild the Book-to-Bank process in Application Engine
- An online page now provides users with the ability to review book and bank reconciliation check points.

## Recurring Voucher Details

Navigation: *Procurement Contracts > Reports > Recurring Voucher Details*

The screenshot shows a web browser window titled "Recurring Voucher Details - Mozilla Firefox". The address bar displays the URL: [https://saofndg.state.ga.us/psp/fs91mtp2/EMPLOYEE/ERP/cjADMINISTER\\_CONTRACTS.RUN\\_POY1052.GBL?PORTALPARAM\\_PTCNAV=EP\\_RUN\\_POY1052\\_GBL&OPR.SCNODE](https://saofndg.state.ga.us/psp/fs91mtp2/EMPLOYEE/ERP/cjADMINISTER_CONTRACTS.RUN_POY1052.GBL?PORTALPARAM_PTCNAV=EP_RUN_POY1052_GBL&OPR.SCNODE). The page header includes "FS91MTP2" and navigation links for "Home", "Worklist", "Add to Favorites", and "Sign out".

The main content area is titled "Recurring Voucher Details". It features a "Run Control ID" dropdown set to "GB\_TEST" and a "Run" button. Below this is a "Language" dropdown set to "English" and a "Report Manager" link. A "Report Request Parameters" section contains a "SetID" field with the value "40700" and a search icon, and a "Contract ID" field with a search icon.

At the bottom of the page, there are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Display".

A sidebar menu on the left lists various system functions, with "Recurring Voucher Details" highlighted in green. The menu items include: Products, Promotions, Customer Contracts, Order Management, Pricing Configuration, Customer Returns, Items, Cost Accounting, Procurement Contracts, Contract Information, Reports, Contract Item Roll, Contract Load Interface, Master Contracts, Recurring Vouchers, Recurring Voucher Details, Order Contracts, Internal Order Contract, Non-Contracted Items, Contract Expiration, Activities Report, Contract Summary Report, Dispatch Notice of Award, Manage Master Contracts, Add/Update Contracts, Create Contract Release, Dispatch Contracts, Stage Contract POS, Create Contract Alert, Workflow, Purchasing, Inventory, eProcurement, Services Procurement, Sourcing, Engineering, Manufacturing Definitions, Production Control, Configuration Modeler, Product Configurations, Quality, Inventory Policy Planning, Supply Planning, Grants, Program Management, Project Costing, Proposal Management, Maintenance Management, Resource Management, Real Estate Management, Staffing, Travel and Expenses, Travel Administration, and Other.

- Provides search criteria to include contract information such as contract ID, contract line number, and so on, to enhance the user experience and reduce the back and forth navigation between Payables and Procurement applications

## Vendor Controls

Navigation: Set Up Financials/Supply Chain > Product Related > Vendors > Set Controls-Vendor

**Vendor Set Control**

SetID: STATE State SetID

**Autonumbering**  
 Use Autonumbering  
 Last Vendor ID Assigned: 0000511733

**Duplicate Vendor Checking**  
 Check for duplicates at save

**Vendor Information Control**  
 \*Display Withholding Option: 1099  
 \*Display VAT Flag: Hide  
 Country: USA

**Field Options**

	Active	Inactive
*ID Type: Employee ID	Reject	Reject
*Vendor Name:	Warning	Warning
*Vendor Short Name:	Do Not Check	Do Not Check
*Address:	Do Not Check	Do Not Check
*Vendor Withholding TIN:	Warning	Warning
*Withholding Name:	Do Not Check	Do Not Check
*VAT Registration:	Do Not Check	Do Not Check

**Processing Options**  
 \*Vendor CL Load: Do Not Check

**Vendor Name History**  
 Vendor Name History  
 day(s) ahead of time: 0

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

- Provides the ability to track changes made to the Vendor Short Name, Vendor Name, the time and date the changes were made and the individual who made the changes to the Vendor record.
- Gives ability to track vendor name change history through delivered pages as opposed to enabling audits.
- Provides the option to use the vendor address, city and state as part of the duplicate vendor validation process for both online additions and batch processes.
- Adds ability to perform duplicate vendor checking using vendor address. Adds ability to decipher if you want to perform check on Active or Inactive vendors or both.

## Workflow

Navigation: Enterprise Components > Approvals > Approvals > Approval Process Setup

The screenshot shows the 'Approval Process Setup' application in Mozilla Firefox. The browser address bar displays the URL: [https://saofncfg.state.ga.us/psp/fs91mtp2/EMPLOYEE/ERP/cj/EOAW\\_APPROVAL\\_WORKFLOW.EOAW\\_PRCS.GBL?POR.TALPARAM\\_PTCNAV=EOAW\\_PRCS&OPR.SCNODE=ERP8](https://saofncfg.state.ga.us/psp/fs91mtp2/EMPLOYEE/ERP/cj/EOAW_APPROVAL_WORKFLOW.EOAW_PRCS.GBL?POR.TALPARAM_PTCNAV=EOAW_PRCS&OPR.SCNODE=ERP8). The application title is 'Approval Process Setup - Mozilla Firefox'. The main content area is titled 'include requester' and displays a list of stages for '40700 AP Workflow'. Each stage has a table of steps and approvers.

Stage Number	Description	Level
1	40700 AP Workflow	Header

Stage Number	Description	Level
1	Route to Director of 6180101	Header

Description	Approver User List	Details	Criteria
1 Route to Director of 6180101	APWORKFLOW_40700_6180101		
2 Chief Accounting Officer > 5K	APWORKFLOW_40700_CAO		

Stage Number	Description	Level
1	Route to Director of 6180103	Header

Description	Approver User List	Details	Criteria
1 Route to Director of 6180103	APWORKFLOW_40700_6180103		
2 Chief Accounting Officer > 5K	APWORKFLOW_40700_CAO		

Stage Number	Description	Level
1	Route to Director of 6180104	Header

Description	Approver User List	Details	Criteria
1 Route to Director of 6180104	APWORKFLOW_40700_6180104		
2 Chief Accounting Officer > 5K	APWORKFLOW_40700_CAO		

Stage Number	Description	Level
1	Route to Director of 6180106	Header

Description	Approver User List	Details	Criteria
1 Route to Director of 6180106	APWORKFLOW_40700_6180106		
2 Chief Accounting Officer > 5K	APWORKFLOW_40700_CAO		

At the bottom of the application, there is a toolbar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

- Provides Approval Framework for voucher processing and vendor approval. The Approval Framework is a graphical tool supporting configurable rules, delegation and parallel approval streams to support changing regulatory and organization policies.
- Easier more user definable workflow criteria than using the traditional Tools derived workflow.

## Copy Down Box

Navigation: *Accounts Payable>Vouchers> Add/Update > Regular Entry*

The screenshot shows the Oracle PeopleSoft Financials Production interface. The main window is titled "Regular Entry" and contains several sections:

- Advanced Vendor Search:** Includes fields for Control Group, Invoice Lines, Currency (USD), Miscellaneous, and Freight. A "Calculate" button is present.
- \*Pay Terms:** Set to N30.
- Basis Date Type:** Set to Inv Date.
- Copy From Source Document:** Fields for PO Unit, PO Number, and Copy From (set to None).
- Invoice Lines:** A table with columns for Line, Item, Unit Price, Line Amount, Description, and Quantity. Line 1 is selected, showing a unit price of 6,267.12000 and a quantity of 1.0000. The description is "Install Cable, Telephone lines".
- Distribution Lines:** A table with columns for GL Chart, Exchange Rate, Line, PO Percent, Percent, Merchandise Amt, Quantity, \*GL Unit, Account, Openitem, \*Fund, \*Dept, and \*Func Src. The first row is selected, and the "Copy Down" checkbox is highlighted in a red circle.

GL Chart	Exchange Rate	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	*Fund	*Dept	*Func Src
		1	100.0000	100.0000	6,267.12	1.0000	41900	872001		10100	4195736771	01

**Copy down Box:** Select the check box on a distribution line and click the Insert Row button to copy that line's General Ledger business unit and ChartField values to new distribution lines.

- If multiple distribution lines are selected, the system will issue a warning and arbitrarily select the ChartField values from one of the selected lines to populate the new lines.
- If no line is selected, only the default General Ledger business unit will be populated.

# ACCOUNTS RECEIVABLE

## Customer Collections Workbench:

**Navigation:** *Accounts Receivable > Customer Accounts > Collections Workbench*

- The Customer Collections workbench is new for 9.1. It provides a central point for users to review actions items, analyze customer data, and perform various actions. However, you may navigate the old menu path as well.

The screenshot displays the 'Collections Workbench' web application. The browser address bar shows the URL: `https://saofncfg1.state.ga.us/psp/fs91mtp3/EMPLOYEE/ERP/c/COLLECT_RECEIVABLES_COLLECTION_WKBNCH.GBL?PORTALPARAM...`. The application header includes 'FS91MTP3' and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various system functions, with 'Accounts Receivable' and 'Collections Workbench' highlighted. The main content area is titled 'Collections Workbench' and features search filters for SetID, Unit, Customer, and SubCust. Below the filters are sections for 'Action List', 'Customer Details' (including Bill To Address, City, State, and various financial metrics like Balance and Past Due), 'Credit Profile' (with tabs for Payments, Items, Conversations, etc.), and a 'Breakdown Balances' table. The table shows a single entry for 'National Mentor Healthcare, Inc.' with a balance of 300,000.00 USD.

## Worksheet Application Detail View

**Navigation:** *Accounts Receivable > Payments > Apply Payments > Create Worksheet*  
*(Worksheet Application link, then Add with Detail)*

- The copy feature is now available on the worksheet payment application even for items that are not 'selected'.

The screenshot shows a web browser window displaying the 'Worksheet Application Detail View' for a payment application. The browser's address bar shows the URL: `https://ssoadncfg1.state.ga.us/psp/fs91mtp3/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.TScript_AppHP?pt_fname=EPAR_APPLY_PAYMENT538FolderPath=PORTAL_ROOT`. The page title is 'Worksheet Application Detail View'. The main content area displays application details for a payment, including fields for Deposit Unit (40700), Payment ID (888), and Pay Seq (1). A 'Copy' button is visible next to the 'Item Detail' section. The left sidebar contains a menu with 'Apply Payments' and 'Create Worksheet' highlighted.

**Worksheet Application Detail View**

Deposit Unit: 40700 Deposit ID: UAT-APPLY Payment ID: 888 Pay Seq: 1 Currency: USD Accounting Date: 04/05/2013

**Item Detail** Find | View All First 4 of 4 Last

Selected

Sequence: 4 Document:

Payment Amount:  Currency:  Bill of Lading:  Due Date:

Item ID:  Contracts BU:  Acctg Date:

Item Line:  Contract:

Business Unit: 40700 Contract Line:  **Copy**

Customer ID: 00000001 National Mentor Healthcare, Inc. Order No:  **Write Off**

SubCustomer 1: DEFAULT PO Ref:  [Item Activity](#)

SubCustomer 2: DEFAULT Region Code:  [Add Conversation](#)

Entry Type:  Letter of Credit:  [Item in Other Groups](#)

Entry Reason:  Promotion Code:  [Additional Cust Information](#)

Discount:   Take Discount Merch Type:  [Currency Exchange Aid](#)

Sales Person: DEFAULT Credit Analyst: DEFAULT Claim Number:  [Revenue Distribution](#)

Sales Person 2:  Collector: DEFAULT Terms:

Broker ID:  AR Specialist: DEFAULT Location:

Deduction Reason:  Deduction Date:  VAT Transaction:

VAT Amount:

# Payment Worksheet Application

**Navigation:** Accounts Receivable > Payments > Apply Payments > Create Worksheet  
(Worksheet Application link, then click the Detail 5 tab)

- The payment worksheet now offers the ability to add disputed item information such as dispute reason code, disputed amount, and dispute date.

**Payment Worksheet Application**

Deposit Unit: 40700    Deposit ID: UAT-APPLY    Payment ID: 888    Payment Sequence: 1  
 Payment Accounting Date: 04/05/2013    Payment Currency: USD

**Item Action**  
 Entry Type: Pay An Item    Reason: [Search]

**Row Selection**  
 Choice: Select Range of Items    Range: [ ]    Go

**Item Display Control**  
 Display: All Items    Go

**Row Sorting**  
 Sort All By: Item    Go

**Item List**

View	Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Deduction Reason	Deduction Date	Dispute Reason	Dispute Date	Dispute Amount	Claim Number	Claim Date	Promotion Code	Merch Type	Reference
[Icon]	1		<input type="checkbox"/>	100,000.00	USD	40700-001			[Search]	[Search]	[Search]					01003
[Icon]	2		<input type="checkbox"/>	97,500.00	USD	ITEM1			[Search]	[Search]	[Search]					10101
[Icon]	3		<input type="checkbox"/>	100,000.00	USD	UAT407			[Search]	[Search]	[Search]					UAT
[Icon]	4		<input checked="" type="checkbox"/>						[Search]	[Search]	[Search]					

**Balance**

<b>Amount:</b>	1,234.00	<b>Remaining:</b>	1,234.00	<b>Unearned:</b>	0.00
<b>Selected:</b>	0.00	<b>Discount:</b>	0.00	<b>Earned:</b>	0.00
<b>Adjusted:</b>	0.00	<b>Write Off:</b>	0.00		

## Payment Worksheet Application (Continued)

**Navigation:** Accounts Receivable > Payments > Apply Payments > Create Worksheet  
(Worksheet Application link)

- There are some new 'Row Selection' criteria options on the payment worksheet application page.

**Payment Worksheet Application**

Deposit Unit: 40700    Deposit ID: UAT-APPLY    Payment ID: 888    Payment Sequence: 1  
 Payment Accounting Date: 04/05/2013    Payment Currency: USD

**Item Action**  
 Entry Type: Pay An Item    Reason:

**Item Display Control**  
 Display: All Items   

**Item List**

View	Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Deduction Reason	Deduction Date	Claim Number	Claim Date	Promotion Code	Merch Type	Reference
	1		<input type="checkbox"/>	100,000.00	USD	40700-001							01003
	2		<input type="checkbox"/>	97,500.00	USD	ITEM1							10101
	3		<input type="checkbox"/>	100,000.00	USD	UAT407							UAT
	4		<input checked="" type="checkbox"/>										

**Balance**

Amount:	1,234.00	Remaining:	1,234.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

# ASSET MANAGEMENT

## Preview AP/PO Information

Navigation: Asset Management > Send/Receive Information > Preview AP/PO Information

- Asset Management Preview AP/PO Information has been split into two tabs on the same page - Pre-AM Financial and Pre-AM Physical.

Menu

- Accounts Receivable
- Accounts Payable
- Custom Accounts Payable
- Salary Travel Per Diem
- Settlements
- Asset Management
  - Asset Transactions
  - Depreciation
  - Accounting Entries
  - Custom AM Processes
  - Financial Reports
  - Send/Receive Information
  - Load Transactions
  - Load Interface
  - Import Data via Spreadsheet
  - Approve Financial Information
  - Approve Physical Information
  - Approve Lease Information
  - Computer Aided Facility
  - Item
    - Preview AP/PO Information
    - Retrieve Info from AP/PO
  - Taxes
  - Service and Maintenance
  - Physical Inventory
  - Mass Change
  - Search for an Asset
  - Print an Asset
  - Asset Definitions Center
- IT Asset Management
- Banking
- Cash Management
- Deal Management

Pre-AM Financial | Pre-AM Physical

Pre-Interface ID: 240002 Line: 1

Asset Information

Business Unit:	47400	Date/Time:	09/18/2012 9:12:25PM
Asset ID:	NEXT	Load Status:	Pending
AP Unit:	47400	Interface ID:	
Voucher/Ln:	00161391 1 Dist: 1	Cost:	258,629.00
Vendor ID:	0000418113	Base Cost:	258,629.00
Invoice:	5319 Date: 08/15/2012	Quantity:	2.0000
System Source:	AP Online Entry Page	Sales Tax:	
Trans Date:	08/15/2012 Currency: USD	Base Sales Tax Amount:	
Accounting Date:	09/18/2012 Base Currency: USD	Use Tax:	
Cost Type:		Use Tax Amt Base Curr:	
Fund Code:	50600	Freight:	
Department:	4740201010	Base Freight Amount:	
Funding Source:	91000	Misc Charge Amount:	
Program:	3910801	Base Misc. Amount:	
Class:	304	VAT Amount:	
PC Business Unit:	47400	Total VAT Base Amount:	
Project:	91400	Merchandise Amt:	258,629.00
Activity:		Merch Amt Base:	258,629.00
Source Type:			
Product:			

**FS91MTP3**

Pre-AM Financial | **Pre-AM Physical**

Pre-Interface ID: 240002 Line: 1

**Asset Information**

<b>Business Unit:</b>	47400	<b>Date/Time:</b>	09/18/2012 9:12:25PM
<b>Asset ID:</b>	NEXT	<b>'Load Status:</b>	Pending
<b>PO Unit:</b>	47400	<b>Interface ID:</b>	
<b>PO/Line:</b>	0000034620 2 Sched: 1	<b>System Source:</b>	AP Online Entry Page
<b>BU Recv:</b>	47400	<b>Trans Date:</b>	08/15/2012
<b>Receiver Ln:</b>	0000012934 1 Ship Seq: 1	<b>Profile ID:</b>	MACH
<b>AP Unit:</b>	47400	<b>PC Bus Unit:</b>	47400
<b>Voucher Ln:</b>	00161391 1 Dist: 1	<b>Activity:</b>	
<b>Vendor ID:</b>	0000418113	<b>An Type:</b>	ACT
<b>Invoice:</b>	5319	<b>Source Type:</b>	
<b>Invoice Date:</b>	08/15/2012	<b>Category:</b>	
<b>Tag:</b>		<b>Subcategory:</b>	
<b>Descr:</b>	Scanners, Document: Handheld,	<b>Serial ID:</b>	
<b>Item:</b>		<b>UPC Code:</b>	
<b>Custodian:</b>		<b>VIN:</b>	
<b>Empl ID:</b>		<b>Location:</b>	
<b>CAP #:</b>		<b>Manufacturer:</b>	
		<b>Model:</b>	

Save | Return to Search | Previous in List | Next in List | Notify

Pre-AM Financial | Pre-AM Physical

- Preview AP/PO Information (Pre-AM1) as it appeared in TeamWorks 9.0:

**FSCMTST**

Pre-AM 1

Pre-Interface ID: 240002 Line: 1

**Asset Information**

<b>Business Unit:</b>	47400	<b>Date/Time:</b>	09/18/2012 9:12:25PM
<b>Asset ID:</b>	NEXT	<b>'Load Status:</b>	Pending
<b>PO Unit:</b>	47400	<b>Interface ID:</b>	
<b>PO/Line:</b>	0000034620 2 Sched: 1	<b>System Source:</b>	AP Page
<b>BU Recv:</b>	47400	<b>Trans Date:</b>	08/15/2012
<b>Receiver Ln:</b>	0000012934 1 Ship Seq: 1	<b>Accounting Date:</b>	09/18/2012
<b>AP Unit:</b>	47400	<b>Cost:</b>	258,629.000
<b>Voucher Ln:</b>	00161391 1 Dist: 1	<b>Base Cost:</b>	258,629.000
<b>Vendor ID:</b>	0000418113	<b>Quantity:</b>	2.0000
<b>Invoice:</b>	5319	<b>Sales Tax:</b>	
<b>Invoice Date:</b>	08/15/2012	<b>Base Sales Tax Amount:</b>	
<b>Tag:</b>		<b>Use Tax:</b>	
<b>Serial ID:</b>		<b>Base Use Tax Amount:</b>	
<b>Descr:</b>	Scanners, Document: Handheld,	<b>Freight:</b>	
<b>Item:</b>		<b>Base Freight Amount:</b>	
<b>Manufacturer:</b>		<b>Misc Charge Amount:</b>	
<b>Model:</b>		<b>Base Misc. Amount:</b>	
<b>Custodian:</b>		<b>VAT Amount:</b>	
<b>Empl ID:</b>		<b>Total VAT Base Amount:</b>	
<b>CAP #:</b>		<b>Merchandise Amt:</b>	258,629.000
<b>Location:</b>		<b>Base Merchandise Amount:</b>	258,629.000
<b>Profile ID:</b>	MACH	<b>Currency:</b>	USD
		<b>Base Currency:</b>	USD

## Review Financial Information

**Navigation:** Asset Management > Send/Receive Information > Approve Financial Information > Review

- If interface data is errored out due to the accounting period not being open, you may change the accounting date (to a current open period), change the load status from errored to pending, and click save. The nightly batch will load this asset into AM.

The screenshot shows the 'Financial Information' form in the FS91MTP4 application. The form contains the following data:

Unit:	47400	Trans Code:	
Asset ID:	NEXT	Load Type/Status:	FAD Errored
Book Name:		Trans Date:	10/14/2010
Category:		Acctg Date:	10/15/2010
Cost Type:		Cost:	19,331.00 USD
Fund Code:	10100	Base Cost:	19,331.00 USD
Department:	4741402020	Quantity:	1.0000
Funding Source:	01	Depr Amt:	
Program:	3913601	Proceeds:	
Class:	303	Removal Cost:	
PC Business Unit:			
Project:	01		
Activity:			
Source Type:			
Product:			
Special Purpose:			
Budget Reference:	2010		

Error Message: The accounting date should fall between the "open from date" and "open to date" for asset management open and close periods.

# GENERAL LEDGER

## Allocation Group Effective Dating

Navigation: *General Ledger > Define and Perform Allocations> Define Allocation Group*

*Step	Description	Continue	
998499DEP	998-Dep,not Rev,499 Entry	<input type="checkbox"/>	+ -
998MAINDEP	998-Dep into Main, Not Rev	<input type="checkbox"/>	+ -

- Enter Effective Date
- Status

Use the icons in the upper right corner of the page to copy, rename, or delete the allocation group.



Click the Copy Allocation Group button to make a copy of the group.



Click the Rename Allocation Group button to rename the copy group.



Click the Delete Allocation Group button to delete the copy group.

### Effective Date

Enter the date that the Allocation Group is to be effective. This provides the ability to change the Allocation Group as time progresses and retain the audit trail of those changes.

### Status

Select a status of *Active* or *Inactive* for the Allocation Group.

### Description

Enter a short description to appear in prompt lists and reports.

### Comments

Add a detailed explanation for the Allocation Group and document the purpose of each step within a complex allocation.

### Step

Enter the name of the process step that determines the various allocations processing options in addition to the pool, basis, target, and offset ChartFields. Define each allocation step in a series of pages. You must define a step before you can select it in the allocation process group sequence. After it's defined, you can use a step in any number of allocations.

The sequence determines the order in which the PeopleSoft Allocations process performs the steps. It is important to enter them in the correct sequence because the target of each step becomes the pool for the next step (or basis if the journals are posted).

### Continue

Select for a specific step to indicate that you want the system to continue processing even if that allocation step fails.

## Subsystem Reconciliation

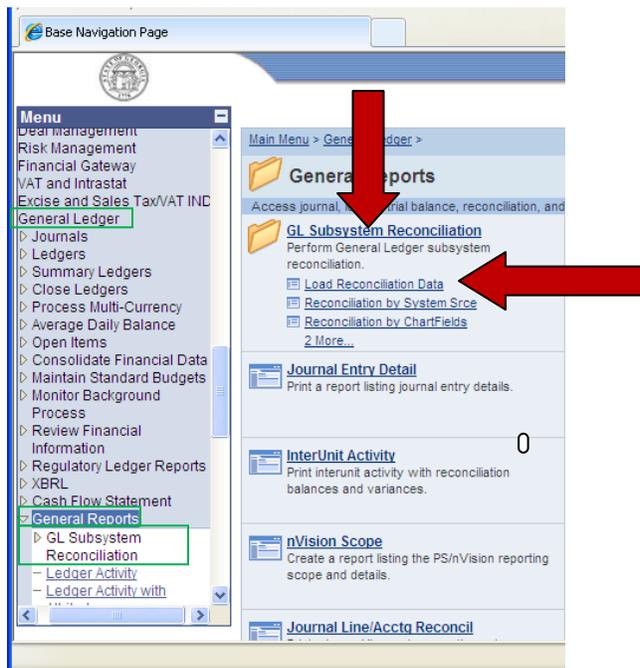
### Overview

- Subsystem reconciliation reports compare accounting transactions that have been posted in the subsystem with General Ledger balances. The loader summarizes transactions by General Ledger business unit, Fiscal Year, Accounting period, Ledger, selected Chartfields, and system source. The transactions are categorized as either posted or not posted. The Subsystem Reconciliation Report is run at the end of each period.

### Benefits

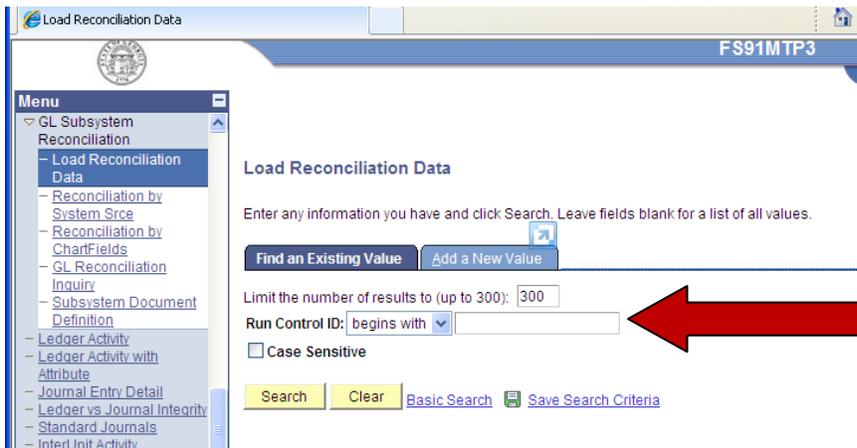
- Accounting entries posted in subsystems and not distributed in General Ledger.
- Accounting entries posted in subsystems, distributed in General Ledger but not posted because of various statuses such as errors, posting incompleting, not edited, etc.
- Subsystem Reconciliation includes an online inquiry that provides insight into the Payables and Receivables subsystems for documents that have not been fully processed.

**Navigation:** *General Ledger > General Reports > GL Subsystem Reconciliation*

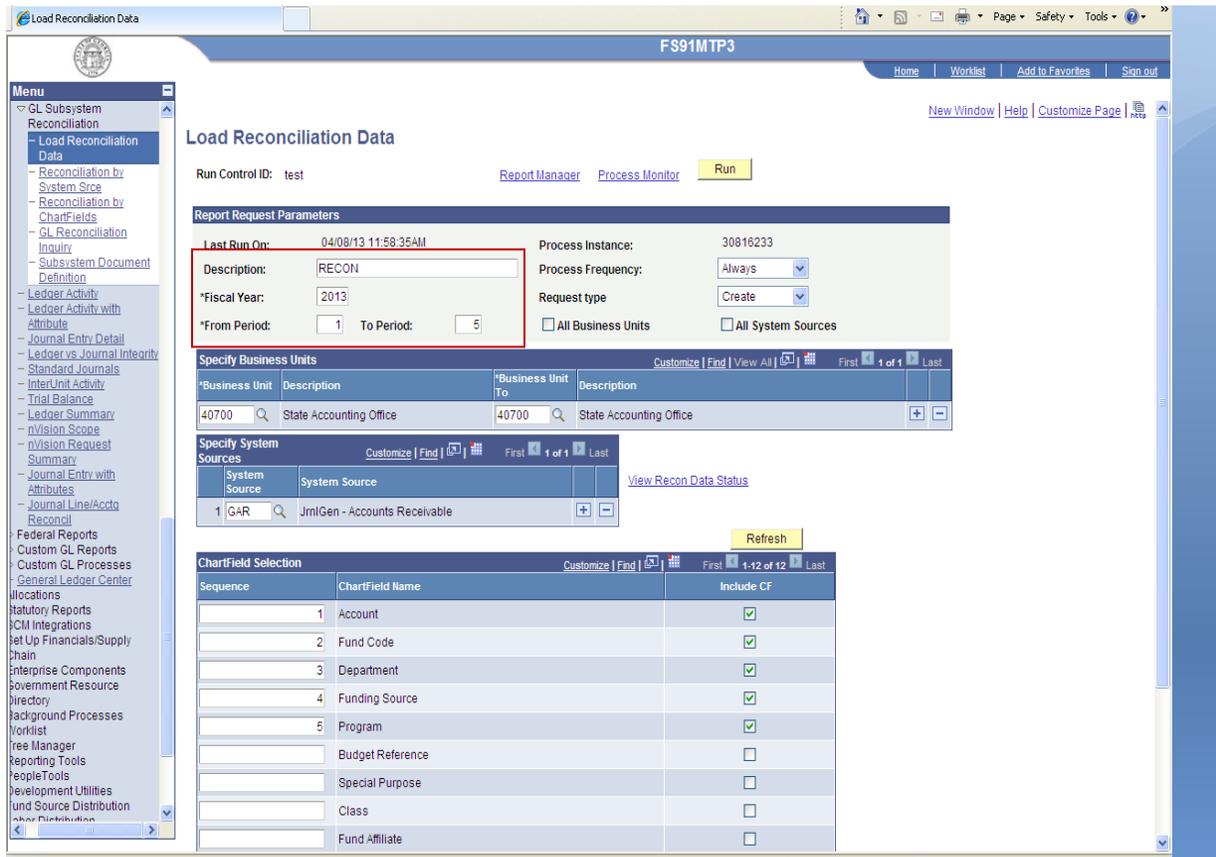


- Prerequisite: You have to load the data 1<sup>st</sup>.
  - Select Load Reconciliation Data

- Load Reconciliation Data Inquiry Page will display
  - Add a Run Control ID



- Load Reconciliation Data Page will display
  - Enter a brief description
  - Populate the Fiscal Year
  - Populate the From Period and To Period fields

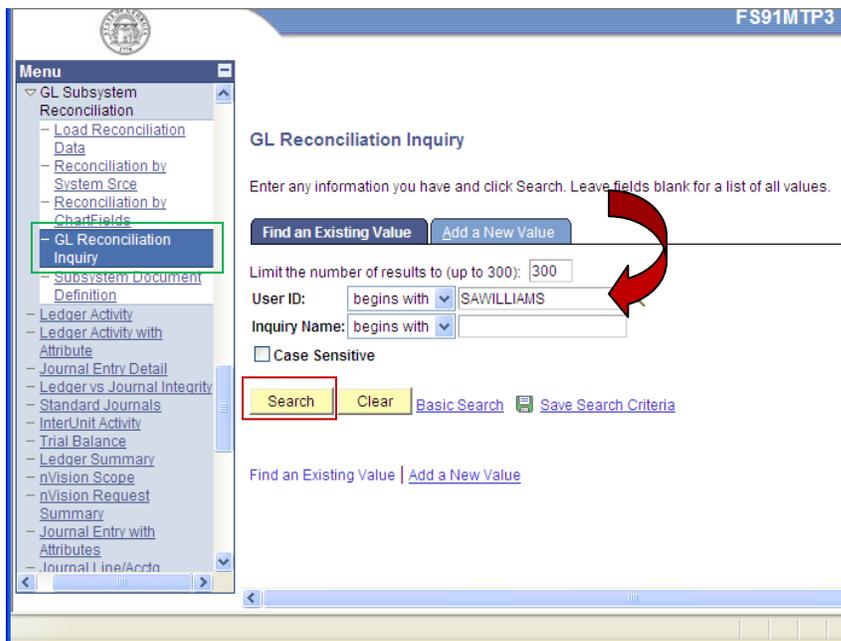


- Specify the Business Unit
- System Source will need to be entered
  - This will from AP and AR
  - The user will be able to select the sources
- Click on Refresh to populate the Chartfield Selection
  - Enter the information by checking the boxes to the right
- Click Save
- Click Run

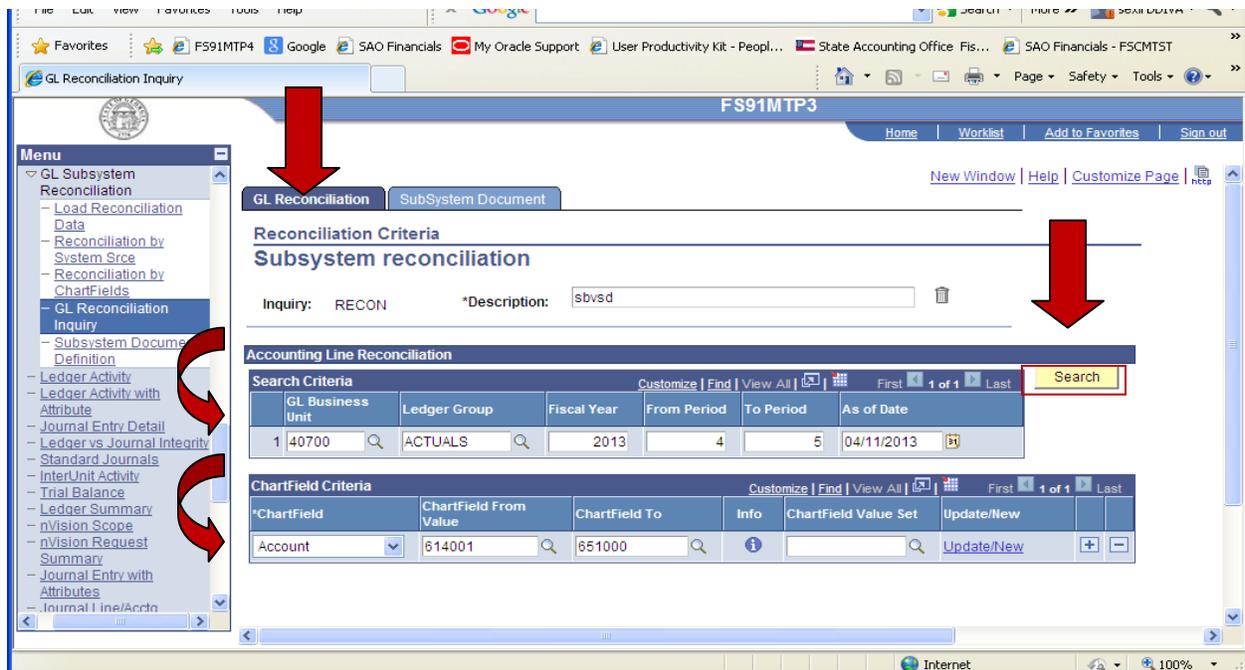
- The Process Scheduler Request Page will display

- Click Ok

- Navigate to GL Reconciliation Inquiry Page
  - Enter UserID information and add a Inquiry name
  - Click Search



- The Subsystem Reconciliation Criteria Page will display
  - Click on the GL Reconciliation tab - Reconciliation Criteria page (General Ledger, General Reports, GL Subsystem Reconciliation, GL Reconciliation Inquiry, GL Reconciliation)
    - Enter the search criteria
    - Click Search



- The Reconciliation Overview page will appear
  - Users have the option to select:
    - Return to Criteria
    - Refresh Data
    - Documents not posted

**Reconciliation Overview**

Inquiry Name: RECON      Description: sbvsd  
 Business Unit: 40700  
 Ledger Group: ACTUALS

Base Currency: USD

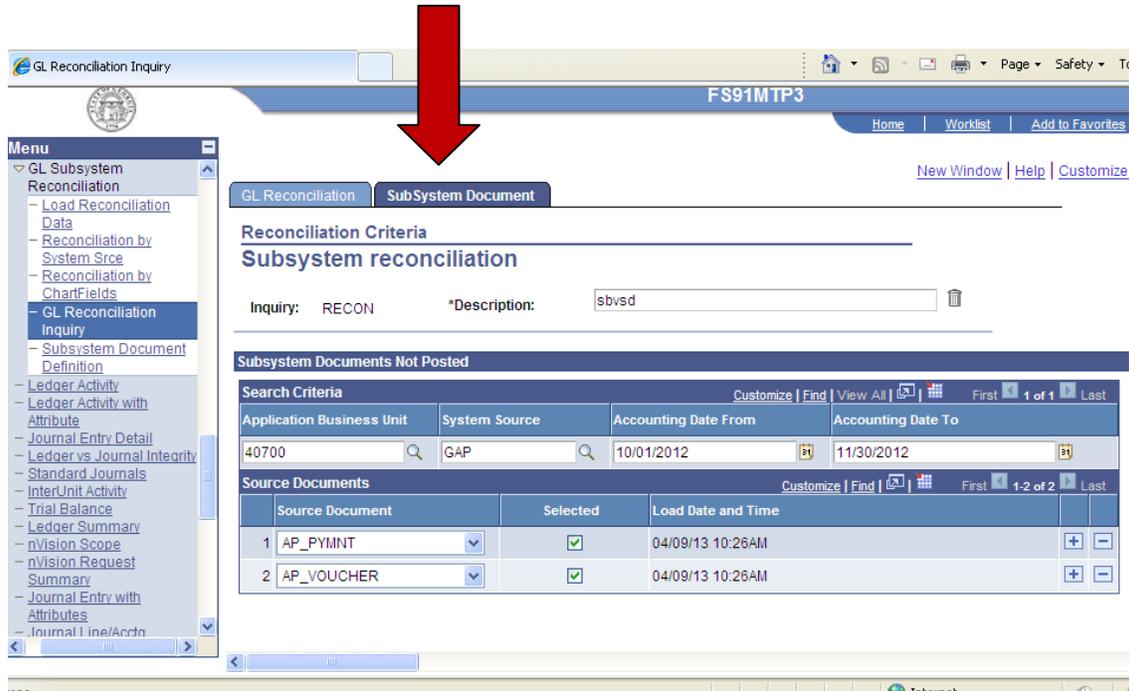
Documents not yet Posted

Ledger Amount	236,218.10	Not Distributed amount	0.00
Distributed amount	413.36	Journal Amount Not Posted	0.00
Total Accounting Line Amount	413.36	Adjusted GL Amount	236,218.10
Difference		235,804.74	

System Source	Account	Not Distributed amount	Distributed amount	Total Accounting Line Amount	Journal Amount Not Posted	Total JmI Line Amount
5 JmI Gen - Accounts Payable	614003					
6 JmI Gen - Accounts Payable	614003					3.
7 JmI Gen - Accounts Payable	614013					
8 JmI Gen - Accounts Payable	614013					
9 JmI Gen - Accounts Payable	614013					
10 JmI Gen - Accounts Payable	614013					
11 JmI Gen - Accounts Payable	614014					
12 JmI Gen - Accounts Payable	614014					
13 JmI Gen - Accounts Payable	615007					
14 JmI Gen - Accounts Payable	615007					
15 JmI Gen - Accounts Payable	615007					
16 JmI Gen - Accounts Payable	615007					5.
17 JmI Gen - Accounts Payable	615007					1.

- **Not Distributed Amount:** Displays the subsystem accounting line data amount that is not distributed to the General Ledger
- **Distributed Amount:** Displays the subsystem accounting line data amount that is distributed to the General Ledger
- **Ledger Amount:** The General Ledger Total Amount
- **Not Distributed Amount:** The General Ledger amount not distributed from subsystem amounts
- **Journal Amount Not Posted:** The General Ledger amount no posted from the subsystem amounts
- **Total Accounting Line/Adjusted GL Amount:** The amount in these fields should be equal. Any difference is specified in the Difference

- Subsystem Document Tab
  - This page allows you to drill down to what was not processed to the General Ledger



- Application Business Unit** Select the Payables or Receivables business unit of the system source.
- System Source** Select *GAR* or *GAP*. *GAR* represents the PeopleSoft Receivables system source and *GAP* represents the PeopleSoft Payables system source.
- Accounting Data From/Accounting Date To** The accounting date range to be used for the data load and inquiry.
- Source Document** Choose from the source documents defined in the Subsystem Document Definition component.
- Selected** Specifies whether its source document is to be included in the current inquiry or data load/delete.
- Load Date and Time** Displays the date and time that the data was last loaded into the inquiry table.
- Fetch** Click to display the data specified by the Search Criteria.
- Load Data** Click to refresh specified data. This action deletes and reloads the selected document types.
- Clear** Click to remove selected data from the inquiry table.
-  Transfers you to the Subsystem Document Inquiry or entry page.

Documents not processed to the GL

Source Document	Document Count	Amount	0.000						
▼ Document Details									
Status Fields 									
Accounting Date	Business Unit	Deposit Unit	Group Unit	Draft Business Unit	GL Business Unit	Transfer Business Unit	Direct Debit Business Unit	Worksheet Business Unit	W
1									

## **Running Subsystem Reconciliation Reports**

Run subsystem reconciliation reports to reconcile General Ledger balances to the accounting transactions that enter the General Ledger from a selected subsystem application. Any ChartField that you select must already exist in the loaded data.

- **FIN5001 - Reconciliation by System Source**

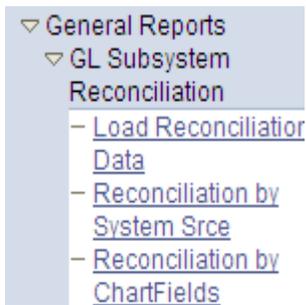
This report lists the data at the system source level, such as AP, and then lists all the activity for the subsystem (AP), including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded.

- **FIN5005 - Reconciliation by ChartFields**

This report lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers.

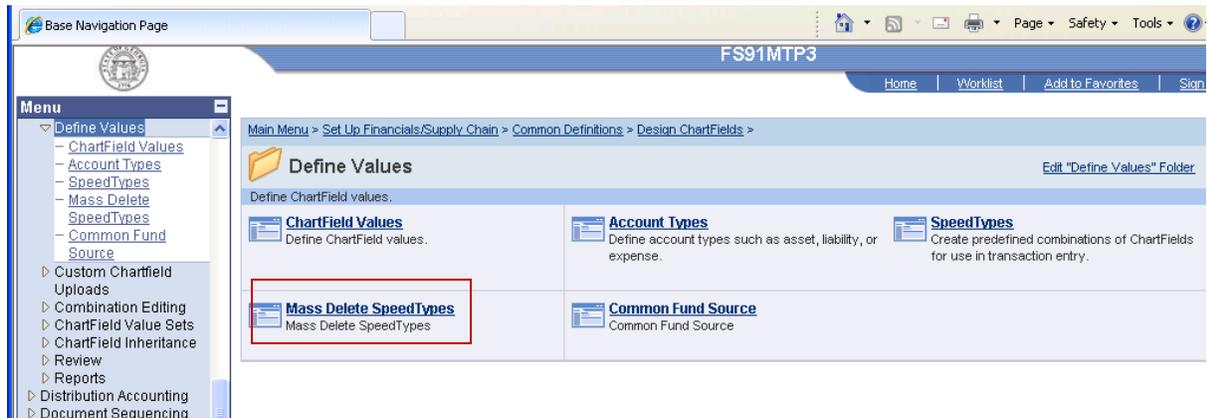
**Navigation:** *General Reports > GL Subsystem Reconciliation*

You can run reports by System Srce by selecting **Reconciliation by System Srce** or reports by chartfields by selecting **Reconciliation by ChartFields**.

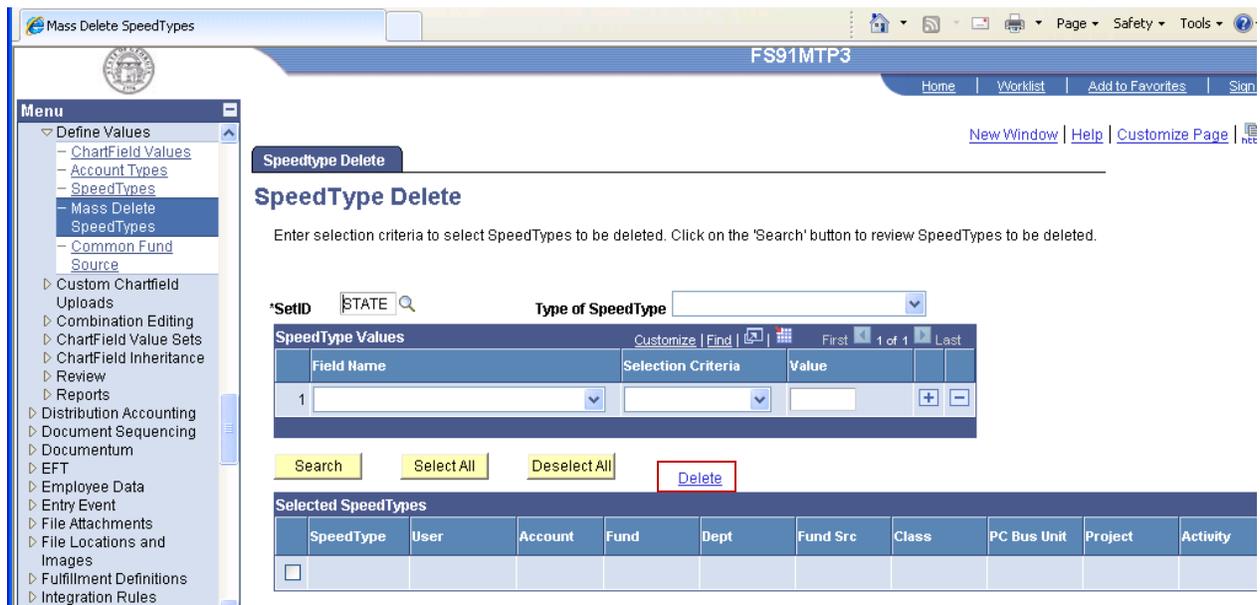


## Mass Delete SpeedTypes

**Navigation:** Setup Financials Supply Chain > Common Definitions Design Chartfield > Define Values > Define Values > Mass Delete SpeedTypes



- The Speedtype Delete Page Displays



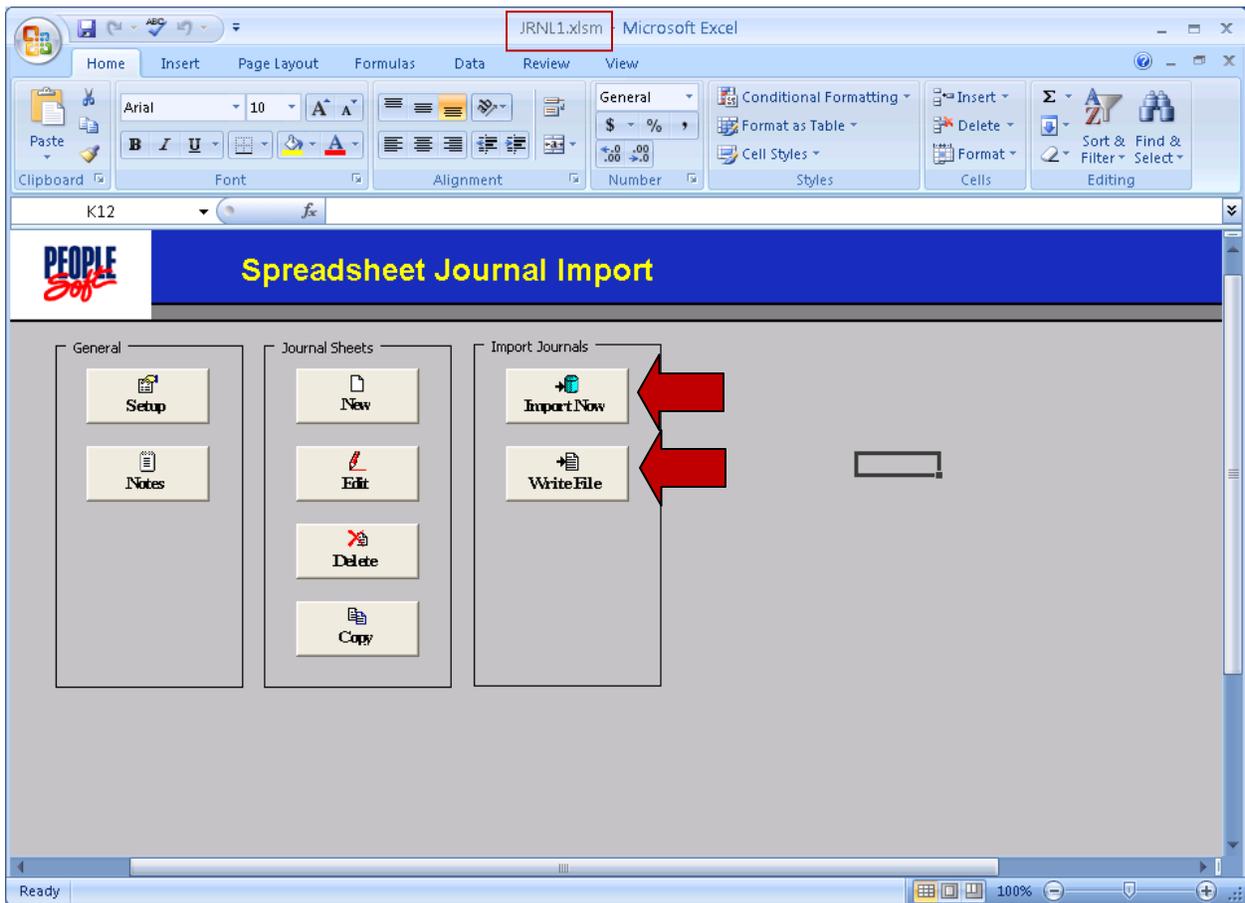
Select and delete one or more existing SpeedTypes in one action using the SpeedType Delete page. Situations that may warrant multiple SpeedTypes be deleted at once are account inactivation, user inactivation, or ChartField relationships that are no longer valid within the organization.

Search for the SpeedTypes that you want to delete. You must enter a setID. If you want a complete listing of the SpeedTypes within a setID, leave the Type of SpeedType, Field Name, Selection Criteria and Value fields blank. Otherwise, enter values in these fields to narrow your search and click the Search button to retrieve the SpeedTypes. From the result set, select those SpeedTypes that you want to delete, or click the Mark All button if you want to delete them all and click the **Delete** link.

- The new files for Spreadsheet Template using Excel 2007 and versions beyond.

Files for Microsoft Excel 2007 (and subsequent versions)	
JRNLI.xlsm	This is the journal workbook that you use to create and import journals with Excel 2007 and versions beyond. You can rename this file using a meaningful name.
JRNLMCRO.xlam	This is the Visual Basic code library and dialog control used with Excel 2007 and subsequent versions.
GLLOG.xlt	This is the Message log template.

- Note that the file is now an XLSM file and not an XLS.
- Import Journals has same process Import Now and Write File



New Journal Header



System ID:		Description:	TO TEST
Unit:	40700	<input checked="" type="checkbox"/> AutoGen Lines	OK
Journal ID:	NEXT	<input type="checkbox"/> Adjusting Entry:	Cancel
Journal Date:	4/20/2013	Document Type:	
Reference Number:		Doc Sequence:	
Ledger Group:		Adjustment Type:	
Ledger:		Commitment Control Amount Type:	
Source:		Agency Location Code:	
User ID:			
Journal Class:			
Transaction Code:			
<b>Currency Information</b> Foreign Currency: <input type="text"/> Effective Date: 4/20/2013 Rate Type: <input type="text"/> Exchange Rate: <input type="text"/>		<b>Reversal</b> <input checked="" type="radio"/> None <input type="radio"/> Beginning of Next Period <input type="radio"/> End of Next Period <input type="radio"/> Next Day <input type="radio"/> Specified Date	

# CASH MANAGEMENT

## Book to Bank Reconciliation

### Overview

The book to bank reconciliation functionality integrates with General Ledger, Payables, Expenses, Receivables, and Treasury applications. The Book to Bank Reconciliation Application Engine program identifies whether a posted journal line transaction has been reconciled. If a transaction has not been reconciled or has not been posted to the general ledger, then this information appears in the Reconciliation Data group box on the Book to Bank Reconciliation Details page, categorized by type. Un-reconciled transactions (such as bank adjustments or un-booked transactions) appear on the Ledger Balance side, while un-reconciled transactions (such as payments in transit, general ledger adjustments, or deposits in transit) appear on the Bank Statement Balance side.

## Performing Book to Bank Reconciliation

**Navigation:** *Banking>Reconcile Statements>Select Book to Bank Statements*

- Select statements for book to bank reconciliation.

The screenshot shows the 'Select Book to Bank Statements' web application. The interface includes a menu on the left with options like 'Reconcile Statements', 'Reconciliation Manager', 'Process Reconciliation', 'Process Statement', 'Accounting', 'Automatic Reconciliation', 'Semi-Manual Reconciliation', 'Manual Reconciliation', 'External Transactions', 'Schedule ID Reconciliation', 'Reverse Schedule ID Reconciliation', 'Select Book To Bank Statements', 'Book to Bank Reconciliation', and 'Override Book to Bank'. The main area contains search fields for 'Bank ID', 'Account #', 'From Date' (03/01/2013), 'Through Date' (03/31/2013), 'Business Unit', 'Base Currency', 'Ledger', and 'Bank Currency'. A 'Search' button is located to the right of the 'Through Date' field. Below these fields is a table titled 'Available Accounting Periods' with columns: 'Select', 'Fiscal Year', 'Accounting Period', 'Statement ID', 'Statement Date', 'Load Date and Time', and 'Cycle Status'. A 'Select and Calculate' button is highlighted with a red box, and a 'Process Monitor' link is located below the table.

- Enter Search Criteria
  - **Select and Calculate** Select this button to create a process request, which schedules the Book to Bank Reconciliation Application Engine to run. Once the process runs, it performs the data extraction and balance calculations.
  - **Process Monitor** Click this link to access the Process List page, which enables you to track the progress of the book to bank reconciliation processing by means of the process Instance.

- Manage book to bank reconciliation statements.
- Review book to bank reconciliation details.
- Override the book to bank reconciliation status..

## Managing Book to Bank Reconciliation Statements

**Navigation:** *Banking> Reconcile Statements> Book to Bank Reconciliation*

- The Book to Bank Reconciliation page opens

The screenshot displays the 'Book to Bank Reconciliation' interface. At the top, there are search parameters including External Bank ID (061000052), Bank Account # (000100069203), Bank Currency (USD), Business Unit (48600), Base Currency (USD), Primary Ledger (ACTUALS), and Fiscal Year (2012). Below the search parameters is a table titled 'Available Accounting Periods' with the following data:

Fiscal Year	Accounting Period	Statement ID	Statement Date	Status	User ID	DateTime	Recalculate	Details
2012	9	14206	03/30/2012	Awaiting Confirmation	SAWILLIAMS	04/12/2013 4:06PM	Recalculate	

- **Status:** Displays the current status of the bank statement with regards to the Bank-to-Bank Reconciliation process.
  - **New:** This status indicates the statement is new, and no balances or adjustments have been saved.
  - **Awaiting Confirmation:** This status indicates some balances and adjustment work has been saved, but the book to bank reconciliation statement has not been confirmed.
  - **Calculating:** This status indicates that the TR\_BT\_B\_CALC process is running to extract the adjustment data and recalculate the balances.
  - **Confirmed:** This status indicates the book to bank reconciliation statement has been finalized as confirmed.

**NOTE:** The Recalculate link is not available for bank statements with a status of Confirmed.

- Awaiting Confirmation status changes to Confirmed

**Book to Bank Reconciliation**

Search Parameters

'External Bank ID' 061000052 'Bank Account #' 000100069203 Bank Currency USD Business Unit 48600 Base Currency USD

Primary Ledger ACTUALS Fiscal Year Accounting Period

Available Accounting Periods

Fiscal Year	Accounting Period	Statement ID	Statement Date	Status	User ID	Date Time	Recalculate	Details
2013	7	16289	01/02/2013	Confirmed	SAWILLIAMS	02/26/2013 4:55PM		
2012	9	14206	03/30/2012	Awaiting Confirmation	SAWILLIAMS	04/12/2013 4:06PM	Recalculate	

Buttons: Refresh, Process Monitor, Save, Notify

Navigation: Banking > Reconcile Statements > Book to Bank Reconciliation

- Reviewing Book to Bank Reconciliation Details
  - Access the Book to Bank Reconciliation Details page
  - Click Details
    - The Report is in Crystal/XMLP

**Book to Bank Reconciliation**

Search Parameters

'External Bank ID' 061000052 'Bank Account #' 000100069203 Bank Currency USD Business Unit 48600 Base Currency USD

Primary Ledger ACTUALS Fiscal Year Accounting Period

Available Accounting Periods

Fiscal Year	Accounting Period	Statement ID	Statement Date	Status	User ID	Date Time	Recalculate	Details
2013	7	16289	01/02/2013	Confirmed	SAWILLIAMS	02/26/2013 4:55PM		
2012	9	14206	03/30/2012	Awaiting Confirmation	SAWILLIAMS	04/12/2013 4:06PM	Recalculate	

Buttons: Refresh, Process Monitor, Save, Notify

# PROJECT COSTING

## Project Costing Distribution Status Field

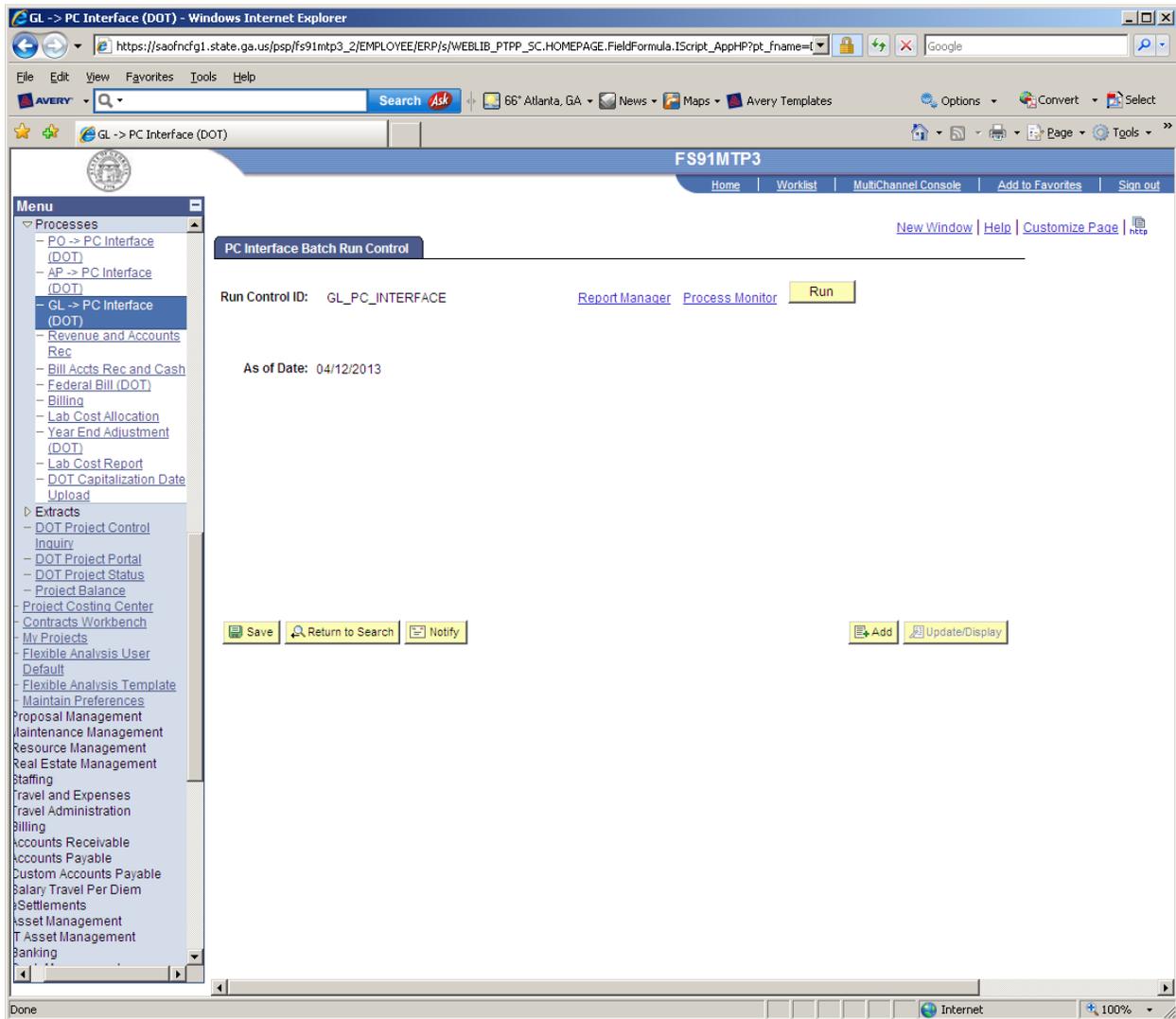
PeopleSoft Project Costing 9.1 maintains the Project Costing Distribution Status field (PC\_DISTRIB\_STATUS) on the journal line.

If a journal entry contains multiple project business units, projects, and activities, and you only distribute a subset of data to Project Costing, you can distribute the remaining data for that journal entry at a later date.

The screenshot displays the 'Create/Update Journal Entries' window in Internet Explorer. The page title is 'FS91MTP3'. The interface includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' section shows 'Unit: 48400', 'Journal ID: NEXT', and 'Date: 04/12/2013'. There are links for 'Template List' and 'Change Values'. The 'Inter/IntraUnit' section has a dropdown for '\*Process:' set to 'Edit Journal' and a 'Process' button. The 'Lines' section contains a table with columns: Select, Line, Class, PC Bus Unit, Project, Activity, An Type, Source Type, Product, and Special Purp. The table has one row with Line 1, PC Bus Unit 48400, Project 0000252, and Activity CST. Below the table is a 'Lines to add:' section with a plus button. The 'Totals' section has a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The table shows 1 total line with 0.00 total debits and 0.00 total credits. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The browser's address bar shows the URL: https://saofncfg1.state.ga.us/psp/ps91mtp3\_2/EMPLOYEE/ERP/s/WEBLIB\_PTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP?pt\_fname=f...

In order to keep track of which transactions have gone to Project Costing; a PC\_DISTRIB\_STATUS flag exists on JRNL\_LN and JRNL\_LN\_VW.

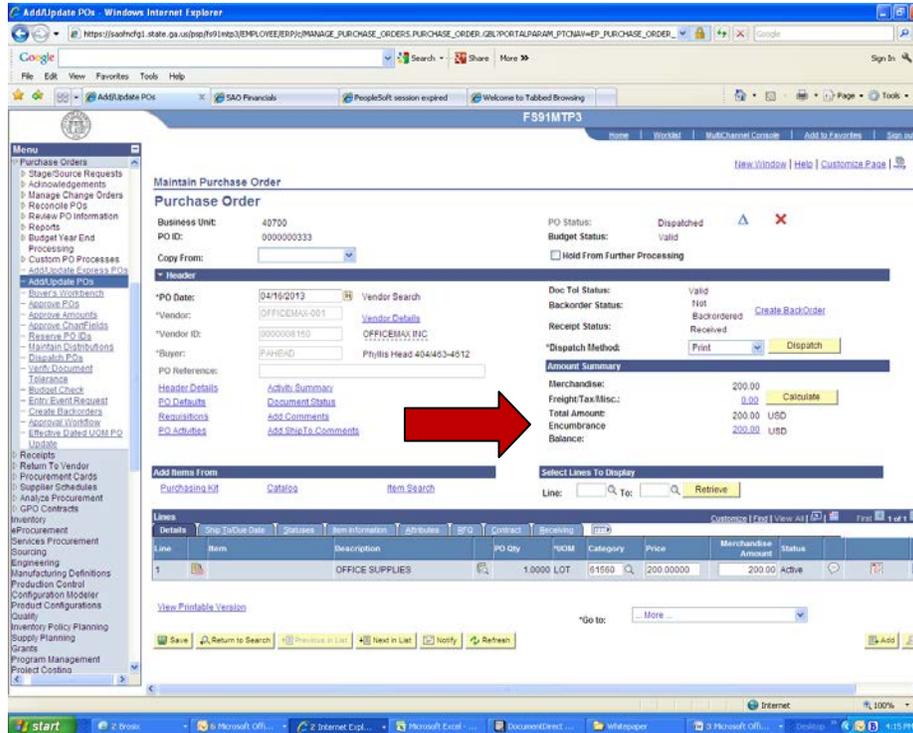
This flag will be switched to a value of "D" in the JRNL\_LN once the PC applicable line in the transaction has been sent to Project Costing



# PURCHASING

## Amount Summary

**Navigation:** *Purchasing > Purchase Order> Add/Update POs> Find Existing Value> Maintain Purchase Order*



- Encumbrance Balance is a new feature
  - Displays the encumbrance balance. When you use commitment control, the system deducts each type of financial obligation from the budget and tracks it according to obligation type.
    - This enables you to determine the monies that you have committed in pre-encumbrances.
    - The system extracts these values from commitment control tables by passing the business unit, document ID, and other key information that depends on the display.
    - The system only displays this field when commitment control is on and if the document has been budget checked at least once.
  - When you generate a requisition, a pre-encumbrance is created in budget records by the budget-checking process.
  - When a requisition is sourced to a purchase order, commitment control liquidates the pre-encumbrance from the requisition and establishes an encumbrance for the purchase order.
  - Encumbrance balances display on the currency code for the balances in the transaction currency of the requisition and is based on the transaction date rate.
    - You can have an encumbrance currency value in a different

- currency than the vendor's currency.
  - Balances can be partially or fully sourced from requisitions and can be for multiple purchase order lines, schedules, and distributions.
- You can view accounting details for the purchase orders.
  - Click the Encumbrance Balance field link to access the Requisition Accounting Entries page.
    - You use this page to view accounting information including the commitment control ledger group and transactions that have been performed against the purchase order.

## **Purchase Encumbrance Query**

In 9.1, a design change was made to Purchasing. When running the purchasing encumbrance queries, the Encumbrance and Encumbrance Reversal amounts *do not* go back to zero when canceling the Purchase order line(s). See the example below.

These are the results from Public Query **0PO003B\_ENCUMB\_BALANCE\_BY\_PO**

- TeamWorks 9.1

Unit	PO No.	Line	Sched Num	Distribution LI	Encumbrance	Encumbrance Reversal	Remaining Encumbrance	Expensed Amount	Finalized
1 46100	0000163939	1	1	1	334,980	334,980	0.000	0.000	Y

- TeamWorks 9.0

Unit	PO No.	Line	Sched Num	Distribution LI	Encumbrance	Encumbrance Reversal	Remaining Encumbrance	Expensed Amount	Finalized
1 40700	0000000323	1	1	1	0.000	0.000	0.000	0.000	N