

# PeopleSoft BudgetNet AOB/Amendments To PeopleSoft Program Ledger Reconciliation Procedures

## Commitment Control PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS  
Fall 2008

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V9.0  
**Fall 2008**

## **Introduction**

State agencies operating on SAO PeopleSoft Financials must perform a three-point reconciliation process to ensure that the Budgets and Allotments entered in BudgetNet balance to the data in SAO PeopleSoft Financials. In order to perform these procedures, access to Commitment Control processes within SAO PeopleSoft Financials and access to BudgetNet is required.

The three point reconciliations that must be performed are:

- BudgetNet to PeopleSoft Program Ledger
- BudgetNet to PeopleSoft Allotment Ledger
- SAO PeopleSoft Financials managerial budgets (those not derived from BudgetNet) to the Program Ledger

These reconciliations should be performed at least quarterly. However, it is recommended that Agencies perform the three-point reconciliation at every budget event that occurs in BudgetNet. This approach ensures the data in BudgetNet and PeopleSoft are in sync.

**This procedure will give detailed instructions to perform the “BudgetNet to PeopleSoft Program Ledger” reconciliation.**

In the AOB and Amendment process, approved AOB or Amendment entries are made into BudgetNet and are approved by OPB. A process runs nightly which creates summarized entries that interface from BudgetNet into PeopleSoft. Agencies must verify that approved budgets in BudgetNet have successfully interfaced with PeopleSoft, for managerial and compliance purposes. Each agency, SAO, Department of Audits and Accounts, and OPB use many reports and queries that access this ledger. Therefore, it is important that this ledger contain accurate approved budget to expense information.

The Program Ledger contains only Program at the Program level of the KK\_PROGRAM tree and Fund Source at the FS\_TYPE Level of the BCM\_FUND\_SRC tree.

## **Procedure**

**Business Process Document  
 Financial Reconciliation**

1. Run the BudgetNet AOB Amendment - All Funds - FY09 (317-09) Report. **Note:** AOB Amendment Federal and Other Funds - Detail - FY09 (316-09) report may be run as a substitute.

2. Run the PeopleSoft query 0BD010\_BUDGET\_INQUIRY selecting the PROGRAM\_BD Ledger.

**Note:** The Program Budget Comparison Summary Report can be substituted to view Budgets by Program and Fund Source.

3. Prepare a Pivot Table using the query completed in Step 2.

4. Analyze data.

**BudgetNet AOB/Amendment to PeopleSoft Program Ledger**

**Object:** Use the BudgetNet AOB Amendment - All Funds - FY09 (317-09) Report and the Pivot Table created from the PeopleSoft query 0BD010\_BUDGET\_INQUIRY to reconcile BudgetNet to the Program Ledger in PeopleSoft. This will ensure that no errors occurred in the nightly interface and that the PeopleSoft Program Ledger is in sync with the BudgetNet AOB/Amendment module.

STEP	SOURCE	ACTION
<b>Step 1:</b> Run BudgetNet Report	BudgetNet AOB Amendment - All funds - FY09 (317-09) Report	Follow navigation and run BudgetNet report

1. Navigate to BudgetNet Reports.

**Note:** For detailed instructions related to AOB/Amendments in BudgetNet, refer to the *AFY08 - FY09 Budget Instructions*.

**OFFICE OF PLANNING AND BUDGET**  
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**BUDGET NET**

Welcome to the State of Georgia's Office of Planning and Budget

OPTIONS	REPORTS	DOCUMENTS
<ul style="list-style-type: none"> <li>◀ <a href="#">Login</a></li> <li>◀ <a href="#">AOB / Amendment Options</a></li> <li>◀ <a href="#">Allotments</a></li> <li>◀ <a href="#">Budget Development Options</a></li> <li>◀ <a href="#">Strategic Plan Options</a></li> <li>◀ <a href="#">Performance Measure Options</a></li> <li>◀ <a href="#">Update Personal information</a></li> <li><a href="#">Generate a Support Ticket</a></li> </ul>	<ul style="list-style-type: none"> <li>◀ <a href="#">Budget Net Reports</a></li> <li>◀ <a href="#">Report Queue Status</a></li> </ul> <p><b>LINKS</b></p> <ul style="list-style-type: none"> <li>◀ <a href="#">Capital Outlay Budgeting System</a></li> <li>◀ <a href="#">State Accounting Office</a></li> <li>◀ <a href="#">GTA APR Policies</a></li> <li>◀ <a href="#">Budgeting &amp; Appropriations Tracking System</a></li> <li>◀ <a href="#">BudgetTool</a></li> </ul>	<ul style="list-style-type: none"> <li>◀ <a href="#">Accessing BudgetNet</a></li> <li>◀ <a href="#">AFY07 - FY08 Budget Instructions</a></li> <li>◀ <a href="#">FY08 Instruction Manuals</a></li> <li>◀ <a href="#">AFY08 - FY09 Budget Instructions</a></li> <li>◀ <a href="#">FY09 Instruction Manuals</a></li> <li>◀ <a href="#">AFY09 - FY010 Budget Instructions</a></li> <li>◀ <a href="#">Revised AFY09 and FY10 Budget Instructions</a></li> </ul>

2. Click the "AOB" expand icon

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**Reports Menu**

Report Categories	Current Reports in Category
<input checked="" type="checkbox"/> <b>AOB</b> <input type="checkbox"/> <a href="#">Strategic Plan and Performance Measures</a>	

3. Click the "Statewide Reports" expand icon

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**Reports Menu**

Report Categories	Current Reports in Category
<input type="checkbox"/> <b>AOB</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Schedules</a></li> <li><input type="checkbox"/> <a href="#">Confirmation Reports</a></li> <li><input type="checkbox"/> <a href="#">Management Reports</a></li> <li><input checked="" type="checkbox"/> <b>Statewide Reports</b></li> <li><input type="checkbox"/> <a href="#">Summary Reports</a></li> <li><input type="checkbox"/> <a href="#">Amendment Analysis Worksheet</a></li> </ul> <input type="checkbox"/> <a href="#">Strategic Plan and Performance Measures</a>	<p>AOB</p> <p>There are no reports available for this category.</p>

4. Click on the "AOB Amendment Fed and Other Funds" link.

The screenshot shows the 'Reports Menu' interface. On the left, under 'Report Categories', there is a tree view with 'AOB' expanded. Under 'AOB', 'Statewide Reports' is expanded, and 'AOB Amendment Fed and Other Funds' is circled in red. Other categories include Schedules, Confirmation Reports, Management Reports, Control Sheets, Statewide FundSource Detail, Statewide GAIT Outsourcing, Statewide Real Estate Rentals, Summary Reports, Amendment Analysis Worksheet, Budget Development Reports, and Strategic Plan and Performance Measures. On the right, under 'Current Reports in Category', the path '\\ AOB \ Statewide Reports' is shown, with a message: 'There are no reports available for this category.' A 'Get Report' button and a 'Report Number' input field are also visible.

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5. Select the "AOB Amendment - All Funds - FY09 (317-09)" Report.

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Reports Menu	
Report Categories	Current Reports in Category
Report Number: <input style="width: 50px;" type="text"/> <input type="button" value="Get Report"/> <ul style="list-style-type: none"> <li>[-] <a href="#">AOB</a> <ul style="list-style-type: none"> <li>[+] <a href="#">Schedules</a></li> <li>[+] <a href="#">Confirmation Reports</a></li> <li>[+] <a href="#">Management Reports</a></li> <li>[-] <a href="#">Statewide Reports</a> <ul style="list-style-type: none"> <li><a href="#">AOB Amendment Fed and Other Funds</a></li> <li><a href="#">Control Sheets</a></li> <li><a href="#">Statewide FundSource Detail</a></li> <li><a href="#">Statewide GAIT Outsourcing</a></li> <li><a href="#">Statewide Real Estate Rentals</a></li> </ul> </li> <li>[+] <a href="#">Summary Reports</a></li> <li>[+] <a href="#">Amendment Analysis Worksheet</a></li> </ul> </li> <li>[+] <a href="#">Budget Development Reports</a></li> <li>[+] <a href="#">Strategic Plan and Performance Measures</a></li> </ul>	<div style="text-align: right;">Click <a href="#">HERE</a> to return Home</div> <p style="text-align: center;">\\ AOB \ Statewide Reports \ AOB Amendment Fed and Other Funds</p> <ul style="list-style-type: none"> <li><a href="#">AOB Amendment - All Funds - FY06 (295)</a></li> <li><a href="#">AOB Amendment - All Funds - FY07 (296)</a></li> <li><del><a href="#">AOB Amendment - All Funds - FY08 (317-08)</a></del></li> <li><b><a href="#">AOB Amendment - All Funds - FY09 (317-09)</a></b></li> <li><a href="#">AOB Amendment Federal and Other Funds - Detail - FY06 (184)</a></li> <li><a href="#">AOB Amendment Federal and Other Funds - Detail - FY07 (231)</a></li> <li><a href="#">AOB Amendment Federal and Other Funds - Detail - FY08 (316-08)</a></li> <li><a href="#">AOB Amendment Federal and Other Funds - Detail - FY09 (316-09)</a></li> </ul>

6. For this exercise, select:

Report Format: Excel Spreadsheet - Raw Format

Agency: Department of Administrative Services

Amendment: FY09 Amendment 1

Email Notification: (Defaults in)

Desired Finish Date: (Defaults in)

Desired Finish Time: 10:00 AM

Click Schedule Batch Report button to run report

Schedule Batch Report

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**Reports Menu**

Report Categories:  Report Number:

Current Reports in Category: [Click HERE to return Home](#)

**Filters for AOB Amendment - All Funds - FY09 (317-09) report:**

Select a Report Format:

Select an Agency:

Select an Amendment:

Email Notification:

Desired Finish Date:

Desired Finish Time:

**Report Categories:**

- [-] AOB
  - [+] Schedules
  - [+] Confirmation Reports
  - [+] Management Reports
  - [-] Statewide Reports
    - AOB Amendment Fed and Other Funds
    - Control Sheets
    - Statewide FundSource Detail
    - Statewide GAIT Outsourcing
    - Statewide Real Estate Rentals
  - [+] Summary Reports
  - [+] Amendment Analysis Worksheet
- [+] Budget Development Reports
- [+] Strategic Plan and Performance Measures

**Report Format is Excel Spreadsheet – Report Format**

7. Click on "Click here to view the Report Status" link to view the Report Status.

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**Reports Menu**

Report Categories | Current Reports in Category

Report Number:

Click [HERE](#) to go back to Filter page | Click [HERE](#) to return Home

**Offline Report Submission Confirmation**  
**Thank you for submitting your report to the Offline Reporting System**

[Click here to view the Report Status](#)

**Report Categories:**

- AOB
  - Schedules
  - Confirmation Reports
  - Management Reports
  - Statewide Reports
    - AOB Amendment Fed and Other Funds
    - Control Sheets
    - Statewide FundSource Detail
    - Statewide GAIT Outsourcing
    - Statewide Real Estate Rentals
  - Summary Reports
  - Amendment Analysis Worksheet
- Budget Development Reports
- Strategic Plan and Performance Measures

**Business Process Document  
 Financial Reconciliation**

8. Screen display shows report is processing.

**Report Queue Status for Craig Southern**

**Report Queue as of 9/15/2008 10:23:41 AM:**

Remove	Report Name	Status	Requested Time
<input type="checkbox"/>	⊕ AOB Amendment - All Funds - FY09 (317-09)	Processing	9/15/2008 10:35:00 AM

**Completed Reports in the last seven days as of 9/15/2008 10:23:41 AM:**

Report Name	Status	Completed Time
⊕ AOB Amendment - All Funds - FY09 (317-09)	Completed	9/15/2008 10:31:04 AM
⊕ AOB Amendment - All Funds - FY09 (317-09)	Completed	9/15/2008 10:01:48 AM

9. Once the report has finished processing, an e-mail notification will be sent to requestor.

**Report Queue Status for Craig Southern**

Report Queue as of 9/15/2008 10:27:42 AM:

Remove	Report Name	Status	Requested Time
	No items in the queue		

Remove Cancel

Completed Reports in the last seven days as of 9/15/2008 10:27:42 AM:

Report Name	Status	Completed Time
+ AOB Amendment - All Funds - FY09 (317-09)	Completed	9/15/2008 10:36:30 AM
+ AOB Amendment - All Funds - FY09 (317-09)	Completed	9/15/2008 10:31:04 AM
+ AOB Amendment - All Funds - FY09 (317-09)	Completed	9/15/2008 10:01:48 AM

## Business Process Document Financial Reconciliation

10. Click on the link in the e-mail to access the report.

From: Helpdesk@opb.state.ga.us Sent: Mon 9/15/2008 10:37 AM  
To: Craig Southern  
Cc:  
Subject: BudgetNet Report 317-09 has completed.

The report AOB Amendment - All Funds - FY09 (317-09) you requested for 9/15/2008 10:35:00 AM has completed and can be found by copying this link into the address bar of a browser window.

<http://BudgetNet.opb.state.ga.us/Reports/ReportsDepot/CraigSouthern AOB Amendment - All Funds - FY09 412 BAIPT4 103495.xls>

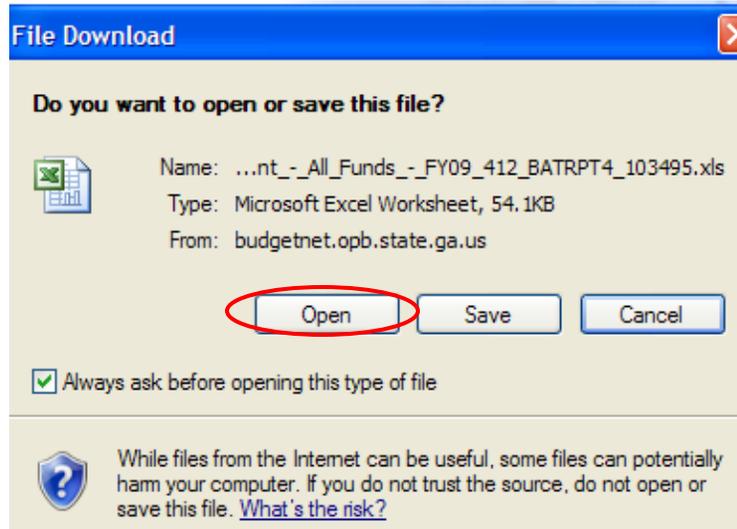
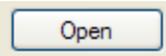
You can also retrieve this report by clicking on the "Batch Reporting Queue Status" link found on the BudgetNet home page. If you see (Removed) in red next to your report, it is no longer available for access.

All reports generated by the BudgetNet Report System are held for 72 hours (3 days) for your convenience. After this time, they are permanently removed from the BudgetNet storage area. Be sure you pick up your report before this time expires.

Thank you for supporting BudgetNet.

BudgetNet Team

11. Click Open button to open file in Excel

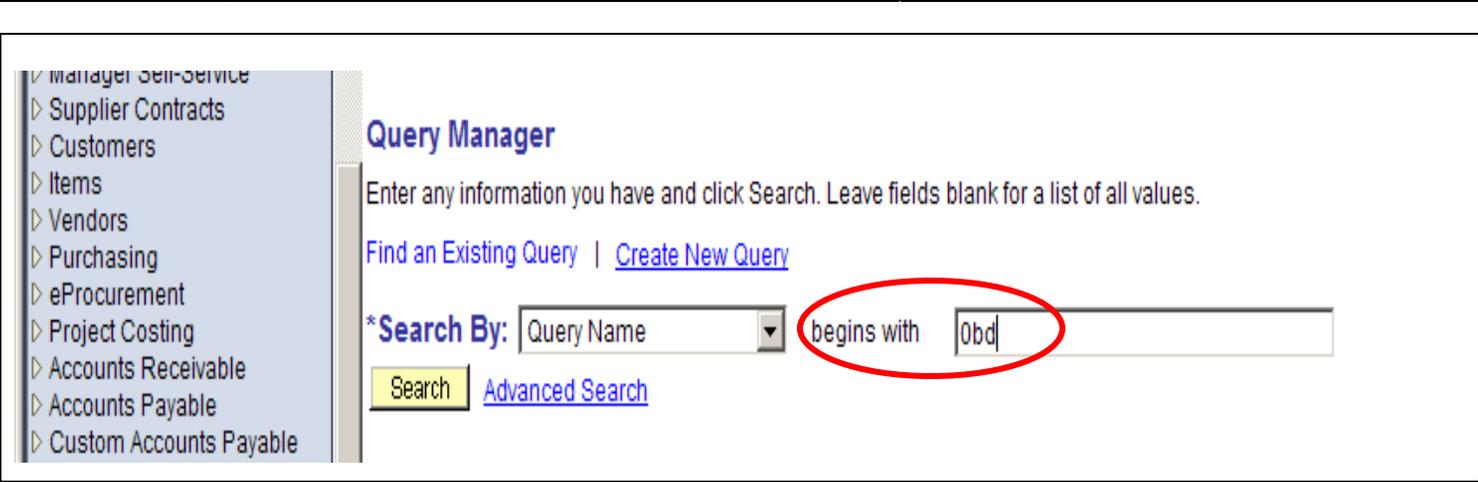


## Business Process Document Financial Reconciliation

Below the Excel formatted report is displayed. **Note:** It is at the discretion of the user to create a Pivot Table here.

A1		fx Budget Year:						
	A	B	C	D	E	F	G	H
1	Budget Year:	FY 2009						
2								<b>AOB Amer</b>
3	Amendment:	FY09 Amendment 1						
4			Base					
5								
6			AOB	1	2	3	4	5
7								
8	<b>Section: 12 - Department of Administrative Services</b>							
9								
10	<input type="checkbox"/> 0650101 - Administration		5,994,354	0	0	0	0	
11								
12	<input type="checkbox"/> <input type="checkbox"/> Federal Funds		0	0	0	0	0	
13								
14	<input type="checkbox"/> <input type="checkbox"/> Other Funds		2,635,916	0	0	0	0	
15								
16	<input type="checkbox"/> <input type="checkbox"/> State General Funds		3,358,438	0	0	0	0	
17								
18	<input type="checkbox"/> 0651801 - Agency for the Removal of Hazardous Materials		0	0	0	0	0	
19								
20	<input type="checkbox"/> <input type="checkbox"/> Federal Funds		0	0	0	0	0	
21								
22	<input type="checkbox"/> <input type="checkbox"/> Other Funds		0	0	0	0	0	
23								
24	<input type="checkbox"/> <input type="checkbox"/> State General Funds		0	0	0	0	0	
25	<input type="checkbox"/> 0651901 - Compensation Per General Assembly							
26			850,000	0	0	0	0	
27	Resolutions							
28								
29	<input type="checkbox"/> <input type="checkbox"/> Federal Funds		0	0	0	0	0	
30								
31	<input type="checkbox"/> <input type="checkbox"/> Other Funds		0	0	0	0	0	
32								
33	<input type="checkbox"/> <input type="checkbox"/> State General Funds		850,000	0	0	0	0	

**Business Process Document  
 Financial Reconciliation**

STEP	SOURCE	ACTION
<b>Step 2:</b> Run queries and save results	PeopleSoft Query – 0BD010_BUDGET_INQUIRY	Follow navigation and run query to Excel
<p>1. Navigate to the Query Viewer</p> <p>Reporting Tools &gt; Query &gt; Query Viewer</p> <p>In the begins with field, enter "0BD"</p>		

## Business Process Document Financial Reconciliation

2. Select the 0BD010\_BUDGET\_INQUIRY query and click the Excel link in order to run this query to Excel.

The screenshot shows the SAO system interface with a menu on the left and a list of queries on the right. The 'Query' menu item is expanded, showing options like 'Query Manager', 'Query Viewer', and 'Schedule Query'. The '0BD010\_BUDGET\_INQUIRY' query is selected, and the 'Excel' link is highlighted.

Select	Query Name	Descr	Owner	Folder	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	0BD010A_BUDGET_INQUIRY	w/ Org and Project Descr	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010A_BUDGET_INQUIRY_FY	w/ Org and Project Descr by FY	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010C_BUDGET_INQUIRY	w/ Account Descr	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010C_BUDGET_INQUIRY_FY	w/ Account Descr by Fiscal Yr	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010D_BUDGET_INQUIRY	w/ Account Descr and ORG like	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010D_BUDGET_INQUIRY_FY	w/ Acct Descr & ORG like by FY	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010E_BUDGET_INQUIRY	Prompt for Period	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010F_RECON	0BD010F_RECON	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010H_OPB_BUD_INQ_ORG_LEDGER	Budget Ledger KK - ORG w Descr	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010I_OPB_INQ_PROG_ALLOT	Bud Led KK/Prog & Allot w Desc	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010J_OPB_INQ_CLASS_DEPTSUM	Led KK_Class & DeptSum w desc	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010K_OPB_BUD_INQ_REVEST	Bud Ledger KK REVEST w Descr	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input checked="" type="checkbox"/>	0BD010_BUDGET_INQUIRY	Budget Ledger KK query	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD010_BUDGET_PERIOD_NOT_FY	Budget Period <=> Fiscal Year	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD011_702_AMEND_IMPACT	Amendment Impact Substitute	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD011_BUDGET_JOURNALS	0BD011_BUDGET_JOURNALS	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD018_TREE_2_TREE	Compare 2 trees	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD019A_ANY_ORG_TREE	w/ descriptions	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	0BD019B_ANY_PROJECT_TREE	w/ descriptions	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

3. Enter Business Unit, Ledger (Like), and Budget Period.

Unit: 40300  
 Ledger (like): PROGRAM\_BD  
 Budget Period: 2009

**All Fields MUST be entered in all caps.**

0BD010\_BUDGET\_INQUIRY - Budget Ledger KK query

Unit:  

Ledger (like):

Budget Period:  

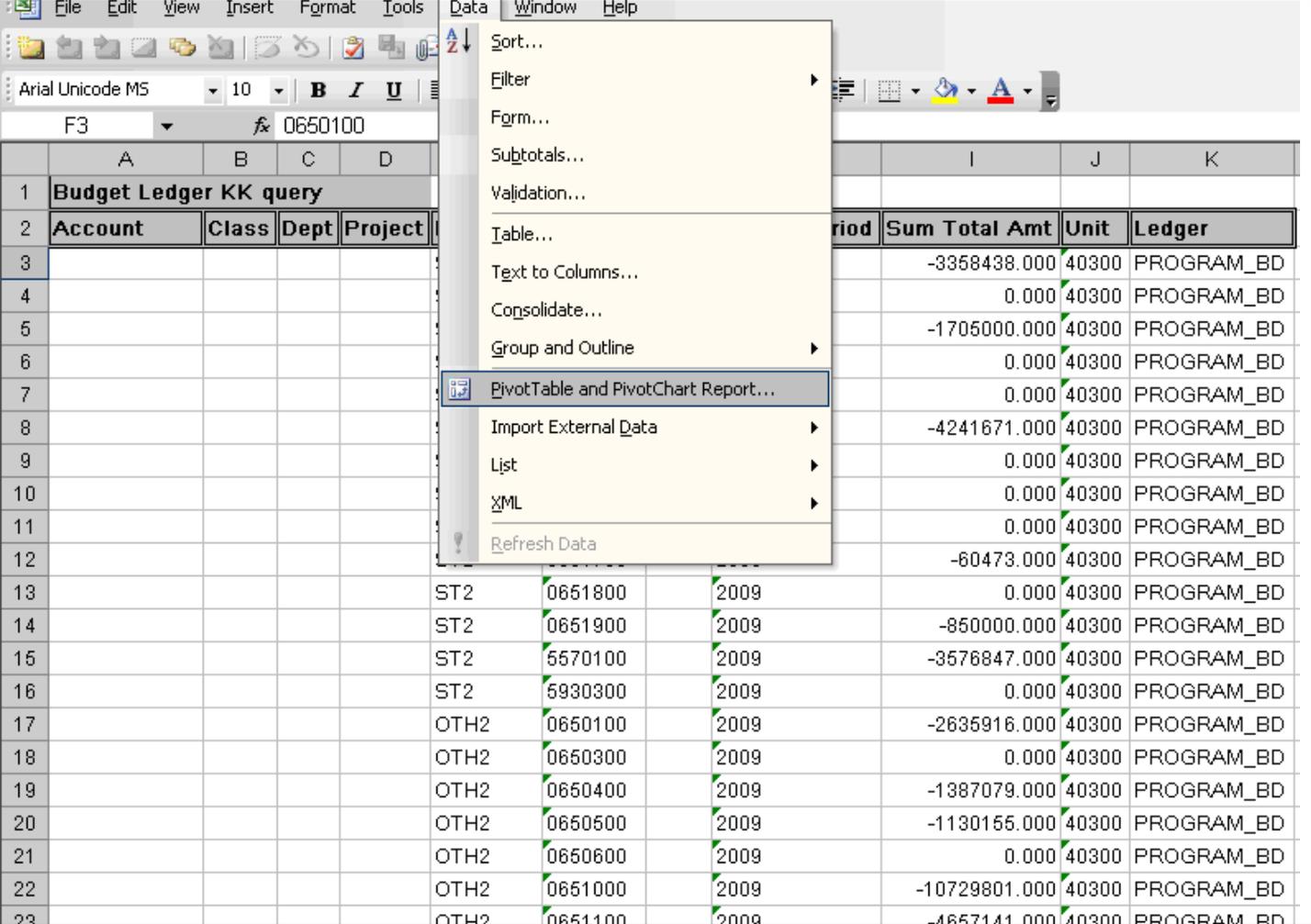
Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
---------	-------	------	---------	----------	---------	------	---------------	---------------	------	--------

**Business Process Document  
 Financial Reconciliation**

Query data is displayed in Excel format. **Note:** Before working with the data, it must be copied from the Internet Explorer Window to Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Budget Ledger KK query</b>													
2	<b>Account</b>	<b>Class</b>	<b>Dept</b>	<b>Project</b>	<b>Fund Src</b>	<b>Program</b>	<b>Fund</b>	<b>Budget Period</b>	<b>Sum Total Amt</b>	<b>Unit</b>	<b>Ledger</b>			
3					ST2	0650100		2009	-3358438.000	40300	PROGRAM_BD			
4					ST2	0650300		2009	0.000	40300	PROGRAM_BD			
5					ST2	0650400		2009	-1705000.000	40300	PROGRAM_BD			
6					ST2	0650500		2009	0.000	40300	PROGRAM_BD			
7					ST2	0650600		2009	0.000	40300	PROGRAM_BD			
8					ST2	0651000		2009	-4241671.000	40300	PROGRAM_BD			
9					ST2	0651100		2009	0.000	40300	PROGRAM_BD			
10					ST2	0651200		2009	0.000	40300	PROGRAM_BD			
11					ST2	0651500		2009	0.000	40300	PROGRAM_BD			
12					ST2	0651700		2009	-80473.000	40300	PROGRAM_BD			
13					ST2	0651800		2009	0.000	40300	PROGRAM_BD			
14					ST2	0651900		2009	-850000.000	40300	PROGRAM_BD			
15					ST2	5570100		2009	-3576847.000	40300	PROGRAM_BD			
16					ST2	5930300		2009	0.000	40300	PROGRAM_BD			
17					OTH2	0650100		2009	-2635916.000	40300	PROGRAM_BD			
18					OTH2	0650300		2009	0.000	40300	PROGRAM_BD			
19					OTH2	0650400		2009	-1387079.000	40300	PROGRAM_BD			
20					OTH2	0650500		2009	-1130155.000	40300	PROGRAM_BD			
21					OTH2	0650600		2009	0.000	40300	PROGRAM_BD			
22					OTH2	0651000		2009	-10729801.000	40300	PROGRAM_BD			
23					OTH2	0651100		2009	-4657141.000	40300	PROGRAM_BD			
24					OTH2	0651200		2009	-90506.000	40300	PROGRAM_BD			
25					OTH2	5570100		2009	-608684.000	40300	PROGRAM_BD			
26					OTH2	5930300		2009	-3290117.000	40300	PROGRAM_BD			
27					SITFP	0650600		2009	-129880757.000	40300	PROGRAM_BD			

**Business Process Document  
 Financial Reconciliation**

STEP	SOURCE	ACTION																																																																																																																																																																																																																																			
<b>Step 3:</b> Prepare Pivot Table	Results of PeopleSoft OBD011_BUDGET_JOURNALS query in Excel	Follow instructions to prepare Pivot Table																																																																																																																																																																																																																																			
<p>1. In Excel, ensure the cursor lies within the data and click on Data&gt; Pivot Table and Pivot Chart Report.</p>	 <table border="1" data-bbox="493 535 1921 1388"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>Period</th> <th>Sum Total Amt</th> <th>Unit</th> <th>Ledger</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="4"><b>Budget Ledger KK query</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><b>Account</b></td> <td><b>Class</b></td> <td><b>Dept</b></td> <td><b>Project</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td>ST2</td> <td>0651800</td> <td>2009</td> <td>0.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td>ST2</td> <td>0651900</td> <td>2009</td> <td>-850000.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>15</td> <td></td> <td></td> <td></td> <td>ST2</td> <td>5570100</td> <td>2009</td> <td>-3576847.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td>ST2</td> <td>5930300</td> <td>2009</td> <td>0.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0650100</td> <td>2009</td> <td>-2635916.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>18</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0650300</td> <td>2009</td> <td>0.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0650400</td> <td>2009</td> <td>-1387079.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>20</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0650500</td> <td>2009</td> <td>-1130155.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>21</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0650600</td> <td>2009</td> <td>0.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>22</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0651000</td> <td>2009</td> <td>-10729801.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> <tr> <td>23</td> <td></td> <td></td> <td></td> <td>OTH2</td> <td>0651100</td> <td>2009</td> <td>-4652141.000</td> <td>40300</td> <td>PROGRAM_BD</td> </tr> </tbody> </table>			A	B	C	D	Period	Sum Total Amt	Unit	Ledger	1	<b>Budget Ledger KK query</b>								2	<b>Account</b>	<b>Class</b>	<b>Dept</b>	<b>Project</b>					3									4									5									6									7									8									9									10									11									12									13				ST2	0651800	2009	0.000	40300	PROGRAM_BD	14				ST2	0651900	2009	-850000.000	40300	PROGRAM_BD	15				ST2	5570100	2009	-3576847.000	40300	PROGRAM_BD	16				ST2	5930300	2009	0.000	40300	PROGRAM_BD	17				OTH2	0650100	2009	-2635916.000	40300	PROGRAM_BD	18				OTH2	0650300	2009	0.000	40300	PROGRAM_BD	19				OTH2	0650400	2009	-1387079.000	40300	PROGRAM_BD	20				OTH2	0650500	2009	-1130155.000	40300	PROGRAM_BD	21				OTH2	0650600	2009	0.000	40300	PROGRAM_BD	22				OTH2	0651000	2009	-10729801.000	40300	PROGRAM_BD	23				OTH2	0651100	2009	-4652141.000	40300	PROGRAM_BD
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**Business Process Document  
 Financial Reconciliation**

3. Accept defaulted values in Range and select

Next >

	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3					ST2	0650100		2009	-3358438.000	40300	PROGRAM_BD
4					ST2	0650300		2009	0.000	40300	PROGRAM_BD
5					ST2	0650400		2009	-1705000.000	40300	PROGRAM_BD
6					ST2	0650500		2009	0.000	40300	PROGRAM_BD
7										300	PROGRAM_BD
8										300	PROGRAM_BD
9										300	PROGRAM_BD
10										300	PROGRAM_BD
11										300	PROGRAM_BD
12					ST2	0651700		2009	-60473.000	40300	PROGRAM_BD
13					ST2	0651800		2009	0.000	40300	PROGRAM_BD
14					ST2	0651900		2009	-850000.000	40300	PROGRAM_BD
15					ST2	5570100		2009	-3576847.000	40300	PROGRAM_BD
16					ST2	5930300		2009	0.000	40300	PROGRAM_BD
17					OTH2	0650100		2009	-2635916.000	40300	PROGRAM_BD

**PivotTable and PivotChart Wizard - Step 2 of 3** [?] [X]

Where is the data that you want to use?

Range:  [Browse...]

**Business Process Document  
 Financial Reconciliation**

4. Accept default to question and select

Layout...

	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3					ST2	5570100		2009	-3576847.000	40300	PROGRAM_BD
4											RAM_BD
5											RAM_BD
6											RAM_BD
7											RAM_BD
8											RAM_BD
9											RAM_BD
10											RAM_BD
11											RAM_BD
12											RAM_BD
13											RAM_BD
14											RAM_BD
15					ST2	5930300		2009	0.000	40300	PROGRAM_BD
16					OTH2	0650100		2009	-2635916.000	40300	PROGRAM_BD
17					OTH2	0650300		2009	0.000	40300	PROGRAM_BD
18					OTH2	0650400		2009	-1387079.000	40300	PROGRAM_BD
19					OTH2	0650500		2009	-1130155.000	40300	PROGRAM_BD
20											

**PivotTable and PivotChart Wizard - Step 3 of 3**

Where do you want to put the PivotTable report?

New worksheet  
 Existing worksheet

Click Finish to create your PivotTable report.

Layout... Options... Cancel < Back Next > Finish

**Business Process Document  
 Financial Reconciliation**

5. Drag and drop each field into their appropriate areas; then select

OK

	A	B	C	D	E	F	G	H	I	J	K
2	<b>Account</b>	<b>Class</b>	<b>Dept</b>	<b>Project</b>	<b>Fund Src</b>	<b>Program</b>	<b>Fund</b>	<b>Budget Period</b>	<b>Sum Total Amt</b>	<b>Unit</b>	<b>Ledger</b>
3					OTH2	0651000		2009	-10729801.000/40300		PROGRAM BD
4											RAM_BD
5											RAM_BD
6											RAM_BD
7											RAM_BD
8											RAM_BD
9											RAM_BD
10											RAM_BD
11											RAM_BD
12											RAM_BD
13											RAM_BD
14											RAM_BD
15											ROGRAM_BD
16											ROGRAM_BD
17											ROGRAM_BD
18											ROGRAM_BD
19											ROGRAM_BD
20											ROGRAM_BD
21											ROGRAM_BD
22					OTH2	0651000		2009	-10729801.000/40300		PROGRAM BD

PivotTable and PivotChart Wizard - Step 3 of 3

**PivotTable and PivotChart Wizard - Layout**

Construct your PivotTable report by dragging the field buttons on the right to the diagram on the left.

PAGE

ROW

COLUMN

DATA

Account Fund

Class Budget Pe

Dept Sum Total

Project Unit

Fund Src Ledger

Program

Help **OK** Cancel

**Business Process Document  
 Financial Reconciliation**

6. Double click on

Sum of Sum Total Ar

	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3											PROGRAM_BD
4											PROGRAM_BD
5											PROGRAM_BD
6											PROGRAM_BD
7											PROGRAM_BD
8											PROGRAM_BD
9											PROGRAM_BD
10											PROGRAM_BD
11											PROGRAM_BD
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14											PROGRAM_BD
15											PROGRAM_BD
16											PROGRAM_BD
17											PROGRAM_BD
18											PROGRAM_BD
19											PROGRAM_BD
20											PROGRAM_BD
21											PROGRAM_BD
22					OTH2	0651000		2009	-10729801.000	40300	PROGRAM_BD
23					OTH2	0651100		2009	-4657141.000	40300	PROGRAM_BD
24					OTH2	0651200		2009	-90506.000	40300	PROGRAM_BD

**PivotTable and PivotChart Wizard - Step 3 of 3**

**PivotTable and PivotChart Wizard - Layout**

Construct your PivotTable report by dragging the field buttons on the right to the diagram on the left.

PAGE

Program

Fund Src

ROW

Ledger

Sum of Sum Total Ar

DATA

Account

Fund

Class

Budget Pe

Dept

Sum Total

Project

Unit

Fund Src

Ledger

Program

Help OK Cancel

**Business Process Document  
 Financial Reconciliation**

7. Select Sum in the Summarized by field and click

Number...

	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3					OTH2	0651000		2009	-10729801.000	40300	PROGRAM_BD
4											RAM_BD
5											RAM_BD
6											RAM_BD
7											RAM_BD
8											RAM_BD
9											RAM_BD
10											RAM_BD
11											RAM_BD
12											RAM_BD
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14											RAM_BD
15											ROGRAM_BD
16											ROGRAM_BD
17											ROGRAM_BD
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19											ROGRAM_BD
20											ROGRAM_BD
21											ROGRAM_BD
22					OTH2	0651000		2009	-10729801.000	40300	PROGRAM_BD
23					OTH2	0651100		2009	-4657141.000	40300	PROGRAM_BD
24					OTH2	0651200		2009	-90506.000	40300	PROGRAM_BD

PivotTable and PivotChart Wizard - Step 3 of 3

PivotTable and PivotChart Wizard - Layout

Construct your PivotTable report by dragging the field buttons on the right to the diagram on the left.

PivotTable Field

Source field: Sum Total Amt

Name: Sum of Sum Total Amt

Summarize by:

- Sum
- Count
- Average
- Max
- Min
- Product
- Count Nums

Buttons: OK, Cancel, Hide, Number..., Options >>

Field List:

- Account
- Fund
- Class
- Budget Pe
- Dept
- Sum Total
- Project
- Unit
- Fund Src
- Ledger
- Program

**Business Process Document  
 Financial Reconciliation**

8. Select:
- Number
  - Use 1000 Separator (,)
- Highlight the Negative Number Preference and click



	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3											
4											
5											
6											
7											
8											
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18											
19											
20											
21											
22											
23											
24											

**Format Cells**

Number

Category: Sample  
0650100

General  
**Number**  
 Currency  
 Accounting  
 Date  
 Time  
 Percentage  
 Fraction  
 Scientific  
 Text  
 Special  
 Custom

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:  
 -1234.10  
 1234.10  
**(1234.10)**  
 (1234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

**Business Process Document  
 Financial Reconciliation**

9. Accept the Pivot Table Field values as shown and click



	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3											
4											
5											
6											
7											
8											
9											
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11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22						OTH2	0651000	2009	-10729801.000	40300	PROGRAM_BD
23						OTH2	0651100	2009	-4657141.000	40300	PROGRAM_BD
24						OTH2	0651200	2009	-90506.000	40300	PROGRAM_BD

PivotTable and PivotChart Wizard - Step 3 of 3

PivotTable and PivotChart Wizard - Layout

Pivot Table Field

**Business Process Document  
 Financial Reconciliation**

10. Click



	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
2											
3											RAM_BD
4											RAM_BD
5											RAM_BD
6											RAM_BD
7											RAM_BD
8											RAM_BD
9											RAM_BD
10											RAM_BD
11											RAM_BD
12											RAM_BD
13											RAM_BD
14											RAM_BD
15											ROGRAM_BD
16											ROGRAM_BD
17											ROGRAM_BD
18											ROGRAM_BD
19											ROGRAM_BD
20											ROGRAM_BD
21											ROGRAM_BD
22					OTH2	0651000		2009	-10729801.000	40300	PROGRAM_BD
23					OTH2	0651100		2009	-4657141.000	40300	PROGRAM_BD
24					OTH2	0651200		2009	-90506.000	40300	PROGRAM_BD

PivotTable and PivotChart Wizard - Step 3 of 3

**PivotTable and PivotChart Wizard - Layout**

Construct your PivotTable report by dragging the field buttons on the right to the diagram on the left.

PAGE	Ledger	COLUMN
Program	Sum of Sum Total Amt	
Fund Src		
ROW		DATA

Account	Fund
Class	Budget Pe
Dept	Sum Total
Project	Unit
Fund Src	Ledger
Program	

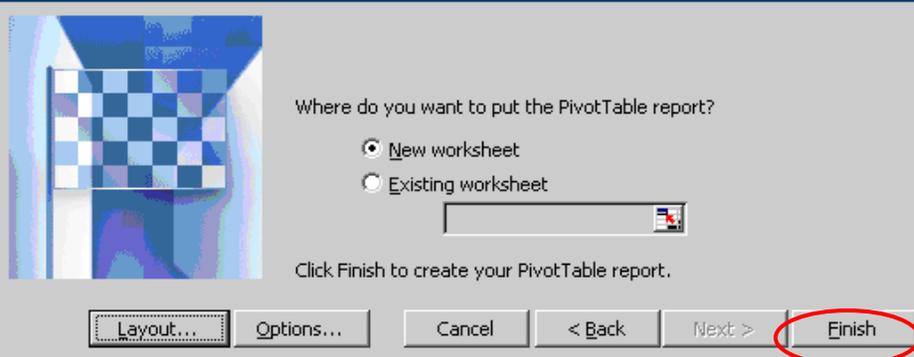
## Business Process Document Financial Reconciliation

11. Click

Finish

	A	B	C	D	E	F	G	H	I	J	K
	Account	Class	Dept	Project	Fund Src	Program	Fund	Budget Period	Sum Total Amt	Unit	Ledger
3					ST2	6570100		2009	-3576847.000	40300	PROGRAM_BD
4											RAM_BD
5											RAM_BD
6											RAM_BD
7											RAM_BD
8											RAM_BD
9											RAM_BD
10											RAM_BD
11											RAM_BD
12											RAM_BD
13											RAM_BD
14											RAM_BD
15					ST2	5930300		2009	0.000	40300	PROGRAM_BD
16					OTH2	0650100		2009	-2635916.000	40300	PROGRAM_BD
17											RAM_BD
18					OTH2	0650300		2009	0.000	40300	PROGRAM_BD

**PivotTable and PivotChart Wizard - Step 3 of 3**



Where do you want to put the PivotTable report?

New worksheet

Existing worksheet

Click Finish to create your PivotTable report.

Layout... Options... Cancel < Back Next > **Finish**

**Business Process Document  
 Financial Reconciliation**

12. Pivot Table is displayed.

**Note:** To remove Pivot Table Field List from view, move cursor outside of data area.

Budget is displayed by Program and by Fund Source.

	A	B	C	D	E	F	G	H
1	Drop Page Fields Here							
2								
3	Sum of Su		Ledger					
4	Program	Fund Src	PROGRAM_BD	Grand Total				
5	0650100	OTH2	(2635916.00)	(2635916.00)				
6		ST2	(3358438.00)	(3358438.00)				
7	0650100 Total		(5994354.00)	(5994354.00)				
8	0650300	OTH2	0.00	0.00				
9		ST2	0.00	0.00				
10	0650300 Total		0.00	0.00				
11	0650400	OTH2	(1387079.00)	(1387079.00)				
12		ST2	(1705000.00)	(1705000.00)				
13	0650400 Total		(3092079.00)	(3092079.00)				
14	0650500	OTH2	(1130155.00)	(1130155.00)				
15		ST2	0.00	0.00				
16	0650500 Total		(1130155.00)	(1130155.00)				
17	0650600	OTH2	0.00	0.00				
18		SITFP	(129880757.00)	(129880757.00)				
19		ST2	0.00	0.00				
20	0650600 Total		(129880757.00)	(129880757.00)				
21	0651000	OTH2	(10729801.00)	(10729801.00)				
22		ST2	(4241671.00)	(4241671.00)				
23	0651000 Total		(14971472.00)	(14971472.00)				
24	0651100	OTH2	(4657141.00)	(4657141.00)				
25		ST2	0.00	0.00				
26	0651100 Total		(4657141.00)	(4657141.00)				
27	0651200	OTH2	(90506.00)	(90506.00)				

**PivotTable Field List** [X]

Drag items to the PivotTable report

- Account
- Class
- Dept
- Project
- Fund Src
- Program
- Fund
- Budget Period
- Sum Total Amt
- Unit
- Ledger

Row Area [v]

**Business Process Document  
Financial Reconciliation**

STEP	SOURCE	ACTION
<b>Step 4</b> Analyze data	BudgetNet - AOB Amendment - All Funds FY09 (317-09) Report; Pivot Table derived from PeopleSoft OBD010_BUDGET_INQUIRY query	Compare the report from Step 1 to the Pivot Table from Step 3

A	B	C	Z
1	Budget Year:	FY 2009	
3	Amendment:	Last Approved Amendment	
4		Base	
6		AOB Total	
8	Section: 12 - Department of Administrative Services		
10	0650101 - Administration	5,994,354	
12	0650101 - Administration	0	
14	0650101 - Administration	2,635,916	
16	0650101 - Administration	3,358,438	
18	0651801 - Agency for the Removal of Hazardous Materials	0	
20	0651801 - Agency for the Removal of Hazardous Materials	0	
22	0651801 - Agency for the Removal of Hazardous Materials	0	
24	0651801 - Agency for the Removal of Hazardous Materials	0	
25	0651901 - Compensation Per General Assembly	850,000	
27	Resolutions		
29	0651901 - Compensation Per General Assembly	0	
31	0651901 - Compensation Per General Assembly	0	

BudgetNet Data

	A	B	C	D
2				
3	Sum of Su		Ledger	
4	Program	Fund Src	PROGRAM_BD	Grand Total
5	0650100	OTH2	(2635916.00)	(2635916.00)
6		ST2	(3358438.00)	(3358438.00)
7	0650100	Total	(5994354.00)	(5994354.00)
8	0650300	OTH2	0.00	0.00
9		ST2	0.00	0.00
10	0650300	Total	0.00	0.00
11	0650400	OTH2	(1387079.00)	(1387079.00)
12		ST2	(1705000.00)	(1705000.00)
13	0650400	Total	(3092079.00)	(3092079.00)
14	0650500	OTH2	(1130155.00)	(1130155.00)
15		ST2	0.00	0.00
16	0650500	Total	(1130155.00)	(1130155.00)
17	0650600	OTH2	0.00	0.00
18		SITFP	(129880757.00)	(129880757.00)
19		ST2	0.00	0.00
20	0650600	Total	(129880757.00)	(129880757.00)
38	5570100	OTH2	(608684.00)	(608684.00)
39		SITFP	0.00	0.00
40		ST2	(3576847.00)	(3576847.00)
41	5570100	Total	(4185531.00)	(4185531.00)
42	5930300	OTH2	(3290117.00)	(3290117.00)
43		ST2	0.00	0.00
44	5930300	Total	(3290117.00)	(3290117.00)
45	Grand Total		(168202585.00)	(168202585.00)

PeopleSoft Data

All Programs are in balance by Fund Source. No action is necessary.

**Note:** Whenever there is a discrepancy between BudgetNet and PeopleSoft, contact SAO Helpdesk.