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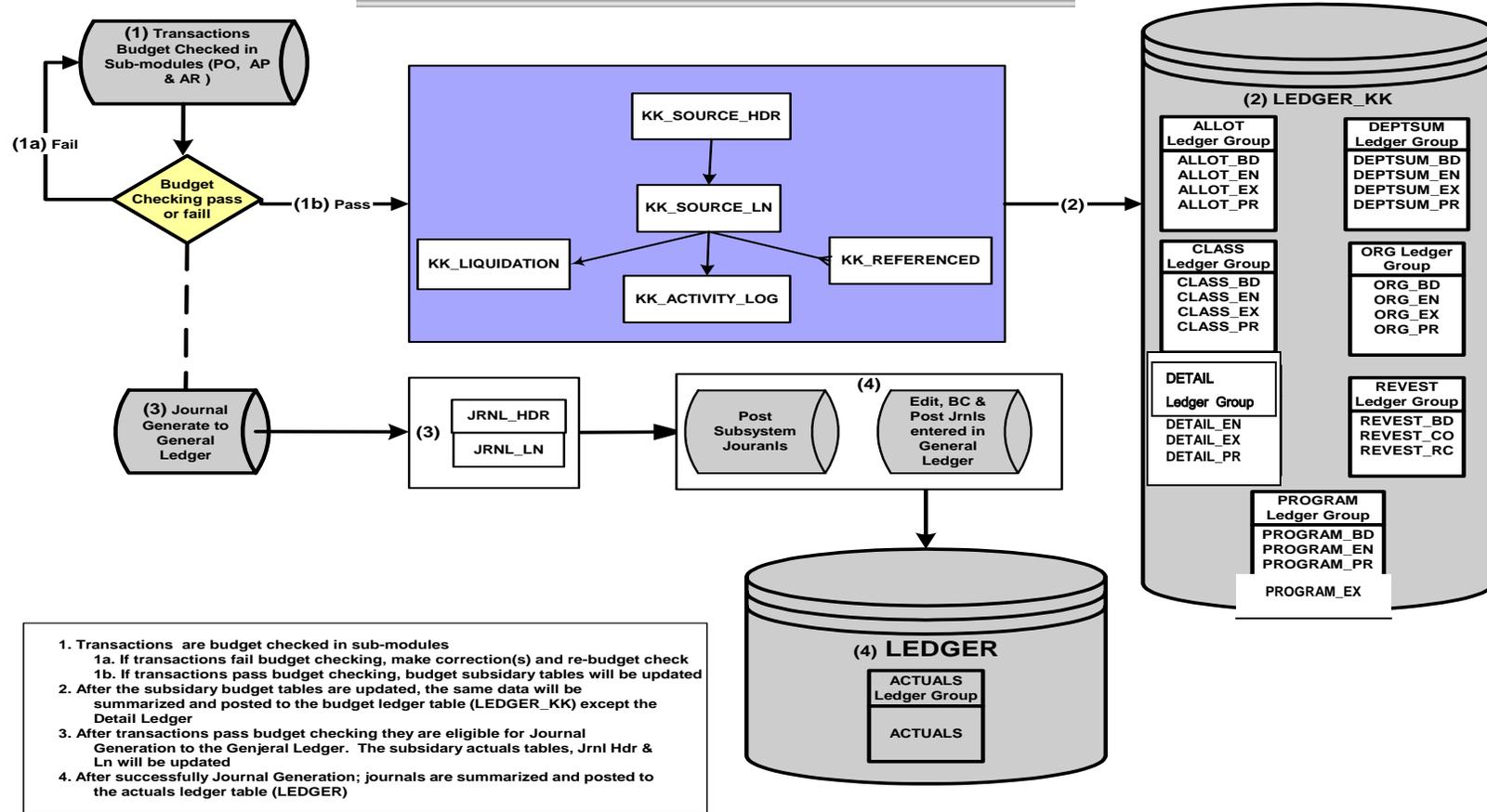Governor's Office of
Planning and Budget

# PeopleSoft
# General Ledger & Budget
# Reconciliation Procedures

# PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS

**PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V 9.0**
**Fall 2008**

**Business Process Document**
**Financial Reconciliation**

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## Ledgers Update Overview

### High Level Overview of Budget and Actuals Ledgers Data Flow



**(1) Transactions Budget Checked in Sub-modules (PO, AP & AR )**

(1a) Fail

**Budget Checking pass or fail**

(1b) Pass

KK_SOURCE_HDR

KK_SOURCE_LN

KK_LIQUIDATION      KK_REFERENCED

KK_ACTIVITY_LOG

(2)

**(2) LEDGER_KK**

| ALLOT Ledger Group | DEPTSUM Ledger Group |
|---|---|
| ALLOT_BD | DEPTSUM_BD |
| ALLOT_EN | DEPTSUM_EN |
| ALLOT_EX | DEPTSUM_EX |
| ALLOT_PR | DEPTSUM_PR |

| CLASS Ledger Group | ORG Ledger Group |
|---|---|
| CLASS_BD | ORG_BD |
| CLASS_EN | ORG_EN |
| CLASS_EX | ORG_EX |
| CLASS_PR | ORG_PR |

| DETAIL Ledger Group | REVEST Ledger Group |
|---|---|
| DETAIL_EN | REVEST_BD |
| DETAIL_EX | REVEST_CO |
| DETAIL_PR | REVEST_RC |

PROGRAM Ledger Group
PROGRAM_BD
PROGRAM_EN
PROGRAM_PR
PROGRAM_EX

**(3) Journal Generate to General Ledger**

(3)

JRNL_HDR
JRNL_LN

Post Subsystem Jouranls

(4) Edit, BC & Post Jrnls entered in General Ledger

**(4) LEDGER**

ACTUALS Ledger Group

ACTUALS

1. Transactions are budget checked in sub-modules
   1a. If transactions fail budget checking, make correction(s) and re-budget check
   1b. If transactions pass budget checking, budget subsidary tables will be updated
2. After the subsidary budget tables are updated, the same data will be summarized and posted to the budget ledger table (LEDGER_KK) except the Detail Ledger
3. After transactions pass budget checking they are eligible for Journal Generation to the Genjeral Ledger. The subsidary actuals tables, Jrnl Hdr & Ln will be updated
4. After successfully Journal Generation; journals are summarized and posted to the actuals ledger table (LEDGER)

Additional information for "Ledgers Data Overview" flow chart

- Appendix A gives an overview of what and how data updates the budget log/subsidiary tables

- The budget ledger record/table (LEDGER_KK) houses several ledger groups (e.g. ORG, DEPTSUM etc) each containing 3 to 4 ledgers (e.g. ORG_EX, ORG_EN, ORG_PR, ORG_BD). Each of these ledgers houses a different set of Chartfield data; the table below illustrates the relationship of ledger group to ledger and their respective chartfields.

| Ledger Group | ORG | DEPTSUM | CLASS | DETAIL | REVEST | PROGRAM | ALLOTMENT |
|---|---|---|---|---|---|---|---|
| **Ledgers** | ORG_BD<br>ORG_PR<br>ORG_EN<br>ORG_EX | DEPTSUM_BD<br>DEPTSUM_PR<br>DEPTSUM_EN<br>DEPTSUM_EX | CLASS_BD<br>CLASS_PR<br>CLASS_EN<br>CLASS_EX | DETAIL_PR<br>DETAIL_EN<br>DETAIL_EX | REVEST_BD<br>REVEST_CO<br>REVEST_RC | PROGRAM_BD<br>PROGRAM_EN<br>PROGRAM_PR<br>PROGRAM_EX | ALLOT_BD<br>ALLOT_PR<br>ALLOT_EN<br>ALLOT_EX |
| **Chartfield** | Account<br>Fund Code<br>Department<br>Program<br>Class<br>Project<br>Funding Source | Fund Code<br>Department<br>Program<br>Class | Fund Code<br>Program<br>Class | Account<br>Fund Code<br>Department<br>Program<br>Class<br>Project<br>Funding Source | Account<br>Fund Code<br>Department<br>Program<br>Project<br>Funding Source | Program<br>Fund Source<br>(FS_TYPE) | Program<br>Fund Source<br>(FS_CAT) |

**Note:**
BD = Budget
PR = Pre-encumbrance (Note: this is no longer used)
EN = Encumbrance
EX = Expense
(Example:  ORG_BD means the ORG Ledger for budget)

### Introduction

The GL/Budget reconciliation's should be completed to validate the underlying data of the two main reports (trial balance and budget comparison) used on a regular basis for making decisions and analysis. This validation will be accomplished by making the following comparisons:

1. The budget detail expenditure compared to the budget summarized expenditure
2. The GL detail expenditure compared to the GL summarized expenditure (currently not available)
3. The budget summarized expenditure to the GL summarized expenditure

Performing this reconciliation on a monthly basis will facilitate simplification of year end CAFR required reporting. The general idea is to ensure that the expenditure in the budget ledger is in-sync with the GL expenditure.

****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

## Process Scheduler Request

| User ID: | CRAVELO | Run Control ID: 465clr |
|---|---|---|

| | | | | |
|---|---|---|---|---|
| Server Name: | PSUNX | Run Date: | 09/11/2008 | |
| Recurrence: | | Run Time: | 3:56:46PM | 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 output in Document Direct see illustration below

```
                                    State Of Georgia
Bus Unit: 46500                  Pardons and Paroles, St Bd of          Report ID:  GL465044M
Ledger:   ACTUALS               Trial Balance by Business Unit          Print Date: 09/08/2008
Fiscal Yr 2009 From Period 002 To 002   From 2008-08-01 To 2008-08-31   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

---                                                                                                                      ---
101005 CASH IN BANK - TREASURY BANK
 AL0                                          24,089.43            0.00
 AP                                            4,997.12    3,759,417.90
 LD                                                0.00    1,602,888.53
 MAN 200808  46508LC50A                            0.00      227,436.05
     200808  46508LC50B                            0.00      805,085.32
     200808  46508LC51A                      227,436.05            0.00
     200808  46508LC51B                      805,085.32            0.00
                        ----------------  ----------------  ----------------  ----------------  --------------  ----------------
TOTAL: 101005            17,482,768.96      1,061,607.92      6,394,827.80     12,149,549.08            0.00     12,149,549.08
                        ----------------  ----------------  ----------------  ----------------  --------------  ----------------
---                                                                                                                      ---
```

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

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General Ledger    5

**The following reports are used in the verification process:**

Report – BDS4006X – GL###045C -- Current Monthly Budget Comparison Report (PDF file)
Query – 0BD010F_ RECON -- Data from Ledger_KK for comparison with budget summary data
Query – 0BD010E_ BUDGET_INQUIRY -- Data from Ledger_KK for comparison with budget detail data
Query – 0GL041A_ GL_LEDGER_DATA – Month_end_recon

Compare the budget detail expenditure to the budget summarized/ledger expenditure
(Activity Log vs. Ledger_KK)

a) Run reports:
  - Report – BDS4006X -- Current Monthly Budget Comparison Report (PDF file)
  - Query – 0BD010E_ RECON -- Data from Ledger_KK for comparison with budget summary data
    o Prepare a pivot table with the result of the query

b) Compare the Current Monthly Budget Comparison Report data with the pivot table created

Alternate analysis:  Enter data from GL###045C -- BDS4006X report onto the pivot table worksheet for easy comparison

# Compare budget summary to budget detail expenditure:

Initiate the process to create a copy of the 'Current Monthly Budget Comparison Report' BDS4006X -- GL###045C

| STEP | SOURCE | ACTION |
|---|---|---|
| **Step 1:** Input parameter values to run report BDS4006X -- GL###045C | BDS4006X -- GL###045C | Navigate to Commitment Control > Custom Budget Report > Budget Comparison Reporting <br> Input values |

All run control values should change EXCEPT the Tree Name; Tree Node Or Level and Level Name

| STEP | SOURCE | ACTION |
|---|---|---|
| ✦ Initiate the process to create a copy of the 'Current Monthly Budget Comparison Report' BDS4006X | | |
| **Step 1A:**<br>Initiate the process to produce report<br>BDS4006X -- GL###045C | BDS4006X -- GL###045C | ✦ Select the PDF version of the report. This report will **NOT** go to Document Direct<br><br>Select the [ OK ] button |
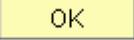
**Process Scheduler Request**

| User ID: | CRAVELO | | Run Control ID: 465clr |
|---|---|---|---|

| Server Name: | PSUNX | Run Date: | 09/19/2008 | |
|---|---|---|---|---|
| Recurrence: | | Run Time: | 3:02:06PM | Reset to Current Date/Time |
| Time Zone: | | | | |

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | Output Dest |
|---|---|---|---|---|---|---|---|
| ☑ | Budget Comparison (PDF) | BDS4006X | KK SQR Reports | Web | PDF | Distribution | |
| ☐ | Budget Comparison Report | GLS4006X | KK SQR Reports | Printer | LP | | |

OK    Cancel

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➕ Monitor and review report

| STEP | SOURCE | ACTION |
|---|---|---|
| **Step 1B:**<br>Monitor and review report BDS4006X -- GL###045C | BDS4006X -- GL###045C | ➕ Select the <u>Process Monitor</u> hyper link<br><br>➕ Click the Refresh button until the Run Status is successful<br><br>Select the <u>Details</u> hyper link to view the report |

Budget Reports

Run Control ID:  TEST       Report Manager   Process Monitor   Run

Process Instance:15140212

'Business Unit: 40600 🔍      Tree No. 1:     SetID 40600 🔍

Time Span: Monthly ▼        Tree Name: BCM_ORG 🔍

Process List | Server List

**View Process Request For**

User ID: CRAVELO 🔍  Type: [____] ▼  Last: [1] Days ▼  Refresh

Server: [____] ▼  Name: [____] 🔍  Instance: [____] to [____]

Run Status: [____] ▼  Distribution Status [____] ▼  ☑ Save On Refresh

**Click the details button**

**Process List**                    Customize | Find | View All | ▦    First ◄ 1-3 of 3 ► Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 19861442 | | KK SQR Reports | BDS4006X | CRAVELO | 09/19/2008 3:02:06PM EDT | Success | Posted | Details |
| ☐ | 19859926 | | SQR Report | BDS4010X | CRAVELO | 09/19/2008 11:36:06AM EDT | Success | Posted | Details |
| ☐ | 19858320 | | SQR Report | BDS4010X | CRAVELO | 09/19/2008 8:50:45AM EDT | Success | Posted | Details |

 Review report

| STEP | SOURCE | ACTION |
|---|---|---|
| **Step 1C:**<br>Access report BDS4006X -- GL###045C | BDS4006X -- GL###045C |  Select the <u>View Log/Trace</u> hyper link |

## Process Detail

### Process

| | | | |
|---|---|---|---|
| Instance: | 19861442 | Type: | KK SQR Reports |
| Name: | BDS4006X | Description: | Budget Comparison (PDF) |
| Run Status: | Success | Distribution Status: | Posted |

### Run

Run Control ID: 465clr

Location: Server

Server: PSUNX

Recurrence:

### Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

### Date/Time

| | | |
|---|---|---|
| Request Created On: | 09/19/2008 3:04:56PM EDT | |
| Run Anytime After: | 09/19/2008 3:02:06PM EDT | |
| Began Process At: | 09/19/2008 3:05:10PM EDT | |
| Ended Process At: | 09/19/2008 3:06:14PM EDT | |

### Actions

Parameters    Transfer

Message Log

Batch Timings

View Log/Trace

| | Review report | |
|---|---|---|
| **STEP** | **SOURCE** | **ACTION** |
| **Step 1D**<br>Access report BDS4006X -- GL###045C | BDS4006X -- GL###045C | Select the bds4006x_15140212.PDF hyper link |

**View Log/Trace**

**Report**

| | | | |
|---|---|---|---|
| Report ID: | 1728828 | Process Instance: | 19861442 |
| Name: | BDS4006X | Process Type: | KK SQR Reports |
| Run Status: | Success | | |

Message Log

Budget Comparison (PDF)

**Distribution Details**

| | | | |
|---|---|---|---|
| Distribution Node: | RepRPS | Expiration Date: | 09/26/2008 |

**File List**

| Name | File Size (bytes) | Datetime Created |
|---|---|---|
| SQR_BDS4006X_19861442.log | 1,762 | 09/19/2008 3:06:14.000000PM EDT |
| bds4006x_19861442.PDF | 82,263 | 09/19/2008 3:06:14.000000PM EDT |
| bds4006x_19861442.out | 204,533 | 09/19/2008 3:06:14.000000PM EDT |

**Distribute To**

| Distribution ID Type | *Distribution ID |
|---|---|
| User | CRAVELO |

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✛ Analyzing the report

| STEP | SOURCE | ACTION | |
|---|---|---|---|
| **Step 1E:** <br> Compare data for each class to data from the pivot table | BDS4006X – GL###045C <br> Data for this report is taken from ACTIVITY_LOG | Below is a copy of the report. Use data from the "Monthly Expenses" to compare with data from the 0BD010E query | |

State Of Georgia
Pardons and Paroles, St Bd of
Current Monthly Budget Comparison Report - Organization
General Ledger Report

Report ID: GL465045C
Print Date: 09/19/2008
Page 1
PS Id: BDS4006X

Budget Year: 2009  Prd: 002  FY: 2009

From 08/01/2008 To 08/31/2008
BCM_ORG Level: (1) ALL

Business Unit: 46500 Pardons and Paroles, St
Organization Code: 465ALL - TOTAL FUNDS

Note: The report is sorted by 'Class'

| Description | AOB | Adjusted AOB | Outstanding Monthly Encumbrances | Monthly Expenses | Total Monthly Expenses | % Of AOB | Outstanding YTD Encumbrances | YTD Expenses | Total YTD Expenses | % Of AOB | Remaining AOB |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **100 - Personal Services** | | | | | | | | | | | |
| 501000 REGULAR SALARIES | 11,995,146.00 | 11,995,146.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,995,146.00 |
| 501001 Regular Salaries | 0.00 | 0.00 | 0.00 | 2,471,499.79 | 2,471,499.79 | 0.00 | 0.00 | 4,944,634.56 | 4,944,634.56 | 0.00 | -4,944,634.56 |
| 501000 - REGULAR SALARIES | 11,995,146.00 | 11,995,146.00 | 0.00 | 2,471,499.79 | 2,471,499.79 | 7.28 | 0.00 | 4,944,634.56 | 4,944,634.56 | 14.55 | 29,050,511.44 |
| 502000 ANNUAL LEAVE PAY | 158,000.00 | 158,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 158,000.00 |
| 502001 Annual Leave Pay | 0.00 | 0.00 | 0.00 | 6,474.04 | 6,474.04 | 0.00 | 0.00 | 28,213.64 | 28,213.64 | 0.00 | -28,213.64 |
| 502000 - ANNUAL LEAVE PAY | 158,000.00 | 158,000.00 | 0.00 | 6,474.04 | 6,474.04 | 4.10 | 0.00 | 28,213.64 | 28,213.64 | 17.86 | 129,786.36 |
| 503000 OTHER SUPPLEMENTAL P | 53,200.00 | 53,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53,200.00 |
| 503001 Other Supplemental P | 0.00 | 0.00 | 0.00 | 5,870.27 | 5,870.27 | 0.00 | 0.00 | 18,998.49 | 18,998.49 | 0.00 | -18,998.49 |
| 503000 - OTHER SUPPLEMENTAL PAY | 53,200.00 | 53,200.00 | 0.00 | 5,870.27 | 5,870.27 | 11.03 | 0.00 | 18,998.49 | 18,998.49 | 15.71 | 34,201.51 |
| 511000 OVERTIME | 71,854.00 | 71,854.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 71,854.00 |
| 511001 Overtime | 0.00 | 0.00 | 0.00 | 8,168.48 | 8,168.48 | 0.00 | 0.00 | 12,892.03 | 12,892.03 | 0.00 | -12,892.03 |
| 511000 - OVERTIME | 71,854.00 | 71,854.00 | 0.00 | 8,168.48 | 8,168.48 | 11.37 | 0.00 | 12,892.03 | 12,892.03 | 17.94 | 58,961.97 |
| 513000 TEMPORARY/CASUAL LAB | 45,205.00 | 45,205.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45,205.00 |
| 513001 Temporary/Casual Lab | 0.00 | 0.00 | 0.00 | 7,146.49 | 7,146.49 | 0.00 | 0.00 | 14,320.63 | 14,320.63 | 0.00 | -14,320.63 |
| 513000 - TEMPORARY/CASUAL LABOR | 45,205.00 | 45,205.00 | 0.00 | 7,146.49 | 7,146.49 | 15.81 | 0.00 | 14,320.63 | 14,320.63 | 11.68 | 30,884.37 |
| 514000 FICA | 2,565,920.00 | 2,565,920.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,565,920.00 |
| 514001 FICA - Regular | 0.00 | 0.00 | 0.00 | 145,561.36 | 145,561.36 | 0.00 | 0.00 | 292,237.45 | 292,237.45 | 0.00 | -292,237.45 |
| 514002 FICA - Medicare | 0.00 | 0.00 | 0.00 | 34,144.75 | 34,144.75 | 0.00 | 0.00 | 68,552.04 | 68,552.04 | 0.00 | -68,552.04 |
| 514000 - FICA | 2,565,920.00 | 2,565,920.00 | 0.00 | 179,706.11 | 179,706.11 | 7.00 | 0.00 | 360,789.49 | 360,789.49 | 14.06 | 2,205,130.51 |

| STEP | SOURCE | ACTION |
|---|---|---|
| **Step 2:**<br>Run 0BD010E_BUDGET_INQUIRY query | 0BD010E_BUDGET_INQUIRY | Below is a sample of the query result<br>**See Exhibit A for details on how to run query** |

**✦** Initiate the process to get data from 0BD010E_BUDGET_INQUIRY

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Promp | 1048 | | | | | | | | | |
| 2 | Fund | Account | Class | Dept | Project | Fund Src | Program | Sum Total Amt | Unit | Ledger | Year |
| 3 | 10100 | 501000 | 300 | 4650000001 | 01 | ALL | 6210401 | 27293.660 | 46500 | ORG_EX | |
| 4 | 10100 | 501000 | 300 | 4650000002 | 01 | ALL | 6210401 | 42932.920 | 46500 | ORG_EX | |
| 5 | 10100 | 501000 | 300 | 4650000003 | 01 | ALL | 6210401 | 23838.520 | 46500 | ORG_EX | |
| 6 | 10100 | 501000 | 300 | 4650000004 | 01 | ALL | 6210401 | 25065.100 | 46500 | ORG_EX | |
| 7 | 10100 | 501000 | 300 | 4650000005 | 01 | ALL | 6210401 | 12452.620 | 46500 | ORG_EX | |
| 8 | 10100 | 501000 | 300 | 4650000007 | 01 | ALL | 6210401 | 24911.100 | 46500 | ORG_EX | |
| 9 | 10100 | 501000 | 300 | 4650000008 | 01 | ALL | 6210401 | 16803.820 | 46500 | ORG_EX | |
| 10 | 10100 | 501000 | 300 | 4650000009 | 01 | ALL | 6210401 | 16783.800 | 46500 | ORG_EX | |
| 11 | 10100 | 501000 | 300 | 4650000010 | 01 | ALL | 6210401 | 27434.200 | 46500 | ORG_EX | |
| 12 | 10100 | 501000 | 300 | 4650000011 | 01 | ALL | 6210401 | 62052.500 | 46500 | ORG_EX | |
| 13 | 10100 | 501000 | 300 | 4650000012 | 01 | ALL | 6210401 | 35229.820 | 46500 | ORG_EX | |
| 14 | 10100 | 501000 | 300 | 4650000013 | 01 | ALL | 6210401 | 17565.080 | 46500 | ORG_EX | |
| 15 | 10100 | 501000 | 300 | 4650000014 | 01 | ALL | 6210401 | 33587.880 | 46500 | ORG_EX | |
| 16 | 10100 | 501000 | 300 | 4650000016 | 01 | ALL | 6210401 | 22312.060 | 46500 | ORG_EX | |
| 17 | 10100 | 501000 | 300 | 4650000017 | 01 | ALL | 6210401 | 21767.320 | 46500 | ORG_EX | |
| 18 | 10100 | 501000 | 300 | 4650000018 | 01 | ALL | 6210401 | 25868.180 | 46500 | ORG_EX | |
| 19 | 10100 | 501000 | 300 | 4650000019 | 01 | ALL | 6210401 | 41519.400 | 46500 | ORG_EX | |
| 20 | 10100 | 501000 | 300 | 4650000020 | 01 | ALL | 6210401 | 35087.060 | 46500 | ORG_EX | |
| 21 | 10100 | 501000 | 300 | 4650000022 | 01 | ALL | 6210401 | 34069.980 | 46500 | ORG_EX | |
| 22 | 10100 | 501000 | 300 | 4650000023 | 01 | ALL | 6210401 | 28097.870 | 46500 | ORG_EX | |
| 23 | 10100 | 501000 | 300 | 4650000024 | 01 | ALL | 6210401 | 81821.380 | 46500 | ORG_EX | |
| 24 | 10100 | 501000 | 300 | 4650000025 | 01 | ALL | 6210401 | 19878.860 | 46500 | ORG_EX | |
| 25 | 10100 | 501000 | 300 | 4650000026 | 01 | ALL | 6210401 | 26808.480 | 46500 | ORG_EX | |
| 26 | 10100 | 501000 | 300 | 4650000027 | 01 | ALL | 6210401 | 37081.500 | 46500 | ORG_EX | |
| 27 | 10100 | 501000 | 300 | 4650000029 | 01 | ALL | 6210401 | 26870.710 | 46500 | ORG_EX | |
| 28 | 10100 | 501000 | 300 | 4650000030 | 01 | ALL | 6210401 | 21564.480 | 46500 | ORG_EX | |
| 29 | 10100 | 501000 | 300 | 4650000031 | 01 | ALL | 6210401 | 27070.000 | 46500 | ORG_EX | |

**Business Process Document**
**Financial Reconciliation**

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| | **Exhibit A** |
|---|---|
| 1. Navigate to the Query Viewer<br><br>Reporting Tools > Query > Query Viewer | **Query Viewer**<br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br><br>\*Search By: Query Name begins with 0BD010E<br><br>Search   Advanced Search |
| 2. Input the query name '0BD010E' and select Search<br><br>3. Select the 'Excel' hyper-link to send result to excel workbook | **Query Viewer**<br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br><br>\*Search By: Query Name begins with 0BD010E<br><br>Search   Advanced Search<br><br>**Search Results**<br>'Folder View: -- All Folders --<br><br>Query   Customize \| Find \| View All \| First 1 of 1 Last<br><br>Query Name / Description / Owner / Folder / Run to HTML / Run to Excel / Schedule / Add to Favorites<br><br>0BD010E_BUDGET_INQUIRY / Prompt for Period / Public / HTML / Excel / Schedule / Favorite |

| . | **Exhibit A continue……………….** |
|---|---|
| 4. Insert the appropriate parameter values and select **View Results** | **0BD010E_BUDGET_INQUIRY - Prompt for Period**<br><br>Unit: 46500<br>Ledger (like): ORG%<br>_Insert the letters 'ORG' with the wild card "%"_<br>Year: 2009<br>Period: 2<br>Budget Period: 2009<br>Account From: 399999<br>Account To: 899999<br>**View Results** |
| 5. Select the **Save** button from the file download dialog box | **File Download**<br><br>Do you want to open or save this file?<br><br>Name: 0BD010E_BUDGET_INQUIRY_2324.xls<br>Type: Microsoft Excel Worksheet, 195KB<br>From: saofn.state.ga.us<br><br>Open    Save    Cancel<br><br>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk? |

| | | **Exhibit A continue…………………** |
|---|---|---|
| 6. | Click the Open button from the download complete dialog box |  |
| 7. | Navigate to excel to view the query result |  |

| | | Exhibit A continued……………. |
|---|---|---|

| 8. Navigate to the query result, select and delete row #1;<br><br>**Before** |  |
|---|---|
| **After** | |

| 9. Format the amount column as a number with 2 decimals |  |
|---|---|
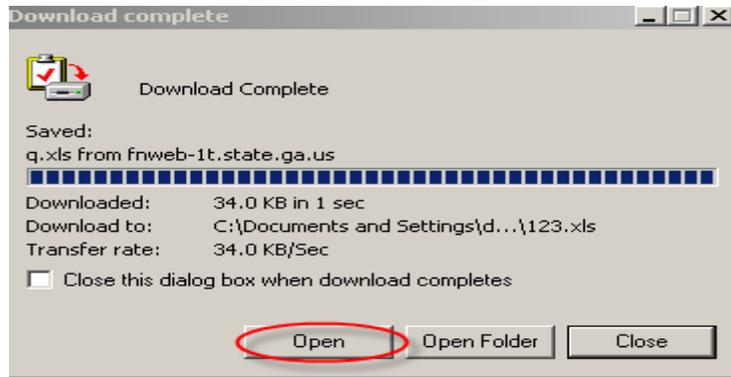
**Before** table (rows 2–7):

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Fund | Account | Class | Dept | Project | Fund Src | Program | Sum Total Amt | Unit | Ledger | Year | Period |
| 2 | 10100 | 000 | 300 | 4650000001 | 01 | ALL | 6210401 | 27293.660 | 46500 | ORG_EX | 2009 | 2 |
| 3 | 10100 | 501000 | 300 | 4650000002 | 01 | ALL | 6210401 | 42932.920 | 46500 | ORG_EX | 2009 | 2 |
| 4 | 10100 | 501000 | 300 | 4650000003 | 01 | ALL | 6210401 | 23838.520 | 46500 | ORG_EX | 2009 | 2 |
| 5 | 10100 | 501000 | 300 | 4650000004 | 01 | ALL | 6210401 | 25065.100 | 46500 | ORG_EX | 2009 | 2 |
| 6 | 10100 | 501000 | 300 | 4650000005 | 01 | ALL | 6210401 | 12452.620 | 46500 | ORG_EX | 2009 | 2 |
| 7 | 10100 | 501000 | 300 | 4650000007 | 01 | ALL | 6210401 | 24911.100 | 46500 | ORG_EX | 2009 | 2 |

**Business Process Document**
**Financial Reconciliation**

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| ✚ Use query result to prepare pivot table for analysis | | |
|---|---|---|
| **STEP** | **SOURCE** | **ACTION** |
| **Step 3:** <br> Create pivot table from 0BD010E_BUDGET_INQUIRY result | 0BD010E_BUDGET_INQUIRY | Below is a sample of the pivot table **See Exhibit B for details on how to create pivot table** |

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 2 | | | | | |
| 3 | Sum of Sum | | Ledger ▼ | | |
| 4 | Class ▼ | Account ▼ | ORG_EN | ORG_EX | Grand Total |
| 5 | 300 | 501000 | | 2473499.79 | 2473499.79 |
| 6 | | 502000 | | 6474.04 | 6474.04 |
| 7 | | 503000 | | 5870.27 | 5870.27 |
| 8 | | 511000 | | 8168.48 | 8168.48 |
| 9 | | 513000 | | 7146.49 | 7146.49 |
| 10 | | 514000 | | 179706.11 | 179706.11 |
| 11 | | 515000 | | 257028.82 | 257028.82 |
| 12 | | 516000 | | 552810.35 | 552810.35 |
| 13 | | 520000 | | 30392.25 | 30392.25 |
| 14 | | 522000 | | 484.5 | 484.5 |
| 15 | 300 Total | | | 3521581.1 | 3521581.1 |
| 16 | 301 | 612000 | 0 | 66258.35 | 66258.35 |
| 17 | | 613000 | 0 | 862.82 | 862.82 |
| 18 | | 614000 | 9441.84 | 2857.73 | 12299.57 |
| 19 | | 615000 | 762.25 | 3082.45 | 3844.7 |
| 20 | | 617000 | | 815.18 | 815.18 |
| 21 | | 618000 | | 25430.07 | 25430.07 |
| 22 | | 619000 | 67000.84 | 18359.83 | 85360.67 |
| 23 | | 620000 | | 19010.63 | 19010.63 |
| 24 | | 622000 | | 114.43 | 114.43 |
| 25 | | 627000 | 0 | 8808.92 | 8808.92 |
| 26 | | 640000 | | 32836.88 | 32836.88 |
| 27 | 301 Total | | 77204.93 | 178437.29 | 255642.22 |
| 28 | 305 | 814000 | | 1852.2 | 1852.2 |

| | Exhibit **B** |
|---|---|
| 1. Navigate to the pivot table wizard Data > Pivot table and ....... |  |

| | |
|---|---|
| | **Exhibit B continued……………** |
| 2. Select [Next >] |  |
| 3. Step 2 of the Pivot Table wizard will appear with data selected as the range. Select the [Next >] button |  |

| | |
|---|---|
| | |

| | Exhibit **B** continues…………… |
|---|---|
| 4. Select [Finish] |  |
| 5. Drag and drop 'Class' field into the 'Drop Row Fields Here' area |  |

| | Exhibit **B** continues…………… |
|---|---|
| 6. Drag and drop 'Account' field into the same area where class is |  |
| 7. Drag and drop 'Ledger' field into the 'Drop column Field Here' area |  |
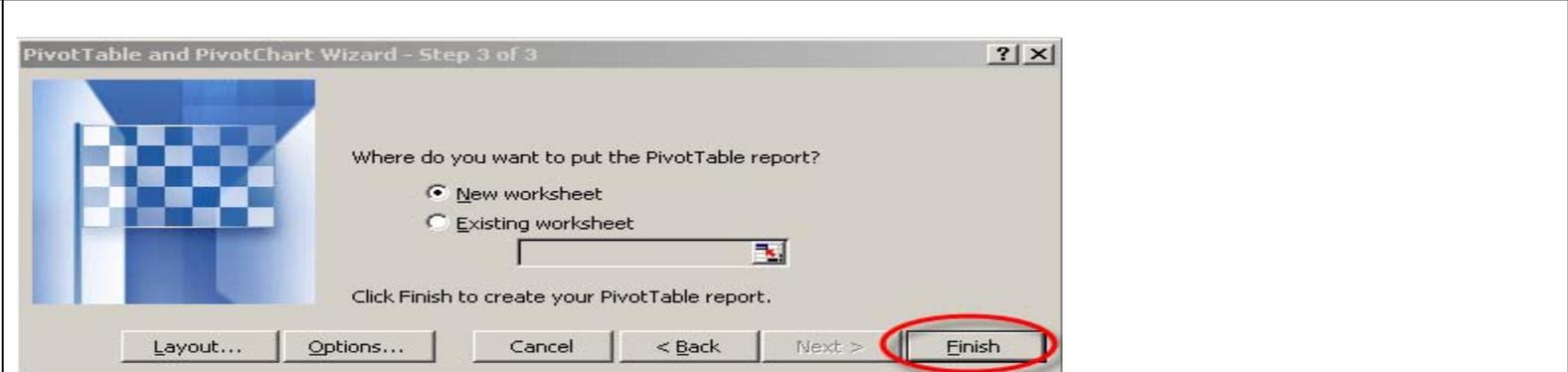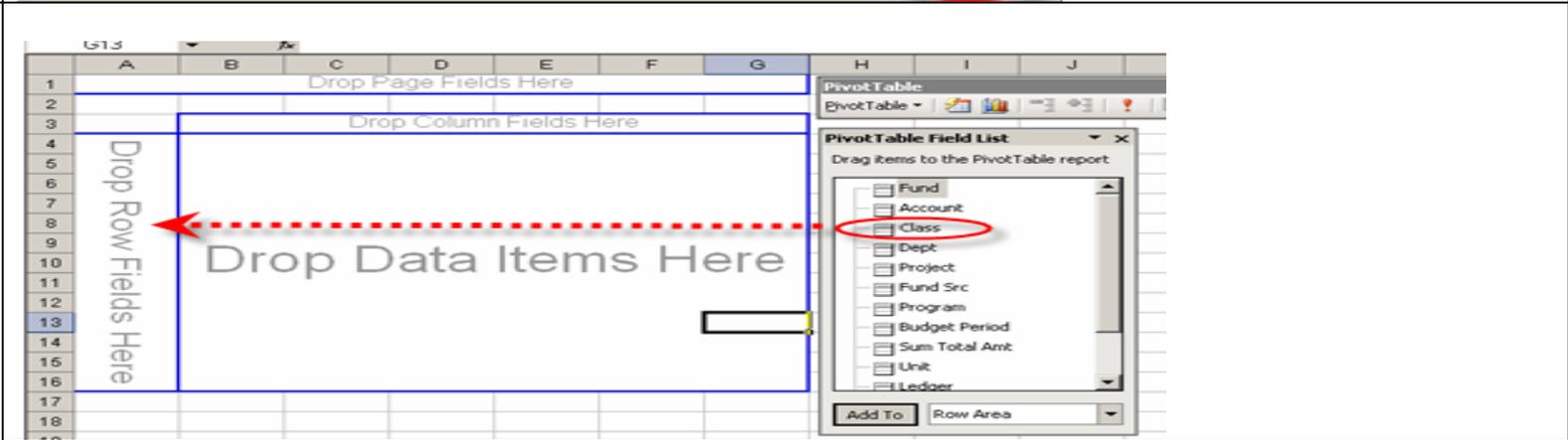
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|  |  |
|--|--|
|  |  |

## Exhibit B continues................

| 8. Drag and drop 'Sum Total Amt' field into the 'Drop Data items Here' |  |
|---|---|
| 9. Your pivot table should look similar to this |  |

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General Ledger    23

| | | |
|---|---|---|
| ✛ Compare the Current Monthly Budget Comparison Report data with the pivot table created | | |

| STEP | SOURCE | ACTION |
|---|---|---|
| **Step 4:**<br>Compare report subtotals by 'Class' to pivot table subtotals by 'Class' | GL406045C &<br>0BD010E_BUDGET_INQUIRY | Compare data |

➕ Alternate analysis of the data – as opposed to looking at the hard copy GL###045C report and comparing it to the result of 0BD010E_BUDGET_INQUIRY data in the pivot table, you can input the data from GL###045C into the pivot table and compare both sets of data in excel.

| STEP | SOURCE | ACTION | | |
|---|---|---|---|---|
| **Step 5:** Compare report subtotals by 'Class' to pivot table subtotals by 'Class' | GL406045C & 0BD010E_BUDGET_INQUIRY | Compare data | | |

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 4 | Class | Account | ORG_EN | ORG_EX | Grand Total | | GL475045C | Variance |
| 5 | 300 | 501000 | | 2,473,499.79 | 2,473,499.79 | | | |
| 6 | | 502000 | | 6,474.04 | 6,474.04 | | | |
| 7 | | 503000 | | 5,870.27 | 5,870.27 | | | |
| 8 | | 511000 | | 8,168.48 | 8,168.48 | | | |
| 9 | | 513000 | | 7,146.49 | 7,146.49 | | | |
| 10 | | 514000 | | 179,706.11 | 179,706.11 | | | |
| 11 | | 515000 | | 257,028.82 | 257,028.82 | | | |
| 12 | | 516000 | | 552,810.35 | 552,810.35 | | | |
| 13 | | 520000 | | 30,392.25 | 30,392.25 | | | |
| 14 | | 522000 | | 484.50 | 484.50 | | | |
| 15 | 300 Total | | | 3,521,581.10 | 3,521,581.10 | | 3,521,581.10 | 0.00 |
| 16 | 301 | 612000 | - | 66,258.35 | 66,258.35 | | | |
| 17 | | 613000 | - | 862.82 | 862.82 | | | |
| 18 | | 614000 | 9,441.84 | 2,857.73 | 12,299.57 | | | |
| 19 | | 615000 | 762.25 | 3,082.45 | 3,844.70 | | | |
| 20 | | 617000 | | 815.18 | 815.18 | | | |
| 21 | | 618000 | | 25,430.07 | 25,430.07 | | | |
| 22 | | 619000 | 67,000.84 | 18,359.83 | 85,360.67 | | | |
| 23 | | 620000 | | 19,010.63 | 19,010.63 | | | |
| 24 | | 622000 | | 114.43 | 114.43 | | | |
| 25 | | 627000 | - | 8,808.92 | 8,808.92 | | | |
| 26 | | 640000 | | 32,836.88 | 32,836.88 | | | |
| 27 | 301 Total | | 77,204.93 | 178,437.29 | 255,642.22 | | 255,942.00 | (299.78) |
| 28 | 305 | 814000 | | 1,852.20 | 1,852.20 | | | |
| 29 | | 863000 | (9,862.61) | 9,862.61 | - | | | |
| 30 | | 864000 | (1,200.00) | 55,606.69 | 54,406.69 | | | |

| Issue | Resolution/Comments |
|---|---|
| If there are variances | Contact the SAO help desk because transactions exist in one table and not the other |
|  |  |
|  |  |
|  |  |
|  |  |

Compare budget summarized expenditure to the General Ledger summarized expenditure

    a)  Run reports:
- o  Query – 0BD010F_ RECON -- Data from Ledger_KK for comparison with budget summary data
- •  Query – 0GL041A_ GL_LEDGER_DATE – Month_end_recon

    b)  Combine both query's results

    c)  Create pivot table and compare data

# Comparison of budget summary to actuals summary:

🔸 **Object:** Ensure that the budget ledger and actuals ledger have the same expenditure and revenue data

| STEP | SOURCE | ACTION |
|------|--------|--------|
| **Step 1:**<br>Run Budget Ledger query | 0BD010F_ RECON -- Data from Ledger_KK | 🔸 Run query and save result to excel use naming convention such as "Budget 2009_02"<br>Format amount column as number with 2 |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0BD010F_RECON | | | | | | | | | | | |
| 2 | Fund | Account | Class | Dept | Project | Fund Src | Program | Sum Total Amt | Unit | Ledger | Year | Period |
| 3 | 10100 | 401001 | | 4650201001 | 60518 | 10518 | 6210401 | -764.870 | 46500 | DETAIL_EX | 2009 | 2 |
| 4 | A1 | 432001 | | 4650201001 | 60518 | 10518 | | 764.870 | 46500 | DETAIL_EX | 2009 | 2 |
| 5 | 10100 | 432001 | | 4656500605 | 65605 | 30605 | 6210401 | -0.350 | 46500 | DETAIL_EX | 2009 | 2 |
| 6 | 10100 | 441390 | | 4650101001 | 36002 | 60002 | 6210401 | -0.650 | 46500 | DETAIL_EX | 2009 | 2 |
| 7 | 10200 | 451050 | | 4650201001 | 01 | 07JA0 | NONE01 | 112598.690 | 46500 | DETAIL_EX | 2009 | 2 |
| 8 | 10200 | 451050 | 314 | 4650201001 | 01 | 07JA0 | NONE01 | -299183.790 | 46500 | DETAIL_EX | 2009 | 2 |
| 9 | 10100 | 461001 | | 4650201409 | 60409 | 10409 | 6210401 | -349.680 | 46500 | DETAIL_EX | 2009 | 2 |
| 10 | 10100 | 468001 | | 4650101001 | 36002 | 60002 | 6210201 | -1.000 | 46500 | DETAIL_EX | 2009 | 2 |
| 11 | 10100 | 468002 | 301 | 4654800906 | 26001 | 48906 | 6210401 | -1750.360 | 46500 | DETAIL_EX | 2009 | 2 |
| 12 | 10100 | 501001 | 300 | 4650000001 | 01 | 01 | 6210401 | 27293.660 | 46500 | DETAIL_EX | 2009 | 2 |
| 13 | 10100 | 501001 | 300 | 4650000002 | 01 | 01 | 6210401 | 42932.920 | 46500 | DETAIL_EX | 2009 | 2 |
| 14 | 10100 | 501001 | 300 | 4650000003 | 01 | 01 | 6210401 | 23838.520 | 46500 | DETAIL_EX | 2009 | 2 |
| 15 | 10100 | 501001 | 300 | 4650000004 | 01 | 01 | 6210401 | 25065.100 | 46500 | DETAIL_EX | 2009 | 2 |
| 16 | 10100 | 501001 | 300 | 4650000005 | 01 | 01 | 6210401 | 12452.620 | 46500 | DETAIL_EX | 2009 | 2 |
| 17 | 10100 | 501001 | 300 | 4650000007 | 01 | 01 | 6210401 | 24911.100 | 46500 | DETAIL_EX | 2009 | 2 |
| 18 | 10100 | 501001 | 300 | 4650000008 | 01 | 01 | 6210401 | 16803.820 | 46500 | DETAIL_EX | 2009 | 2 |
| 19 | 10100 | 501001 | 300 | 4650000009 | 01 | 01 | 6210401 | 16783.800 | 46500 | DETAIL_EX | 2009 | 2 |
| 20 | 10100 | 501001 | 300 | 4650000010 | 01 | 01 | 6210401 | 27434.200 | 46500 | DETAIL_EX | 2009 | 2 |
| 21 | 10100 | 501001 | 300 | 4650000011 | 01 | 01 | 6210401 | 62052.500 | 46500 | DETAIL_EX | 2009 | 2 |
| 22 | 10100 | 501001 | 300 | 4650000012 | 01 | 01 | 6210401 | 35229.820 | 46500 | DETAIL_EX | 2009 | 2 |
| 23 | 10100 | 501001 | 300 | 4650000013 | 01 | 01 | 6210401 | 17565.080 | 46500 | DETAIL_EX | 2009 | 2 |
| 24 | 10100 | 501001 | 300 | 4650000014 | 01 | 01 | 6210401 | 33587.880 | 46500 | DETAIL_EX | 2009 | 2 |
| 25 | 10100 | 501001 | 300 | 4650000016 | 01 | 01 | 6210401 | 22312.060 | 46500 | DETAIL_EX | 2009 | 2 |
| 26 | 10100 | 501001 | 300 | 4650000017 | 01 | 01 | 6210401 | 21767.320 | 46500 | DETAIL_EX | 2009 | 2 |
| 27 | 10100 | 501001 | 300 | 4650000018 | 01 | 01 | 6210401 | 25868.180 | 46500 | DETAIL_EX | 2009 | 2 |

---

➕ **Object:** Ensure that the budget ledger and actuals ledger have the same expenditure and revenue data

| STEP | SOURCE | ACTION |
|------|--------|--------|
| **Step 2:** <br> Run Actuals Ledger query | Query – 0GL041A_GL_LEDGER_DATA <br> -- Data from Ledger | ➕ Run query and save result to excel use naming convention such as "Actuals 2009_02" |



Note: The amount data was multiplied by -1 to aid in comparison between the budget data.

➕ Result of pivot table

| STEP | SOURCE | ACTION | |
|---|---|---|---|
| <u>Step 3:</u><br>Analyze data from pivot table | Combination of Budget and Actuals data | Review data in pivot table to ensure there are no differences<u>. **See Exhibit C for details on how to create pivot**</u> | |

| | A | B | C | D |
|---|---|---|---|---|
| 2 | | | | |
| 3 | Sum of Sum Total Amount | Ledger | | |
| 4 | Account | ACTUALS | DETAIL_EX | Grand Total |
| 5 | 401001 | 764.87 | -764.87 | 0 |
| 6 | 432001 | -764.52 | 764.52 | 0 |
| 7 | 441390 | 0.65 | -0.65 | 0 |
| 8 | 451050 | 186585.1 | -186585.1 | 0 |
| 9 | 461001 | 349.68 | -349.68 | 0 |
| 10 | 468001 | 1 | -1 | 0 |
| 11 | 468002 | 1750.36 | -1750.36 | 0 |
| 12 | 501001 | -2473499.79 | 2473499.79 | 0 |
| 13 | 502001 | -6474.04 | 6474.04 | 0 |
| 14 | 503001 | -5870.27 | 5870.27 | 0 |
| 15 | 511001 | -8168.48 | 8168.48 | 0 |
| 16 | 513001 | -7146.49 | 7146.49 | 0 |
| 17 | 514001 | -145561.36 | 145561.36 | 0 |
| 18 | 514002 | -34144.75 | 34144.75 | 0 |
| 19 | 515001 | -257028.82 | 257028.82 | 0 |
| 20 | 516001 | -552810.35 | 552810.35 | 0 |
| 21 | 520001 | -30392.25 | 30392.25 | 0 |
| 22 | 522001 | -484.5 | 484.5 | 0 |
| 23 | 612001 | -50661.74 | 50661.74 | 0 |

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General Ledger    30

| | | Exhibit C |
|---|---|---|

| | |
|---|---|
| 1. Combine budget and actuals data | (spreadsheet below) |

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1286 | 10100 | 872011 | 307 | 46500001C | 01 | 01 | 6210401 | -120.75 | 46500 | ACTUALS | 2009 |
| 1287 | 10100 | 872011 | 307 | 46500001C | 01 | 01 | 6210401 | -73.44 | 46500 | ACTUALS | 2009 |
| 1288 | 10100 | 872011 | 307 | 46500002C | 01 | 01 | 6210401 | -118.00 | 46500 | ACTUALS | 2009 |
| 1289 | 10100 | 872011 | 307 | 46500005 | 01 | 01 | 6210401 | -95.90 | 46500 | ACTUALS | 2009 |
| 1290 | 10100 | 872011 | 307 | 46500008C | 01 | 01 | 6210401 | -0.39 | 46500 | ACTUALS | 2009 |
| 1291 | 10100 | 872011 | 307 | 46501010C | 01 | 01 | 6210201 | -239.22 | 46500 | ACTUALS | 2009 |
| 1292 | 10100 | 872011 | 307 | 46501010C | 01 | 01 | 6210301 | -4.70 | 46500 | ACTUALS | 2009 |
| 1293 | 10100 | 872011 | 307 | 46501021C | 01 | 01 | 6210101 | -70.80 | 46500 | ACTUALS | 2009 |
| 1294 | 10100 | 872011 | 307 | 46502010C | 01 | 01 | 6210401 | -4411.69 | 46500 | ACTUALS | 2009 |
| 1295 | 10200 | 451050 | | 46502010C | 01 | 07JA0 | | -112598.69 | 46500 | ACTUALS | 2009 |
| 1296 | 10200 | 451050 | 314 | 46502010C | 01 | 07JA | | -183.79 | 46500 | ACTUALS | 2009 |
| 1297 | 10200 | 750001 | 314 | 46502010C | 01 | 07JA | | -486955.27 | 46500 | ACTUALS | 2009 |
| 1298 | A1 | 432001 | | 46502010C | 60518 | 10518 | | -764.87 | 46500 | ACTUALS | 2009 |
| 1299 | A1 | 651003 | 308 | 46565006C | 65606 | 30606 | | -573.21 | 46500 | ACTUALS | 2009 |
| 1300 | A1 | 652001 | 308 | 46565006C | 65606 | 30606 | | -205.99 | 46500 | ACTUALS | 2009 |
| 1301 | 10100 | 401001 | | 46502010C | 60518 | 10518 | 6210401 | -764.870 | 46500 | DETAIL_EX | 2009 |
| 1302 | A1 | 432001 | | 46502010C | 60518 | 10518 | | 764.870 | 46500 | DETAIL_EX | 2009 |
| 1303 | 10100 | 432001 | | 46565006C | 65605 | 30605 | 6210401 | -0.350 | 46500 | DETAIL_EX | 2009 |
| 1304 | 10100 | 441390 | | 46501010C | 36002 | 60002 | 6210201 | -0.650 | 46500 | DETAIL_EX | 2009 |
| 1305 | 10200 | 451050 | | 46502010C | 01 | 07JA0 | NONE01 | 112598.690 | 46500 | DETAIL_EX | 2009 |
| 1306 | 10200 | 451050 | 314 | 46502010C | 01 | 07JA0 | NONE01 | -299183.790 | 46500 | DETAIL_EX | 2009 |
| 1307 | 10100 | 461001 | | 46502014C | 60409 | 10409 | 6210401 | -349.680 | 46500 | DETAIL_EX | 2009 |
| 1308 | 10100 | 468001 | | 46501010C | 36002 | 60002 | 6210201 | -1.000 | 46500 | DETAIL_EX | 2009 |

**Both budget and actual data combined**

| | |
|---|---|
| | **Exhibit C** continues................ |
| 2. Navigate to the pivot table wizard<br><br>Data > Pivot table and ....... |  |

| | **Exhibit C** continues................. |
|---|---|
| 3. Select<br>Next > |  |
| 4. Step 2 of the Pivot Table wizard will appear with data selected as the range. Select the<br>Next ><br>button |  |

| | **Exhibit C** continues................. |
|---|---|
| 5. Select Finish |  |
| 6. Drag and drop 'Account' field into the 'Drop Row Fields Here' area |  |

| | |
|---|---|
| | **Exhibit C** continues................ |
| 7. Drag and drop 'Ledger' field into the 'Drop column Field Here' area |  |
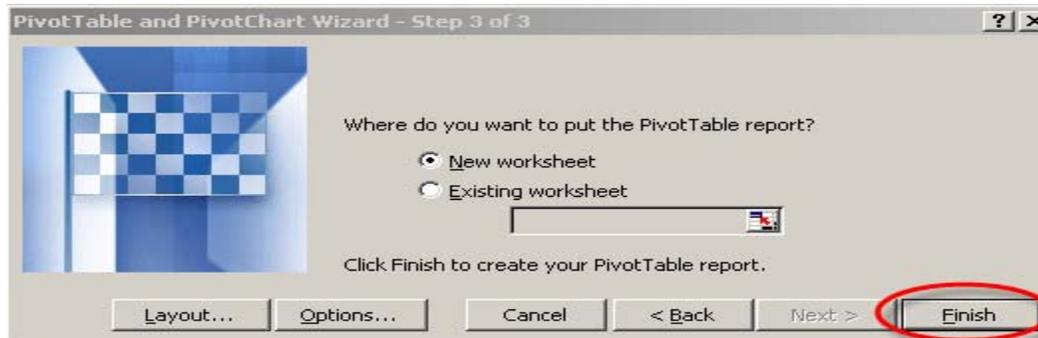
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General Ledger    35

| | Exhibit **C** continues…………….. |
|---|---|
| 8. Drag and drop 'Sum Total Amt' field into the 'Drop Data items Here' |  |
| 9. Your pivot table should look similar to this. Note the actual and budget (detail_ex) ledgers in the column heading |  |

| Issue | Resolution/Comments |
|---|---|
| If there are variances that are not in period one | 1. Locate the chartfield combination with variance<br>2. Run the GL Combined Detail report for the CF combination and accounting period in question |
| | |
| | |
| | |
| | |

## Note:

Q: When a PO is closed or canceled, what happens to the encumbrance amounts? Are the entries automatically reversed or do I need to make entries?

A: When a PO is closed or canceled the entries are reversed automatically. Sometimes the reversal occurs overnight depending on how you process the close/cancel. Please review the UPK's for closing or canceling a reversal. They are numbers 9.3.8 and 9.3.9 and can be found on the SAO website or by clicking on the link below. Please remember to expand the topics under module nine by clicking on the + symbol next to each topic to find 9.3.8 and 9.3.9

http://saofnupk.state.ga.us/toc.html

## Appendix A

Information below explains how budget processor updates the log tables, how each of them is being linked, and how the LEDGER_KK is finally updated based on the information in the KK_ACTIVITY_LOG.

Log tables that are updated by budget processor:
KK_SOURCE_HDR
KK_SOURCE_LN
KK_ACTIVITY_LOG
KK_LIQUIDATION
KK_REFERENCE

KK_SOURCE_HDR
------------------------
- When a budget checking is run against a transaction, the budget processor will record the information this table, KK_SROUCE_HDR.
- A unique KK_TRAN_ID is assigned for each transaction header being budget check.
- The transaction header key is inserted into the table (e.g. Voucher ID, PO ID, Journal ID)
- Data stored in this table remain in the table as long as the transaction is not deleted.
- Even if there is no budget impacted by the transaction, the data in this table will remain in the table.
- This is an indicator that the transaction was budget checked.

KK_SOURCE_LN
-----------------------
- This table is a child table of KK_SOURCE_HDR and is linked by the KK_TRAN_ID.
- It stores transaction line information and KK_TRAN_LN is assigned to each line.
- Only transaction line that pass budget checking and impacts the budget ledger will be inserted into the KK_SOURCE_LN table.
- When the transaction is deleted, all rows associated with the transaction are deleted.

KK_ACTIVITY_LOG
-----------------------
- This table is a child table of KK_SOURCE_LN and is linked by the KK_TRAN_ID and KK_TRAN_LN.
- It stores budget level information used to update LEDGER_KK
- For each budget ledger that is impacted by the transaction line, a row is inserted to the table. Therefore, if there are two budget ledgers (e.g. APPROP and ORG) are impacted for a journal ID ABC, line1, then two rows are inserted to this KK_ACTIVITY_LOG table.
- Same as KK_SOURCE_HDR and KK_SOURCE_LN, when the transaction is deleted from the system the data associated with the transaction is deleted as well.

- The budget checking will update the LEDGER_KK base on the information on this table.

KK_LIQUIDATION
------------------------
- This table is used to store and track open balances for documents that are referenced by subsequent transactions. This table is similar to open pre-enc/enc table in E&G 7.5.
- If the transaction is passed budget checking, one row per transaction line per commitment control ledger group is added or updated.
- If the source transaction is deleted all rows related to the transaction are deleted.
- KK_POSTED_AMT field represent the total source transaction amount.
- MONETARY_AMOUNT field represent the remaining open balance.
E.g.
PO amount = 100 (KK_POSTED_AMT = 100)
PO Voucher amount = 80.
-------------------------------------
Open balance = 20 (MONETARY_AMOUNT = 20)

KK_REFERENCED
------------------------
- This table stored the link for procure to pay transactions.
- It stores the reference data between Requisition and Purchase Order or Purchase Order and Voucher.
- KK_TRAN_ID field stored the predecessor document transaction id (PO trans id that is referenced to PO Voucher)
- KK_REFD_ID field stored the referenced document. (PO Voucher trans id that is

Miscellaneous tables
------------------------
KK_TRANS_LOG, KK_TRAN_ID_TBL, KK_OVERRIDE_TBL, KK_EXCPTN_TBL.