

PeopleSoft Revest Ledger to Program Ledger Reconciliation Procedures

Commitment Control PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS
Fall 2008

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V9.0

Fall 2008

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 “SAO PeopleSoft Financials managerial budgets to the Program Ledger” reconciliation.

Generally, all of your managerial budget ledgers (those not derived from BudgetNet), should have the same total dollars in them, i.e. REVEST Ledger = ORG Ledger = DEPTSUM Ledger = CLASS Ledger. Since budgets are entered and approved in BudgetNet, it is very important that agency managerial budgets in PeopleSoft equal budgets in BudgetNet.

The Program Ledger in PeopleSoft is populated from BudgetNet via a nightly interface. 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. Since the only managerial budget ledger in PeopleSoft that contains a lower level Fund Source value is the REVEST Ledger, SAO developed a report that would summarize the REVEST Ledger to the same levels as the PROGRAM Ledger.

**Business Process Document
 Financial Reconciliation**

****The Revest Ledger to Program Ledger Balancing Report must be run. If variances exist, PeopleSoft queries and BudgetNet reports 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 – BDS4010X – BDXXX0410 – Revest Ledger to Program Ledger Balancing Report

Process Scheduler Request

User ID: SFERGUSO Run Control ID: BCR

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Process List | | | | | | |
|-------------------------------------|------------------------------|--------------|--------------|-------|---------|--------------------|
| Select | Description | Process Name | Process Type | *Type | *Format | Output Destination |
| <input checked="" type="checkbox"/> | Revest Ledger to Program Rpt | BDS4010X | SQR Report | File | LP | |

- 'BDS4010X – indicates the process name that appears in PeopleSoft's process scheduler – see illustration below

**Business Process Document
 Financial Reconciliation**

Business Unit: 40300
 Budget Period: 2009
 Program: 0650100 Administration

State Of Georgia
 Administrative Services, Dept
 Revest Ledger to Program Ledger
 Balancing Report

Report ID: BD4030410
 Print Date: 09/30/2008
 Page: 1
 PS ID: BDS4010X

| Funding Source | Revest Ledger Summarized Budget Amount | Program Ledger Budget Amount | Variance |
|-----------------------------|--|------------------------------|----------|
| OTH2 Other - Program Ledger | 2,635,916.00 | 2,635,916.00 | 0.00 |
| ST2 State - Program Ledger | 3,358,438.00 | 3,358,438.00 | 0.00 |
| ===== | | | |
| Funding Source Total: | 5,994,354.00 | 5,994,354.00 | 0.00 |

- **Revest Ledger to Program Ledger Balancing Report** -- indicates a description of the report
- **BDXXX0410** – The report is stored in Document Direct under this Report ID.

Any time variances exist on the “Revest Ledger to Program Ledger Balancing Report” reports or queries will need to be run in PeopleSoft and/or BudgetNet. Below is a list of reports and queries that may be needed:

- PeopleSoft Report - BDS4010X – BDXXX0410 – Revest Ledger to Program Ledger Balancing Report (required)
- PeopleSoft Query - 0BD011_BUDGET_JOURNALS
- PeopleSoft Query - 0BD010_BUDGET_INQUIRY
- BudgetNet Report - AOB Amendment - All Funds - FY09 (317-09)
- BudgetNet Report - AOB Amendment Federal and Other Funds - Detail - (316-09)
- BudgetNet Report - Budget Allocation of Funds - Confirmation Report (301)

- BudgetNet Report - Agency Other Funds Data Export - FY09 (341-09)
- BudgetNet Report - Agency Federal Funds Data Export - FY09 (340-09)

Procedure

Initially, it is advised to have a copy of the Appropriations Bill on hand, since each agency's authorized budget begins with the Appropriations Bill. This may be useful in identifying variances when performing the reconciliation for the first time during a budget year.

1. Run the PeopleSoft BDS4010X – BDXXX0410 – Revest Ledger to Program Ledger Balancing Report. This report displays PROGRAM_BD Ledger data along with REVEST_BD Ledger data, which is summarized at the same level as the Program Ledger. The last column calculates the variance between the two ledgers. If no variance exists, this reconciliation process is complete.
2. If a variance exists, run the 0BD011_BUDGET_JOURNALS query in PeopleSoft, selecting the REVEST_BD Ledger.
3. Prepare a Pivot Table using the query completed in Step 2.
4. Run the BudgetNet AOB Amendment - All Funds - FY09 (317-09) Report. **Note:** Additional detailed reports, on-line pages, or queries may be needed in BudgetNet and PeopleSoft to identify potential adjusting entries. Reports may include but are not limited to the following reports:
 - BudgetNet Agency Other Funds Data Export - FY09 (341-09)
 - BudgetNet Agency Federal Funds Data Export - FY09 (340-09)
 - PeopleSoft Amendment Impact Report
 - PeopleSoft query 0BD010_BUDGET_INQUIRY
5. Analyze data.

Program by Fund Source Variance:

Object: Use the PeopleSoft BDS4010X – BDXXX0410 – Revest Ledger to Program Ledger Balancing Report to determine if any variances exist among Programs by High level Fund Source (FS_TYPE Level of BCM_FUND_SRC tree).

| STEP | SOURCE | ACTION |
|---|--|--|
| Step 1: Run PeopleSoft Report | PeopleSoft BDS4010X – BDXXX0410 – Revest Ledger to Program Ledger Balancing Report | Follow navigation and run PeopleSoft report; report can be retrieved from DocumentDirect |

| | |
|---|---|
| <p>1. Navigate to Commitment Control > Custom Budget Reports> Revest to Program Ledger Rpt.</p> | <p>The screenshot shows the PeopleSoft navigation tree on the left with 'Revest to Program Ledger Rpt' selected. The main content area displays the report title, a search instruction, and search controls including 'Find an Existing Value' and 'Add a New Value' tabs, a 'Run Control ID' dropdown set to 'begins with', a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons. At the bottom, there are links for 'Basic Search' and 'Save Search Criteria'.</p> |
|---|---|

Business Process Document Financial Reconciliation

2. Select Business Unit and Budget Period and click

Run

- Journal
- Review Budget Activities
- Budget Reports
- Review Budget Check Exceptions
- Custom Budget Report
 - AOB Fund Summary
 - AOB Schedule of Federal Funds
 - AOB Summary by Class
 - Amendment Impact Report
 - Budget Comparison Reporting
 - Control Budget Balances
 - Expenses Posted to Budget
 - Prog Budget Comparison Summary
 - Revest to Program Ledger Rpt
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
- Fund Source Distribution

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Revest to Program Ledger Rpt

Run Control ID: BCR [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Business Unit:

Budget Period:

3. Click

OK

Process Scheduler Request

User ID: SFERGUSO Run Control ID: BCR

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Output Destination |
|-------------------------------------|------------------------------|--------------|--------------|-------|---------|----------------------|
| <input checked="" type="checkbox"/> | Revest Ledger to Program Rpt | BDS4010X | SQR Report | File | LP | <input type="text"/> |

**Business Process Document
 Financial Reconciliation**

4. Retrieve report from DocumentDirect and then print the report.

| State Of Georgia | | | |
|---------------------------------|--|---------------------------------|------------------------|
| Business Unit: 40300 | | Administrative Services, Dept | |
| Budget Period: 2009 | | Revest Ledger to Program Ledger | |
| Program: 0650100 Administration | | Balancing Report | |
| | | Report ID: BD4030410 | Print Date: 09/30/2008 |
| | | Page: 1 | PS ID: BDS4010X |
| Funding Source | Revest Ledger Summarized Budget Amount | Program Ledger Budget Amount | Variance |
| OTH2 Other - Program Ledger | 2,635,916.00 | 2,635,916.00 | 0.00 |
| ST2 State - Program Ledger | 3,358,438.00 | 3,358,438.00 | 0.00 |
| ===== | | | |
| Funding Source Total: | 5,994,354.00 | 5,994,354.00 | 0.00 |

**Business Process Document
 Financial Reconciliation**

Below is a sample report which contains variances:

| | | | | |
|---------------------------------|--|---------------------------------|--|------------------------|
| Business Unit: 40300 | | State Of Georgia | | Report ID: BD4030410 |
| Budget Period: 2007 | | Administrative Services, Dept | | Print Date: 02/19/2007 |
| Program: 0650100 Administration | | Revest Ledger to Program Ledger | | Page: 1 |
| | | Balancing Report | | PS ID: BDS4010X |

| Funding Source | Revest Ledger Summarized Budget Amount | Program Ledger Budget Amount | Variance |
|-----------------------------|--|---------------------------------|-----------|
| OTH2 Other - Program Ledger | 2,086,869.00 | 2,084,660.00 | 2,209.00 |
| ST2 State - Program Ledger | 3,492,997.00 | 3,495,206.00 | 2,209.00- |
| ===== | | | |
| Funding Source Total: | 5,579,866.00 | 5,579,866.00 | 0.00 |

| STEP | SOURCE | ACTION |
|------|--------|--------|
|------|--------|--------|

**Business Process Document
 Financial Reconciliation**

| | | |
|---|--|--|
| <p>Step 2: Run queries and save results</p> | <p>PeopleSoft Query - 0BD011_BUDGET_JOURNALS</p> | <p>Follow navigation and run query to Excel</p> |
| <p>1. Navigate to the Query Viewer</p> <p>Reporting Tools > Query > Query Viewer</p> <p>In the begins with field, enter "0BD"</p> | <ul style="list-style-type: none"> ▷ Manager Self-Service ▷ Supplier Contracts ▷ Customers ▷ Items ▷ Vendors ▷ Purchasing ▷ eProcurement ▷ Project Costing ▷ Accounts Receivable ▷ Accounts Payable ▷ Custom Accounts Payable ▷ Salary Travel Per Diem ▷ Asset Management ▷ Banking ▷ Cash Management ▷ Commitment Control ▷ General Ledger | <p>Query Manager</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Query Create New Query</p> <p>*Search By: <input type="text" value="Query Name"/> begins with <input type="text"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Find an Existing Query Create New Query</p> |

Business Process Document Financial Reconciliation

2. Select the OBD011_BUDGET_JOURNALS query and click the Excel link in order to run this query to Excel.

| Menu | Query Name | Description | Access | Edit | HTML | Excel | Schedule |
|--------------------------------|--|--------------------------------|--------|----------------------|----------------------|-----------------------|--------------------------|
| My Favorites | 0BD010C_BUDGET_INQUIRY | w/ Account Descr | Public | Edit | HTML | Excel | Schedule |
| Manager Self-Service | 0BD010C_BUDGET_INQUIRY_FY | w/ Account Descr by Fiscal Yr | Public | Edit | HTML | Excel | Schedule |
| Supplier Contracts | 0BD010D_BUDGET_INQUIRY | w/ Account Descr and ORG like | Public | Edit | HTML | Excel | Schedule |
| Customers | 0BD010D_BUDGET_INQUIRY_FY | w/ Acct Descr & ORG like by FY | Public | Edit | HTML | Excel | Schedule |
| Items | 0BD010E_BUDGET_INQUIRY | Prompt for Period | Public | Edit | HTML | Excel | Schedule |
| Vendors | 0BD010F_RECON | 0BD010F_RECON | Public | Edit | HTML | Excel | Schedule |
| Purchasing | 0BD010H_OPB_BUD_INQ_ORG_LEDGER | Budget Ledger KK - ORG w Descr | Public | Edit | HTML | Excel | Schedule |
| eProcurement | 0BD010I_OPB_INQ_PROG_ALLOT | Bud Led KK/Prog & Allot w Desc | Public | Edit | HTML | Excel | Schedule |
| Project Costing | 0BD010J_OPB_INQ_CLASS_DEPTSUM | Led KK_Class & DeptSum w desc | Public | Edit | HTML | Excel | Schedule |
| Accounts Receivable | 0BD010K_OPB_BUD_INQ_REVEST | Bud Ledger KK REVEST w Descr | Public | Edit | HTML | Excel | Schedule |
| Accounts Payable | 0BD010_BUDGET_INQUIRY | Budget Ledger KK query | Public | Edit | HTML | Excel | Schedule |
| Custom Accounts Payable | 0BD010_BUDGET_PERIOD_NOT_FY | Budget Period <=> Fiscal Year | Public | Edit | HTML | Excel | Schedule |
| Salary Travel Per Diem | 0BD011_702_AMEND_IMPACT | Amendment Impact Substitute | Public | Edit | HTML | Excel | Schedule |
| Asset Management | <input checked="" type="checkbox"/> 0BD011_BUDGET_JOURNALS | 0BD011_BUDGET_JOURNALS | Public | Edit | HTML | Excel | Schedule |
| Banking | 0BD018_TREE_2_TREE | Compare 2 trees | Public | Edit | HTML | Excel | Schedule |
| Cash Management | 0BD019A_ANY_ORG_TREE | w/ descriptions | Public | Edit | HTML | Excel | Schedule |
| Commitment Control | 0BD019B_ANY_PROJECT_TREE | w/ descriptions | Public | Edit | HTML | Excel | Schedule |
| General Ledger | 0BD019C_ANY_FUND_SRC_TREE | w/ descriptions | Public | Edit | HTML | Excel | Schedule |
| Allocations | 0BD019D_KK_PROGRAM_TREE | w/ descriptions | Public | Edit | HTML | Excel | Schedule |
| Set Up Financials/Supply Chain | 0BD019G_DTAE_ORG_TREES | w/ descriptions | Public | Edit | HTML | Excel | Schedule |
| Tree Manager | | | | | | | |
| Reporting Tools | | | | | | | |
| Query | | | | | | | |
| - Query Manager | | | | | | | |
| - Query Viewer | | | | | | | |
| - Schedule Query | | | | | | | |
| - Report Manager | | | | | | | |
| PeopleTools | | | | | | | |
| Fund Source Distribution | | | | | | | |
| Labor Distribution | | | | | | | |
| - Change My Password | | | | | | | |
| - My Personalizations | | | | | | | |
| - My System Profile | | | | | | | |

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

Unit: 40300
 Amendment id (like): %
 Ledger (like): REVEST_BD
 Budget Period: 2009

Note: Depending on the amount of data, some agencies that enter many amendments may need to run the query three times, one for AOBs (AOB2007%), one for Amendments (A07%), and for Internal Revisions (IR07%). Some agencies may need to run one query at a time, by selecting the last Amendment id used with the wild card (%).

All Fields MUST be entered in all caps.

Click

[View Results](#)

Business Unit:

Amendment id (like):

Ledger (like):

Budget Period:

[View Results](#)

| Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
|------|--------|---------------|---------|-------|------|------|----------|---------|---------|--------|--------------|
|------|--------|---------------|---------|-------|------|------|----------|---------|---------|--------|--------------|

**Business Process Document
 Financial Reconciliation**

4. To copy the results into Excel, highlight the entire page; click Ctrl C (Copy).

Open Excel, select cell A1; click Ctrl V (Paste).

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-------------|---------------|----------------------|----------------|--------------|-------------|-------------|-----------------|----------------|----------------|---------------|---------------------|
| 1 | 0BD011_B | 248 | | | | | | | | | | |
| 2 | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | REVEST_BD | 2009 | 000001 | | 4035220000 | 10101 | 60R | 5930303 | 01R | 85000.000 | A090003 |
| 4 | 40300 | REVEST_BD | 2009 | 000001 | | 4035230000 | 10101 | 60R | 5930303 | 01R | 50000.000 | A090003 |
| 5 | 40300 | REVEST_BD | 2009 | 000001 | | 4030204000 | 10100 | 01R | 0650101 | 01R | -0.960 | A09001 |
| 6 | 40300 | REVEST_BD | 2009 | 000001 | | 4030204000 | 10100 | 60R | 0650101 | 01R | 0.960 | A09001 |
| 7 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 10100 | 92R | 0650607 | 01R | 381958.000 | A09001 |
| 8 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 40510 | 92R | 0650607 | 01R | -381958.000 | A09001 |
| 9 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 40140 | 01R | 0650401 | 01R | 0.000 | A09002 |
| 10 | 40300 | REVEST_BD | 2009 | 000001 | | 4035100000 | 10102 | 92R | 5570101 | 01R | 0.000 | A09002 |
| 11 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651001 | 40301 | 0.000 | AL090100 |
| 12 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 5570101 | 40301 | 0.000 | AL090100 |
| 13 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651701 | 40301 | 0.000 | AL090100 |
| 14 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0650401 | 40301 | 0.000 | AL090100 |
| 15 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651901 | 40301 | 0.000 | AL090100 |
| 16 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0650101 | 40301 | 0.000 | AL090100 |
| 17 | 40300 | REVEST_BD | 2009 | 000001 | | 4030305000 | 40120 | 60R | 0651201 | 01R | 90506.000 | AOB2009A |
| 18 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304200 | 40110 | 90R | 0650501 | 01R | 754746.000 | AOB2009B |
| 19 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304300 | 40110 | 90R | 0650501 | 01R | 375409.000 | AOB2009B |
| 20 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |
| 21 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 10100 | 01R | 0650401 | 01R | 1705000.000 | AOB2009C |
| 22 | 40300 | REVEST_BD | 2009 | 000001 | | 4030312010 | 40150 | 60R | 0651101 | 01R | 4358223.000 | AOB2009D |
| 23 | 40300 | REVEST_BD | 2009 | 000001 | | 4030313010 | 40160 | 60R | 0651102 | 01R | 298918.000 | AOB2009D |
| 24 | 40300 | REVEST_BD | 2009 | 000001 | | 4030203000 | 40510 | 92R | 0650607 | 01R | 218392.000 | AOB2009E |
| 25 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 40510 | 92R | 0650607 | 01R | 1865779.000 | AOB2009E |
| 26 | 40300 | REVEST_BD | 2009 | 000001 | | 4030501000 | 40510 | 92R | 0650607 | 01R | 999383.000 | AOB2009E |
| 27 | 40300 | REVEST_BD | 2009 | 000001 | | 4030502000 | 40530 | 92R | 0650604 | 01R | 17670466.000 | AOB2009E |

**Business Process Document
 Financial Reconciliation**

Results in Excel are displayed below:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-------------|---------------|----------------------|----------------|--------------|-------------|-------------|-----------------|----------------|----------------|---------------|---------------------|
| 1 | 0BD011_B | 248 | | | | | | | | | | |
| 2 | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | REVEST_BD | 2009 | 000001 | | 4035220000 | 10101 | 60R | 5930303 | 01R | 85000.000 | A090003 |
| 4 | 40300 | REVEST_BD | 2009 | 000001 | | 4035230000 | 10101 | 60R | 5930303 | 01R | 50000.000 | A090003 |
| 5 | 40300 | REVEST_BD | 2009 | 000001 | | 4030204000 | 10100 | 01R | 0650101 | 01R | -0.960 | A09001 |
| 6 | 40300 | REVEST_BD | 2009 | 000001 | | 4030204000 | 10100 | 60R | 0650101 | 01R | 0.960 | A09001 |
| 7 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 10100 | 92R | 0650607 | 01R | 381958.000 | A09001 |
| 8 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 40510 | 92R | 0650607 | 01R | -381958.000 | A09001 |
| 9 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 40140 | 01R | 0650401 | 01R | 0.000 | A09002 |
| 10 | 40300 | REVEST_BD | 2009 | 000001 | | 4035100000 | 10102 | 92R | 5570101 | 01R | 0.000 | A09002 |
| 11 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651001 | 40301 | 0.000 | AL090100 |
| 12 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 5570101 | 40301 | 0.000 | AL090100 |
| 13 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651701 | 40301 | 0.000 | AL090100 |
| 14 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0650401 | 40301 | 0.000 | AL090100 |
| 15 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0651901 | 40301 | 0.000 | AL090100 |
| 16 | 40300 | REVEST_BD | 2009 | 000001 | | 403ALLOT | 10100 | 01 | 0650101 | 40301 | 0.000 | AL090100 |
| 17 | 40300 | REVEST_BD | 2009 | 000001 | | 4030305000 | 40120 | 60R | 0651201 | 01R | 90506.000 | AOB2009A |
| 18 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304200 | 40110 | 90R | 0650501 | 01R | 754746.000 | AOB2009B |
| 19 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304300 | 40110 | 90R | 0650501 | 01R | 375409.000 | AOB2009B |
| 20 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |
| 21 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 10100 | 01R | 0650401 | 01R | 1705000.000 | AOB2009C |
| 22 | 40300 | REVEST_BD | 2009 | 000001 | | 4030312010 | 40150 | 60R | 0651101 | 01R | 4358223.000 | AOB2009D |
| 23 | 40300 | REVEST_BD | 2009 | 000001 | | 4030313010 | 40160 | 60R | 0651102 | 01R | 298918.000 | AOB2009D |
| 24 | 40300 | REVEST_BD | 2009 | 000001 | | 4030203000 | 40510 | 92R | 0650607 | 01R | 218392.000 | AOB2009E |
| 25 | 40300 | REVEST_BD | 2009 | 000001 | | 4030205000 | 40510 | 92R | 0650607 | 01R | 1865779.000 | AOB2009E |
| 26 | 40300 | REVEST_BD | 2009 | 000001 | | 4030501000 | 40510 | 92R | 0650607 | 01R | 999383.000 | AOB2009E |
| 27 | 40300 | REVEST_BD | 2009 | 000001 | | 4030502000 | 40530 | 92R | 0650604 | 01R | 17670466.000 | AOB2009E |

**Business Process Document
 Financial Reconciliation**

| STEP | SOURCE | ACTION |
|---------------------------------------|---|--|
| Step 3: Prepare Pivot Table | Results of PeopleSoft OBD011_BUDGET_JOURNALS query in Excel | Follow instructions to prepare Pivot Table |

1. In Excel, ensure the cursor lies within the data, and click on Data> Pivot Table and Pivot Chart Report.

The screenshot shows the Microsoft Excel interface. The 'Data' menu is open, and the option 'PivotTable and PivotChart Report...' is highlighted. The spreadsheet data is visible in the background, with columns labeled 'Unit', 'Ledger', 'Budget Per', 'Fund Src', 'Program', 'Project', 'Amount', and 'Amendment id'. The 'Unit' column contains values like '40300' and 'OBD011_B'. The 'Ledger' column contains 'REVEST_BD'. The 'Budget Per' column contains '2009'. The 'Fund Src' column contains '60R' and '92R'. The 'Program' column contains '5930303' and '0650101'. The 'Project' column contains '01R'. The 'Amount' column contains numerical values like '85000.000', '50000.000', and '381958.000'. The 'Amendment id' column contains values like 'A090003' and 'A090001'.

**Business Process Document
 Financial Reconciliation**

2. Accept defaults to questions and select

Next >

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|----------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|-------------|--------------|
| | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 1 | 0BD011_B | 248 | | | | | | | | | | |
| 3 | 40300 | REVEST_BD | 2009 | 000001 | | 4035220000 | 10101 | 60R | 5930303 | 01R | 85000.000 | A090003 |
| 4 | 40300 | REVEST_BD | 2009 | | | | | | | | 50000.000 | A090003 |
| 5 | 40300 | REVEST_BD | 2009 | | | | | | | | -0.960 | A090001 |
| 6 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.960 | A090001 |
| 7 | 40300 | REVEST_BD | 2009 | | | | | | | | 381958.000 | A090001 |
| 8 | 40300 | REVEST_BD | 2009 | | | | | | | | -381958.000 | A090001 |
| 9 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | A090002 |
| 10 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | A090002 |
| 11 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 12 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 13 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 14 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 15 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 16 | 40300 | REVEST_BD | 2009 | | | | | | | | 0.000 | AL090100 |
| 17 | 40300 | REVEST_BD | 2009 | | | | | | | | 90506.000 | AOB2009A |
| 18 | 40300 | REVEST_BD | 2009 | | | | | | | | 754746.000 | AOB2009B |
| 19 | 40300 | REVEST_BD | 2009 | | | | | | | | 375409.000 | AOB2009B |
| 20 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |
| 21 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 10100 | 01R | 0650401 | 01R | 1705000.000 | AOB2009C |
| 22 | 40300 | REVEST_BD | 2009 | 000001 | | 4030312010 | 40150 | 60R | 0651101 | 01R | 4358223.000 | AOB2009D |
| 23 | 40300 | REVEST_BD | 2009 | 000001 | | 4030313010 | 40160 | 60R | 0651102 | 01R | 298918.000 | AOB2009D |

PivotTable and PivotChart Wizard - Step 1 of 3

Where is the data that you want to analyze?

- Microsoft Office Excel list or database
- External data source
- Multiple consolidation ranges
- Another PivotTable report or PivotChart report

What kind of report do you want to create?

- PivotTable
- PivotChart report (with PivotTable report)

Buttons: Cancel, < Back, **Next >**, Finish

**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 | L |
|----|-------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|-------------|--------------|
| | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 2 | 40300 | REVEST_BD | 2009 | 000001 | | 4035220000 | 10101 | 60R | 5930303 | 01R | 85000.000 | A090003 |
| 3 | 40300 | REVEST_BD | 2009 | 000001 | | 4035230000 | 10101 | 60R | 5930303 | 01R | 50000.000 | A090003 |
| 4 | 40300 | REVEST_BD | 2009 | 000001 | | 4035240000 | 10101 | 60R | 5930303 | 01R | -0.960 | A090001 |
| 5 | 40300 | REVEST_BD | 2009 | 000001 | | 4035250000 | 10101 | 60R | 5930303 | 01R | 0.960 | A090001 |
| 6 | 40300 | REVEST_BD | 2009 | 000001 | | 4035260000 | 10101 | 60R | 5930303 | 01R | 381958.000 | A090001 |
| 7 | 40300 | REVEST_BD | 2009 | 000001 | | 4035270000 | 10101 | 60R | 5930303 | 01R | -381958.000 | A090001 |
| 8 | 40300 | REVEST_BD | 2009 | 000001 | | 4035280000 | 10101 | 60R | 5930303 | 01R | 0.000 | A090002 |
| 9 | 40300 | REVEST_BD | 2009 | 000001 | | 4035290000 | 10101 | 60R | 5930303 | 01R | 0.000 | A090002 |
| 10 | 40300 | REVEST_BD | 2009 | 000001 | | 4035300000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 11 | 40300 | REVEST_BD | 2009 | 000001 | | 4035310000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 12 | 40300 | REVEST_BD | 2009 | 000001 | | 4035320000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 13 | 40300 | REVEST_BD | 2009 | 000001 | | 4035330000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 14 | 40300 | REVEST_BD | 2009 | 000001 | | 4035340000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 15 | 40300 | REVEST_BD | 2009 | 000001 | | 4035350000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 16 | 40300 | REVEST_BD | 2009 | 000001 | | 4035360000 | 10101 | 60R | 5930303 | 01R | 0.000 | AL090100 |
| 17 | 40300 | REVEST_BD | 2009 | 000001 | | 4035370000 | 10101 | 60R | 5930303 | 01R | 90506.000 | AOB2009A |
| 18 | 40300 | REVEST_BD | 2009 | 000001 | | 4035380000 | 10101 | 60R | 5930303 | 01R | 754746.000 | AOB2009B |
| 19 | 40300 | REVEST_BD | 2009 | 000001 | | 4035390000 | 10101 | 60R | 5930303 | 01R | 375409.000 | AOB2009B |

PivotTable and PivotChart Wizard - Step 2 of 3

Where is the data that you want to use?

Range: Browse...

Cancel < Back **Next >** Finish

**Business Process Document
 Financial Reconciliation**

4. Accept default to question and select

Layout...

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|-------------|--------------|
| 2 | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | REVEST_BD | 2009 | 000001 | | 4035220000 | 10101 | 60R | 5930303 | 01R | 85000.000 | A090003 |
| 4 | 40300 | REVEST_BD | 2009 | 000001 | | 4035230000 | 10101 | 60R | 5930303 | 01R | 50000.000 | A090003 |
| 5 | 40300 | REVEST | | | | | | | | | -0.960 | A09001 |
| 6 | 40300 | REVEST | | | | | | | | | 0.960 | A09001 |
| 7 | 40300 | REVEST | | | | | | | | | 381958.000 | A09001 |
| 8 | 40300 | REVEST | | | | | | | | | -381958.000 | A09001 |
| 9 | 40300 | REVEST | | | | | | | | | 0.000 | A09002 |
| 10 | 40300 | REVEST | | | | | | | | | 0.000 | A09002 |
| 11 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 12 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 13 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 14 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 15 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 16 | 40300 | REVEST | | | | | | | | | 0.000 | AL090100 |
| 17 | 40300 | REVEST_BD | 2009 | 000001 | | 4030305000 | 40120 | 60R | 0651201 | 01R | 90506.000 | AOB2009A |
| 18 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304200 | 40110 | 90R | 0650501 | 01R | 754746.000 | AOB2009B |
| 19 | 40300 | REVEST_BD | 2009 | 000001 | | 4030304300 | 40110 | 90R | 0650501 | 01R | 375409.000 | AOB2009B |
| 20 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |
| 21 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307100 | 10100 | 01R | 0650401 | 01R | 1705000.000 | AOB2009C |

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 | L |
|----|-------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|-------------|--------------|
| | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | | | | | | | | | 03 01R | 85000.000 | A090003 |
| 4 | 40300 | | | | | | | | | 03 01R | 50000.000 | A090003 |
| 5 | 40300 | | | | | | | | | | -0.960 | A09001 |
| 6 | 40300 | | | | | | | | | | 0.960 | A09001 |
| 7 | 40300 | | | | | | | | | | 381958.000 | A09001 |
| 8 | 40300 | | | | | | | | | | -381958.000 | A09001 |
| 9 | 40300 | | | | | | | | | | 0.000 | A09002 |
| 10 | 40300 | | | | | | | | | | 0.000 | A09002 |
| 11 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 12 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 13 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 14 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 15 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 16 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 17 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 18 | 40300 | | | | | | | | | 01 01R | 90506.000 | AOB2009A |
| 19 | 40300 | | | | | | | | | 01 01R | 754746.000 | AOB2009B |
| 20 | 40300 | | | | | | | | | 01 01R | 375409.000 | AOB2009B |
| | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |

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

Unit Fund

Ledger Fund Src

Budget Per Program

Account Project

Class Amount

Dept Amendme

Help **OK** Cancel

**Business Process Document
 Financial Reconciliation**

6. Double click on

Sum of Amount

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-------|-----------|---------------|---------|-------|------|------|----------|---------|---------|-------------|--------------|
| | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | | | | | | | | 03 | 01R | 85000.000 | A090003 |
| 4 | 40300 | | | | | | | | 03 | 01R | 50000.000 | A090003 |
| 5 | 40300 | | | | | | | | | | -0.960 | A09001 |
| 6 | 40300 | | | | | | | | | | 0.960 | A09001 |
| 7 | 40300 | | | | | | | | | | 381958.000 | A09001 |
| 8 | 40300 | | | | | | | | | | -381958.000 | A09001 |
| 9 | 40300 | | | | | | | | | | 0.000 | A09002 |
| 10 | 40300 | | | | | | | | | | 0.000 | A09002 |
| 11 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 12 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 13 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 14 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 15 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 16 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 17 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 18 | 40300 | | | | | | | | 01 | 01R | 90506.000 | AOB2009A |
| 19 | 40300 | | | | | | | | 01 | 01R | 754746.000 | AOB2009B |
| 20 | 40300 | | | | | | | | 01 | 01R | 375409.000 | AOB2009B |
| | 40300 | REVEST_BD | 2009 | | | | | | 0650401 | 01R | 1387079.000 | AOB2009C |

**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 | L |
|----|-------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|-------------|--------------|
| | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 3 | 40300 | | | | | | | | 03 | 01R | 85000.000 | A090003 |
| 4 | 40300 | | | | | | | | 03 | 01R | 50000.000 | A090003 |
| 5 | 40300 | | | | | | | | | | -0.960 | A090001 |
| 6 | 40300 | | | | | | | | | | 0.960 | A090001 |
| 7 | 40300 | | | | | | | | | | 381958.000 | A090001 |
| 8 | 40300 | | | | | | | | | | -381958.000 | A090001 |
| 9 | 40300 | | | | | | | | | | 0.000 | A090002 |
| 10 | 40300 | | | | | | | | | | 0.000 | A090002 |
| 11 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 12 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 13 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 14 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 15 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 16 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 17 | 40300 | | | | | | | | | | 0.000 | AL090100 |
| 18 | 40300 | | | | | | | | 01 | 01R | 90506.000 | AOB2009A |
| 19 | 40300 | | | | | | | | 01 | 01R | 754746.000 | AOB2009B |
| 20 | 40300 | | | | | | | | 01 | 01R | 375409.000 | AOB2009B |
| 21 | 40300 | REVEST_BD | 2009 | 000001 | | 4030307000 | 40140 | 60R | 0650401 | 01R | 1387079.000 | AOB2009C |

PivotTable and PivotChart Wizard - Layout

Construct your PivotTable report by dragging fields from the right to the left.

PivotTable Field

Source field: Amount

Name: Sum of Amount

Summarize by:

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

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

Business Process Document Financial Reconciliation

8. Select:

- Number
- Use 1000 Separator (,)

Highlight the Negative Number Preference and click



| | A | B | C | D | E | |
|----|-------|-----------|---------------|---------|-------|----------|
| | Unit | Ledger | Budget Period | Account | Class | Dept |
| 2 | | | | | | |
| 3 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 4 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 5 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 6 | 40300 | REVEST_BD | | | | 40303130 |
| 7 | 40300 | REVES | | | | 40303120 |
| 8 | 40300 | REVES | | | | 40303120 |
| 9 | 40300 | REVES | | | | 40303130 |
| 10 | 40300 | REVES | | | | 40303130 |
| 11 | 40300 | REVES | | | | 40303040 |
| 12 | 40300 | REVES | | | | 40303040 |
| 13 | 40300 | REVES | | | | 40303120 |
| 14 | 40300 | REVES | | | | 40303120 |
| 15 | 40300 | REVES | | | | 40352200 |
| 16 | 40300 | REVES | | | | 40301010 |
| 17 | 40300 | REVES | | | | 40301010 |
| 18 | 40300 | REVES | | | | 40301040 |
| 19 | 40300 | REVES | | | | 40301040 |
| 20 | 40300 | REVES | | | | 40302010 |
| 21 | 40300 | REVES | | | | 40302010 |
| 22 | 40300 | REVES | | | | 40302020 |
| 23 | 40300 | REVES | | | | 40302030 |
| 24 | 40300 | REVES | | | | 40302040 |
| 25 | 40300 | REVES | | | | 40302040 |
| 26 | 40300 | REVES | | | | 40302050 |
| 27 | 40300 | REVEST_BD | | | | 40302060 |
| 28 | 40300 | REVEST_BD | 2007 | 000001 | | 40302060 |
| 29 | 40300 | REVEST_BD | 2007 | 000001 | | 40303040 |

Format Cells

Category: **Number**

Sample: 40300

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

-1,234.10

1,234.10

(1,234.10)

(1,234.10)

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 | |
|----|-------|-----------|---------------|---------|-------|
| | Unit | Ledger | Budget Period | Account | Class |
| 2 | 40300 | REVEST_BD | 2007 | 000001 | |
| 3 | 40300 | REVEST_BD | 2007 | 000001 | |
| 4 | 40300 | REVEST_BD | 2007 | 000001 | |
| 5 | 40300 | REVEST_BD | 2007 | 000001 | |
| 6 | 40300 | REVEST_BD | 2007 | 000001 | |
| 7 | 40300 | REVEST_BD | 2007 | 000001 | |
| 8 | 40300 | REVEST_BD | 2007 | 000001 | |
| 9 | 40300 | REVEST_BD | 2007 | 000001 | |
| 10 | 40300 | REVEST_BD | 2007 | 000001 | |
| 11 | 40300 | REVEST_BD | 2007 | 000001 | |
| 12 | 40300 | REVEST_BD | 2007 | 000001 | |
| 13 | 40300 | REVEST_BD | 2007 | 000001 | |
| 14 | 40300 | REVEST_BD | 2007 | 000001 | |
| 15 | 40300 | REVEST_BD | 2007 | 000001 | |
| 16 | 40300 | REVEST_BD | 2007 | 000001 | |
| 17 | 40300 | REVEST_BD | 2007 | 000001 | |
| 18 | 40300 | REVEST_BD | 2007 | 000001 | |
| 19 | 40300 | REVEST_BD | 2007 | 000001 | |
| 20 | 40300 | REVEST_BD | 2007 | 000001 | |
| 21 | 40300 | REVEST_BD | 2007 | 000001 | |
| 22 | 40300 | REVEST_BD | 2007 | 000001 | |
| 23 | 40300 | REVEST_BD | 2007 | 000001 | |
| 24 | 40300 | REVEST_BD | 2007 | 000001 | |
| 25 | 40300 | REVEST_BD | 2007 | 000001 | |
| 26 | 40300 | REVEST_BD | 2007 | 000001 | |
| 27 | 40300 | REVEST_BD | 2007 | 000001 | |
| 28 | 40300 | REVEST_BD | 2007 | 000001 | |

PivotTable and PivotChart Wizard - Layout

Construct your PivotTable report by dragging the field buttons on the right

PivotTable Field

Source field: Amount

Name: Sum of Amount

Summarize by:

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

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

Field List: Unit, Fund, Ledger, Fund Src, Budget Per, Program, Account, Project, Class, Amount, Dept, Amendme

Business Process Document Financial Reconciliation

10. Click



| | A | B | C | D | E | |
|----|-------|-----------|---------------|---------|-------|----------|
| | Unit | Ledger | Budget Period | Account | Class | Dept |
| 2 | | | | | | |
| 3 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 4 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 5 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 6 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 7 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 8 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 9 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 10 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 11 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 12 | 40300 | REVEST_BD | 2007 | 000001 | | 40303040 |
| 13 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 14 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 15 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 16 | 40300 | REVEST_BD | 2007 | 000001 | | 40352200 |
| 17 | 40300 | REVEST_BD | 2007 | 000001 | | 40301010 |
| 18 | 40300 | REVEST_BD | 2007 | 000001 | | 40301010 |
| 19 | 40300 | REVEST_BD | 2007 | 000001 | | 40301040 |
| 20 | 40300 | REVEST_BD | 2007 | 000001 | | 40301040 |
| 21 | 40300 | REVEST_BD | 2007 | 000001 | | 40301040 |
| 22 | 40300 | REVEST_BD | 2007 | 000001 | | 40302010 |
| 23 | 40300 | REVEST_BD | 2007 | 000001 | | 40302010 |
| 24 | 40300 | REVEST_BD | 2007 | 000001 | | 40302020 |
| 25 | 40300 | REVEST_BD | 2007 | 000001 | | 40302030 |
| 26 | 40300 | REVEST_BD | 2007 | 000001 | | 40302040 |
| 27 | 40300 | REVEST_BD | 2007 | 000001 | | 40302040 |
| 28 | 40300 | REVEST_BD | 2007 | 000001 | | 40302050 |
| 29 | 40300 | REVEST_BD | 2007 | 000001 | | 40302060 |

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

Amendme

COLUMN

Sum of Amount

DATA

Unit

Fund

Ledger

Fund Src

Budget Pe

Program

Account

Project

Class

Amount

Dept

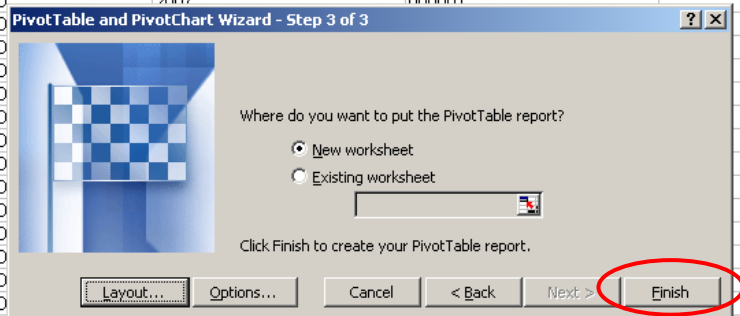
Amendme

Business Process Document Financial Reconciliation

11. Click



| | A | B | C | D | E | |
|----|-------|-----------|---------------|---------|-------|----------|
| | Unit | Ledger | Budget Period | Account | Class | Dept |
| 2 | | | | | | |
| 3 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 4 | 40300 | REVEST_BD | 2007 | 000001 | | 40305030 |
| 5 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 6 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 7 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 8 | 40300 | REVEST_BD | 2007 | 000001 | | 40303120 |
| 9 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 10 | 40300 | REVEST_BD | 2007 | 000001 | | 40303130 |
| 11 | 40300 | REVEST_BD | | | | 40303040 |
| 12 | 40300 | REVEST_BD | | | | 40303040 |
| 13 | 40300 | REVEST_BD | | | | 40303120 |
| 14 | 40300 | REVEST_BD | | | | 40303120 |
| 15 | 40300 | REVEST_BD | | | | 40352200 |
| 16 | 40300 | REVEST_BD | | | | 40301010 |
| 17 | 40300 | REVEST_BD | | | | 40301010 |
| 18 | 40300 | REVEST_BD | | | | 40301040 |
| 19 | 40300 | REVEST_BD | | | | 40301040 |
| 20 | 40300 | REVEST_BD | | | | 40302010 |
| 21 | 40300 | REVEST_BD | | | | 40302010 |
| 22 | 40300 | REVEST_BD | | | | 40302020 |
| 23 | 40300 | REVEST_BD | | | | 40302030 |
| 24 | 40300 | REVEST_BD | 2007 | 000001 | | 40302040 |
| 25 | 40300 | REVEST_BD | 2007 | 000001 | | 40302040 |



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.

The AOB and all of the Amendments as well as internal revisions are listed by Program and by Fund Source.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-----------|----------|-----------|--------|--------|----------|----------|----------|------------|----------|-------------|------------|
| 2 | | | | | | | | | | | | |
| 3 | Sum of An | | Amendment | | | | | | | | | |
| 4 | Progra | Fund Src | A090003 | A09001 | A09002 | AL090100 | AOB2009A | AOB2009B | AOB2009C | AOB2009D | AOB2009E | AOB2009F |
| 5 | 0650101 | 01 | | | | 0.00 | | | | | | |
| 6 | | 01 R | | (0.96) | | | | | | | | 3358438.00 |
| 7 | | 60R | | 0.96 | | | | | | | | 2635916.00 |
| 8 | 0650101 | Total | | 0.00 | | 0.00 | | | | | | 5994354.00 |
| 9 | 0650301 | 01 R | | | | | | | | | | |
| 10 | | 90R | | | | | | | | | | |
| 11 | 0650301 | Total | | | | | | | | | | |
| 12 | 0650401 | 01 | | | | | | | | | | |
| 13 | | 01 R | | | | | | | 1705000.00 | | | |
| 14 | | 60R | | | | | | | 1387079.00 | | | |
| 15 | | 90R | | | | | | | | | | |
| 16 | 0650401 | Total | | | | | | | 3092079.00 | | | |
| 17 | 0650402 | 60R | | | | | | | | | | |
| 18 | | 90R | | | | | | | | | | |
| 19 | 0650402 | Total | | | | | | | | | | |
| 20 | 0650501 | 01 R | | | | | | | | | | |
| 21 | | 60R | | | | | | | | | | |
| 22 | | 90R | | | | | | | 1130155.00 | | | |
| 23 | 0650501 | Total | | | | | | | 1130155.00 | | | |
| 24 | 0650601 | 90R | | | | | | | | | | |
| 25 | | 92R | | | | | | | | | | |
| 26 | 0650601 | Total | | | | | | | | | 33755726.00 | |
| 27 | 0650602 | 90R | | | | | | | | | | |
| 28 | | 92R | | | | | | | | | | |
| 29 | 0650602 | Total | | | | | | | | | 66360002.00 | |
| 30 | 0650603 | 01 R | | | | | | | | | | |

PivotTable Field List

Drag items to the PivotTable report

- Unit
- Ledger
- Budget Period
- Account
- Class
- Dept
- Fund
- Fund Src
- Program
- Project
- Amount

Add To: Row Area

**Business Process Document
 Financial Reconciliation**

| STEP | SOURCE | ACTION |
|---------------------------------------|--|---------------------------------|
| Step 4 Run BudgetNet Report | BudgetNet – AOB Amendment – All Funds FY09 (317) Report | Follow navigation instructions. |

1. Navigate to BudgetNet Reports.

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

OFFICE OF PLANNING AND BUDGET
 ~ FINANCIAL MANAGEMENT SYSTEM ~
BUDGET NET

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

OPTIONS

- ◀ [Login](#)
- ◀ [AOB / Amendment Options](#)
- ◀ [Allotments](#)
- ◀ [Budget Development Options](#)
- ◀ [Strategic Plan Options](#)
- ◀ [Performance Measure Options](#)
- ◀ [Update Personal information](#)
- [Generate a Support Ticket](#)

REPORTS


- ◀ [Budget Net Reports](#)
- ◀ [Report Queue Status](#)

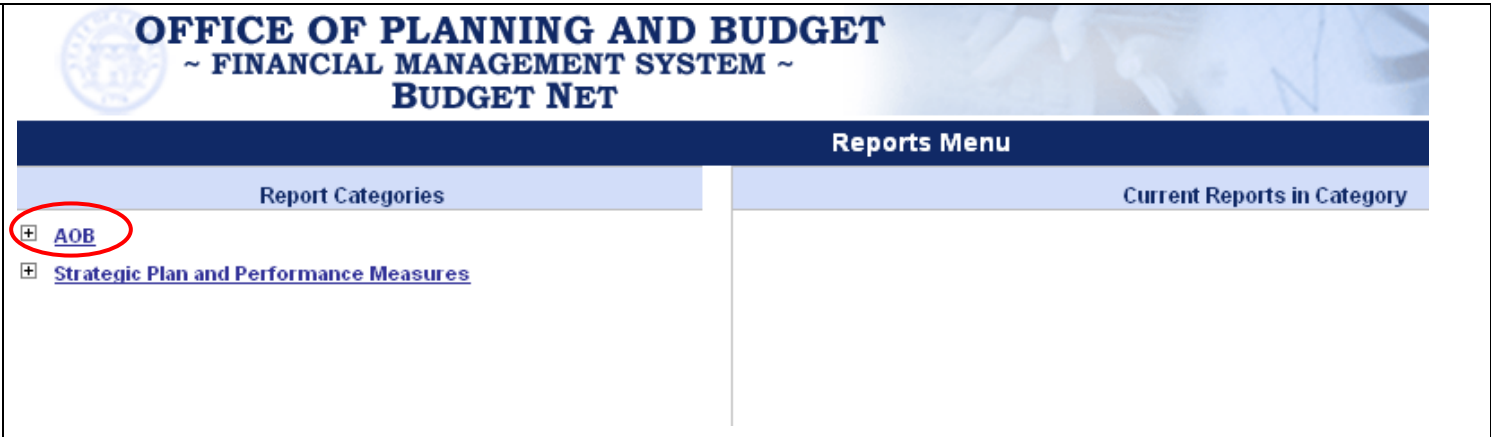
LINKS

- ◀ [Capital Outlay Budgeting System](#)
- ◀ [State Accounting Office](#)
- ◀ [GTA APR Policies](#)
- ◀ [Budgeting & Appropriations Tracking System](#)
- ◀ [BudgetTool](#)

DOCUMENTS



- ◀ [Accessing BudgetNet](#)
- ◀ [AFY07 - FY08 Budget Instructions](#)
- ◀ [FY08 Instruction Manuals](#)
- ◀ [AFY08 - FY09 Budget Instructions](#)
- ◀ [FY09 Instruction Manuals](#)
- ◀ [AFY09 - FY010 Budget Instructions](#)
- ◀ [Revised AFY09 and FY10 Budget Instructions](#)


2. Click the "AOB"
 expand icon 

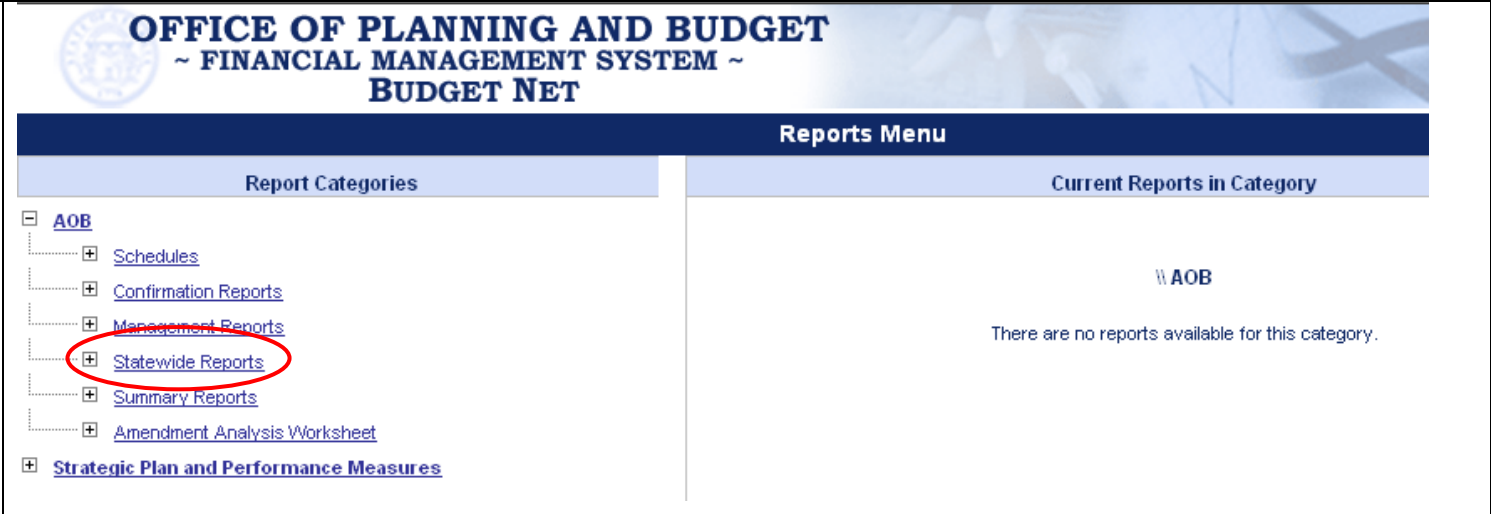


OFFICE OF PLANNING AND BUDGET
 ~ FINANCIAL MANAGEMENT SYSTEM ~
BUDGET NET

Reports Menu










| Report Categories | Current Reports in Category |
|--|-----------------------------|
| <ul style="list-style-type: none">  AOB  Strategic Plan and Performance Measures | |

3. Click the
 "Statewide Reports"
 expand icon 



OFFICE OF PLANNING AND BUDGET
 ~ FINANCIAL MANAGEMENT SYSTEM ~
BUDGET NET

Reports Menu

| Report Categories | Current Reports in Category |
|---|--|
| <ul style="list-style-type: none">  AOB <ul style="list-style-type: none">  Schedules  Confirmation Reports  Management Reports  Statewide Reports  Summary Reports  Amendment Analysis Worksheet  Strategic Plan and Performance Measures | <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 displays the 'OFFICE OF PLANNING AND BUDGET ~ FINANCIAL MANAGEMENT SYSTEM ~ BUDGET NET' interface. At the top, there is a 'Reports Menu' header. Below this, the page is divided into two main sections: 'Report Categories' on the left and 'Current Reports in Category' on the right. In the 'Report Categories' section, there is a 'Report Number:' input field and a 'Get Report' button. A tree view of report categories is shown, with 'AOB' expanded. Under 'AOB', several sub-categories are listed, including 'Schedules', 'Confirmation Reports', 'Management Reports', 'Statewide Reports', 'Control Sheets', 'Statewide FundSource Detail', 'Statewide GAIT Outsourcing', 'Statewide Real Estate Rentals', 'Summary Reports', and 'Amendment Analysis Worksheet'. The 'AOB Amendment Fed and Other Funds' link is circled in red. The 'Current Reports in Category' section shows the path '\\ AOB \ Statewide Reports' and a message stating 'There are no reports available for this category.' A link 'Click HERE to return Home' is also present.

**Business Process Document
 Financial Reconciliation**

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

OFFICE OF PLANNING AND BUDGET
 ~ FINANCIAL MANAGEMENT SYSTEM ~
BUDGET NET

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"> [-] AOB <ul style="list-style-type: none"> [+] Schedules [+] Confirmation Reports [+] Management Reports [-] Statewide Reports <ul style="list-style-type: none"> 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 | <div style="text-align: right;">Click HERE 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"> AOB Amendment - All Funds - FY06 (295) AOB Amendment - All Funds - FY07 (296) AOB Amendment - All Funds - FY08 (317-08) AOB Amendment - All Funds - FY09 (317-09) AOB Amendment Federal and Other Funds - Detail - FY06 (184) AOB Amendment Federal and Other Funds - Detail - FY07 (231) AOB Amendment Federal and Other Funds - Detail - FY08 (316-08) AOB Amendment Federal and Other Funds - Detail - FY09 (316-09) |

6. For this exercise, select:

Report Format: Excel Spreadsheet - Report 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 to run report

Schedule Batch Report

OFFICE OF PLANNING AND BUDGET
 ~ FINANCIAL MANAGEMENT SYSTEM ~
BUDGET NET

Reports Menu

Report Categories: Report Number: Get Report

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

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

Select a Report Format: Excel Spreadsheet - Report Format

Select an Agency: Department of Administrative Services

Select an Amendment: FY09 Amendment 1

Email Notification: Craig.Southern@opb.state.ga.us

Desired Finish Date: 9/15/2008

Desired Finish Time: 10:00 AM

Schedule Batch Report

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

Amendment is Last Amendment

**Business Process Document
 Financial Reconciliation**

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

The screenshot displays the 'OFFICE OF PLANNING AND BUDGET ~ FINANCIAL MANAGEMENT SYSTEM ~ BUDGET NET' interface. The page is divided into two main sections: 'Report Categories' on the left and 'Reports Menu' on the right. The 'Report Categories' section includes a 'Report Number' input field and a 'Get Report' button, followed by a tree view of report categories such as AOB, Schedules, Confirmation Reports, Management Reports, Statewide Reports, Summary Reports, and Strategic Plan and Performance Measures. The 'Reports Menu' section features a 'Current Reports in Category' header and a confirmation message: 'Offline Report Submission Confirmation Thank you for submitting your report to the Offline Reporting System'. A red oval highlights the link 'Click here to view the Report Status' within this confirmation message. Navigation links for 'Filter page' and 'return Home' are also present.

**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 |

Remove Cancel

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 | | |

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>

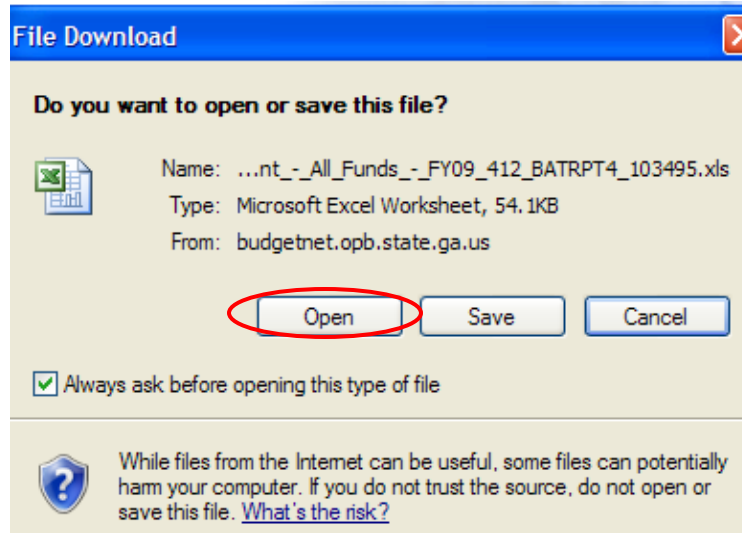
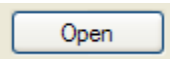
You can also retrieve this report by clicking on the "Batch Reporting Queue Status" link found on the BudgetNet home page. If you see (Removed) in red next to your report, it is no longer available for access.

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 in Excel



Business Process Document Financial Reconciliation

The Excel formatted report is displayed below.

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

**Business Process Document
 Financial Reconciliation**

| STEP | SOURCE | ACTION |
|--------------------------------|--|--|
| Step 5: Analyze Data | Document Direct report (from PeopleSoft); BudgetNet - AOB Amendment - All Funds FY09 (317-09) Report | Compare the Query Pivot Table from Step 3 to the report from Step 4 |

| | | | | |
|---|---------------------------------|--|------------------------------|------------------------|
| View of the Administration Program which contains the variance. | State Of Georgia | | | Report ID: BD4030410 |
| | Administrative Services, Dept | | | Print Date: 09/30/2008 |
| | Revest Ledger to Program Ledger | | | Page: 1 |
| | Balancing Report | | | PS ID: BDS4010X |
| | Business Unit: 40300 | | | |
| | Budget Period: 2009 | | | |
| Program: 0650100 Administration | | | | |
| Funding Source | | | | |
| | | Revest Ledger Summarized Budget Amount | Program Ledger Budget Amount | Variance |
| ----- | | | | |
| | OTH2 Other - Program Ledger | 2,635,916.00 | 2,635,916.00 | 0.00 |
| | ST2 State - Program Ledger | 3,358,438.00 | 3,358,438.00 | 0.00 |
| ----- | | | | |
| | Funding Source Total: | 5,994,354.00 | 5,994,354.00 | 0.00 |

*This example uses data from FY07 in order to illustrate the Variance process.

**Business Process Document
 Financial Reconciliation**

1. View of BudgetNet - AOB Amendment - All Funds - FY09 (317-09) Report.

This agency has not created any amendments that affect this Program. Therefore, the variance must have been created in the AOB.

BudgetNet report agrees with the Program Ledger column on the Revest Ledger to Program Ledger Balancing Report.

| | A | B | C | D | E | F |
|----|--|----------------------------|------------------|----------|----------|--------------|
| 1 | Budget Year: | FY 2007 | | | | |
| 2 | | | | | | AOB A |
| 3 | Amendment: | FY07 Last Amendment | | | | |
| 4 | | | Base | | | |
| 5 | | | | | | |
| 6 | | | AOB | 1 | 2 | 3 |
| 7 | | | | | | |
| 8 | Section: 13 - Department of Administrative Services | | | | | |
| 9 | | | | | | |
| 10 | 10650101 - Administration | | 5,579,866 | 0 | 0 | 0 |
| 11 | | | | | | |
| 12 | 11Federal Funds | | 0 | 0 | 0 | 0 |
| 13 | | | | | | |
| 14 | 11Other Funds | | 2,084,660 | 0 | 0 | 0 |
| 15 | | | | | | |
| 16 | 11State General Funds | | 3,495,206 | 0 | 0 | 0 |
| 17 | | | | | | |

2. View of the Appropriations Bill.

BudgetNet agrees with the Appropriations Bill.

Note: (Agency Funds + Other Funds = OTH2)

| <u>Administration</u> | |
|--|-------------------------------------|
| <i>To provide administrative support to all department programs.</i> | |
| 415 | Total Funds \$5,579,866 |
| 416 | Federal and Other Funds \$2,084,660 |
| 417 | Agency Funds \$2,030,008 |
| 418 | Other Funds \$54,652 |
| 419 | State Funds \$3,495,206 |
| 420 | State General Funds \$3,495,206 |

**Business Process Document
 Financial Reconciliation**

3. View of Pivot Table created from data in PeopleSoft.

01R = ST2 (State Funds)
 60R = OTH2 (Other Funds)

PeopleSoft books have understated State Funds and have overstated Other Funds.

| | A | B | C | D | E | F |
|----|---------------|------------|----------------|---------|---------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | Sum of An | | Amendment id ▼ | | | |
| 4 | Program ▼ | Fund Src ▼ | AOB2007 | IR07011 | IR07013 | IR07023 |
| 5 | 0650101 | 01R | 3,492,997.00 | 0.00 | | |
| 6 | | 60R | 2,086,869.00 | | 0.00 | 0.00 |
| 7 | | 92R | | | | |
| 8 | 0650101 Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 |
| 9 | Grand Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

4. Double click on Fund Source "01R" (amount of 3,492,997.00).

| | A | B | C | D | E | F | G |
|----|---------------|------------|----------------|---------|---------|---------|---------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | Sum of An | | Amendment id ▼ | | | | |
| 4 | Program ▼ | Fund Src ▼ | AOB2007 | IR07011 | IR07013 | IR07023 | IR07031 |
| 5 | 0650101 | 01R | 3,492,997.00 | 0.00 | | | |
| 6 | | 60R | 2,086,869.00 | | 0.00 | 0.00 | |
| 7 | | 92R | | | | | |
| 8 | 0650101 Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 | |
| 9 | Grand Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |

**Business Process Document
 Financial Reconciliation**

5. Budget rows that make up the State Funds amounts are displayed on a new Excel sheet.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-------|-----------|---------------|---------|-------|------------|-------|----------|---------|---------|---------|--------------|
| 1 | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| 2 | 40300 | REVEST_BD | 2007 | 000001 | | 4030206000 | 10100 | 01R | 0650101 | 01R | 516205 | AOB2007 |
| 3 | 40300 | REVEST_BD | 2007 | 000001 | | 4030204000 | 10100 | 01R | 0650101 | 01R | 1350925 | AOB2007 |
| 4 | 40300 | REVEST_BD | 2007 | 000001 | | 4030201000 | 10100 | 01R | 0650101 | 01R | 1112207 | AOB2007 |
| 5 | 40300 | REVEST_BD | 2007 | 000001 | | 4030104000 | 10100 | 01R | 0650101 | 01R | 149926 | AOB2007 |
| 6 | 40300 | REVEST_BD | 2007 | 000001 | | 4030101000 | 10100 | 01R | 0650101 | 01R | 363734 | AOB2007 |

6. Return to Pivot Table on Sheet 2 and double click on Fund Source "60R" (amount of 2,086,869.00)

| | A | B | C | D | E | F |
|---|---------------|----------|--------------|---------|---------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | Sum of An | | Amendment id | | | |
| 4 | Program | Fund Src | AOB2007 | IR07011 | IR07013 | IR07023 |
| 5 | 0650101 | 01R | 3,492,997.00 | 0.00 | | |
| 6 | | 60R | 2,086,869.00 | | 0.00 | 0.00 |
| 7 | | 92R | | | | |
| 8 | 0650101 Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 |
| 9 | Grand Total | | 5,579,866.00 | 0.00 | 0.00 | 0.00 |

**Business Process Document
 Financial Reconciliation**

| | | | | | | | | | | | | | |
|---|---|-------------|---------------|----------------------|----------------|--------------|-------------|-------------|-----------------|----------------|----------------|---------------|---------------------|
| 7. Budget rows that make up the Other Funds amounts are displayed on a new Excel spreadsheet. | | A | B | C | D | E | F | G | H | I | J | K | L |
| | 1 | Unit | Ledger | Budget Period | Account | Class | Dept | Fund | Fund Src | Program | Project | Amount | Amendment id |
| | 2 | 40300 | REVEST_BD | 2007 | 000001 | | 4030206000 | 10100 | 60R | 0650101 | 01R | 308403 | AOB2007 |
| | 3 | 40300 | REVEST_BD | 2007 | 000001 | | 4030204000 | 10100 | 60R | 0650101 | 01R | 807102 | AOB2007 |
| | 4 | 40300 | REVEST_BD | 2007 | 000001 | | 4030201000 | 10100 | 60R | 0650101 | 01R | 664481 | AOB2007 |
| | 5 | 40300 | REVEST_BD | 2007 | 000001 | | 4030104000 | 10100 | 60R | 0650101 | 01R | 89572 | AOB2007 |
| | 6 | 40300 | REVEST_BD | 2007 | 000001 | | 4030101000 | 10100 | 60R | 0650101 | 01R | 217311 | AOB2007 |

Because PeopleSoft books have understated State Funds and have overstated Other Funds, correcting entries should be made in PeopleSoft. The detail shown in Steps 5 and 7 will assist you in determining the corrections that should be made.

Note: In this exercise, the Amendment id that should be used for the correcting entries must use the naming convention of AOB2007X to ensure that budget reports capture the true AOB data.