



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*

The screenshot displays the 'Regular Entry' web application interface. The left sidebar contains a 'Menu' with various navigation options, including 'Accounts Payable' and 'Vouchers'. The main content area is divided into several sections:

- Summary:** Business Unit: 40700, Voucher ID: 00006045, Voucher Style: Regular Voucher, Total Amount: 98.88, Vendor Name: STAPLES CONTRACT & COMMERCIAL INC.
- Payment Information:** Payment: 1, Remit to: 0000426763, Location: 000001, Address: 6, Gross Amount: 98.88 USD, Discount: 0.00 USD, Scheduled Due: 10/26/2012, Net Due: 05/26/2012.
- Payment Options:** Bank: 1100, Account: 1101, Method: CHK, Handling: RP, Netting: Not Applicable, Hold Reason: (empty). A dropdown menu for 'Bank' is circled in red, showing 'Vendor Bank' as the selected option.
- Schedule Payment:** Action: Schedule Payment, Payment Date: (empty), Reference: (empty).

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

- 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

Bank Statement Balance:	0.00	Ledger Balance:	0.00
Payments in Transit:	0.00	Unbooked Fees and Interest:	0.00
Deposits in Transit:	0.00	Unbooked Payments:	0.00
GL Adjustments:	-331,208.44	Unbooked Deposits:	0.00
		Bank Adjustments:	0.00
Bank Adjustments Subtotal:	-331,208.44	GL Adjustments Subtotal:	0.00
Total Adjusted Bank Balance:	-331,208.44	Total Adjusted Ledger Balance:	0.00
Book to Bank Difference:	-331,208.44		

Buttons: Report Type: XML Publisher

[Return to previous page](#)

Book To Bank Status

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

[Event Log](#)

Buttons:

- 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/c/ADMINISTER_CONTRACTS.RUN_POY1052.GBL?POR TALPARAM_PTCNAV=EP_RUN_POY1052.GBL&EOPR.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" and contains the following elements:

- Run Control ID:** GB_TEST
- Language:** English
- Report Request Parameters:**
 - SetID:** 40700
 - Contract ID:** (empty search field)

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

The left sidebar menu is expanded to show the "Reports" section under "Procurement Contracts". The "Recurring Voucher Details" option is highlighted.

- 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

EFT/ACH Prenote Confirmation

Wait Days: 10

Approvals

Workflow Approval Enabled?

Vendor Name History

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

	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 eLoad: Do Not Check

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 displays the 'Approval Process Setup' interface in Mozilla Firefox. The browser address bar shows the URL: https://saofncg.state.ga.us/psp/fs91mtp2/EMPLOYEE/ERP/c/EOAW_APPROVAL_WORKFLOW.EOAW_FRCS.GBL?PORTALPARAM_PTCNAV=EOAW_FRCS&EOPR5CNode=ERP8. The application title is 'Approval Process Setup - Mozilla Firefox'. The left-hand menu includes 'Enterprise Components' and 'Approvals'. The main content area shows a workflow configuration for '40700 AP Workflow'. It displays a 'Stages' section with 'Stage Number: 1' and 'Description: 40700 AP Workflow'. Below this, there are four 'Paths' sections, each with a 'Description' and a 'Steps' table. The steps table has columns for 'Description', 'Approver User List', 'Details', and 'Criteria'. The steps listed are: 1. Route to Director of 6180101 (Approver: APWORKFLOW_40700_6180101) and 2. Chief Accounting Officer > 5K (Approver: APWORKFLOW_40700_CAO). At the bottom, there are navigation 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.

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 shows the 'Collections Workbench' interface. On the left is a 'Menu' with various options, including 'Accounts Receivable' and 'Customer Accounts'. The main area displays search filters for SetID (STATE), Unit (40700), and Customer (00000001). Below this is an 'Action List' and 'Customer Details' section with fields for Bill To Address, City, State, Last Payment Date, and Amount. A 'Credit Profile' section shows Balance (300,000.00), Credit Limit (0.00), and Risk Score (0). A 'Breakdown Balances' table is at the bottom.

SetID	Unit	Customer	Name	Item Balance	Currency
1 STATE	40700	00000001	National Mentor Healthcare, Inc	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'.

File Edit View History Bookmarks Tools Help

Create Worksheet

https://saofncfg1.state.ga.us/psp/f/s91mtp3/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=EPAR_APPLY_PAYMENTS338FolderPath=PORTAL_ROOT

FS91MTP3

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Worksheet Application Detail View

[Return to Worksheet Application Summary 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:	<input type="text"/>
Payment Amount:	<input type="text"/>	Currency:	<input type="text"/>
Item ID:	<input type="text"/>	Bill of Lading:	<input type="text"/>
Item Line:	<input type="text"/>	Contracts BU:	<input type="text"/>
Business Unit:	40700	Contract:	<input type="text"/>
Customer ID:	00000001	Contract Line:	<input type="text"/>
SubCustomer 1:	DEFAULT	Order No:	<input type="text"/>
SubCustomer 2:	DEFAULT	PO Ref:	<input type="text"/>
Entry Type:	<input type="text"/>	Region Code:	<input type="text"/>
Entry Reason:	<input type="text"/>	Letter of Credit:	<input type="text"/>
Discount:	<input type="text"/>	Promotion Code:	<input type="text"/>
Sales Person:	DEFAULT	Merch Type:	<input type="text"/>
Sales Person 2:	<input type="text"/>	Claim Number:	<input type="text"/>
Broker ID:	<input type="text"/>	Terms:	<input type="text"/>
Deduction Reason:	<input type="text"/>	Location:	<input type="text"/>
Deduction Date:	<input type="text"/>	VAT Transaction:	<input type="text"/>
		VAT Amount:	<input type="text"/>

Copy Write Off

[Item Activity](#)
[Add Conversation](#)
[Item in Other Groups](#)
[Additional Cust Information](#)
[Currency Exchange Aid](#)
[Revenue Distribution](#)

Take Discount

9 | Page State Accounting Office Atlanta, Georgia 30334 Version Date: 03/29/13

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:

Item Display Control
 Display: All Items Go

Row Selection
 Choice: Select Range of Items Range: Go

Row Sorting
 Sort All By: Item Go

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
	1		<input type="checkbox"/>	100,000.00	USD	40700-001			<input type="text"/>	<input type="text"/>						01003
	2		<input type="checkbox"/>	97,500.00	USD	ITEM1			<input type="text"/>	<input type="text"/>						10101
	3		<input type="checkbox"/>	100,000.00	USD	UAT407			<input type="text"/>	<input type="text"/>						UAT
	4		<input checked="" type="checkbox"/>						<input type="text"/>	<input type="text"/>						

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		

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.

The screenshot displays the 'Payment Worksheet Application' interface. At the top, there is a browser address bar and a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. The main content area includes a 'Menu' on the left with categories like 'Resource Management', 'Real Estate Management', 'Staffing', 'Travel and Expenses', 'Travel Administration', 'Billing', 'Accounts Receivable', 'Payments', and 'Apply Payments'. The 'Apply Payments' section is expanded, showing 'Create Worksheet' as the active option.

The main content area features several control panels:

- Item Action:** Entry Type: Pay An Item, Reason: [Search]
- Item Display Control:** Display: All Items, [Go]
- Row Selection:** Choice: Select Range of Items, Range: [Input] [Go]
- Row Sorting:** Sort All By: [Dropdown] [Go]

The 'Item List' table is displayed with columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Deduction Reason, Deduction Date, Claim Number, Claim Date, Promotion Code, Merch Type, and Reference. The table contains four rows of data:

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

Below the table, there are buttons for 'Add with Detail', 'Revenue Distribution', and 'Add Conversation'. A 'Letter of Credit ID:' field is also present. At the bottom, a 'Balance' summary table is shown:

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.

The screenshot shows the 'Preview AP/PO Information' page in the FS91MTP3 system. The page is split into two tabs: 'Pre-AM Financial' and 'Pre-AM Physical'. A red arrow points to the 'Pre-AM Physical' tab. The 'Pre-AM Physical' tab displays detailed asset information for a specific asset, including Business Unit, Asset ID, Voucher/Ln, Vendor ID, Invoice, System Source, Trans Date, Accounting Date, Cost Type, Fund Code, Department, Funding Source, Program, Class, PC Business Unit, Project, Activity, Source Type, Product, Date/Time, Load Status, Interface ID, Cost, Base Cost, Quantity, Sales Tax, Base Sales Tax Amount, Use Tax, Use Tax Amt Base Curr, Freight, Base Freight Amount, Misc Charge Amount, Base Misc. Amount, VAT Amount, Total VAT Base Amount, Merchandise Amt, and Merch Amt Base.

Field	Value	Field	Value
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

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

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

Business Unit:	47400	Date/Time:	09/18/2012 9:12:25PM
Asset ID:	NEXT	'Load Status:	Pending
PO Unit:	47400	Interface ID:	
PO/Line:	0000034620 2 Sched: 1	System Source:	AP Page
BU Recv:	47400	Trans Date:	08/15/2012
Receiver LIn:	0000012934 1 Ship Seq: 1	Accounting Date:	09/18/2012
AP Unit:	47400	Cost:	258,629.000
Voucher LIn:	00161391 1 Dist: 1	Base Cost:	258,629.000
Vendor ID:	0000418113	Quantity:	2.0000
Invoice:	5319	Sales Tax:	
Invoice Date:	08/15/2012	Base Sales Tax Amount:	
Tag:		Use Tax:	
Serial ID:		Base Use Tax Amount:	
Descr:	Scanners, Document: Handheld,	Freight:	
Item:		Base Freight Amount:	
Manufacturer:		Misc Charge Amount:	
Model:		Base Misc. Amount:	
Custodian:		VAT Amount:	
Emp ID:		Total VAT Base Amount:	
CAP #:		Merchandise Amt:	258,629.000
Location:		Base Merchandise Amount:	258,629.000
Profile ID:	MACH	Currency:	USD
		Base Currency:	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' review screen in the FS91MTP4 application. The interface includes a menu on the left, a main data entry area, and a status bar at the bottom. The data entry area contains the following fields:

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		

An error message is displayed at the bottom of the screen: "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*

Allocation Group

SetID: 40700 Group: 998NONREV

Effective date: 01/21/2013 Status: Active

Description: NON REVENUE REM-998 PERIOD

Comments:

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

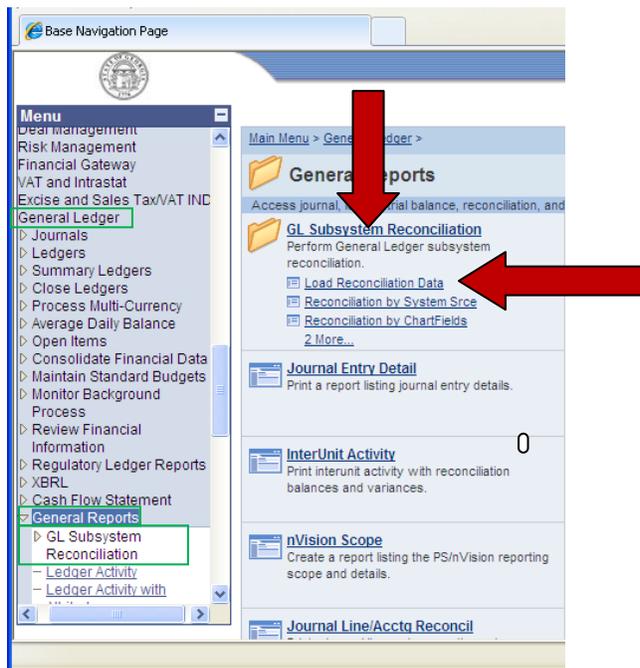
Overview

- 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

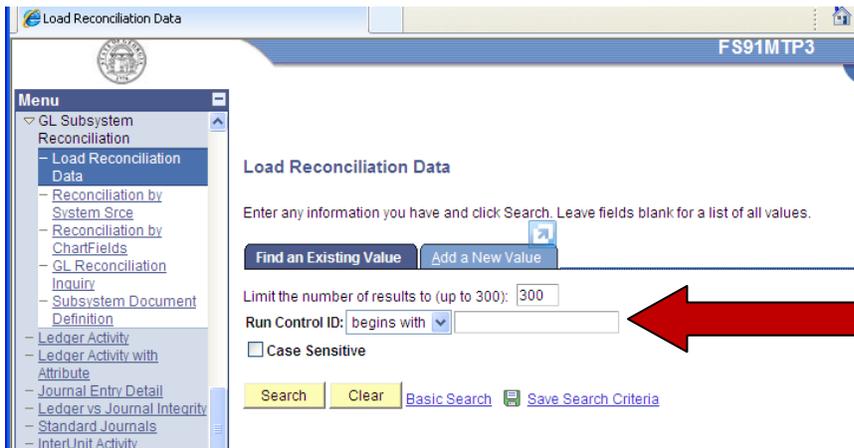
- Accounting entries posted in subsystems and not distributed in General Ledger.
- Accounting entries posted in subsystems, distributed in General Ledger but not posted because of various statuses such as errors, posting incompleting, not edited, etc.
- Subsystem Reconciliation includes an online inquiry 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*

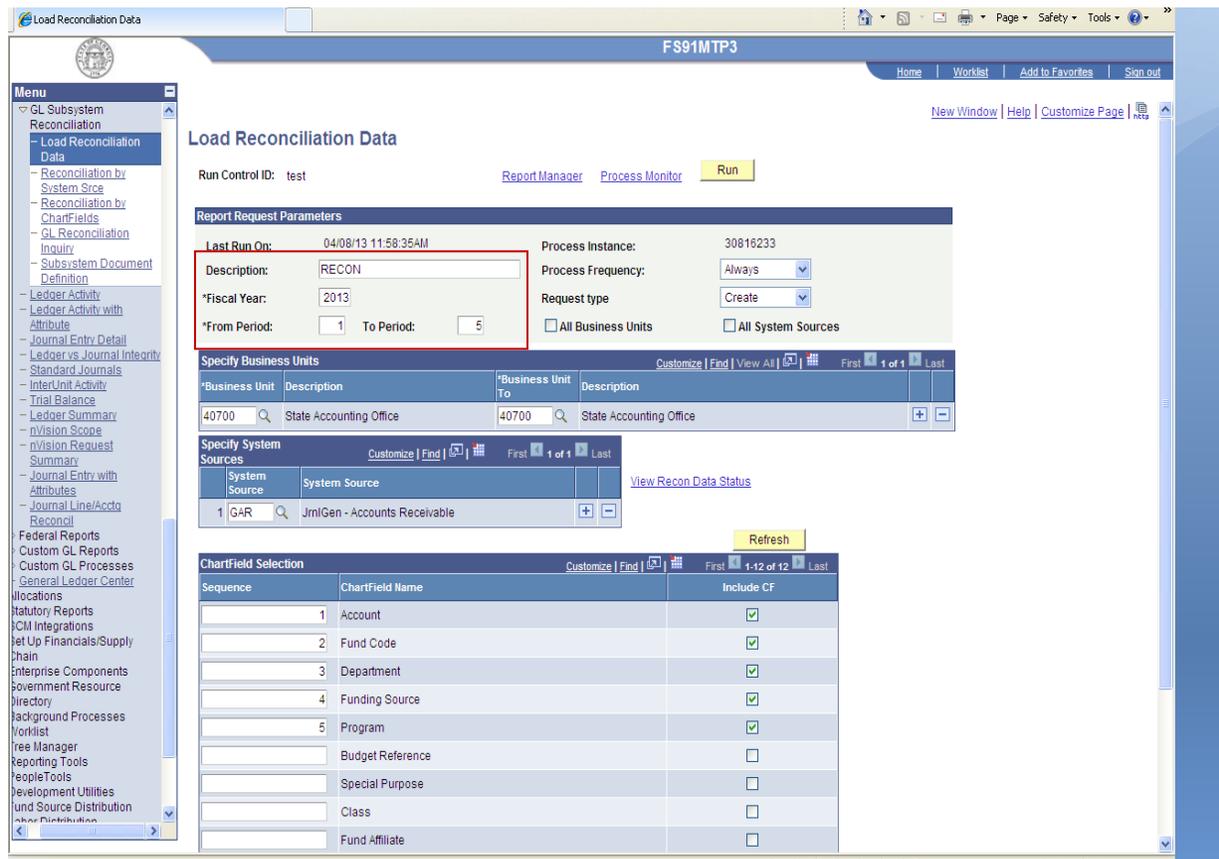


- Prerequisite: You have to load the data 1st.
 - Select Load Reconciliation Data

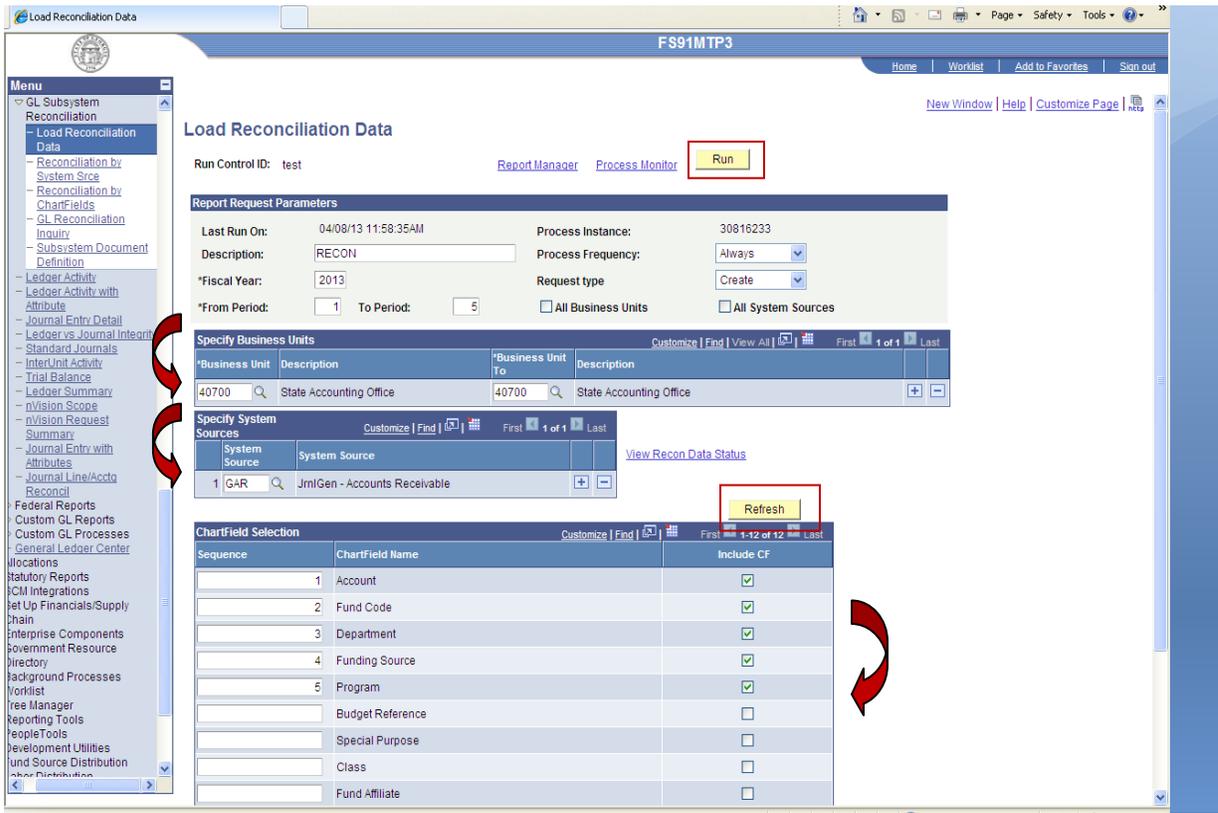
- Load Reconciliation Data Inquiry Page will display
 - Add a Run Control ID



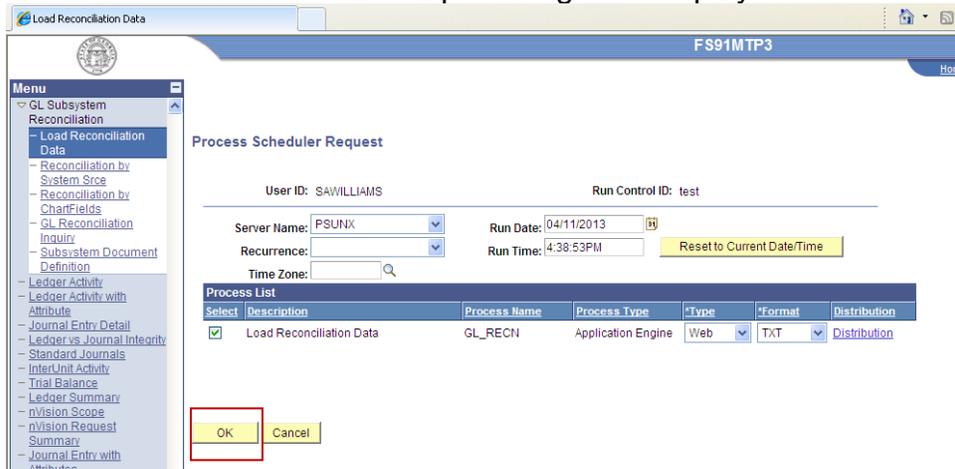
- Load Reconciliation Data Page will display
 - Enter a brief description
 - Populate the Fiscal Year
 - Populate the From Period and To Period fields



- 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

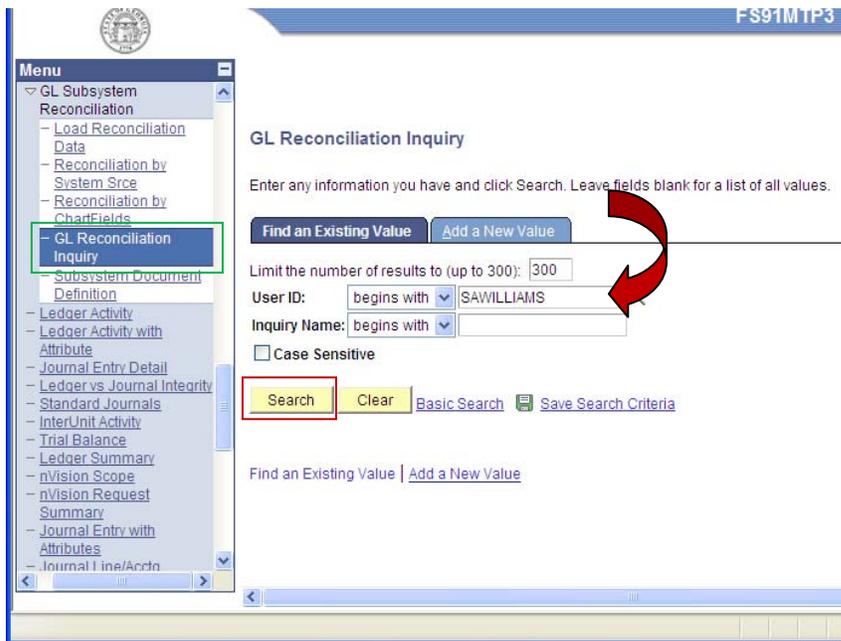


- The Process Scheduler Request Page will display

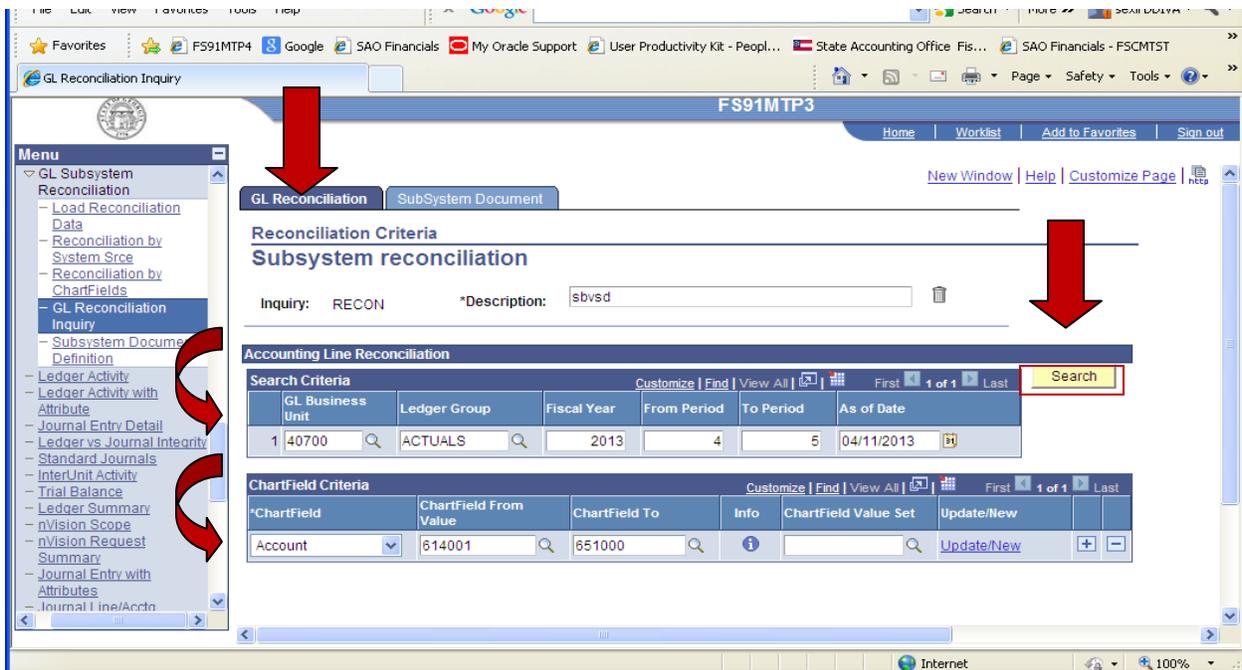


- Click Ok

- 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: sbvsvd
 Business Unit: 40700
 Ledger Group: ACTUALS

Base Currency: USD

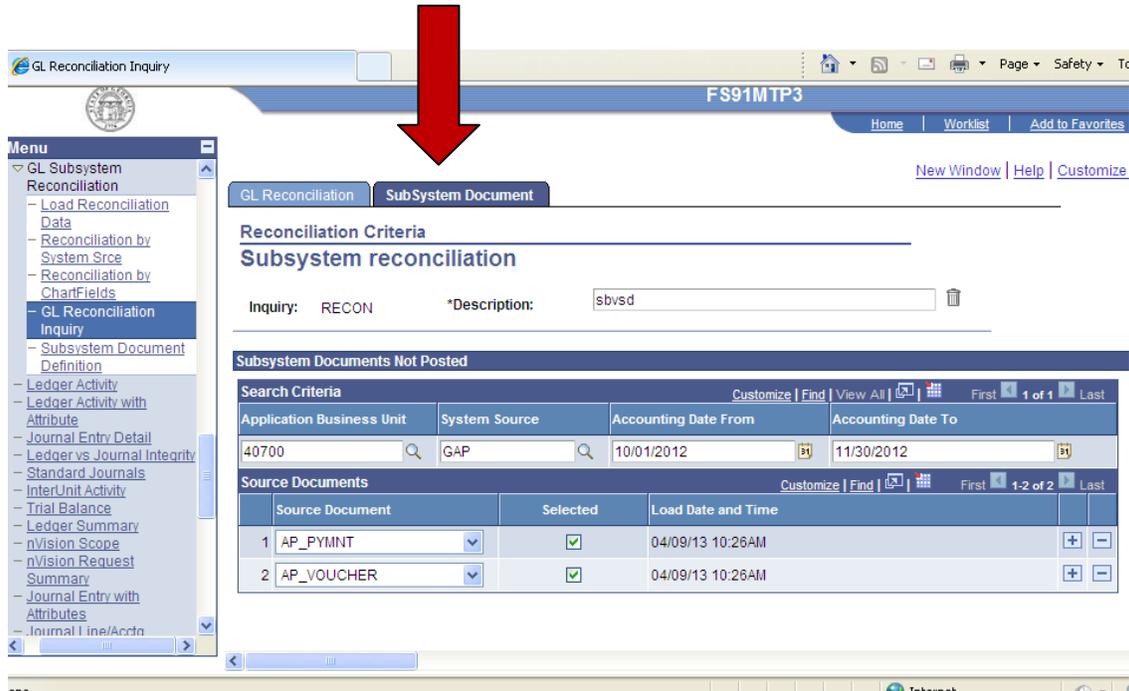
[Return to Criteria](#) [Refresh Data](#) [Documents not yet Posted](#)

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 Jrnl Line Amount
5 JrnlGen - Accounts Payable	614003					
6 JrnlGen - Accounts Payable	614003					3.
7 JrnlGen - Accounts Payable	614013					
8 JrnlGen - Accounts Payable	614013					
9 JrnlGen - Accounts Payable	614013					
10 JrnlGen - Accounts Payable	614013					
11 JrnlGen - Accounts Payable	614014					
12 JrnlGen - Accounts Payable	614014					
13 JrnlGen - Accounts Payable	615007					
14 JrnlGen - Accounts Payable	615007					
15 JrnlGen - Accounts Payable	615007					
16 JrnlGen - Accounts Payable	615007					5.
17 JrnlGen - 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 <input type="button" value="REF"/>									
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**

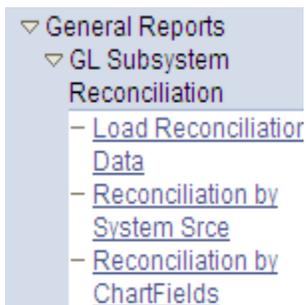
This report lists the data at the system source level, such as AP, and then lists all the activity for the subsystem (AP), including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded.

- **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**.

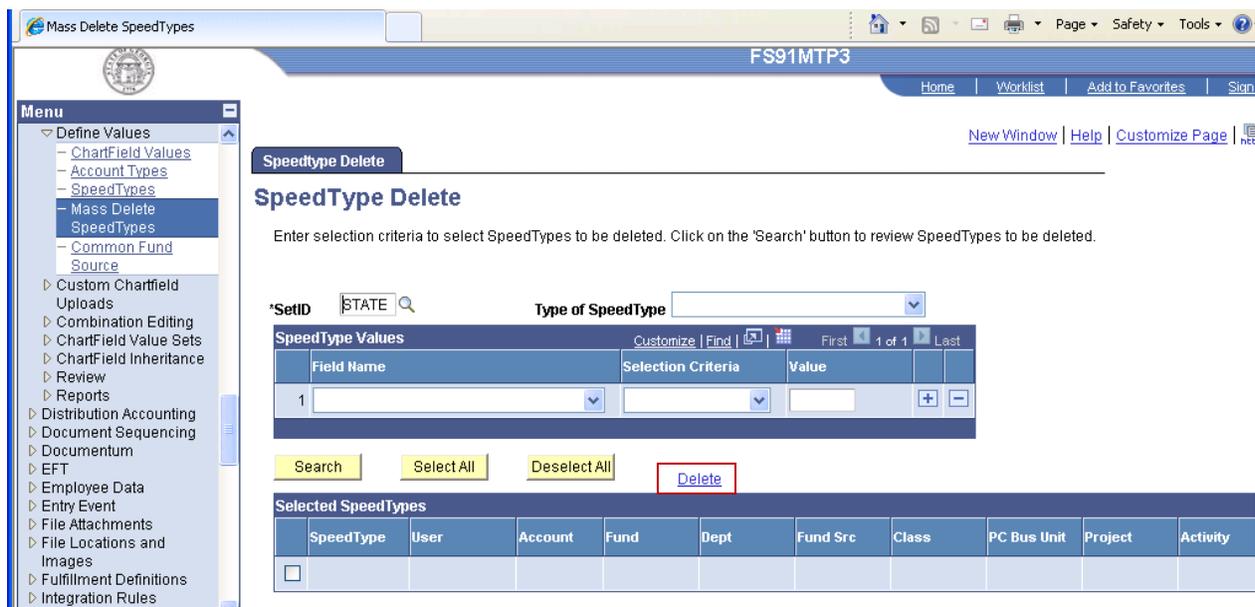


Mass Delete SpeedTypes

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



- The Speedtype Delete Page Displays



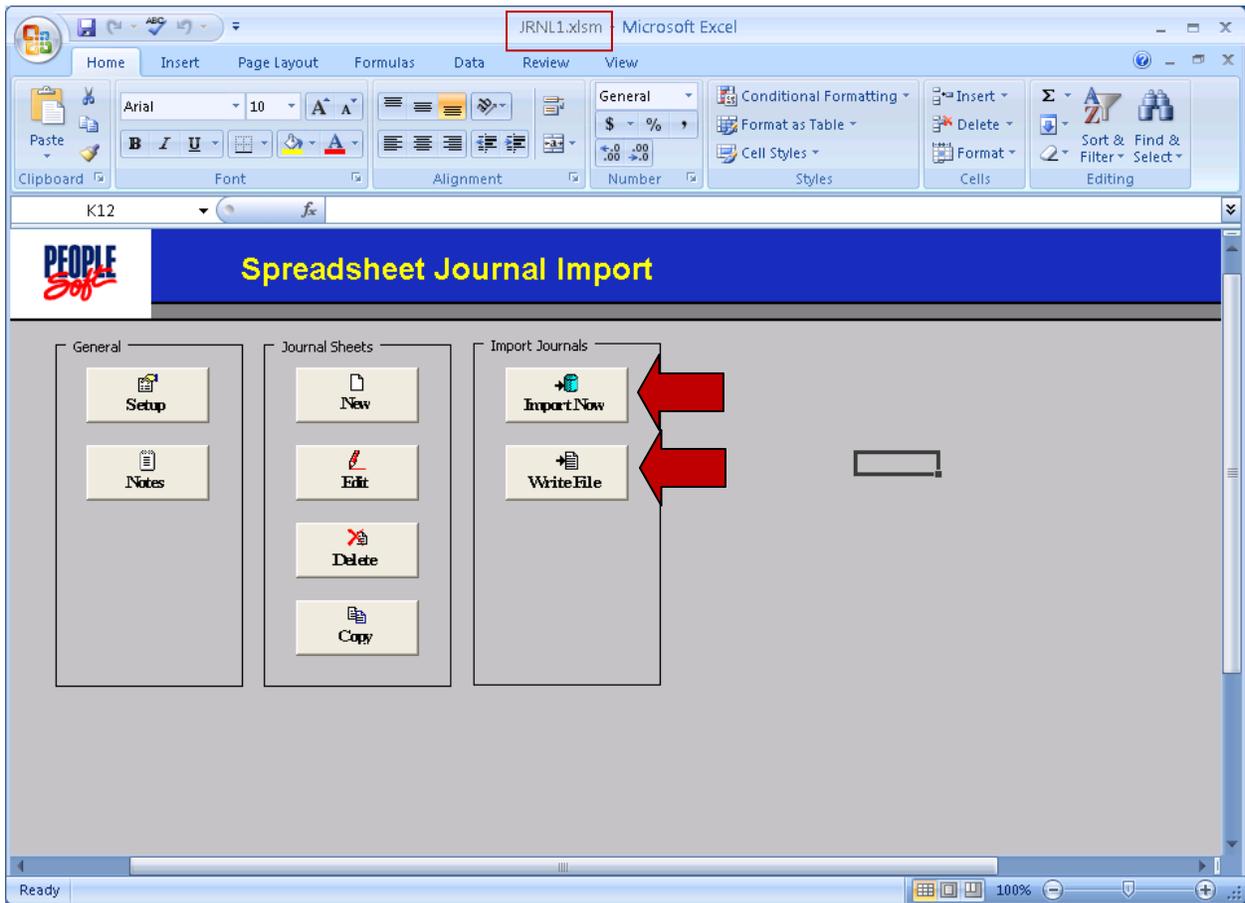
Select and delete one or more existing SpeedTypes in one action using the SpeedType Delete page. Situations that may warrant multiple SpeedTypes be deleted at once are account inactivation, user inactivation, or ChartField relationships that are no longer valid within the organization.

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: _____

Unit:

Journal ID:

Journal Date:

Reference Number:

Ledger Group:

Ledger:

Source:

User ID:

Journal Class:

Transaction Code:

Description:

AutoGen Lines

Adjusting Entry:

Document Type:

Doc Sequence:

Adjustment Type:

Commitment Control Amount Type:

Agency Location Code:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Reversal

- None
- Beginning of Next Period
- End of Next Period
- Next Day
- 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 displays the 'Select Book to Bank Statements' web application. The interface includes a navigation menu on the left with options like 'Reconcile Statements', 'Accounting', and 'Select Book to Bank Statements'. The main content area features search fields for 'Bank ID', 'Account #', 'From Date' (03/01/2013), and 'Through Date' (03/31/2013), along with 'Business Unit', 'Base Currency', 'Ledger', and 'Bank Currency' fields. A 'Search' button is located to the right of the date fields. 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' page. It features a search parameters section with fields for External Bank ID (061000052), Bank Account # (000100069203), Bank Currency (USD), Business Unit (48600), 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_BTBCALC 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	DateTime	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	DateTime	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	

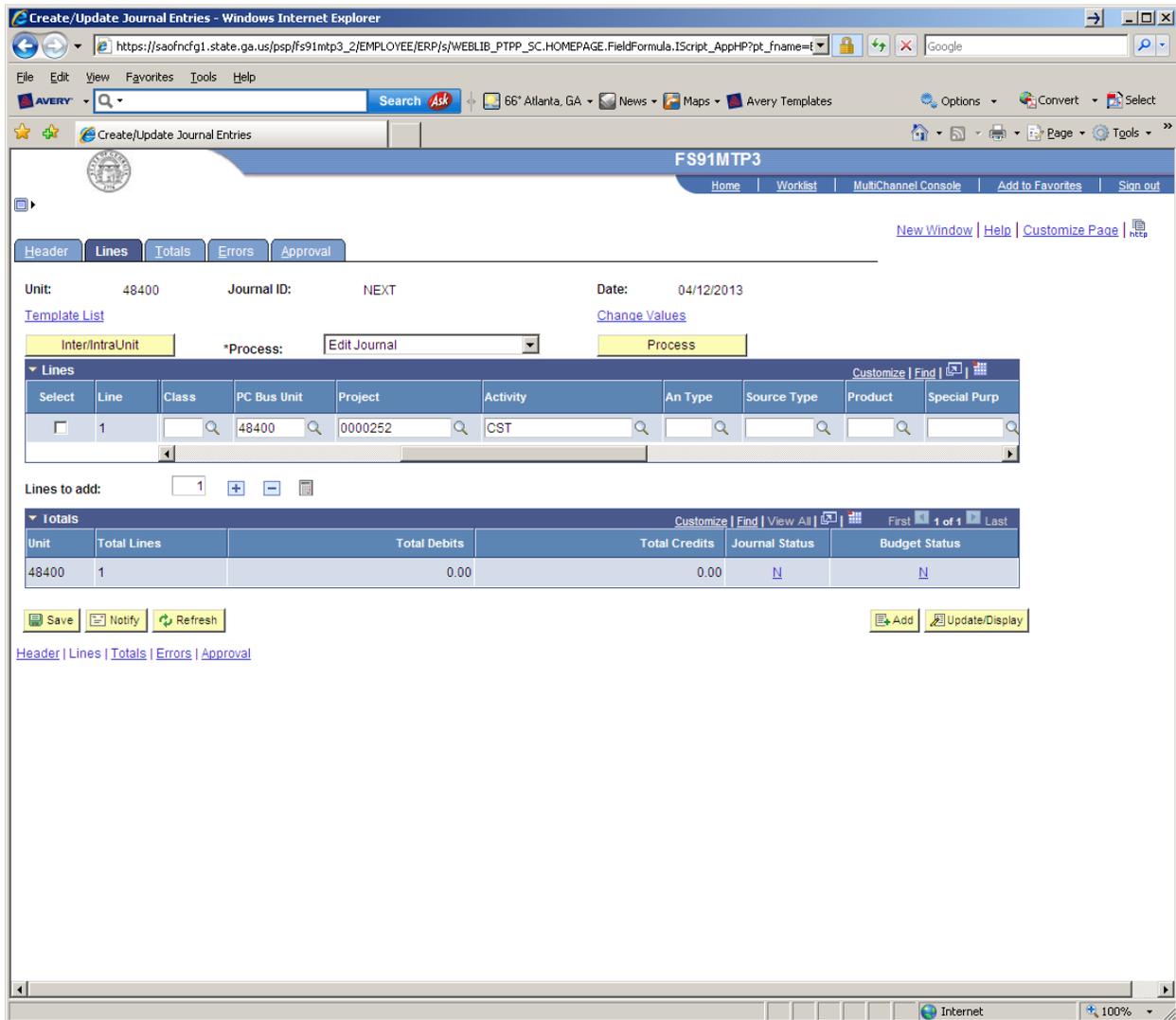
Buttons: Refresh, Process Monitor, Save, Notify

PROJECT COSTING

Project Costing Distribution Status Field

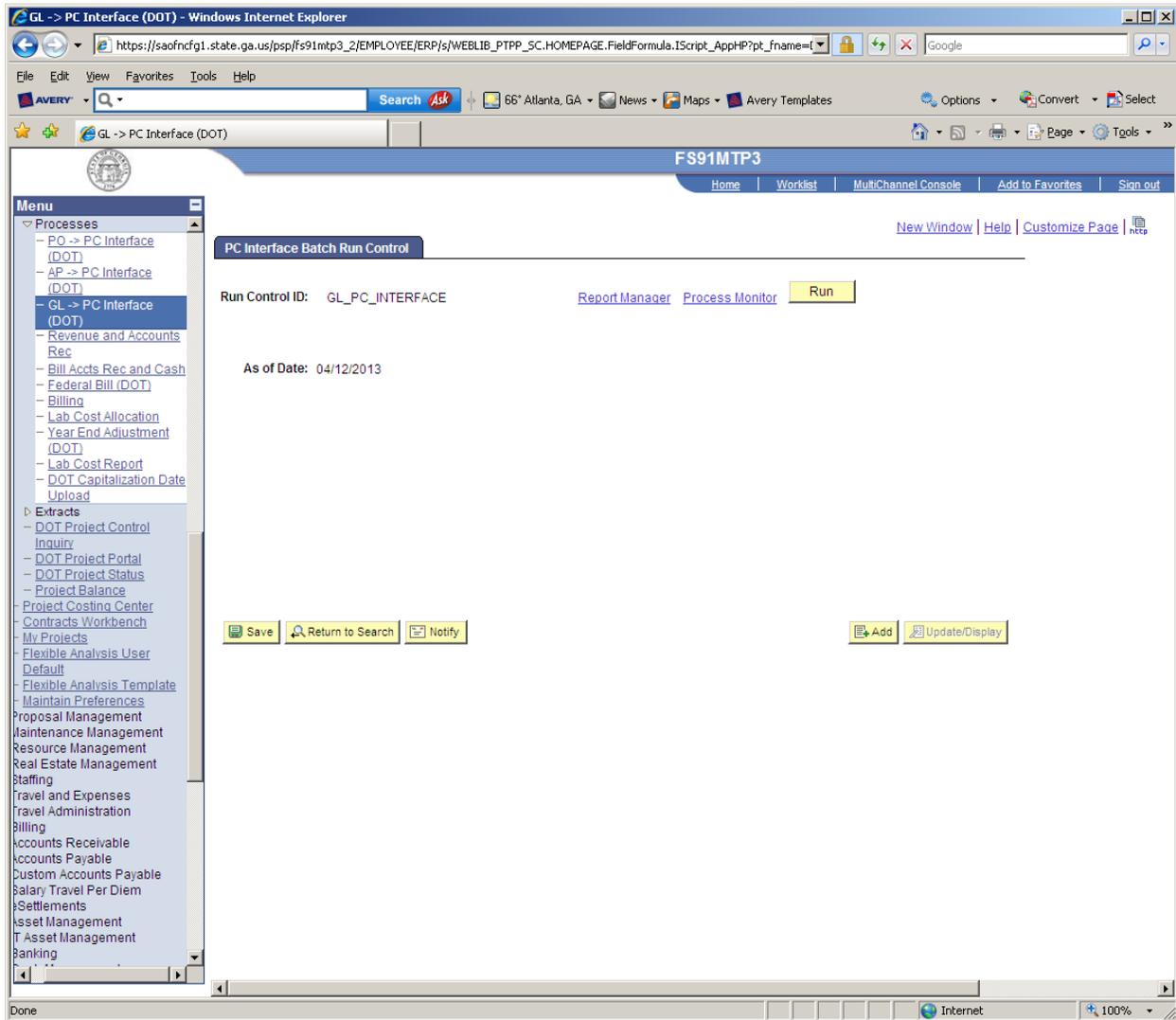
PeopleSoft Project Costing 9.1 maintains the Project Costing Distribution Status field (PC_DISTRIB_STATUS) on the journal line.

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.



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.

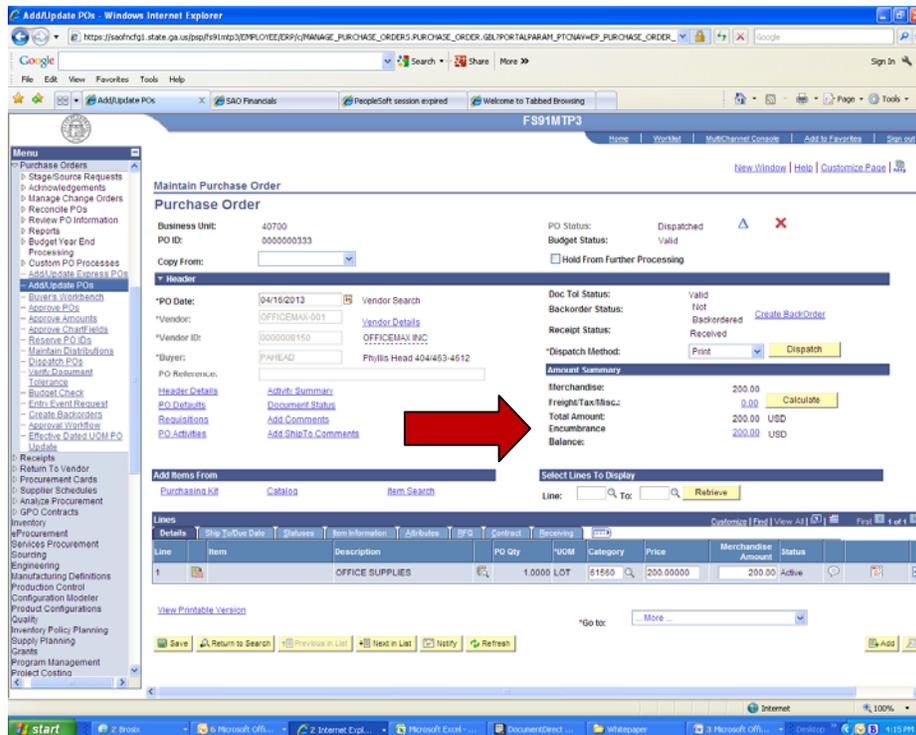
This flag will be switched to a value of "D" in the JRNL_LN once the PC applicable line in the transaction has been sent to Project Costing



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

Records Query Expressions Prompts Fields Criteria Having SQL Run

Unit = 46100, PO No.=0000163939

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-1 of 1 Last

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

- TeamWorks 9.0

Unit: 40700 Q

PO No.: 0000000323

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [MS File](#) (1 kb)

View All First 1-4 of 4 Last

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