PeopleSoft Subsystem Reconciliation Procedures

Asset Management
PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS
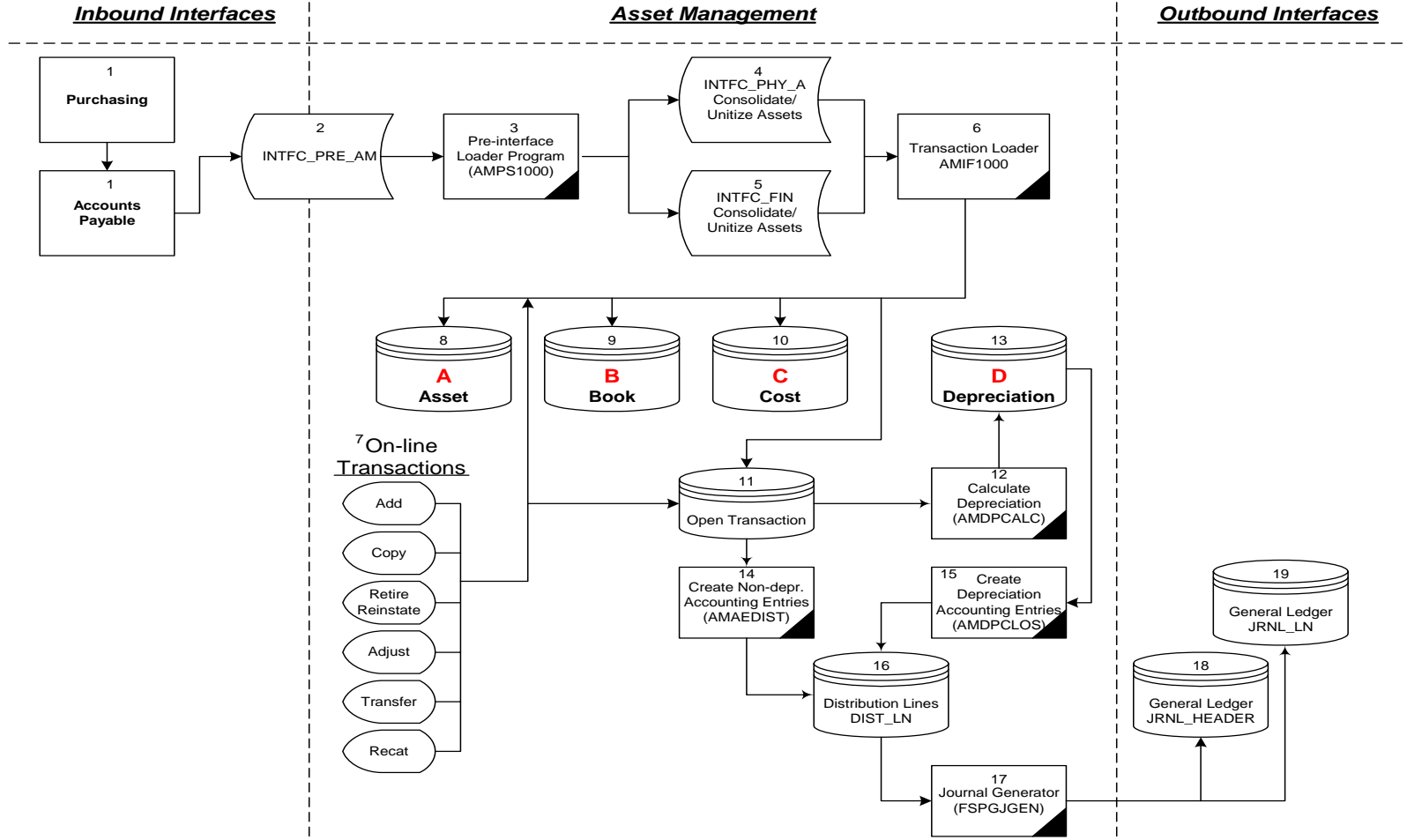
P E O P L E S O F T F I N A N C I A L S F O R P U B L I C S E C T O R V 9.0

Fall 2008

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Business Process Document
Financial Reconciliation

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State of Georgia
Asset Management Data Flow Diagram

Inbound Interfaces   **Asset Management**   **Outbound Interfaces**

```
1                                                    4
Purchasing                                    INTFC_PHY_A
                                              Consolidate/
                                              Unitize Assets

1               2               3                                    6
Accounts      INTFC_PRE_AM   Pre-interface                    Transaction Loader
Payable                      Loader Program                        AMIF1000
                             (AMPS1000)         5
                                              INTFC_FIN
                                              Consolidate/
                                              Unitize Assets
```

```
8               9               10                  13
A               B               C                   D
Asset          Book            Cost            Depreciation
```

[7]On-line Transactions

```
Add

Copy                           11                  12
                          Open Transaction     Calculate
Retire                                          Depreciation
Reinstate                                       (AMDPCALC)

Adjust          14                15 Create
            Create Non-depr.    Depreciation
Transfer    Accounting Entries  Accounting Entries    19
            (AMAEDIST)          (AMDPCLOS)        General Ledger
Recat                                                 JRNL_LN

                                16                  18
                          Distribution Lines    General Ledger
                              DIST_LN           JRNL_HEADER

                                17
                          Journal Generator
                          (FSPGJGEN)
```

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Introduction

The Trial Balance (GL###044M) will be used as the main report that 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.
The overall objective is to verify that all data input and posted in all sub-modules is also posted in the General Ledger.

Performing this reconciliation on a **monthly basis** will facilitate simplification of year end CAFR required reporting. By performing the reconciliation monthly, the queries and reports are run from the beginning of the month to month end (03/01/2008 through 03/31/2008 vs. 07/01/2007 through 003/31/2008) which greatly reduces the totals pulled and keeps the reconciling items fresher in mind.

The general idea is to ensure that all assets purchased are recorded in the Asset Management module. Also, ensure that all capital assets are accounted for in the GFAAG reporting ledger.

****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: Report – GLS4042X -- GL###044M -- Trial Balance Detail Report

- **'Report'** – indicates if the document is a report or query
- **'GLS4042X'** – indicates the process name that appears in PeopleSoft's process scheduler – see illustration below

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- **GL###044M** – indicates the report ID in Document Direct see illustration below

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Trial Balance Detail Report - indicates a description of the report

Procedure

1. Reconcile the Asset Management transactions to General Ledger ACTUALS ledger
2. Reconcile the Capital Assets in Asset Management to General Ledger GFAAG ledger.

Below is a list of reports and queries used in the reconciliation process; it is much simpler to complete reconciliation monthly using:

- Report GLS4042X-- GL###044M -- Trial Balance Detail Report (Both Actuals and GFAAG ledgers)

- Query -- 0AMREC002 – EX_ADD_ADJ_IN_AM – Transactions manually entered in AM

- Query -- 0AMREC001_TRANS_FROM_AP_TO_AM – Transactions inter-faced from Accounts Payable to Asset Management

- Query -- 0AMREC003A – TRANS_NOT_FLAGGED - To identify summarized transactions coded to the inventory range of accounts in PO/AP but did not have the asset flag checked

- Query -- 0AMREC004A – ERROR IN INTERFACE – Summarized transactions interfaced from AP which did not successfully update in the AM module

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In addition to the above queries, the following queries are useful tools in identifying reconciling items:

- Query -- 0AMREC006 _ERRORED_PREINTERFACE – Identifies errors in the Pre-interface resulting from Consolidations.

- Query – 0AM_BALGL3_AP_EQP_EX_ALL – Run this query with the "marked as an asset" box checked Y for yes and then again with the "marked as an asset" box checked N for no. This should equal the Trial Balance dollar amounts and provide details by asset by account.

  NOTE: Inventory items interfaced from AP to AM and assigned an asset ID in AM which is later adjusted through manual entry in AM in the same period, will not be displayed in this query's result

- Report AMS5006X-- AM###0506 -- G/L Reconciliation Detail/Summary Report

  NOTE: Report lists asset by Transaction Type

- Report AMS5007X-- AM###0507 -- G/L Reconciliation Summary Report

  NOTE: Report summarizes assets by Transaction Type

- Report AMS4009X-- AM###0409 -- G/L Inventory Report (automatically produced at month-end)

  NOTE: Report lists asset by account number

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GENERAL LEDGER/ACCOUNTS PAYABLE TO ASSET MANAGEMENT RECONCILIATION:

The objective is to ensure that all transactions entered in AM via AP are posted to the ACTUALS ledger. This is accomplished with the following steps:

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- Input the inventory account numbers with their corresponding debit and credit balances from the Trial Balance **GL###044M** (GLS4042X) -- Trial Balance Detail Report

STEP	SOURCE	ACTION		
Step 1: Obtain capital asset expenditure (inventory account) account balances from General Ledger	GL###044M -- Trial Balance Detail Report	Input asset account numbers & balances with an **AP source** – **Columns A, B & C**		

GL/AP TO AM RECONCILIATION
as of August, 2008

A	B	C	D	E	F	G	H	I	J	K
			B - C						F + G + H + I	D - J
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AP to AM Activities 0AMREC001	Express Add-ins 0AMREC002	Assets not flagged 0AMREC003	Errors in interface 0AMREC004	Net Activities	Variance
616XXX	21,133		21,133						0	21,133
663XXX			0						0	0
720XXX			0						0	0
722XXX	100,519		100,519						0	100,519
724XXX			0						0	0
816XXX	27,628		27,628						0	27,628
821XXX	137,394		137,394							
863XXX	9,863		9,863						0	9,863
	296,537	0	296,537		0	0	0	0	0	159,143

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

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STEP	SOURCE	ACTION	
Step 2: Obtain capital asset expenditure (inventory account) account balances from Asset Management module	0AMREC001_Transactions from AP to AM	Input asset account balances from query result – **Column F**	

- Input data from the 0AMREC001_TRANS_FROM_AP_TO_AM

GL/AP TO AM RECONCILIATION
as of August, 2008

A	B	C	D	E	F	G	H	I	J	K
			B -C						F+ G + H + I	D - J
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AP to AM Activities 0AMREC001	Express Add-ins 0AMREC002	Assets not flagged 0AMREC003	Errors in interface 0AMREC004	Net Activities	Variance
616XXX	**21,133**		21,133		**20,983**				20,983	150
663XXX			0						0	0
720XXX			0						0	0
722XXX	**100,519**		100,519		**100,519**				100,519	0
724XXX			0						0	0
816XXX	**27,628**		27,628		**22,228**				22,228	5,400
821XXX	**137,394**		137,394		**137,394**				137,394	0
821XXX	**9,863**		9,863						0	9,863
	296,537	0	296,537		281,124	0	0	0	281,124	15,413

- Input data that was added directly in the Asset Management module-- 0AMREC002 Express ADD/ADJ_IN_AM

STEP	SOURCE	ACTION
Step 3: Obtain capital asset expenditure (inventory account) account balances from Asset Management module	0AMREC002_ EX_ADD_ADJ_IN_AM	Input asset account balances from query result – **Column G**

GL/AP TO AM RECONCILIATION
as of August, 2008

A	B	C	D	E	F	G	H	I	J	K
			B -C						F+ G + H + I	D - J
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AP to AM Activities 0AMREC001	Express Add-ins 0AMREC002	Assets not flagged 0AMREC003	Errors in interface 0AMREC004	Net Activities	Variance
616XXX	21,133		21,133		20,983				20,983	150
663XXX			0						0	0
720XXX			0						0	0
722XXX	100,519		100,519		100,519				100,519	0
724XXX			0						0	0
816XXX	27,628		27,628		22,228				22,228	5,400
821XXX	137,394		137,394		137,394				137,394	0
863XXX	9,863		9,863						0	9,863
	296,537	0	296,537		281,124	0	0	0	281,124	15,413

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• Input data that was not flagged as a asset transaction in the AP or PO 0AMREC003 – TRANS_NOT_FLAGGED		

STEP	SOURCE	ACTION
Step 4: Obtain capital asset expenditure (inventory account) account balances from Asset Management module	0AMREC003 – TRANS_NOT_FLAGGED	Input asset account balances from query result – **Column H**

GL/AP TO AM RECONCILIATION
as of August, 2008

A	B	C	D (B -C)	E	F	G	H	I	J (F+ G + H + I)	K (D - J)
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AP to AM Activities 0AMREC001	Express Add-ins 0AMREC002	Assets not flagged 0AMREC003	Errors in interface 0AMREC004	Net Activities	Variance
616XXX	21,133		21,133		20,983		150		21,133	0
663XXX			0						0	0
720XXX			0						0	0
722XXX	100,519		100,519		100,519				100,519	0
724XXX			0						0	0
816XXX	27,628		27,628		22,228				22,228	5,400
821XXX	137,394		137,394		137,394				137,394	0
863XXX	9,863		9,863				9,863		9,863	0
	296,537	0	296,537		281,124	0	10,013	0	291,137	5,400

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

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• Input data flagged as errors into the interface between AP and AM 0AMREC004 – ERROR IN INTERFACE	

STEP	SOURCE	ACTION
Step 5: Obtain capital asset expenditure (inventory account) account balances from Asset Management module	0AMREC004 – ERROR IN INTERFACE	Input asset account balances from query result -- **Column I**

GL/AP TO AM RECONCILIATION
as of August, 2008

A	B	C	D	E	F	G	H	I	J	K
			B -C						F + G + H + I	D - J
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AP to AM Activities 0AMREC001	Express Add-ins 0AMREC002	Assets not flagged 0AMREC003	Errors in interface 0AMREC004	Net Activities	Variance
616XXX	21,133		21,133		20,983		150		21,133	0
663XXX			0						0	0
720XXX			0						0	0
722XXX	100,519		100,519		100,519				100,519	0
724XXX			0						0	0
816XXX	27,628		27,628		22,228				22,228	5,400
821XXX	137,394		137,394		137,394				137,394	0
863XXX	9,863		9,863				9,863		9,863	0
	296,537	0	296,537		281,124	0	10,013	0	291,137	5,400

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

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Common reasons why assets in the **General Ledger** differ from assets in the **AM module:**	
Issue	**Resolution**
If data appears in 0AMREC001 query in a non-asset account; this may be a result of data entry in Purchasing or Accounts Payable where a non-asset account number was used and flagged as asset related	Enter AP adjustment voucher and journal to generate information to GL
Data entry in PO or AP uses an asset account number, but the PO or Voucher line are not flagged as asset related	Run query 0AMREC003 – TRANS_NOT_FLAGGED. This query will identify transactions coded to the inventory range of accounts in PO/AP but did not have the asset flag checked. Add the assets in question via express add to the Asset Management module
Error in the AP to AM interface (this is related to the issue immediately listed above)	Run query 0AMREC004 – ERROR IN INTERFACE. Take the necessary steps to add assets in this query to the Asset Management module.
Prior period transactions, that is, payment of assets on the last day of the month; but the asset data goes to the following month	Do nothing, verify that the transaction(s) is correct and it will balance itself out the next month.
Error Assets in Pre-Interface. After running all the above queries and reports, data is still out of balance	Run query 0AMREC006 - Displays assets with a load status of "errored" in the pre-interface for a given date range. Take steps to ensure that these identified assets are added to the Asset Management module. (See query example below)

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Query 0AMREC006

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Error Assets in Pre Interface												
2	PreIntfcID	PreIDLine	Acctg Date	Trans Date	Descr	Cost	Quantity	PO No.	Receipt No	Voucher	Invoice	Load Stat	Business
3	164509	4	8/4/2008	7/23/2008	1682 Path Failover	3,600.00	1.0000	0000033178	0000012432	00111242	MS14601	Errored	46500
4	165269	10	8/18/2008	7/28/2008	1682 Path Failure	1,800.00	1.0000	0000033178	0000012617	00111649	6187151	Errored	46500
5													
6						5,400.00							
7													

ASSET MANAGEMENT /ACCOUNTS PAYABLE TO GFAAG TRIAL BALANCE RECONCILIATION:

The objective is to ensure that all Capital Asset transactions entered in AM via AP and directly into AM were posted to the GFAAG ledger. This is accomplished with the follow steps:

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STEP	SOURCE	ACTION
• Input opening balances for the capital accounts from the trial balance GL###044M {GFAAG trial balance} -- Trial Balance Detail Report			
Step 1: Obtain capital asset beginning account balances from General Ledger	GL###044M -- Trial Balance Detail Report (GFAAG trial balance)	Input capital asset account beginning balance – **Column – A & B**

Notes:

(1) Add and/or delete account numbers according to your agency's reconciliation requirements

(2) The sum of column F is GFAAG's beginning balance plus debit and credits activity; verify that amount is the same as the ending balances on **AM###0409** and **AM###506 reports**

(3) Column E is net Asset activity for the period in question on the Trial Balance; this is compared to column K which is the net Asset activity from the Asset Management module

(4) Column F (Trial Balance net) is calculated separately because this information is needed to compare against reports AM###0409 and AM###506

(5) *Only **Retirements and Reinstatement** of Assets should be taken from AM###506 for entry into the analysis sheet

• Input debit and credit activities from the Trial Balance GL###044M

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STEP	SOURCE	ACTION
Step 2: Obtain capital asset debit and credit activities from General Ledger	GL###044M -- Trial Balance Detail Report	Input capital asset debit and credit activities – **Column – C & D**

733001				-	-				-	-
	3,674,501	237,913	141,890	96,023	3,770,525		-	-	-	-	96,023

Notes:

(1) Add and/or delete account numbers according to your agency's reconciliation requirements

(2) The sum of column F is GFAGG's beginning balance plus debit and credits activities; verify that amount is the same as the ending balances on **AM###0409** and **AM###506 reports**

(3) Column E is net Asset activities for the period in question on the Trial Balance; this is compared to column K which is the net Asset Activities from the Asset Management module

(4) Column F (Trial Balance net) is calculated separately because this information is needed to compare against reports AM###0409 and AM###506

(5) *Only **Retirements and Reinstatement** and of Assets should be taken from AM###506 for enter into the analysis sheet

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• Input data from Asset Management module. -- 0AMREC001_TRANS_FROM_AP_TO_AM – Transactions inter-faced from Accounts Payable to Asset Management; 0AMREC002 – EX_ADD_ADJ_IN_AM - To identify items manually added in AM for the specified accounting period.		

STEP	SOURCE	ACTION
Step 3: Obtain capital asset expenditure (inventory account) account activities from AM	0AMREC001_TRANS_FROM_AP_TO_AM 0AMREC002 – EX_ADD_ADJ_IN_AM	Input capital asset expenditure (inventory account) balance – **Column – H , I & J**

733001				0	0				0	0
	3,674,501	237,913	141,890	96,023	3,770,525	237,913	0	-141,890	96,023	0

Notes:

(1) Add and/or delete account numbers according to your agency's reconciliation requirements

(2) The sum of column F is GFAGG's beginning balance plus debit and credits activities; verify that amount is the same as the ending balances on **AM###0409** and **AM###506 reports**

(3) Column E is net Asset activities for the period in question on the Trial Balance; this is compared to column K which is the net Asset Activities from the Asset Management module

(4) Column F (Trial Balance net) is calculated separately because this information is needed to compare against reports AM###0409 and AM###506

(5) *Only Retirements and Reinstatement and of Assets should be taken from AM###506 for enter into the analysis sheet

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