PeopleSoft
Encumbrance/Purchase Order
Reconciliation Procedures

PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V8.8

April 2008

Introduction

Objective of the Outstanding Encumbrance verification procedure is to determine the detail composition of the 'Reserved' account 328001 on the Trial Balance (GL###044M). Simultaneously, the procedure categorizes the outstanding encumbrance data by Budget Period. Also, you want to make sure the Trial Balance data is tied out with the PO module data (and if it isn't---the difference is due to an encumbrance entry entered directly into the GL module).

How to accomplish objective:

1. Run Trial Balance report (GL###044M) and identify balance for account 328001

2. Run query 0PO013FP_ENC_THRU_FISCALPEREIOD and report GLS4071X -- GL###0471(PO Open Encumbrances). The query gives summarized information by chart-field combination while the report gives detail information for each purchase order. Both query and report balances should be the same. Compare there balances with that of the trial balance, if they are not in sync it should be the result of the following:

    Encumbrance journals entered directly into the General Ledger. Data from these journals would be in the General Ledger but not in the Purchasing Module, consequently this would cause an out of balance issue. To determine if this is the issue run query 0PO045_GL_MAN_ENC_JRNL.

These following reports and queries are used in the verification process:

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

Report – GLS4071X -- GL###0471 – report lists outstanding encumbrance detail by purchase order distribution line

Query – 0PO013FP_ENC_THRU_FISCALPEREIOD – query lists outstanding encumbrance by Budget Period and summarization by chart-field combination (account/fund/dept/fund source/class/project).

Query – 0PO045_GL_MAN_ENC_JRNL – query list all encumbrance journals entered directly into the General Ledger (Only need to run this, if encounter an out of balance in the above)

*****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

Business Process Document
Financial Reconciliation

SAO
STATE ACCOUNTING OFFICE
www.sao.state.ga.us
Fiscal Leadership for Georgia

Governor's Office of
Planning and Budget

Process Scheduler Request

User ID:	DDOCTOR	Run Control ID:	DOCTEST

Server Name:	PSUNX	Run Date:	02/13/2007	
Recurrence:		Run Time:	2:30:25PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	'Type	'Format	Output Destination
☑	Trial Balance Detail Report	GLS4042X	SQR Report	File	LP	

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

```
                              State Of Georgia
Bus Unit: 47500           Ga. Dept. of Driver Services              Report ID:  GL475044M
Ledger:   GFAAG              Trial Balance by Business Unit           Print Date: 02/01/2007
Fiscal Yr 2007 From Period 007 To 007    From 2007-01-01 To 2007-01-31    Page        1
                              General Ledger Report                    PS Id:      GLS4042X

Acct   Descr        Beginning Balance   Transactions      Transactions      Ending Balance     Encumbrance      Ending Balance
 Src YYYYMM Jrnl    w/o Encumbrance     Debit             Credit            w/o Encumbrance    Balance          w/ Encumbrance

---                                                                                                                    ---
170001 LAND
                    ----------------  ----------------  ----------------  ----------------  ----------------  ----------------
TOTAL: 170001         1,021,406.26            0.00              0.00         1,021,406.26            0.00         1,021,406.26
                    ----------------  ----------------  ----------------  ----------------  ----------------  ----------------
---                                                                                                                    ---
```

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

Reconciliation Process

Compare Outstanding Encumbrance totals:

STEP	SOURCE	ACTION	
Step 1: Run report and query the morning after month end close, prior to entering activities in the system.	GL###044M – GLS4042X	• Run report and query • Confirm totals on both	

```
                                      State Of Georgia
Bus Unit: 46500                  Pardons and Paroles, St Bd of              Report ID: GL465044M
Ledger:   ACTUALS                 Trial Balance by Business Unit            Print Date: 03/15/2007
Fiscal Yr 2007 From Period 009 To 009    From 2007-03-01 To 2007-03-31      Page         25
                                     General Ledger Report                  PS Id:       GLS4042X


Acct   Descr        Beginning Balance    Transactions     Transactions    Ending Balance    Encumbrance    Ending Balance
 Src YYYYMM Jrnl    w/o Encumbrance         Debit            Credit       w/o Encumbrance     Balance       w/ Encumbrance

328001 RESERVED F           0.00            0.00             0.00              0.00        1,635,712.14-   1,635,712.14-
       =======================
        G R A N D    T O T A L S
       =======================
ASSETS
    (100000-199999)   8,512,841.85    14,154,131.92    15,573,300.29     7,093,673.48        0.00         7,093,673.48
LIABILITIES
    (200000-299999)     890,032.15-    1,361,293.83     1,498,257.63     1,026,995.95-       0.00         1,026,995.95-
RESERVES
    (300000-399999)           0.00            0.00             0.00              0.00     1,635,712.14-   1,635,712.14-
REVENUE
    (400000-499999)  40,906,717.85-   11,556,700.78    11,784,359.78    41,134,376.85-       0.00        41,134,376.85-
```

STEP	SOURCE	ACTION		
Step 2: Run outstanding encumbrance detail report	GLS4071X -- GL###0471	**General Ledger > GL Custom Reports > PO Open Encumbrance or Purchasing > Purchase Orders > Reports > PO Open Encumbrance**		

STEP	SOURCE	ACTION	
Step 3: Run Query	OPO013FP_ENC_THRU_FISCALPERIOD	**Navigate to query viewer and run query**	

0PO013FP_ENC_THRU_FISCALPERIOD - Encumbrnce as of Fiscal Period

Business Unit: 40700 🔍

Fiscal Year: 2007

Thru Acct Period: 8

[View Results]

STEP	SOURCE	ACTION	
Step 4: Run query	0PO045_GL_MAN_ENC_JRNL	**Navigate to query viewer and run query**	

0PO045_GL_MAN_ENC_JRNLS - Manual Encumbrance Journals

Business Unit: 40700 🔍

Fiscal Year: 2007

Thru Acct Period: 8

[View Results]

Business Process Document
Financial Reconciliation

SAO
STATE ACCOUNTING OFFICE
www.sao.state.ga.us

Fiscal Leadership for Georgia

STATE OF GEORGIA
CONSTITUTION
WISDOM · JUSTICE · MODERATION
1776
Governor's Office of
Planning and Budget

Purchase Order Overview

High level overview of PO data flow

PURCHASING MODULE

Enter, Save &
Budget Check POs
- *PO_HDR*
- *PO_LINE_DIST RIB*

(2) Budget Check Vchr

(2b) Fail

Budget checked pass or fail

(2a) Pass

(2a) Pass

GENERAL LEDGER MODULE

Budget Subsidiary Tables
KK_SOURCE_HDR
KK_SOURCE_LN
KK_ACTIVITY_LOG
KK_REFERENCE
KK_LIQUIDATION

Summarization of Data

BUDGET LEDGER (LEDGER_KK)

ASSET MANAGEMENT

Pre-interface PO/ AP data
INTFC_PRE_AM

PO/AP/AM Interface (AMPS1000)

Interface PO/AP data
PS_INTFC_PHY_A
PS_INTFC_FIN

Trans Loader (AMIF1000)

Asset Mgmt Transaction Tbls
DIST_LN

JRNL_HDR

JRNL_LN

(6) Post Subsystem Journals

ACTUALS LEDGER (LEDGER)

ACTUALS Ledger Group

ACTUALS

ACCOUNTS PAYABLE MODULE

(1) Enter & Save Vchr
- *VOUCHER*
- *DISTRIB_LINE*

(3) Post Vchr
VCHR_ACCTG_LINE

(2) Budget Check Vchr

Budget checked pass or fail

(2b) Fail

(5) Journal Generate to General Ledger

Journal Generator (FSPGJGEN)

1. Vouchers are entered & saved
2. Vouchers are budget checked:
   (2a) If budget checking is successful data will update LEDGER_KK
   (2b) if the process is not successful Vouchers must be corrected and re-budget checked
3. Vouchers are posted and paid after they are successfully budget checked
4. Voucher payments are posted after they are successfully paid
5. Voucher and payments of Voucher are journal generated to the General Ledger after they are successfully posted
6. Voucher and payment journal data from AP posted to the General Ledger

Financial Systems

DATE: February 7, 2007

AREA: Purchasing

TOPIC: New Queries for Encumbrances as of a Fiscal Period

EFFECTIVE: February 7, 2007

MESSAGE:

The PO Open Encumbrances Report (GLS4071x) was developed some time ago to replace the 0PO013FP query that existed in PeopleSoft Version 7.02. It was not possible in the new system to develop a similar query listing Open PO Encumbrances for each distribution through a specified Fiscal Year and Accounting Period, so the report was developed to provide this information. However, since we continue to get requests for this query, the following two queries were developed that can be used together to also provide some of this information:

0PO013FP_ENC_THRU_FISCALPERIOD: This query will list all chart-field combinations with open encumbrance balances through the fiscal year and period entered at the prompt. The data is sorted first by budget year and then by Chart-field combination (Account/Fund/Dept/Fund Source/Program/Class/Project). The query will list each chart-field combination and the encumbrance balance as of the fiscal period requested. The query does not provide the detailed transactions that make up the encumbrance balance for each chart-field combination. To get the detail for each chart-field combination listed, the following query can be used.

0PO013FP_ENC_DTL_BY_CHART-FIELD: At the prompts, enter the same fiscal year and period used in the first query and any one of the chart-field combinations returned in the first query. This query will list the PO and Voucher detail related to the chart-field string specified. All PO's and the related Vouchers associated with the chart-fields entered will be listed, whether the PO's are fully liquidated or not. Summing in Excel at each break in PO Line / Schedule / Distrib will give you the remaining PO balance, if any, for each distribution. Summing the entire "Amount" column will give the same total for the chart-field combination as the first query.

Obviously, the Report is still the best resource for this data. Navigation the Run the PO Open Encumbrances Report is as follows: Purchasing>Purchase Orders>Reports>PO Open Encumbrances. To see the data displayed similarly to the 0PO013FP query in 7.02 **do not** check the "Report PO Detail" checkbox on the Run Control. The Report was designated as a GL Report so to find it in Document Direct search for GLXXX0471.

QUESTIONS:

> Financials Systems Help Desk
> 404-657-3956
> 888-896-7771
> acctspay@sao.ga.gov