



PeopleSoft Subsystem Reconciliation Procedures

Accounts Payable PeopleSoft System

FINANCIAL SYSTEMS

PeopleSoft Financials for Public Sector v9.0 Fall 2008 Introduction

Proprietary and Confidential to State of Georgia SAO, OPB and Anteo Group, Inc.





Reference the Accounts Payable High Level Overview of AP Data Flow (Diagram)



The Trial Balance (GL###044M) will be used as the main report to which each agency will reconcile. Data on the Trial Balance is comprised of data from journals that were either entered directly in the General Ledger or via one of the sub-modules (AP, AR & AM). Open encumbrances are also displayed on the Trial Balance.





Introduction

The purpose of this training exercise is to familiarize you with the various reports, steps, and account ranges that need to be used when balancing the Accounts Payable sub ledger to the General Ledger monthly. What actual accounts you use will depend on your agency.

The overall objective is to verify that all data input and posted in all sub-modules are also posted in the General Ledger by performing the following verification and or reconciliation:

- 1. Compare all expense account number entries in (AP, AR & other journals) to expenses in the General Ledger
- 2. Compare outstanding payables in AP to outstanding payables in the General Ledger
- 3. Compare travel expenditures in AP to the Travel Report
- 4. Compare per diem expenditures in AP to the Per Diem Report

This reconciliation should be performed on a monthly basis in order to facilitate the year end reporting required CAFR. The general idea is to ensure that all Accounts Payable activities in the Accounts Payable module are reflected in the Trial Balance.

****Several reports and queries will be used for reconciliation, below is an example of how reports will be listed throughout this document and where the report ids are located.****

EXAMPLE: <u>Report – GLS4042X -- GL###044M -- Trial Balance Detail Report</u>

- 'Report' indicates if the document is a report or query
- 'GLS4042X' indicates the process name that appears in PeopleSoft's process scheduler see illustration on the next page.



.



Process Scheduler Request										
	User ID:		Run Co	ontrol ID: 46	5clr					
	Server Name: Recurrence:	PSUNX	Run Date: Run Time:	09/11/200 3:56:46PM	8 対 1	Res	et to Current D)ate/Time		
	Process List		2	N	D		*T	*5	Outract	
	Trial Balanc	e Detail Report	GLS40	942X	SQR Repo	<u>vpe</u> ort	<u>~Type</u> File	<u>reormat</u> LP		Desunauon

GL###044M – indicates the report id in Document Direct - see illustration below ٠

	Stat	e Of Georgia					
	Pardons and	l Paroles, St Bd of	£	Report ID: GL465044M			
	Trial Balan	ce by Business Un:	it	Print	Date: 09/08/2008		
Period 002 To 002	From 2008-0	8-01 To 2008-08-3	1	Page	3		
	General	Ledger Report		PS Id	GLS4042X		
Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encumbrance Balance	Ending Balance w/ Encumbrance		
	1,014,635.24	898,713.88					
248,641.74-	1,014,635.24	898,713.88	132,720.38-	0.00	132,720.38-		
	Period 002 To 002 Beginning Balance w/o Encumbrance 	Stat Pardons and Trial Balan Period 002 To 002 From 2008-0 General Beginning Balance Transactions w/o Encumbrance Debit 1,014,635.24 	State Of Georgia Pardons and Paroles, St Bd of Trial Balance by Business Un: Period 002 To 002 From 2008-08-01 To 2008-08-3. General Ledger Report Beginning Balance Transactions Transactions w/o Encumbrance Debit Credit 1,014,635.24 898,713.88 	State Of Georgia Pardons and Paroles, St Bd of Trial Balance by Business Unit Period 002 To 002 From 2008-08-01 To 2008-08-31 General Ledger Report Beginning Balance Transactions Transactions Ending Balance w/o Encumbrance Debit Credit w/o Encumbrance 1,014,635.24 898,713.88 	State Of Georgia Pardons and Paroles, St Bd of Repor Trial Balance by Business Unit Print Period 002 To 002 From 2008-08-01 To 2008-08-31 Page General Ledger Report PS Id Beginning Balance Transactions Ending Balance Encumbrance w/o Encumbrance Debit Credit w/o Encumbrance Balance 1,014,635.24 898,713.88 		

• Trial Balance Detail Report -- indicates a description of the report





Each agency needs to verify that the outstanding payables, expenditures, travel and per diem recorded in Accounts Payable are also recorded in GL on a monthly basis. This is accomplished by performing an analysis of the data, which starts with pulling the following reports and queries:

- Report APS4019X AP###0419 Travel Report (automatically produced at month end)
- Report APS4020X AP###0420 Per Diem Report (automatically produced at month end)
- Report GLS4042X GL###044M Trial Balance Detail Report (automatically produced at month end)
- Report APS4003X AP###0403 Outstanding Payables by Vendor (automatically produced at month end)
- Query 0AP029C_Outstanding Payables by Vendor by accounting period and replaces Report APS4003X GL###0403 when you are reconciling an extended accounting period or two months open in the same accounting period.
- Query 0AP005_VERIFY_EXP Accounts Payable <u>All</u> Expenditures
- Query 0AP005K_RECON -- PO_VCHR Accounts Payable Expenditures
- Query 0AP005J_RECON AP data for expense reconciliation
- Query 0AR009A_RECON -- AR data for expense recon
- Query 0AR009B_VERIFY_REV_OTH <u>AR Direct Journal</u> data for Travel & Per Diem recon
- Query 0GL042_RECON -- Journals entered directly in GL
- Query 0GL041_RECON -- Ledger Data AP Recon
- Query 0AR008A_VERIFY_REV_CUST <u>AR</u> Item data for <u>Travel & Per Diem recon</u>





The next step instructs you to prepare a pivot table to compare all of your expense entries for your agency to expenses booked in the General Ledger. When your pivot table is complete for the reports listed below, you will be able to quickly see if all expense entries have also posted to the General Ledger as they should all net to zero on the pivot table comparison.

TOTAL EXPENDITURE VERIFICATION:

<u>Object</u>: Compare all appropriate expense account number entries for your agency in (AP, AR & other journals) to expenses in the General Ledger (i.e., all of the appropriate expense accounts for your agency).

Procedure

Compare all expense account number entries in all modules (AP, AR and other journals) to expenses in the General Ledger

- a. Run queries:
 - 0AP005J_RECON -- AP data for expense recon
 - 0AR009A_RECON -- AR data for expense recon
 - 0GL042_RECON -- Journals entered directly in GL
 - 0GL041_RECON -- Ledger Data AP Recon
- b. Combine results from all four queries into one spreadsheet
- c. Follow the instructions to Prepare a pivot table
- d. Analyze data
- e. Expense account entries compared to GL entries should net to zero





How to run queries and prepare pivot table

Run queries listed below in preparation for creation of pivot table. Below is a sample of the pivot table results that will be produced from the instructions in Exhibit A.

_						
	STEP	SOURCE		ACTION		
	Step 1:	0AP005J_RECON	AP data for expense recon			
	Run queries and save results as	0AR009A_RECON	AR data for expense recon			
	suggested in step 2 of Exhibit A	0GL042_RECON	Jrnls entered directly in GL		ł	
ĺ		0GL041_RECON	Ledger Data AP Recon		ł	

<u> </u>]			
з	Sum of Amount	Query 🗨				
4	Account 🚽	0AP005J_RECON	0AR009A_RECON	0GL041_RECON	0GL042_RECON	Grand Tota
5	501001			(2,473,499.79)	2,473,499.79	0.00
6	502001			(6,474.04)	6,474.04	-
7	503001			(5,870.27)	5,870.27	-
8	511001			(8,168.48)	8,168.48	-
9	513001			(7,146.49)	7,146.49	-
10	514001	145,561.36		(145,561.36)		-
11	514002	34,144.75		(34,144.75)		(0.00
12	515001	257,028.82		(257,028.82)		0.00
13	516001	552,810.35		(552,810.35)		0.00
14	520001	30,392.25		(30,392.25)		-
15	522001	484.50		(484.50)		-
16	612001	50,661.74		(50,661.74)		(0.00
17	612003	15,440.61		(15,440.61)		(0.00
18	612008	120.00		(120.00)		-
19	612099	486.00		(486.00)		-
20	613002	5,516.82		(5,516.82)		-
21	614001	140.60		(140.60)		-
22	614003	509.22		(509.22)		(0.00
23	614004	845.63		(845.63)		-
24	614005	1,334.95		(1,334.95)		-
25	614014	5,237.30		(5,237.30)		(0.00
26	614018	422.38		(422.38)		-
27	614026	2,027.28		(2,027.28)		-





		Exhibit A						
 Navigate to Query Viewer Reporting Tools > Query > Query Viewer 	 Supplier Contracts Customers Items Vendors Purchasing eProcurement Project Costing Accounts Receivable Accounts Payable Custom Accounts Payable Salary Travel Per Diem Asset Management Banking Cash Management 	Query Manager Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Query Create New Query * Search By: Query Name Search Advanced Search						
2. Run queries and save results with	For example:							
unique names	Query		Name					
as shown here	0AP005J_RECON	AP data for expense recon	AP data					
	0AR009A_RECON	AR data for expense recon	AR data					
	OGL042_RECON	Irnls entered directly in GL	GL jrnl data					
	OGL041_RECON L	Ledger Data AP Recon	Ledger data					





			Exhi	bit A contir	nued					
3. Combine results of										
all four queries into	IVIJ122 V <i>J×</i> 2					_				
one spreadsheet in	A	B		E E	F	G	Н			K
		Account	Fund Organiza	tion Fund Src	Sub-Class	Project	Product	Program	Special Purp	Amount
the following order	3119 JAPU05J_RECON	872011 1		58 U1	307	01		6210401		23.60
 0AP005J 	3120 UAPO05J_RECON	872011 1		08 U1	307	01		6210401		23.60
• 0AP009A	3121 0AP006J_RECON	972011		F7 01	307	01		6210401		23.60
	3122 0AP0003_RECON	972011 1		17 01	207	01		6210401		23.00
• 0GL042	3124 0AB009A BECON	612003 1		1 48811	301	26001		6210401		20.00
 0GL041 	3125 0AB009A BECON	619007		12 01	301	01		6210402		
For the nivot table to	3126 0AR009A RECON	619007 1		01 01	301	01		6210203		
	3127 0AR009A RECON	627002 1	0100 46501010	01 01	301	01		6210201		
WOFK:	3128 0AR009A_RECON	627003 1	0100 46501020	07 01	301	01		6210101		
Remove blank lines	3129 0GL042_RECON	501001 1	0100 46500000	01 01	300	01		6210401		12,897.44
Rename amount column	3130 0GL042_RECON	501001 1	0100 46500000	01 01	300	01		6210401		14,396.22
	3131 0GL042_RECON	501001 1	0100 46500000	02 01	300	01		6210401		21,466.46
See page 28 for more	3132 0GL042_RECON	501001 1	0100 46500000	02 01	300	01		6210401		21,466.46
pivot table instructions.		F K.		- -	1 000	6 .			1	
4. Navigate to Pivot	Eile Edit View Insert Fo	rmat <u>T</u> ools	Data Window	Help						Type (
Table monulitem										
		🏂 🖷 🕼	2↓ <u>S</u> ort							
	Arial Unicode M5 • 10 • E	🎘 🔩 🕼 Z U I	2 ↓ Sort Eilter		• ==	- <u>-</u>	- <u>A</u> -]			
	Arial Unicode M5 → 10 → 1 M3122 → 6 2		2↓ <u>S</u> ort Eilter F <u>o</u> rm		▶ :=	- <u>-</u>	• <u>A</u> •]	-		
	Arial Unicode M5 ■ 10 ■ 1 M3122 ■ ▲	≥ ¹ 02 3 <i>I</i> <u>U</u> 1 B			•	F .	• <u>A</u> •] G	H	1	J
	Arial Unicode M5 ■ 10 ■ 1 M3122 ■ A 1 Query	B Acco	2↓ Sort Eilter Form Subtotals Validation		• i≢ ub-	F Class P	G G Troject P	H roduct P	l rogram Spec	J ial Purp 4
	Arial Unicode M5 • 10 • ₽ M3122 • ★ 2 A 1 Query 3119 0AP006J_RECON	2	2↓ Sort Eilter Form Subtotals Validation Table		► # ub- 07	F Class P	G G Troject P	F roduct P	l rogram Spec 210401	J ial Purp / #
	Arial Unicode M5 • 10 • E M3122 • & 2 A 1 Query 3119 0AP005J_RECON 3120 0AP005J_RECON	≥ № 0 Image: Image of the state of the st	2↓ <u>S</u> ort Eilter Form Subtotals Validation Iable Text to Colur) 17 17	F Class P 0 0	G Troject P 1	H roduct P 62	l rogram Spec 210401 210401	J ial Purp 4
	Arial Unicode M5 10 F M3122 F 2 A 1 Query 3119 0AP005J_RECON 3120 0AP005J_RECON 3121 0AP005J_RECON	8 / U	2↓ Sort Eilter Form Subtotals Validation Iable Text to Colur Consolidate	ากร	• = ub- 17 17 17	F Class P 0 0	G roject P 1 1	H roduct P 63 63 63	l rogram Spec 210401 210401 210401	J ial Purp 4
	Arial Unicode M5 10 F M3122 F 2 A 1 Query 3119 0AP005J_RECON 3120 0AP005J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON	B I I I B I I I B I I I Acco 87201 87201 87201 87201 87201 87201 87201 87201	2↓ Sort Eilter Form Subtotals Validation Iable Text to Colur Consolidate Group and O	ıns ıtline) (17) (17) (17) (17) (17) (17) (17) (17	F Class P 0 0 0	G roject P 1 1 1 1	H roduct P 63 63 63	I Spec 210401 210401 210401 210401 210401	J ial Purp / A
	Arial Unicode M5 10 F M3122 A 2 A 1 Query 3119 DAP005J_RECON 3120 DAP005J_RECON 3121 DAP005J_RECON 3122 DAP005J_RECON 3123 DAP005J_RECON 3123 DAP005J_RECON		Image: Sort Eilter Form Subtotals Validation Table Text to Colur Copsolidate Group and Or	ins itline d PiyotChart Reno)	F Class P 0 0 0 0	G roject P 1 1 1 1 1 1 1 1 1 1 1	H roduct P 63 63 63 63 63	I Spec 210401 210401 210401 210401 210401 210401	J ial Purp 2
	Arial Unicode M5 10 F M3122 A 2 A 1 Query 3119 DAP005J_RECON 3120 DAP005J_RECON 3121 DAP005J_RECON 3122 DAP005J_RECON 3123 DAP005J_RECON 3124 DAR009A_RECON 3125 DAR009A_RECON	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 Sort Eilter Eilter Farm Subtotals Validation Table Taxt to Colur Cogsolidate Group and Or EivotTable and Or	ins utline d PivotChart Repo	+ ====================================	F Class P 0 0 0 0 0 0	G roject P 1 1 1 1 1 6001 1	H roduct P 63 63 63 63 63 63 63 63 63 63	I Spec 210401 210401 210401 210401 210401 210401 210402 210402	j ial Purp Z
	Arial Unicode M5 10 F M3122 F 2 A 1 Query 3119 0AP006J_RECON 3120 0AP005J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3124 0AR009A_RECON 3126 0AR009A_RECON	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 Sort Eilter Fgrm Subtotals Valjdation Table Text to Colur Consolidate Group and Or Import Extern List	ıns Jtline d PivotChart Repo nal <u>D</u> ata	+ ====================================	F Class P 0 0 0 0 0 0 0	G Troject P 1 1 1 1 1 1 1 1 1 1 1 1 1	H roduct P 63 63 63 63 63 63 63 63 63 63	I Spec 210401 210401 210401 210401 210401 210401 210402 210203	J ial Purp /
	Arial Unicode M5 10 F M3122 F 2 A 1 Query 3119 0AP006J_RECON 3120 0AP006J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3124 0AR009A_RECON 3126 0AR009A_RECON 3127 0AR009A_RECON	Image: Constraint of the second sec	2↓ Sort Eilter Fgrm Subtotals Validation Iable Tgxt to Colur Consolidate Group and Oo Import Extern List	ins .d PivotChart Repo nal <u>D</u> ata	 image: state stat	F Class P 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G roject P 1 1 1 1 1 1 6001 1 1 1 1 1 1 1 1 1 1 1 1 1	H roduct P 63 63 63 63 63 63 63 63 63 63 63 63 63	I Spec 210401 210401 210401 210401 210401 210401 210401 210401 210401 210402 210203 210003 210003 210003 2100203 2100203 2100203 2100 210 2100 210	J ial Purp /
	Arial Unicode M5 10 I0 M3122 A 1 Query 3119 0AP005J_RECON 3120 0AP005J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3123 0AP005J_RECON 3124 0AR009A_RECON 3125 0AR009A_RECON 3126 0AR009A_RECON 3127 0AR009A_RECON 3128 0AR009A_RECON	Image: Constraint of the second sec	2↓ Sort Eilter Figrm Subtotals Validation Table Text to Colur Consolidate Group and O Import Extern List XML YML	ins .tline id PivotChart Repo ral <u>D</u> ata	rt	F Class P 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G roject P 1 1 1 1 1 6001 1 1 1 1 1 1 1 1 1 1 1 1 1	H roduct P 63 63 63 63 63 63 63 63 63 63 63 63 63	I SPECT	J ial Purp /
	Arial Unicode M5 10 I M3122 A 1 Query 3119 0AP006J_RECON 3120 0AP006J_RECON 3121 0AP006J_RECON 3122 0AP006J_RECON 3123 0AP006J_RECON 3124 0AR009A_RECON 3125 0AR009A_RECON 3126 0AR009A_RECON 3127 0AR009A_RECON 3128 0AR009A_RECON 3129 0GL042_RECON	2 1 1 I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I	 Sort Eilter Fgrm Subtotals Validation Table Tgxt to Colur Cogsolidate Group and O PivotTable and Import Extern List XML Refresh Date 	ins .tline .d PivotChart Repo nal <u>D</u> ata	rt 17	F Class P 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G roject P 1 1 1 1 1 1 1 1 1 1 1 1 1	H roduct P 63 63 63 63 63 63 63 63 63 63 63 63 63	I rogram Spec 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210402 2 210203 2 210101 2 210401 2	J ial Purp /
	Arial Unicode M5 10 E M3122 A 2 A A 1 Query 3119 0AP005J_RECON 3120 0AP005J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3124 0AR009A_RECON 3126 0AR009A_RECON 3126 0AR009A_RECON 3128 0AR009A_RECON 3129 3130 0GL042_RECON 3130	2 1 1 I I I	 Sort Eilter Form Subtotals Validation Table Text to Colur Cogsolidate Group and O PivotTable ar Import Extern List XML Refresh Date 10100 4650 	nns .tline .al <u>D</u> ata 000001 01	rt	F Class P 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G roject P 1 1 1 1 1 1 1 1 1 1 1 1 1	H roduct P 6: 6: 6: 6: 6: 6: 6: 6: 6: 6: 6: 6: 6:	I rogram Spec 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210401 2 210402 2 210203 2 210201 2 210101 2 210401 2	J ial Purp 4
	Arial Unicode M5 10 E M3122 A 2 1 Query 3119 3119 0AP005J_RECON 3120 3120 0AP005J_RECON 3121 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3122 0AP005J_RECON 3124 0AR009A_RECON 3126 0AR009A_RECON 3126 3127 0AR009A_RECON 3128 3128 0AR009A_RECON 3129 3129 0GL042_RECON 3131 3131 0GL042_RECON 3131	2 1 1 Image: Image of the system Image of the system Image of the system Image of the system Image of the system <	2 Sort Filter Figm Subtotals Validation Table Text to Colur Cogsolidate Group and O Import Extern List XML Refresh Data 10100 4650	nns .ttline d PivotChart Repo nal Data 000001 01 000002 01	Partial State of the state	F Class P 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G roject P 1 1 1 1 1 1 1 1 1 1 1 1 1	F Foduct P 62 63 63 63 63 63 63 63 63 63 63	I rogram Spec 210401 210401 210401 210401 210401 210401 210401 210401 210401 210401 210401 210203 210201 210101 210401 210401	J ial Purp 2

Proprietary and Confidential to State of Georgia SAO, OPB and Anteo Group, Inc.





	Exhibit A continued
5. Select Next >	PivotTable and PivotChart Wizard - Step 1 of 3
	Where is the data that you want to analyze? Microsoft Office Excel list or database External data source Multiple gonsolidation ranges PiviotIable PivotChart report (with PivotTable report)
6. Step 2 of the Pivot	
Table wizard will	1 Query Account Fund Organization Fund Src Sub-Class Project Product Program Special Purp Amou
appear with data	2 0AP005J_RECON 514001 10100 4650102002 01 300 01 6210101 €
	3 0AP005J_RECON 514001 10100 4650102005 01 300 01 6210101 1,£
selected as the	4 0AP005J_RECON 514001 10100 4650102007 01 300 01 6210101 2,1
range. Select the	5 UAPUU5J_RECON 514U01 10100 4650000051 01 300 01 6210401 6
Next >	7 0AP005 BECON 514001 10100 4650050044 01 PivotTable and PivotChart Wizard - Step 2 of 3 ? X *
button	8 0AP005J_RECON 514001 10100 4650050048 01 Where is the data that you want to use?
	9 0AP005J_RECON 514001 10100 4650050051 01 Range: ASIs: 11545634 Browse
	10 0AP005J_RECON 514001 10100 4650000055 01 Cancel < Back Next > Finish 6
	11 0AP005J_RECON 514001 10100 4650000018 01
	12 0AP005J_RECON 514001 10100 4650000019 01 300 01 6210401 1,1
	13 UAPUU5J_RECON 514001 10100 4650000020 01 300 01 6210401 §
	14 00-0005 RECON 514001 10100 4650050010 01 300 01 6210202 1





		Exhibit A continued												
7.	Select		,5115		F	F	G	н	1		K	I	M	
		1	Fund	Organization		Sub-Class	Project	t Product	Program	Special Purp	Amount	Fiscal Year	Accounting Perio	
	Layout	4659	10100	4650000051	01	307	01		6210401	opoolar i alp	(120.27)	2004	. looouncing . one	2
		4660	10100	4650000054	01	307	01	PivotTable	e and PivotC	hart Wizard - Ste	ep 3 of 3		?	×
		4661	10100	4650000055	01	307	01							
		4662	10100	4650000056	01	307	01							
		4663	10100	4650000057	01	307	01			Where do	vou want to put t	he PivotTable rec	iort?	
		4664	10100	4650000058	01	307	01				Now workshoot			
		4665	10100	4650000060	01	307	01				New worksheet			
		4666	10100	4650000061	01	307	01						T	
		4667	10100	4650000090	01	307	01				1		1	
		4668	10100	4650000092	01	307	01			Click Finish	to create your Pi	votTable report.		
		4669	10100	4650000093	01	307	01		1 and 1	0.000	Canad	a Davida	Name III Elabert	
		4670	10100	4650000096	01	307	01		Layout	Options	Cancel			
		4671	10100	4650000102	01	307	01		6210401		(179.55)	2009		2
		4672	10100	4650000103	01	307	01		6210401		(90.15)	2009		2
		1.030				1007								~
8	Drag and drop each													
0.	field in their	90	Pivot'	Table and Pi	ivotChar	rt Wizard	- Layo	out						×
	neid in their	5	_				Select I							_
	appropriate areas;	D	5808	Read A	Comp LS	- 1-3 i	2005		0	Construct you	r PivotTable	report by		
	then select	2		som hS	<u>B</u> aua	[moren 15		c t	o the diagram	on the left.	on the right	:	
		D				1				-				
	OK	2												
		2				_					Qu	ery Pro	oject Accounti	
		2		LE					MNN .		Acco	ount Pro	duct Voucher	T I
		2									Eu	nd Pro	gram	
Cha	ngo "count of	2				A							gram	
Ulla	inge count of	2				<u>r</u> ow		DATA	•		Orga	inizat Spe	cial Pu	
amo	ount" to "sum of						1	•			Fun	Src Am	ount	
amo	ount"										Sub-	Class Fisc	al Yea	
ann														
1										н	elp 🚺 [ок	Cancel	
1		1												
1														





	Exhibit A continued
9. Select the	PivotTable and PivotChart Wizard - Step 3 of 3 Where do you want to put the PivotTable report? • New worksheet • Layout • Options Cancel < Back Next > Einish





		Ex	hibit A continue	d		
10 Highlight the	A	В	С	D	E	F
	1					
amount columns	2					
	3 Sum of Amount	Query -			ACLARA DECON	
and format them	4 Account -	TUAPUUSJ_RECON	UARUUSA_RECOM	1 0GL041_RECON	0GL042_RECON	Grand Total
as a number with 2	6 502001	-		-2473499.79	2473499.79	4.19095E-0
	7 503001	-11		-6474.04	5870.27	
decimal places	8 511001	-		-8168.48	8168.48	
	9 513001	-		-7146.49	7146.49	
	10 514001	146561.36	3	-145561.36		
	11 514002	34144.76	5	-34144.75		-2.91038E-11
	12 515001	257028.82	2	-257028.82		5.82077E-11
	13 516001	552810.35	5	-552810.35		5.82077E-10
	14 520001	30392.26	5	-30392.25		
	15 522001	484.6	i	-484.5		
	16 612001	50661.74	L	-50661.74		-1.46619E-11
	17 612003	16440.61		-16440.61		-3.63798E-1:
	18 612008	120	1 2	-120		
	20 612033	5516.92		-400		
	21 614001	140 6		-140.6		
	22 614003	509.22		-509.22		-5.68434E-14
	23 614004	845.63	1	-845.63		
	24 614005	1334.95	5	-1334.95		
	25 614014	6237.3	1	-6237.3		-9.09495E-1;
	26 614018	422.38	1	-422.38		
	27 614026	2027.28		-2027.28		ļ
11. Sample of pivot	Sum of Amount	Query 👻				
table regults	Account -	DAP005J_RECON	0AR009A_RECON	OGL041_RECON 00	BL042_RECON Gra	ind Total
lable results	501001			(2,473,499.79)	2,473,499.79	0.00
	602001			(6,474.04)	6,474.04	-
	603001			(5,870.27)	6,870.27	-
	511001			(8,168.48)	8,168.48	-
	513001	115 501 00		(7,146.49)	7,146.49	-
	614002	145,551.35		(145,561.36)		- (0,00)
	515001	267 029 92		(34,144.70)		(0.00)
	516001	652 810 35		(552,810,35)		0.00
	520001	30 392 25		(30, 392, 25)		-
	522001	484.50		(484.50)		-
	612001	50,661.74		(50,661.74)		(0.00)
	612003	15,440.61		(15,440.61)		(0.00)
	612008	120.00		(120.00)		-
	612099	486.00		(486.00)		-
	613002	5,516.82		(5,516.82)		-
	614001	140.60		(140.60)		-
	614003	509.22		(509.22)		(0.00)
	614004	845.63		(845.63)		-
	614005	1,334.95		(1,334.95)		-
	614014	5,237.30		(5,237.30)		(0.00)
	614018	422.38		(422.38)		-
	614026	1 2 027 28		(2.027.28)		_

Next you want to reconcile the outstanding Accounts Payable to the balances on the GL Trial Balance report. Please note that if you are reconciling a period that has two months open (extended accounting period) you will need to use an alternate payables report.

Proprietary and Confidential to State of Georgia SAO, OPB and Anteo Group, Inc.





Example 1 will walk you through the process of reconciling outstanding Accounts Payables for a regular accounting period. Example 2 will show you how to reconcile for an extended accounting period (two months open in the same period).

OUTSTANDING PAYABLE ANALYSIS:

Object: Ensure that balances of liability accounts on the AP outstanding report equals the balances on the Trial Balance

Compare Outstanding Payables in Accounts Payable to Outstanding Payables on the General Ledger

- a. Run report APS4003X -- AP###0403 Outstanding Payables by Vendor (automatically produced at month end)
- b. Run query 0AP029C Outstanding Payables by Vendor by accounting period if reconciling for an extended accounting period. (Two months open in the same accounting period)
- c. Run report GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
- d. Input data from both reports onto analysis sheet
- e. Analyze data





Example 1 – Regular Accounting Period (Calendar Month) for Outstanding Accounts Payable

Input the liability account numbers with their corresponding credit/debit balances from the trial balance GL###044M (GLS4042X) --**.** Trial Balance Detail Report. The Trial Balance Net amount and Variance amount will be calculated automatically. STEP SOURCE ACTION GL###044M -- Trial Balance Detail Report --Input liability account numbers & balances -Step 1: Obtain liability account balances from General Columns A, B, C & D Ledger **Outstanding Payable Analysis** as of August, 2008 D В С Ε F G Н Α B + C - D G + H E + 1Account Beginning Balance Trial Balance Debit Trial Balance Net Numbers w/o Encumbrance Trial Balance Credit AP###0403 AP Liability Net Other Variance (2,073,598.47) 200001 (1,660,206.50)1,432,349.67 (2,073,598.47)1,845,741.64 200050 (132,720.38)(248,641.74) 1,014,635.24 898,713.88 (132,720.38)215530 (814,085.15) 993,791.26 (809,839.17) (809,839.17) 989,545.28 233001 229,680.81 229,680.81 (2,722,933.39)3,670,456.98 3,963,681.61 (3,016,158.02) (3,016,158.02)--Add and/or delete account numbers according to your agency's reconciliation requirements Notes:





Example 1 – Regular Accounting Period (Calendar Month) for Outstanding Accounts Payable

Input liability account numbers with their corresponding balances from the AP###0403 -- Outstanding Payables by Vendor . STEP SOURCE ACTION Input liability account numbers & AP###0403 -- Outstanding Payables by Step 2: balances – Columns G & H Obtain liability account balances from Vendor Accounts Payable module **Outstanding Payable Analysis** as of August, 2008 В С D Ε F G н Α B + C - D G + HE+T Account Beginning Balance Trial Balance Trial Balance w/o Encumbrance Debit Credit **Trial Balance Net** AP###0403 Numbers AP Liability Net Other Variance 200001 (1,660,206.50)1,432,349.67 1,845,741.64 (2,073,598.47) 2,073,598.47 2,073,598.47 200050 (248,641.74) 1,014,635.24 898,713.88 (132,720.38)132,720.38 132,720.38 215530 (814,085.15) 993,791.26 989,545.28 (809,839.17) 809,839.17 809,839.17 233001 229,680.81 229,680.81 (2,722,933.39)3,016,158.02 3,016,158.02 3,670,456.98 3,963,681.61 (3,016,158.02)-_ Notes: Add and/or delete account numbers according to your agency's reconciliation requirements **Note:** Sum the liability amounts for each account number and year from the summary section of the AP###0403 report. Totals Summary LIABILITY ACCOUNT 200001 TOTAL: \$ BUDGET PERIOD 2009 2,061,433.44 DISCOUNT TOTAL: \$ 0.00 BUDGET PERIOD 2008 LIABILITY ACCOUNT 200001 TOTAL: 12,165.03 Ş DISCOUNT TOTAL: 0.00 ŝ BUDGET PERIOD 2009 LIABILITY ACCOUNT 200050 TOTAL: \$ 132,720.38 DISCOUNT TOTAL: \$ 0.00

You can see that August Payables were in balance with no variance.





Example 2 – Reconciling an Extended Accounting Period for Outstanding Accounts Payable

Input the liability account numbers with their corresponding credit/debit balances from the trial balance GL###044M (GLS4042X) --Trial Balance Detail Report. The Trial Balance Net amount and Variance amount will be calculated automatically.

		ACTION			SOURCE	STEP					
ers & balances –	y account number	Input liability	GL###044M Trial Balance Detail Report			Step 1:					
	A, B, C & D	Columns A,			rai	ances from Genera	liability account ba	Ledger			
			alvsis	ding Payable <i>I</i>	Outstan			Lougo			
			<u>ury515</u>	of Contombon 20	Outstand						
			•	of September, 20	as						
			C	F	D	C	Р	٨			
J		н	G	E	D	L	В	A			
				0+0-0			Beginning Balance	Account			
Variance	AP Liability Net	Other)AP029C*	Trial Balance Net	Trial Balance Credit	Trial Balance Debit	w/o Encumbrance	Numbers			
(1,901,625.49)	-			(1,901,625.49)	647,281.41	819,254.39	(2,073,598.47)	200001			
(40,994.69)	-			(40,994.69)	903,186.28	994,911.97	(132,720.38)	200050			
(259,232.41)	-			(259,232.41)	996,551.25	1,547,158.01	(809,839.17)	215530			
(47,599.71)	-			(47,599.71)	80,969.03	33,369.32	-	230001			
				(62,943.30)	72,698.30	9,755.00		233001			
(2.249.452.30)	-	-	-	(2,312,395.60)	2,700,686.27	3,404,448.69	(3,016,158.02)				

Replace the AP###0403 -- Outstanding Payables by Vendor with the 0AP029C in column G



36 233001



Example 2 – Reconciling an Extended Accounting Period for Outstanding Accounts Payable

Input liability account numbers with their corresponding balances from the OAP029C (accounts 200001 through 233001) -- Outstanding Payables by Vendor by accounting period. Note: In this example you are reconciling for an extended accounting period (two months open in the same period) you will need to replace the AP###403 with the balances from the 0AP029C (accounts 200001 through 233001). This report picks up outstanding payables by vendor for the accounting period. STEP SOURCE ACTION 0AP029C -- Outstanding Payables by Vendor Input liability account numbers & Step 2: Obtain liability account balances from by Period balances – Column H Accounts Payable module **Outstanding Payable Analysis** as of September, 2008 С D Α в Е F. G н B + C - D G + H E+I Trial Balance Account Beginning Balance Trial Balance 0AP029C Trial Balance Net AP Liability Net w/o Encumbrance Numbers Debit Credit Other Variance 200001 (2,073,598.47)819,254.39 647,281.41 (1,901,625.49)1,901,625.49 1,901,625.49 0.00 200050 (132,720.38)994,911.97 903,186.28 (40,994.69) 40,994.69 40,994.69 (0.00)996,551.25 0.00 215530 (809, 839.17)1,547,158.01 (259, 232.41)259,232.41 259,232.41 230001 33,369.32 80,969.03 (47,599.71) 47,599.71 47,599.71 0.00 233001 9,755.00 72,698.30 (62, 943.30)62,943.30 62,943.30 0.00 (3,016,158.02)3,404,448.69 2,700,686.27 (2,312,395.60)2,312,395.60 2,312,395.60 (0.00) Notes: Add and/or delete account numbers according to your agency's reconciliation requirements Note: Pick up the total liability amounts for each account number from the 0AP029C (accounts 200001 through 233001) report. You can pull this report by individual account number or run a consolidated report including all of the Accounts Payable account numbers in the query request. When you put the query in the pivot table you can set it to sort by totals by account number. B. C. А Sum of Gross Amount 2 Account -Total з 200001 -1901625.494 200050 40994.69 5 202001 -63135 34 215530 -259232.4135 230001 47599.71

-62943.30





Common reasons why the Trial Balance Report differs from the Outstanding Payable by Vendor Query:							
Issue	Resolution/Comments						
Accounts Payable transaction(s) not journal	Ensure that the journal generation process runs successfully before production of the Trial						
generated	Balance and Outstanding Payables by Vendor query						
Accounts Payable journal(s) not posted in	Ensure that all Accounts Payable journals were successfully posted in the General Ledger						
General Ledger	prior to producing the Trial Balance and Outstanding Payables by Vendor query						
Multiple periods open simultaneously; which	In the PeopleSoft 9.0 environment, you will only have multiple periods open twice annually.						
results in prior period transactions being	Once for the Federal year end in September and the other for the June year end for the						
entered in current period	State. A query has been created that will capture the correct payables by vendor for the						
	two defined extended accounting periods. (0AP029C)						
Split Payment.	Typically this happens when one converts a PO to a voucher but only pays a portion of the						
	voucher. E.g. PO #1234 for \$500 was converted to a voucher, but only \$200 of the						
	voucher was paid						





After you have verified that your outstanding Accounts Payables are in balance with the General Ledger, you need to do the same thing for travel and per diem expenses.

TRAVEL RECONCILIATION:

Objective: To ensure that all travel expenditures entered via Accounts Payable, Accounts Receivable, and General Ledger are captured in the Trial Balance. NOTE: Travel expenditures entered via Purchasing will be analyzed separately.

It is <u>imperative</u> that the travel amounts on the Trial Balance be verified as these amounts will be subject to specific audit review.

AP###0419 shows all travel expenditures by employee and a summary by account number and module (AP, AR & PO).

Note: The 'AP' amount on APS4019X -- AP###0419 – Travel Report <u>only</u> includes vouchers directly entered in Accounts Payable; it does not include vouchers created from Purchase Orders. Per specific request from Auditors..."all travel expenses entered via a Purchase Order should be reflected on the report as coming from the 'PO' module".

- 1. Compare travel expenses in Accounts Payable to travel expenses in the General Ledger
 - a. Run reports:
 - Report GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Query -- 0AP005K_RECON -- Accounts Payable Expenditures from PO VCHRs
 - Query -- 0AR008A_VERIFY_REV_CUST AR Item data for Travel & Per Diem recon
 - Query -- 0AR009B_VERIFY_REV_OTH AR Direct Jrnl data for Travel & Per Diem recon
 - Report APS4019X -- AP###0419 Travel Report {automatically produced at month end}
 - b. Input data from reports and queries onto analysis sheet
 - c. Analyze data





STEP				SOUR	CE			ACTION			
Step 1 Obtain balance	<u>:</u> ALL tra es from	ivel expense General Led	account (640x ger	xx) GL##;	#044M Trial	Balance Deta	il Report	Input ALL t module - Columns	ravel account ba	lances for each	
				·	<u>Travel A</u> as of Augu	nalysis ust, 2008					
Α	В	С	D	E C - D	F G	н	I	J	K G + H + I + J	L E-K	
Account Numbers	Module	Debit	Credit	Trial Balance Net	*AP###0419	**0AP005K	0AR008A	0AR009B	Net	Variance	
640001	AP	16,056.7	5 0.00	16,056.75					0.00	16,056.75	
	AR			0.00					0.00	0.00	
	GL			0.00					0.00	0.00	
640002	AP	3,898.23	3 0.00	3,898.23					0.00	3,898.23	
	AR			0.00					0.00	0.00	
	GL			0.00					0.00	0.00	
Notes:	Add an	d/or delete accou	unt numbers accord	ling to your agency	's reconciliation rec	quirements					
		* Report of ** Query o	nly includes v nly includes v	ouchers direc ouchers asso	tly entered in ciated with Pu	Accounts Pa urchase Orde	yable ers				
Note 1: 7 AP travel a The 0AP00 Note 2: enter amou item amou	The AP tr mounts 5K query Amounts unts with nts on th	ravel amount on on AP###0419 y shows the vou with source 'PO' a source 'PO' to the one Trial Balance	the Trial Balance Travel Expense R cher amounts ente D' on the AP###0 the analysis sheet to compare.	includes both dire eport <u>do not</u> inclue ered in Accounts P 419 & AP###042 Another reason	ect vouchers entered de vouchers assoc Payable via Purcha 0 are for information for not entering ar	ed in Accounts P. iated with Purch se Orders ional purposes a mounts with sou	ayable and vouc ase Orders. s requested by t rce 'PO' to the a	hers created froi he Auditor Gene nalysis sheet is t	n Purchase Orders. ral Office. Conseque hat there are no corr	ntly, you should NOT esponding PO line	

Note 3: Do not include any prior year amounts from the Trial Balance as they are not included on the Travel Expense and Per Diem Reports.





4	Input tr	avel account	numbers w	ith their	corresp	ondir	ng balances fro	om the repo	orts and que	eries listed b	below			
STEP					SOUF	۶CE				ACTION				
Step 2 Obtain balance	<u>:</u> ALL tra es from	vel expense all modules	account (64 (PO; AP; AR	0xxx) ; GL)	AP## 0AP00 0AR00 0AR00	#041)5K-)8A -)9B	19 – Travel Re RECON PO_ - VERIFY_REV_ VERIFY_REV_	port VCHR _CUST _OTH		Input trav module. S run 0AP00 - Columr	el balance for See <u>Exhibit B</u> 95K query 1s G, H, I & J	each for d	account by letails on how to	
							Travel Ana as of August	<u>ilysis</u> , 2007						
Α	В	С	D	\sim	E C - D	F	G	н	I	J	K G + H +	I + J	E-K	
Account Numbers	Module	Trial Balance Debit	Trial Balance Credit	Trial I	Balance Ne	et *.	AP###0419	**0AP005K	0AR008A	0AR009B	Net		Variance	
640001	AP	16,056.7	5	0.00	16,056.7	5	16,056.75				16,	056.75	0.00	
	AR				0.0	0						0.00	0.00	
	GL				0.0	0						0.00	0.00	
640002	AP	3,898.2	3		3,898.2	:3	3,898.23				3,	898.23	0.00	
	AR				0.0	0						0.00	0.00	
	GL				0.0	0						0.00	0.00	
Notes:	Add a	and/or delete	account nu	imbers a	accordir	ıg to	your agency's	s reconcilia	tion require	ements				
		* Report o ** Query c	nly include only include	s vouch s vouch	ers dire Iers ass	ectly social	entered in Ac ted with Purc	counts Pay hase Orde	yable rs					





Common reasons why the Trial Balance Report	differs from the Travel Report:
Issue	Resolution/Comments
Balances from PO module are not displayed on the Trial Balance	Travel expenditures entered via Purchase Orders will not be identified on the Trial Balance as PO data.
Accounts Payable journals not posted in General Ledger	Ensure that all Accounts Payable journals were successfully posted in the General Ledger prior to producing the Trial Balance and Outstanding Payables by Vendor query





PER DIEM RECONCILIATION

Objective: To ensure that all per diem expenditures entered via Accounts Payable, Accounts Receivable, and General Ledger are captured in the Trial Balance. NOTE: Per Diem expenditures entered via Purchasing will be analyzed separately.

It is imperative that the per diem amounts on the Trial Balance be verified as these amounts will be subject to specific audit review.

Compare per diem expenses in Accounts Payable to per diem expenses in the General Ledger

- a. Run reports:
 - Report GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Query -- 0AP005K_RECON -- Accounts Payable Expenditures from PO VCHRs
 - Query -- 0AR008A_VERIFY_REV_CUST AR Item data for Travel & Per Diem recon
 - Query -- 0AR009_VERIFY_REV_OTH AR Direct Jrnl data for Travel & Per Diem recon
 - Report APS4020X -- AP###0420 Per Diem Report (automatically produced at month end)
- b. Input data from both reports and queries onto analysis sheet

<u>NOTE 1</u>: If 0AP005K_RECON has 15 or more rows you have the option of using Exhibit B to summarize the query results by account numbers. This will facilitate transfer of data from the query results to the analysis sheet.

NOTE 2: Do not include any prior year amounts from the Trial Balance. They are not included on the Travel Expenses and Per Diem Reports.

c. Analyze data





STEP Step Obtair (651X balanc	1: h ALL p XX, 652 ces fron	per diem exper 2XXX, & 851X n General Led	nse account XX, 852XXX) ger	GL##	RCE ##044	M Trial Bal	ance Deta	il Report	ACTIC Input module - Colu	DN ALL pe e Jmns J	r diem acc	count ba	alances for each
			<u> </u>	Per Diem 8 as of A	<u>Fees</u> ugus	<u>s Analysis</u> t, 2008							
Α	В	С	D	E C-D	F	G	н	I		J	K G + H ·	(+ I + J)	L E-K
Account Numbers	Module	Trial Balance Debit	Trial Balance Credit	Trial Balance N	et *'	*AP###0420	*0AP005K	0AR008A	0AR	009	Net	V	ariance
651002	AP	657.00	0.00) 657.00)	0.00)	0.00				0.00	657.00
	AR			0.00)							0.00	0.00
	GL			0.00)							0.00	0.00
651003	AP	281,290.74	0.00	281,290.74	Ļ							0.00	281,290.74
	AR			0.00)							0.00	0.00
	GL			0.00)							0.00	0.00
Notes:	Add a	and/or delete a	des vouchers	ers according	to yo	ur agency's r urchase Ord	econciliat ers	ion require	nents				





4	Input	Per Diem acc	count numbers	with their corre	sponding balance	es from the r	eports and	l queries liste	ed below		
STEP				SOUR	CE			ACTION			
Step 2 Obtain (651xx from a	<u>2:</u> ALL pe x; 652 Il modu	er diem expe xxx & 851XX ules (PO; AP;	nse account X, 852XXX bala AR; GL)	AP### 0AP005 ances 0AR006 VERIFY	[#] 0420 – per diem 5K- RECON PO_ 3A – VERIFY_REV '_REV_OTH	_VCHR Z_CUST 0ARC	09B	Input per o module. S run 0AP00 – Column	diem balance foi iee <u>Exhibit B</u> fo 5K query s F, G, H & I	r each account by or details on how to	o
			<u>P</u>	<u>er Diem & F</u> as of Aug	<u>ees Analysis</u> just, 2008						
Α	В	С	D	E C - D	F G	Н	I	J	K G + H + I + .	L	
Account Numbers	Module	Trial Balance Debit	Trial Balance Credit	Trial Balance Net	*AP###0420	**0AP005K	0AR008A	0AR009	Net	Variance	
651002	AP	657.00	0.00	657.00	0.00	657.00			657.0	0.00	
	AR			0.00					0.0	0.00	
	GL			0.00					0.0	0 0.00	
651003	AP	281,290.7	4 0.00	281,290.74	0.00	281,290.74			281,290.7	4 0.00	
	AR			0.00					0.0	0.00	
	GL			0.00					0.0	0.00	
Notes:	Add a	nd/or delete	account numbe	rs according to	your agency's re	conciliation	requireme	nts			
		* Query on * Report or	ly includes vou nly includes vo	chers associat uchers directly	ed with Purchas entered in Acco	e Orders unts Payabl	e				





Example of how to run a public query in PeopleSoft and create a pivot table from the query using the Per Diem vouchers associated with POs Query 0AP005K. This query is used in the Per Diem balancing spreadsheet above.

						Exhibit B					
1. Rep Que Mar	Navigate to the Query Manager orting Tools > ery > Query nager		Supplie Custom Items Vendors Purchas eProject Account Custom Salary T Asset M Banking Cash M	r Contracts hers s sing rement Costing ts Receivable ts Receivable ts Receivable ta Accounts Payable fravel Per Diem lanagement g	Query Manage Enter any informat Find an Existing C *Search By: C Search Advar Find an Existing C	er tion you have and click Search. Leave fiel Query <u>Create New Query</u> Query Name begins with nced Search Query <u>Create New Query</u>	ds blank for a list of all t	/alues.			
2.	Input the		Query			Customize Find View All	First 🗹 1-10 of	10 🕨	Last		
	query name '0AP005K' and		Select	Query Name		Descr	Owner Folder	<u>Edit</u>	<u>Run to</u> <u>HTML</u>	<u>Run to</u> Excel	<u>Sc</u>
	select			0AP005A_VERIFY_EXP_	FOR_PAID_VC	0AP005A_VERIFY_EXP_FOR_PAID_VC	Public	<u>Edit</u>	HTML	Excel	Scl
З	Select the			0AP005C_VERIFY_EXP_	FOR_PD_VC2	0AP005C_VERIFY_EXP_FOR_PD_VC2	Public	<u>Edit</u>	HTML	Excel	Scl
0.	'Excel' hyper-			0AP005D_VERIFY_EXP_	BY_SUBCLASS	0AP005D_VERIFY_EXP_BY_SUBCLASS	Public	<u>Edit</u>	<u>HTML</u>	Excel	Scl
	link to send			0AP005E_VERIFY_EXP_	BY_ORG	VERIFY_EXP_BY_ORG_CODE	Public	<u>Edit</u>	HTML	Excel	<u>Scl</u>
	result to excel			0AP005F_VRFY_EXP_BY	(_FUNDNG_SRC	VERIFY_EXP_BY_FUNDING SRCE	Public	<u>Edit</u>	HTML	Excel	Scl
	WORKBOOK			0AP005G_VERIFY_EXP_	BY_PROJECT	VERIFY_EXP_BY_PROJECT	Public	<u>Edit</u>	<u>HTML</u>	Excel	<u>Scl</u>
				0AP005H_VERIFY_EXP_	BY_FUND	VERIFY_EXP_BY_FUND	Public	<u>Edit</u>	<u>HTML</u>	Excel	<u>Scl</u>
				0AP005J_RECON		AP data for expense recon	Public	<u>Edit</u>	<u>HTML</u>	Excel	<u>Scl</u>
		<	Γ	0AP005K_RECON		0AP005K_RECON	Public	<u>Edit</u>	<u>HTML</u>	Excel	Scl
				0AP005_VERIFY_EXP		0AP005_VERIFY_EXP	Public	<u>Edit</u>	HTML	Excel	<u>Scl</u>





		Exhibit B continued
4.	Insert the appropriate parameter	0AP005K_RECON - 0AP005K_RECON
	values and select	Business Unit: 46500 Q
	VIEW IVESUILS	Fiscal Year From: 2009
		Fiscal Year Thru: 2009
		Accounting Period From: 02
		Accounting Period Thru: 02
		Account From: 640001
		Account Thru: 652999
		View Results
5.	Select the	File Download X
but filo	Save ton from the	Do you want to open or save this file?
dia	oa box	Name: q.xls
	5	Type: Microsoft Excel Worksheet, 34.0 KB
		From: fnweb-1t.state.ga.us
		Open Save Cancel
		Always ask before opening this type of file

Proprietary and Confidential to State of Georgia SAO, OPB and Anteo Group, Inc.





	Exhibit B continue
6. Click the Open button from the download complete dialog box	Download complete Download Complete Saved: q.xls from fnweb-1t.state.ga.us
	Downloaded: 34.0 KB in 1 sec Download to: C:\Documents and Settings\d\123.xls Transfer rate: 34.0 KB/Sec Image: Close this dialog box when download completes Open Open Folder Close

Appendix A continued.....





7. Navigate to the											
query result select	A	В	С	D	E	F	G	н	J	К	L
and delete row #1.		E 33									
and delete row #1;	2 Account	Descr	Fund	Organization	Fund Sr	rc Sub-Clas	ss Project	Program	Amount	Fiscal Year	AccVouch
Before	3 651002	PD&F-Attorney	10100	4650101001	01	312	01	6210201	657.000	2009	2 001113
	4 651003	PD&F-Consultant	10100	4650201002	01	312	01	6210402	3869.520	2009	2 001119
	5 651003	PD&F-Consultant	10100	4650201004	01	312	01	6210402	600.000	2009	2 001115
	6 651003	PD&F-Consultant	10100	4650201004	01	312	01	6210402	2340.000	2009	2 001115
	7 651003	PD&F-Consultant	10100	4650201004	01	312	01	6210402	720.000	2009	2 001115
	8 651003	PD&F-Consultant	10100	4650201004	01	312	01	6210402	2700.000	2009	2 001115
After	10 651003	PD&F-Consultant	10100	4650000200	01	312	01	6210402	780.000	2009	2 001116
Alter	11 651000	PD&E Concultant	10100	4650000200	01	012	01	6210401	600.007	2003	2 001110
	A		В		C	D	E	F	G		Н
	1 Account	Descr			Fund	Organizatio	n Fund S	rc Sub-Class	Project	Prog	ram S
	2 648001	Real Estate Rentals	3		10100	4650401001	01	306	01	62102	203
	3 651002	PD&F-Attorney			10100	4650101001	01	312	01	62102	201
	4 651003 5 651003	PD&F-Consultant			10100	4650201002	01	312	01	62104	102
	6 651003	PD&F-Consultant			10100	4650201002	01	312	01	62104	102
	7 651003	PD&F-Consultant			10100	4650201004	01	312	01	62104	102
	8 651003	PD&F-Consultant			10100	4650201002	01	312	01	62104	02
8. Format the amount											
column as number	A	В	С	D		E	F	G	Н		J
with 2 decimals	Account	Descr	Fun	d Organizati	ion F	und Src	Sub-Class	Project	Program	Anount	
	651002	PD&F-Attorney	1010	0 4650101001	1 0	1	312	01	6210201	آ/	657.00
	651003	PD&F-Consultant	1010	0 4650201002	2 0	1	312	01	6210402	V	3869.52
	651003	PD&F-Consultant	1010	0 4650201004	4 0	1	312	01	6210402	1	600.00
	651003	PD&F-Consultant	1010	0 4650201004	4 0	1	312	01	6210402	/1	2340.00
	651003	PD&F-Consultant	1010	0 4650201004	4 0	1	312	01	6210402		720.00
	651003	PD&F-Consultant	1010	0 4650201004	4 0	1	312	01	6210402		2700.00
	651003	PD&F-Consultant	1010	0 4650201002	2 0	1	312	01	6210402		1564.00
	651003	PD&E-Consultant	1010	10 4650000200	 1 0	1	312	01	6210401		780.00
	1 651003	PD&F-Consultant	1010	4650201004	4 0	1	312	01	6210402		5361.29
	651003	PD&F-Consultant	1010		. 0 4 0	1	312	01	6210402	N .	160.00
	851003	PD&F-Consultant	1010		. 0 1 0	1	912	01	6210402	Ν	2700.00
	8651003	PD&F-Consultant	1010		4 0	1	312	01	6210402		680.00
	- 001003	p Doc-Consultant	TIOLO		• 10	·	012	101	10210402		00000

Exhibit B continued.....





9 Navigate to the	Eile Edit	<u>View Insert Format Tools</u>	Da	ta <u>W</u> indow <u>H</u> elp				Type a qu	estion for help 👻 🗕 🗗
Divet Table monu	i 🗅 💕 🛃 🖪	🛃 🛍 🔁 + 🍠 + 😣	₽↓	<u>S</u> ort	- 10	• B <i>I</i>	u ≡ ≡ ≡	s % ,	8 - 🐴 - <u>A</u> -
Pivot Table menu	C1	✓ fx Fund		Eilter •					
item	A	В		Form	F	G	н	J	К
	1 Account	Descr Fu		Subtotals	b-Class	Project	Program	Amount	Fiscal Year Act
	2 651002	PD&F-Attorney 10		Validation		01	6210201	657.00	2009
	3 651003	PD&F-Consultant 10		Table		01	6210402	3869.52	2009
	4 651003	PD&F-Consultant 10				01	6210402	600.00	2009
	5 651003	PD&F-Consultant 10		Text to Columns		01	6210402	2340.00	2009
	6 651003	PD&F-Consultant 10		Co <u>n</u> solidate		01	6210402	720.00	2009
	7 651003	PD&F-Consultant 10		Group and Outline		01	6210402	2700.00	2009
	8 651003	PD&F-Consultant 10	17	PivotTable and PivotChart Report		01	6210402	1564.00	2009
	9 651003	PD&F-Consultant 10		Import External Data	1	01	6210401	780.00	2009
	10 651003	PD&F-Consultant 10		Lieb .		01	6210402	5361.29	2009
	11 651003	PD&F-Consultant 10				01	6210402	160.00	2009
	12 651003	PD&F-Consultant 10		×ML •		01	6210402	2700.00	2009
	13 651003	PD&F-Consultant 10	9	<u>R</u> efresh Data		01	6210402	680.00	2009
	14 651003	PD&F-Consultant 10	100	4650201004 01 31:	2	01	6210402	384.00	2009
10. Select <u>N</u> ext >		Pivot I able and Pivott	-ha	Where is the data that yo Microsoft Office Ex External data sour	u want to cel list or	o analyze? - r database	<u> </u>	×	
				 Multiple consolidation 	on range	s			
		Ţ		C Another PivotTable	e report (or PivotCharl	t report		
			- 1	What kind of report do yo	u want to	o create? —		-	
				Pivot <u>T</u> able					
				C PivotCha <u>r</u> t report ((with Pivo	otTable repo	rt)		
		x⊢-consultant ∏ro	то	Cancel < Back		Next >	Einish		





					Exhibit	B contin	ued					
11. Step 2 of the Pivot		А	В	С	D	E	F		G H	J		ĸ
Table wizard will	1	Account	Descr	Fund	Organization	Fund Src	Sub-Class	Pro	ject Program	Amount		Fiscal Year
appoar with data	2	651002	PD&F-Attorney	10100	4650101001	01	312	01	6210201		657.00	2009
	3	651003	PD&F-Consultant	10100	4650201002	01	312	01	6210402		3869.52	2009
selected as the	4	661003	PD&F-Consultant	10100	4650201004	01	312	01	6210402		600.00	2009
range. Select the	5	651003	PD&F-Concurrent	e and Piv	otChart Wizard - St	ep 2 of 3	?	×	6210402		2340.00	2009
Next >	7	651003	PD&F-CC Where is th	ne data th	at you want to use?				6210402		2700.00	2009
	8	651003	PD&F-Cc Range:	A\$1:\$Z\$3	4		Browse		6210402		1564.00	2009
button	9	651003	PD&F-Cc						6210402		780.00	2009
	10	651003	PD&F-Cc	Cance	el <u>B</u> ack	<u>N</u> ext >	inish		6210402		5361.29	2009
	11	651003	PD&F-Consultant	10100	4650201004	01	312	01	6210402		160.00	2009
	12	661002	DDRE Concultant	10100	4660201004	01	010	01	6940409		2700.00	2000
12. Select 'Layout'			A		В			С	D	E	F	
Lavout		2 Ac	count Desc	r			Fi	Ind	Organization	Fund Src	Sub-C	ass
		3 612	001 MV E	Expense	e - Gasoline		10	100	4650000054	01	301	
		4 614	003 S&M-	-Office			10	100	4650102007	01	301	
		5 614	005	Other			4.0	100	4650000010	01	301	
		6 614	008 PivotTable and	l PivotC	hart Wizard - St	ep 3 of <mark>3</mark>				? ×	301	
		7 614	008	in	and a						301	
		8 614	0.08	ter provinsi							301	
		9 614	0.05		Where do	you want to n	ut the DivotT	abla ra	anort2		301	
		10 614	008		milere de	, you want to p			spore:		301	
		11 614	014			<u>N</u> ew workshe	et .				301	
		12 614	014	Sec. 1		Existing work	sheet		=		301	
		13 614	027						<u>S</u>		301	
		14 614	027		Click Finis	h to create you	ur PivotTable i	eport.			301	
		15 614	036								301	
		16 614		out	options	Cancel	< <u>B</u> ac	k	Next >	nish	301	
		17 614	035 Sunn	lies & N	Aaterials - Furni	tu	10	100	4650102002	01	301	
		18 614	035 Supp	lies & M	/aterials - Furni	tu	10	100	4650102002	01	301	







Proprietary and Confidential to State of Georgia SAO, OPB and Anteo Group, Inc.











17. Result of pivot		A	в	С
table	1	Drop	o Page Fields H	lere
	2			
	3	Sum of Ame		
	4	Account 🖵	Descr 🚽	Total
	5	651002	PD&F-Attorney	657
	6	651002 Tota	I	657
	7	651003	PD&F-Consultant	281290.74
	8	651003 Tota	I	281290.74
	9	Grand Total		281947.74
	40			

Common reasons why the Trial Balance Report differs from the Per Diem Report:		
	Issue	Resolution
	There is a variance between the two sets of data being compared.	 Try to identify the chartfield combination you are having an issue with Run a combined detail for the chartfield combination identified in step 1, along with the period and year in question