PeopleSoft
Revest Ledger to Program Ledger
Reconciliation Procedures

Commitment Control
PEOPLESOFT SYSTEM

FINANCIAL SYSTEMS

Fall 2008

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

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.

****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:	PSUNX	Run Date:	09/30/2008	
Recurrence:		Run Time:	6:45:07PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Output Destinatio
☑	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

```
                              State Of Georgia
                        Administrative Services, Dept              Report ID:  BD4030410
Business Unit: 40300          Revest Ledger to Program Ledger       Print Date: 09/30/2008
Budget Period: 2009               Balancing Report                 Page:       1
Program: 0650100    Administration                                 PS ID:      BDS4010X

                              Revest Ledger
                           Summarized Budget     Program Ledger Budget   Variance
Funding Source                    Amount               Amount

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

1. Navigate to Commitment Control > Custom Budget Reports> Revest to Program Ledger Rpt.	Journals ▷ 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 **Revest to Program Ledger Rpt** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value \ Add a New Value Run Control ID: begins with ▼ [ ] ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Find an Existing Value | Add a New Value

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2. Select Business Unit and Budget Period and click **Run**	Journals ▷ 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 | http **Revest to Program Ledger Rpt** Run Control ID: BCR Report Manager Process Monitor **Run** **Report Request Parameters** *Business Unit: 40300 🔍 Budget Period 2009 🖫 Save 🔍 Return to Search 📑 Add 📄 Update/Display
3. Click **OK**	▷ 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	**Process Scheduler Request** User ID: SFERGUSO Run Control ID: BCR Server Name: PSUNX ▼ Run Date: 09/30/2008 📅 Recurrence: ▼ Run Time: 6:45:07PM Reset to Current Date/Time Time Zone: 🔍 **Process List** **Select** **Description** **Process Name** **Process Type** ***Type** ***Format** **Output Destination** ☑ Revest Ledger to Program Rpt BDS4010X SQR Report File LP OK Cancel

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

```
                              State Of Georgia
                         Administrative Services, Dept          Report ID:  BD4030410
Business Unit: 40300        Revest Ledger to Program Ledger      Print Date: 09/30/2008
Budget Period: 2009              Balancing Report                Page:       1
Program: 0650100    Administration                              PS ID:      BDS4010X


                                  Revest Ledger
                               Summarized Budget    Program Ledger Budget   Variance
Funding Source                     Amount                  Amount


_____


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
```

Below is a sample report which contains variances:

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


                              Revest Ledger
                           Summarized Budget    Program Ledger Budget    Variance
Funding Source                 Amount                  Amount
_____

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

Step 2: Run queries and save results	PeopleSoft Query - 0BD011_BUDGET_JOURNALS	Follow navigation and run query to Excel

1. Navigate to the Query Viewer Reporting Tools > Query >Query Viewer In the begins with field, enter "0BD"	

2. Select the 0BD011_BUDGET_ JOURNALS query and click the Excel link in order to run this query to Excel.	

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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

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

View Results

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

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	4. To copy the results into Excel, highlight the entire page; click Ctrl C (Copy). Open Excel, select cell A1; click Ctrl V (Paste).	

A2 ▼ *fx* Unit

	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

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

STEP	SOURCE	ACTION
Step 3: Prepare Pivot Table	Results of PeopleSoft 0BD011_BUDGET_JOURNALS query in Excel	Follow instructions to prepare Pivot Table

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

2. Accept defaults to questions and select											

Next >

	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								50000.000	A090003
5	40300	REVEST_BD	2009								-0.960	A09001
6	40300	REVEST_BD	2009								0.960	A09001
7	40300	REVEST_BD	2009								381958.000	A09001
8	40300	REVEST_BD	2009								-381958.000	A09001
9	40300	REVEST_BD	2009								0.000	A09002
10	40300	REVEST_BD	2009								0.000	A09002
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)

Cancel | < Back | **Next >** | Finish

	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_BD	2009							01R	-0.960	A09001
6	40300	REVEST_BD	2009							01R	0.960	A09001
7	40300	REVEST_BD	2009							01R	381958.000	A09001
8	40300	REVEST_BD	2009							01R	-381958.000	A09001
9	40300	REVEST_BD	2009							01R	0.000	A09002
10	40300	REVEST_BD	2009							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

3. Accept defaulted values in Range and select

Next >

PivotTable and PivotChart Wizard - Step 2 of 3
Where is the data that you want to use?
Range: $A$2:$L$250
Browse...
Cancel   < Back   Next >   Finish

	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

4. Accept default to question and select

Layout...

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

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

6. Double click on											

7. Select Sum in the Summarized by field and click
Number...

	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								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								01	01R	90506.000	AOB2009A
18	40300								01	01R	754746.000	AOB2009B
19	40300								01	01R	375409.000	AOB2009B
20	40300	REVEST_BD	2009	000001		4030307000	40140	60R	0650401	01R	1387079.000	AOB2009C

PivotTable and PivotChart Wizard - Layout

Construct your PivotTable report by ... uttons on the right ... he left.

PivotTable Field

Source field: Amount

Name: Sum of Amount

Summarize by:
- Sum
- Count
- Average
- Max
- Min
- Product
- Count Nums

OK   Cancel   Hide   Number...   Options >>

Unit   Fund
Ledger   Fund Src
Budget Pe   Program
Account   Project
Class   Amount
Dept   Amendme

Finish

Help   OK   Cancel

8. Select:
   - Number
   - Use 1000
     Separator (,)

Highlight the Negative
Number Preference and
click

OK

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

10. Click

OK

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11. Click	
Finish	

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

	A	B	C	D	E	
2	Unit	Ledger	Budget Period	Account	Class	Dept
3	40300	REVEST_BD	2007	000001		4030503(
4	40300	REVEST_BD	2007	000001		4030503(
5	40300	REVEST_BD	2007	000001		4030312(
6	40300	REVEST_BD	2007	000001		4030313(
7	40300	REVEST_BD	2007	000001		4030312(
8	40300	REVEST_BD	2007	000001		4030312(
9	40300	REVEST_BD	2007	000001		4030313(
10	40300	REVEST_BD	2007	000001		4030313(
11	40300	REVEST_BD				4030304
12	40300	REVEST_BD				4030304;
13	40300	REVEST_BD				4030312(
14	40300	REVEST_BD				4030312(
15	40300	REVEST_BD				4035220(
16	40300	REVEST_BD				4030101(
17	40300	REVEST_BD				4030101(
18	40300	REVEST_BD				4030104(
19	40300	REVEST_BD				4030104(
20	40300	REVEST_BD				4030201(
21	40300	REVEST_BD				4030201(
22	40300	REVEST_BD				4030202(
23	40300	REVEST_BD				4030203(
24	40300	REVEST_BD	2007	000001		4030204(
25	40300	REVEST_BD	2007	000001		4030204(
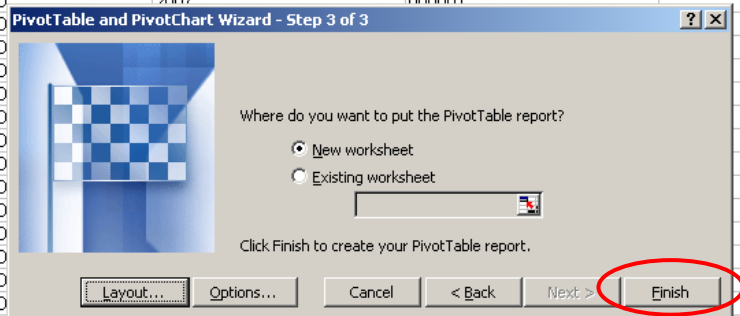
12. Pivot Table is Displayed.	Pivot table image

12. Pivot Table is Displayed.

Note: To remove Pivot Table Field List from view, move curser 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		Amendmen									
4	Progra	Fund Src	A090003	A09001	A09002	AL090100	AOB2009A	AOB2009B	AOB2009C	AOB2009D	AOB2009E	AOB2009F
5	0650101	01				0.00						
6		01R		(0.96)								3358438.00
7		60R		0.96								2635916.00
8	0650101 Total			0.00		0.00						5994354.00
9	0650301	01R										
10		90R										
11	0650301 Total											
12	0650401	01										
13		01R							1705000.00			
14		60R							1387079.00			
15		90R										
16	0650401 Total								3092079.00			
17	0650402	60R										
18		90R										
19	0650402 Total											
20	0650501	01R										
21		60R										
22		90R							1130155.00			
23	0650501 Total								1130155.00			
24	0650601	90R										
25		92R									33755726.00	
26	0650601 Total										33755726.00	
27	0650602	90R										
28		92R									66360002.00	
29	0650602 Total										66360002.00	
30	0650603	01R										

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 ▾]

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

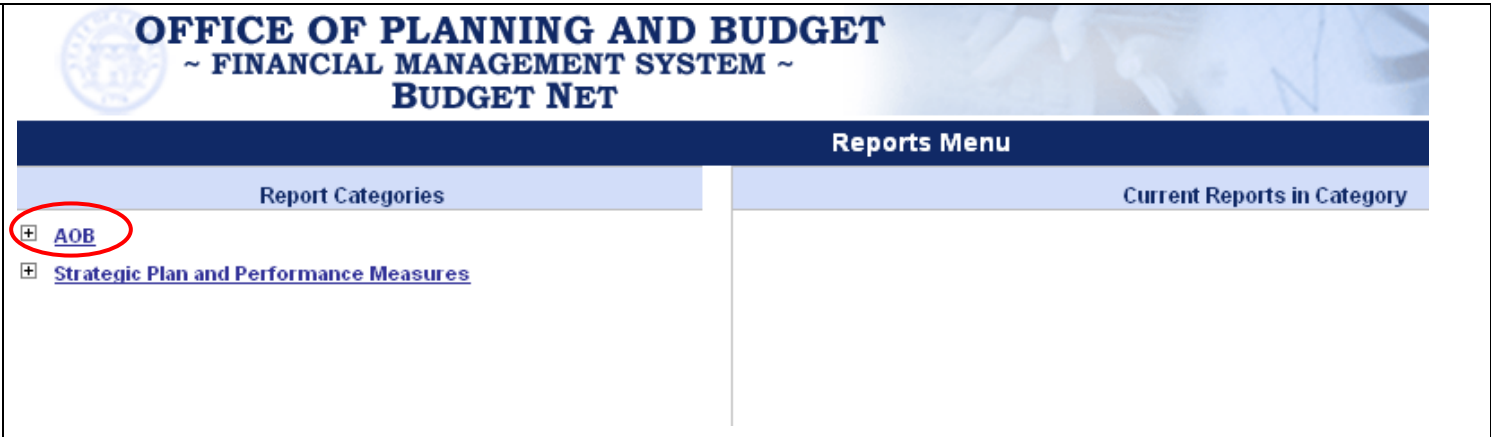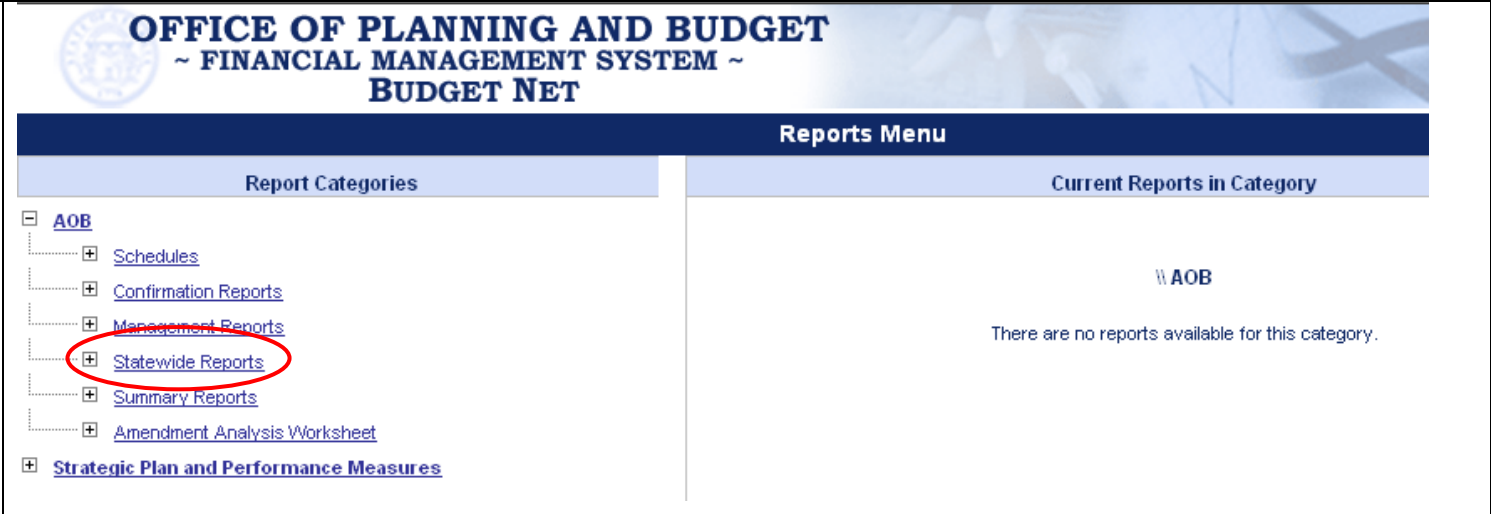|	
1. Navigate to BudgetNet Reports. **Note:** For detailed instructions in BudgetNet, refer to the *AFY08 - FY09 Budget Instructions*.	**OFFICE OF PLANNING AND BUDGET** ~ FINANCIAL MANAGEMENT SYSTEM ~ **BUDGET NET** Welcome to the State of Georgia's Office of Planning and Budget **OPTIONS** ◄ Login ◄ 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 ⊞	
3. Click the "Statewide Reports" expand icon ⊞	

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

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

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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 / **Current Reports in Category**
	
	Click HERE to return Home
	
	Report Number: [____] [Get Report]
	
	□ 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
	
	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]

Amendment is Last Amendment

7. Click on "Click here to view the Report Status" link to view the Report Status.	**OFFICE OF PLANNING AND BUDGET**
	~ FINANCIAL MANAGEMENT SYSTEM ~
	BUDGET NET
	
	Reports Menu
	
	Report Categories / Current Reports in Category
	
	Report Number: [ ] Get Report / Click **HERE** to go back to Filter page / Click **HERE** to return Home
	
	☐ 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**
	
	Offline Report Submission Confirmation
	Thank you for submitting your report to the Offline Reporting System
	
	Click here to view the Report Status

| 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
☐	⊞ 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		| 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	

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 BATRPT4 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 Open	
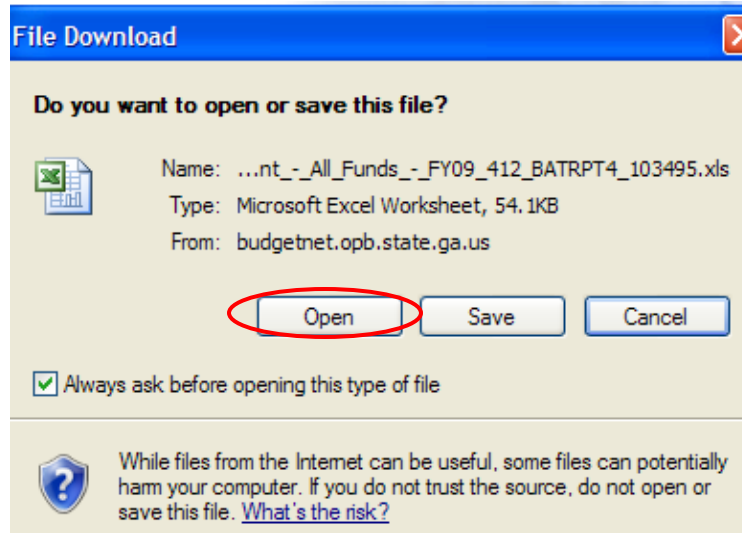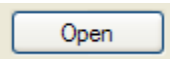
The Excel formatted report is displayed below.

	A	B	C	D	E	F	G	H
	A1	▾	*fx* Budget Year:					
	A	B	C	D	E	F	G	H
1	Budget Year:	FY 2009						
2								AOB Amen
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	☐0650101 - Administration		5,994,354	0	0	0	0	
11								
12	☐☐Federal Funds		0	0	0	0	0	
13								
14	☐☐Other Funds		2,635,916	0	0	0	0	
15								
16	☐☐State General Funds		3,358,438	0	0	0	0	
17								
18	☐0651801 - Agency for the Removal of Hazardous Materials		0	0	0	0	0	
19								
20	☐☐Federal Funds		0	0	0	0	0	
21								
22	☐☐Other Funds		0	0	0	0	0	
23								
24	☐☐State General Funds		0	0	0	0	0	
25	☐0651901 - Compensation Per General Assembly							
26			850,000	0	0	0	0	
27	Resolutions							
28								
29	☐☐Federal Funds		0	0	0	0	0	
30								
31	☐☐Other Funds		0	0	0	0	0	
32								
33	☐☐State General Funds		850,000	0	0	0	0	

|◄ ◄ ► ►|\ CraigSouthern_AOB_Amendment_-_A /

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
                              Administrative Services, Dept                 Report ID:  BD4030410
Business Unit: 40300          Revest Ledger to Program Ledger               Print Date: 09/30/2008
Budget Period: 2009                  Balancing Report                       Page:        1
Program: 0650100      Administration                                        PS ID:      BDS4010X

                                      Revest Ledger
                                    Summarized Budget    Program Ledger Budget    Variance
Funding Source                          Amount                 Amount

_____

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.

	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	I0650101 - Administration		5,579,866	0	0	0
11						
12	IIFederal Funds		0	0	0	0
13						
14	IIOther Funds		2,084,660	0	0	0
15						
16	IIState 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)

Administration

To provide administrative support to all department programs.

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

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

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 Am		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 Am		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							

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

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.