



PeopleSoft General Ledger & Budget Reconciliation Procedures

PEOPLESOFT SYSTEM FINANCIAL SYSTEMS

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR V9.0 Fall 2008











Additional information for "Ledgers Data Overview" flow chart

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

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

Note:

BD = Budget

PR = Pre-encumbrance (Note: this is no longer used)

EN = Encumbrance

EX = Expense

(Example: ORG_BD means the ORG Ledger for budget)





Introduction

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

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

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

****Several reports and queries will be used for reconciliation, below is an example of how reports will be listed throughout this document and where the report ids are located****

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

- 'Report' Indicates if the document is a report or query
- 'GLS4042X' Indicates the process name that appears in PeopleSoft's process scheduler see illustration below





Process Scheduler Request

User ID:	CRAVELO		Run Control ID: 4650	Run Control ID: 465clr					
Server Name: Recurrence: Time Zone:	PSUNX 🔽	Run Date: Run Time:	09/11/2008 🕅 3:56:46PM	Reset to Current	Date/Time				
Process List									
Select Description) ce Detail Report	Proces GLS40	42X Process Ty SQR Report	pe <u>*Type</u> File	<u>*Format</u> LP	Output Destination			

• **GL###044M** – Indicates the report ID for the output in Document Direct see illustration below

	St	ate Of Georgia			
Bus Unit: 46500	Pardons a	nd Paroles, St Bd o	f	Repo	rt ID: GL465044M
Ledger: ACTUALS	Trial Bal	ance by Business Un	it	Prin	it Date. 09/00/2008
Fiscal Yr 2009 From Period 002 To 002	From 2008	-08-01 To 2008-08-3	1	Page	. 1
	Gener	al Ledger Report		PS I	d: GLS4042X
Acct Descr Beginning Balance	Transactions	Transactions	Ending Balance	Encumbrance	Ending Balance
Src YYYYMM Jrnl w/o Encumbrance	Debit	Credit	w/o Encumbrance	Balance	w/ Encumbrance
101005 CASH IN BANK - TREASURY BANK					
ALO	24,089.43	0.00			
AP	4,997.12	3,759,417.90			
LD	0.00	1,602,888.53			
MAN 200808 46508LC50A	0.00	227,436.05			
200808 46508LC50B	0.00	805,085.32			
200808 46508LC51A	227,436.05	0.00			
200808 46508LC51B	805,085.32	0.00			
TOTAL: 101005 17,482,768.96	1,061,607.92	6,394,827.80	12,149,549.08	0.00	12,149,549.08

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





The following reports are used in the verification process:

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

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

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

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





Compare budget summary to budget detail expenditure:

Initiate the process to create a GL###045C	a copy of the 'Current Monthly Budget C	Comparison Report' BDS4006X
STED	SOURCE	ACTION
Step 1: Input parameter values to run report BDS4006X GL###045C	BDS4006X GL###045C	Navigate to Commitment Control > Custom Budget Report > Budget Comparison Reporting
		Input values
All run control values shou ▷ Banking ▷ Cash Management	ld change EXCEPT the Tree Name; Tree Noo	de Or Level and Level Name
Commitment Control P Review Budget Activities B Budget Reports Review Budget Check Exceptions Custom Budget Report	465clr Report Man	Process Instance:19861442
AOB Fund Summary AOB Schedule of Federal Funds Time Space	t: 46500 C Tree No. 1: SettD - .: Monthly Tree Name: B	
- AOB Summary by Class - Amendment Impact Report - And Class - Budget Perior	t: 2009 Q Level Name: A	
	: 2009 : 02 Tree No. 2: SetID	
Budget Number of Trees	Tree Node Or Level:	
- Revest to Program Ledger Rpt Company Calculated Colu AOB - YTD Exp	Boyonya Ontion:	Spent Rudget Option: Current
 ▷ Set Up Financials/Supply Chain ▷ Tree Manager ▷ Reporting Tools ▷ Reporter Set Ion 	rrn to Search ↑ Previous in List ↓ Next in List	E Add Display





Initiate the process to create a	a copy of the 'Current Monthly Budget Cor	mparison Report' BDS4006X						
STEP	SOURCE	ACTION						
Step 1A:	BDS4006X GL###045C	Select the PDF version of the report.						
Initiate the process to produce report		This report will <u>NOT</u> go to						
BDS4006X GL###045C								
Process Scheduler Request		Select the button						
ribbess boneduler request								
User ID: CRAVELO	Run Control ID: 465clr							
Server Name: PSUNX Run Recurrence: Run	Server Name: PSUNX Run Date: 09/19/2008 Image: Recurrence: Run Time: 3:02:06PM Reset to Current Date/Time							
Time Zone:								
Process List								
Select Description	Process Name Process Type *Type	<u>Format</u> <u>Distribution</u> Output Dest						
Budget Comparison (PDF)	BDS4006X KK SQR Reports Web	PDF <u>Distribution</u>						
Budget Comparison Report	GLS4006X KK SQR Reports Printer	LP						
OK Cancel								





STEP SOURCE ACTION Step 1B: Monitor and review report BDS4006X BDS4006X GL###045C Image: Select the Process Monitor hyper Image: Select the Pro	
Step 1B: Monitor and review report BDS4006X BDS40000X BDS40000X BDS4000X BDS4000X BDS4000X BDS4000X BDS400X BDS4000X BDS400X BDS4	
Monitor and review report BDS4006X	link
CL###04EC	the
GL###045C Run Status is successful	
Select the Details hyper link to view the	report
Budget Reports	
Run Control ID: TEST Report Manager Process Monitor Run	
Process Instance:15140212	
ABusiness Units 40600 Q Tree No. 1: SettD 40600 Q	
Time Span: Monthly	
Process List	
View Process Request For	
User ID: CRAVELO Circk the deta	ails
Server: Name: A Instance: to button	
Run Distribution Save On Refresh	
Status: Status Customize Find \figure All I in First A a real P	ast
Process User But Determine Prist D 1-3 or 3 D	ast
Select instance Seq. Process Type <u>Name</u> User Run Date/Time Run Status Status	THIS
19861442 KK SQR Reports BDS4006X CRAVELO 09/19/2008 3:02:06PM EDT Success Posted	toil <u>e</u>
■ 19859926 SQR Report BDS4010X CRAVELO 09/19/2008 11:36:06AM EDT Success Posted De	<u>stails</u>
☐ 19858320 SQR Report BDS4010X CRAVELO 09/19/2008 8:50:45AM EDT Success Posted De	<u>stails</u>





📥 Review	/ report			
TEP		SOURCE		ACTION
tep 1C:		BDS4006X	GL###045C	Select the View Log/Trace hyper link
ccess report BDS4	1006X GL###0450			
Process Det	ail			
Process				
Instance:	19861442	Type:	KK SQR Reports	
Name:	BDS4006X	Description:	Budget Comparison (PDF	F)
Run Status:	Success	Distribution	Status: Posted	
Run			Update Process	
Run Control I	D: 465clr		Hold Request	
Location:	Server		Queue Request	:
Server:	PSUNX		Cancel Request	t
Recurrence:			C Delete Request	
			Restart Reques	t
Date/Time			Actions	
Request Crea	ated On: 09/19/2008	3:04:56PM EDT	Parameters Tra	nsfer
Run Anytime	After: 09/19/2008	3:02:06PM EDT	Message Log	
Began Proce	ss At: 09/19/2008	3:05:10PM EDT	Batch Timings	
Ended Proce	ss At: 09/19/2008	3:06:14PM EDT	View Loo/Trace	





🖶 Review report			
STEP	SOURCE	ACTION	
Step 1D	BDS4006X GL###045C	🖕 Select the	
Access report BDS4006X GL###045C		bds4006x_15140212.PDF hyper link	
View Log/Trace			
Report			
Report ID: 1728828 Process Instance	e: 19861442 <u>Message Log</u>		
Name: BDS4006X Process Type:	KK SQR Reports		
Run Status: Success			
Budget Comparison (PDF)			
Distribution Details			
Distribution Node: RepRPS Expirate	on Date: 09/26/2008		
File List			
Name File S	ize (bytes) Datetime Created	-	
SOR BDS4006X 19961442.log 1.762	2 09/19/2008 3:06:14.000000PM EDT		
bds4006x 19861442.PDF 82.20	33 09/19/2008 3:06:14.000000PM EDT		
bds4000x 19861442.out 204,5	533 09/19/2008 3:06:14.000000PM EDT		
Distribute To			
Distribution ID Type *Dis	tribution ID		
User CRA	VELO		





📥 Analyzing	the report										
STEP			SOURCE					ACTION			
Step 1E:			BDS4006X – GL###045C B€					Below is a cop	by of the rej	oort. l	Jse data from
Compare data for each	class to data	a from the	Data for th	his report is	taken from			the "Monthly	Expenses" t	o com	pare with data
pivot table			ACTIVITY	106				from the OBD	010E auerv		
			<u></u>								
1				State Of Pardons and Pa	f Georgie eroles, St Dd of					Report :	ID: GL465045C
			Current M	onthly Budget Comp General La	dger Report -	Organiza	tion			Print D. Page PS Id:	ate: 09/19/2005 1 2DS4006X
Budget Year: 2009 Prd: 002 FY	: 2009	Note: The re	eport is	From 08/01/200 BCM_08G Lev	78 To 05/11/2005 7el: (1) ALL						
Susiness Unit: 46500 Fardons an Organization Code: 465211 - Ton	d Faroles, St	sorted by 'C	lass'	_							
ergenzaeten com. eosen - ion	AL POIL										
Description	A09	Adjusted AOS	Monthly	Monthly	Monthly Expenses	* 0£ 202	Encumbrance Encumbrance	ng ID YTD as Expenses	TOCAL YTD Expenses	1: 0 É A018	Xensining AOS
300 - Personal Services											
501000 NEGULAR SALARIES 501001 Regular Salaries	33,995,346.00 0.00	33,995,346.00 0.00	0.00	0.00 2,473,499.79	0.00 2,473,499.79	0.00	0. 0.	00 0.00 00 4,944,834.56	0.00 4,944,834.56	0.00	33,995,346.00 -4,944,834.56
501000 - REGULAR SALARIES	33,995,346.00	23,995,246.00	0.00	2,472,499.79	2,473,499.79	7.28	0.	00 4,944,834.56	4,944,834.56	14.55	29,050,511.44
502000 ANNUAL LEAVE FAY	158,000.00	155,000.00	9.00	0.00	0.00	0.00	0.		0.00	0.00	158,000.00
502000 - ANNUAL LEAVE FAY	158,000.00	155,000.00	0.00	6,474.04	6,474.04	4.10	0.	28,213.64	28,213.64	17.86	129,786.16
501000 OTHER SUPPLEMENTAL P 501001 Other Supplemental P	53,200.00	53,200.00	0.00 0.00	0.00 5,870.27	0.00 5,870.27	0.00	0. 0.	00 0.00 00 18,995.49	0.00 18,998.49	0.00	53,200.00 -18,998.49
503000 - OTHER SUPPLEMENTAL PAY	53,200.00	53,200.00	0.00	5,870.27	5,870.27	11.03	0.	18,998.49	18,998.49	35.71	34,201.51
		71,854.00	0.00	0.00	0.00	0.00	0.	0.00	0.00	0.00	71,854.00
511000 OVERTIME	71,854.00	0.00									
511000 OVERTIME 511001 Overtime 511000 - OVERTIME	71,854.00 0.00 71,854.00	71,854.00	0.00	5,165.45	8,148.48	11.37	0.	12,892.03	12,892.03	17.94	58,961.97
511000 OVERTIME 512001 Overtime 511000 - OVERTIME 511000 - TEMEDRARY/CARTAL LAR	71,854.00	71,854.00	0.00	5,165.45	8,148.48	11.37	0.	12,892.03	12,892.03	17.94	55,261.97
511000 OVERTIME 511001 Overtime 511000 - OVERTIME 511000 TEMPORARY/CASUAL LAB 511001 Temporary/Casual Lab	71,854.00 0.00 71,854.00 45,205.00 0.00	0.00 71,854.00 45,205.00 0.00	0.00 0.00 0.00	8,168.48 0.00 7,146.49	8,168.48 0.00 7,146.49	0.00	0. 0. 0.	00 12,892.03 00 0.00 00 14,120.63	12,892.03 0.00 14,320.63	0.00	58,961.97 45,205.00 -14,120.63
511000 OVERTIME 511001 OVERTIME 511000 - OVERTIME 511000 TEMPORARY/CASUAL LAS 511001 TEMPORARY/CASUAL LAS 511000 - TEMPORARY/CASUAL LASOR	71,854.00 0.00 71,854.00 45,205.00 45,205.00	0.00 71,854.00 45,205.00 0.00 45,205.00	0.00 0.00 0.00 0.00	5,143.45 0.00 7,145.49 7,145.49	8,145.45 0.00 7,145.49 7,145.49	0.00 0.00 15.81	0. 0. 0.	12,892.03 00 0.00 00 14,320.63	12,892.01 0.00 14,220.63 14,320.63	17.94 0.00 0.00 31.65	58,961.97 45,205.00 -14,120.61 30,684.37
511000 OVERTIME 511000 OVERTIME 511000 - OVERTIME 511000 TEMPORARY/CASUAL LAE 511000 TEMPORARY/CASUAL LADOR 511000 - TEMPORARY/CASUAL LADOR 514000 PICA - Resular	71,854.00 0.00 71,854.00 45,205.00 45,205.00 2,545,920.00 0.00	0.00 71,854.00 45,205.00 0.00 45,205.00 2,545,920.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 7,146.49 7,146.49 7,146.49 0.00 145.561.36	8,148.48 0.00 7,146.49 7,146.49 0.00 145.551.26	0.00 0.00 15.81 0.00 0.00	0 . 0 . 0 . 0 . 0 .	12,892.03 00 0.00 014,320.63 00 14,320.63 00 14,320.73 00 0.00 00 292.277.45	12,892.03 0.00 14,320.63 14,320.63 14,320.63 0.00 292,237,45	17.94 0.00 0.00 31.65 0.00 0.00	58,961.97 45,205.00 -14,320.63 30,884.37 2,565,920.00 -292,237.45
511000 OVERTIME 511001 OVERTIME 511000 - OVERTIME 511000 TEMPORARY/CASUAL LAB 511001 Temporary/Casual Lab 511000 - TEMPORARY/CASUAL LABOR 514000 FICA 514001 FICA Segular 514001 FICA - Segular	71,854.00 6.00 71,854.00 45,205.00 45,205.00 2,545,920.00 0.00 0.00 0.00	0.00 73,854.00 45,205.00 45,205.00 2,545,205.00 2,545,920.00 0.00	0.00 0.00 0.00 0.00 0.00	8,148,48 0.00 7,144,49 7,144,49 7,144,49 0.00 145,541,14 34,144,75	8,148,48 0.00 7,146,49 7,146,49 0.00 145,553,26 34,144,75	0.00 0.00 15.81 0.00 0.00 0.00 0.00	0. 0. 0. 0. 0. 0.	30 13,892.03 30 0.00 30 14,320.63 30 14,320.63 30 20,00 30 14,320.63 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 20,00 30 30,00 30 30,00 30 30,00 30 30,00 30 30,00 30 30,00 30 30,00 30 30,0	12,892.03 0.00 14,220.63 14,320.63 0.00 292,237.45 66,552.04	17.94 0.00 31.65 0.00 0.00 0.00	56, 261, 57 45, 205, 00 -14, 120, 65 30, 604, 27 2, 565, 220, 00 -292, 237, 45 -66, 552, 64





	4	Initiate t	the proces	s to get dat	a from OBI	D010E_BU	DGET_INQ	JIRY					T
S	ΓΕΡ				SOURCI	E			ACTION				
Step 2: Run 0BD010E_BUDGET_INQUIRY				OBD010E_BUDGET_INQUIRY			Below is a sample of the query result See Exhibit A for details on how to						
qu	iery								<u>run</u>	que	Y		
	А	В	С	D	E	F	G	Н		I	J	К	
1	Prom	p 1048			Destant		D		A 1	1			
2	F una	Account	200	 4650000001	Project		Program		AMT	46500	DRG EX	rear	
4	10100	501000	200	4650000001	01		6210401	420	.93.000 199.000	40500	ORG_EX		
5	10100	501000	300	4650000002	01	ALL	6210401	929	38 520	46500	ORG EX		
6	10100	501000	300	4650000004	01	ALL	6210401	250	165 100	46500	OBG EX		
7	10100	501000	300	4650000005	01	ALL	6210401	124	52,620	46500	ORG EX		
. 8	10100	501000	300	4650000007	01	ALL	6210401	249	11.100	46500	ORG EX		
9	10100	501000	300	4650000008	01	ALL	6210401	168	03.820	46500	ORG EX		
10	10100	501000	300	4650000009	01	ALL	6210401	167	83.800	46500	ORG EX		
11	10100	501000	300	4650000010	01	ALL	6210401	274	34.200	46500	ORG_EX		
12	10100	501000	300	4650000011	01	ALL	6210401	620	52.500	46500	ORG_EX		
13	10100	501000	300	4650000012	01	ALL	6210401	352	29.820	46500	ORG_EX		
14	10100	501000	300	4650000013	01	ALL	6210401	175	65.080	46500	ORG_EX		
15	10100	501000	300	4650000014	01	ALL	6210401	335	87.880	46500	ORG_EX		
16	10100	501000	300	4650000016	01	ALL	6210401	223	12.060	46500	ORG_EX		
17	10100	501000	300	4650000017	01	ALL	6210401	217	67.320	46500	ORG_EX		
18	10100	501000	300	4650000018	01	ALL	6210401	258	68.180	46500	ORG_EX		
19	10100	501000	300	4650000019	01	ALL	6210401	415	19.400	46500	ORG_EX		
20	10100	501000	300	4650000020	01	ALL	6210401	350	87.060	46500	ORG_EX		
21	10100	501000	300	4650000022	01	ALL	6210401	340	69.980	46500	ORG_EX		
22	10100	501000	300	4650000023	01	ALL	6210401	280	97.870	46500	ORG_EX		
23	10100	501000	300	4650000024	01	ALL	6210401	818	21.380	46500	ORG_EX		
24	10100	501000	300	4650000025	01	ALL	6210401	198	78.860	46500	ORG_EX		
25	10100	501000	300	4650000026	01	ALL	6210401	268	08.480	46500	ORG_EX		
26	10100	501000	300	4650000027	01	ALL	6210401	370	81.500	46500	ORG_EX		
27	10100	501000	300	4650000029	01	ALL	6210401	268	70.710	46500	ORG_EX		
28	10100	501000	300	4650000030	01	ALL	6210401	215	64.480	46500	ORG_EX		
	40400	[coiog	<u></u>	[ACC000004	[04		Teo40404	<u> </u>	70.000	40200			1





	Exhibit A
 Navigate to the Query Viewer Reporting Tools > Query > Query Viewer 	 Excise and Sales Tax/VAT IND Excise and Sales Tax/VAT IND Commitment Control General Ledger Allocations Statutory Reports Data Exchanges Set Up Financials/Supply Chain Enterprise Components Government Resource Directory Background Processes Worklist Tree Manager - Query Manager - Query Manager - Schedule Query PS/nVision
 Input the query name '0BD010E' and select Search Select the 'Excel' hyper-link to send result to excel workbook 	P Excise and Sales TaxovAl IND Query Viewer Commitment Control Enter any information you have and click Search. Leave fields blank for a list of all values. Ceneral Ledger Enter any information you have and click Search. Leave fields blank for a list of all values. Statutory Reports Search By: Query Name ▼ begins with 0BD010E Statutory Reports Search Results Government Resource Directory Search Results Guery Viewer Folder View: All Folders ▼ Query Manager Query Manager - Query Manager Outry Name - Query Manager Schedule Query





	Exhibit A continue
4. Insert the appropriate parameter values and select View Results	OBD010E_BUDGET_INQUIRY - Prompt for Period Unit: 46500 • Ledger (like): ORG% Insert the letters 'ORG' with the wild card "%" Year: 2009 • Period: 2 Budget Period: 2009 • Account From: 399999 • Account To: 899999 •
5. Select the Save button from the file download dialog box	File Download X Do you want to open or save this file? Name: 0BD010E_BUDGET_INQUIRY_2324.xls Type: Microsoft Excel Worksheet, 195KB From: saofn.state.ga.us Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?





							Exh	ibit A	contin	Je					
6.	Click the														
	Open	Dowr	nload co	mplete				_							
	button from the download complete dialog box	Sav q.xl Dov Dov Tran	ed: s from fnv vnloaded: vnload to: nsfer rate Close this	vownload Com web-1t.state. 34.0 Kl C:\Doc :: 34.0 Kl dialog box w	iplete iga.us B in 1 sec uments a B/Sec hen dowr Open	nd Setting: Noad comp	s\d\123.> letes h Folder	<ls Close</ls 	e						
7.	Navigate														
	to excel		A	В	С	D	E	F	G	Н	I	J	К	L	M
	to view	1	Promp	143											
	the							Fund		Budget					
	query	2	Fund	Account	Class	Dept	Project	Src	Program	Period	Sum Total Amt	Unit	Ledger	Year	Period
	result	3	10100	622000	301	406B01	P0083	ALL	0910501	2007	0.000	40600	ORG_BD	2007	ε
		4	10100	622000	301	406B01	P0083	ALL	0910502	2007	0.000	40600	ORG_BD	2007	E
		5	10100	863000	305	406B01	P0080	ALL	0910401	2007	0.000	40600	ORG_BD	2007	E
		6	10100	863000	305	406B01	P0083	ALL	0910501	2007	0.000	40600	ORG_BD	2007	
		7	10100	863000	305	406B01	P0090	ALL	0910302	2007	0.000	40600	ORG_BD	2007	
		8	10100	615000	301	406B01	P0080	ALL	0910402	2007	-66.000	40600	ORG EN	2007	E





	Exhibit A continued												
8. Navigate to													
the query		A	8	С	D	E	F	G	Н	I	J	К	L
result,		Promp	143										\rightarrow
select and	2	Fund	Account	Class	Dept	Project	Fund Src	Program	Sum Total Amt	Unit	Ledger	Year	Period
delete row	3	10100	000	300	4650000001	01	ALL	6210401	27293.660	46500	ORG_EX	2009	2
#1;	4	10100	501000	300	4650000002	01	ALL	6210401	42932.920	46500	ORG_EX	2009	2
Before	5	10100	501000	300	4650000003	01	ALL	6210401	23838.520	46500	ORG_EX	2009	2
	6	10100	501000	300	4650000004	01	ALL	6210401	25065.100	46500	ORG_EX	2009	2
	7	10100	501000	300	4650000005	01	ALL	6210401	12452.620	46500	ORG_EX	2009	2
		A	В	С	D	E	F	G	Н		J	К	L
	1	Fund	Account	Class	Dept	Project	Fund Src	Program	Sum Total Amt	Unit	Ledger	Year	Period
	2	10100	501000	300	4650000001	01	ALL	6210401	27293.660	46500	ORG_EX	2009	2
After	3	10100	501000	300	4650000002	01	ALL	6210401	42932.920	46500	ORG_EX	2009	2
	4	10100	501000	300	4650000003	01	ALL	6210401	23838.520	46500	ORG_EX	2009	2
	5	10100	501000	300	4650000004	01	ALL	6210401	25065.100	46500	ORG_EX	2009	2
	6	10100	501000	300	4650000005	01	ALL	6210401	12452.620	46500	ORG_EX	2009	2
	7	10100	501000	300	4650000007	01	ALL	6210401	24911.100	46500	ORG_EX	2009	2
9. Format													
the		A	В	С	D	E	F	G	H	I	J	K	L
amount	1 [Fund /	Account	Class	Dept	Project	Fund Src	Program	Sum Total Amt	Unit	Ledger	Year	Period
	2	10100 8	501000	300	4650000001	01	ALL	6210401	27,293.66	46500	ORG_EX	2009	2
	3	10100 8	501000	300	4650000002	01	ALL	6210401	42,932.92	46500	ORG_EX	2009	2
a number	4	10100 (501000	300	4650000003	01	ALL	6210401	23,838.52	46500	ORG_EX	2009	2
with 2	5	10100 8	501000	300	4650000004	01	ALL	6210401	25,065.10	46500	ORG_EX	2009	2
decimals	6	10100 8	501000	300	4650000005	01	ALL	6210401	12,452.62	46500	ORG_EX	2009	2
	7	10100 8	501000	300	4650000007	01	ALL	6210401	24,911.10	46500	ORG_EX	2009	2
	8	10100 8	501000	300	4650000008	01	ALL	6210401	16,803.82	46500	ORG_EX	2009	2
	9	10100	501000	300	4650000009	01	ALL	6210401	16,783.80	46500	ORG_EX	2009	2
	10	10100 8	501000	300	4650000010	01	ALL	6210401	27,434.20	46500	ORG_EX	2009	2
	11	10100 8	501000	300	4650000011	01	ALL	6210401	62,052.50	46500	ORG_EX	2009	2
	12	10100 8	001000	300	4650000012	01	ALL	6210401	35,229.82	46500	ORG_EX	2009	2
	13	10100 [8	501000	300	4650000013	01	ALL	6210401	17,565.08	46500	ORG_EX	2009	2
										•			





	Use query res	ult to prepare piv	vot table for analy	t table for analysis									
STEP			SOURCE		ACTION								
Step	3:		OBD010E BUDGE	ET_INQUIRY	Below is a sample of the pivot table								
Creat	e pivot table from		_	_	See Exhibit B for details on how to	1							
ORDO	10F BUDGET INC	OLLIRY result			create pivot table	1							
ODDO			C C	D	E								
2						I							
3	Sum of Sum		Ledger 🚽			I							
4	Class 🗨	Account 🖵	ORG EN	ORG EX	Grand Total	I							
5	300	501000		2473499.79	2473499.79	l							
6		502000		6474.04	6474.04	l							
7		503000		5870.27	5870.27	l							
8	1	511000		8168.48	8168.48	l							
9	1	513000		7146.49	7146.49	l							
10	1	514000		179706.11	179706.11	l							
11	1	515000		257028.82	257028.82	l							
12	1	516000		552810.35	552810.35	l							
13	1	520000		30392.25	30392.25	l							
14	1	522000		484.5	484.5	l							
15	300 Total			3621681.1	3521581.1	l							
16	301	612000	0	66258.35	66258.35	l							
17]	613000	0	862.82	862.82	l							
18		614000	9441.84	2857.73	12299.57	l							
19]	615000	762.25	3082.45	3844.7	l							
20		617000		815.18	815.18	l							
21		618000		25430.07	25430.07	l							
22		619000	67000.84	18359.83	85360.67	l							
23		620000		19010.63	19010.63	l							
24		622000		114.43	114.43	l							
25		627000	0	8808.92	8808.92	I							
26		640000		32836.88	32836.88	I							
27	301 Total		77204.93	178437.29	255642.22	I							
28	305	814000		1852.2	1852.2	l							





						I	Exhibit I	B									
1. Navigate	Eile E	dit ⊻iew <u>I</u> nsert	F <u>o</u> rmat <u>T</u>	ools Da	ta <u>W</u> ir	ndow <u>H</u> elp						Type a	question				
to the		a 🗞 🕅 12	3 X5 👔 🗟	a n⊇ 2↓	<u>S</u> ort												
pivot table	Avial Unicada	MS 10			Filter			• =									
wizard	Anal Unicode	01 ¥ CM:			Form.			-	<u> </u>	• 🗛 • 👳							
Data > Pivot	D2	▼ <i>]</i> ×	465000000		Subto	als			~	11	1						
table and	1 Eurod	Account	Class	Der	Uslidat			0.07	G	Euro Total Aret	llnit		r Vaar				
		Account		Lec	vajidai			Ugr	am		Locoo		Tear				
	2 10100	501000	300 🚸	465	<u>T</u> able.			104	01	27,293.66	46500	ORG_EX					
	3 10100	501000	300	465	T <u>e</u> xt t	o Columns		104	01	42,932.92	46500	ORG_EX					
	4 10100	501000	300	465	Conso	lidate		104	01	23,838.52	46500	ORG_EX					
	5 10100	501000	300	465	Croup	and Outline		104	01	25,065.10	46500	ORG_EX					
	6 10100	501000	300	465	Group			104	01	12,452.62	46500	ORG_EX					
	7 10100	501000	300	465 📴	PivotT	able and PivotC	hart Report	104	01	24,911.10	46500	ORG_EX					
	8 10100	501000	300	465	Import	t External <u>D</u> ata		▶ 104	01	16,803.82	46500	ORG_EX					
	9 10100	501000	300	465	List			104	01	16,783.80	46500	ORG_EX					
	10 10100	501000	300	465	XMI			104	01	27,434.20	46500	ORG_EX					
	11 10100	501000	300	465	0			104	01	62,052.50	46500	ORG_EX					
	12 10100	501000	300	465	Refres	sh Data		104	01	35,229.82	46500	ORG_EX					
	13 10100	501000	300	465000	0013	01	ALL	62104	01	17,565.08	46500	ORG_EX					
	14 10100	501000	300	465000	0014	01	ALL	62104	01	33,587.88	46500	ORG_EX					
	15 10100	501000	300	465000	0016	01	ALL	62104	01	22,312.06	46500	ORG_EX					
	16 10100	501000	300	465000	0017	01	ALL	62104	01	21,767.32	46500	ORG_EX					
	17 10100	501000	300	465000	0018	01	ALL	62104	01	25,868.18	46500	ORG_EX					
	18 10100	501000	300	465000	0019	01	ALL	62104	01	41,519.40	46500	ORG_EX					
	19 10100	501000	300	465000	0020	01	ALL	62104	01	35,087.06	46500	ORG_EX					
	20 10100	501000	300	465000	0022	01	ALL	62104	01	34,069.98	46500	ORG_EX					
	21 10100	501000	300	465000	0023	01	ALL	62104	01	28,097.87	46500	ORG_EX					
		-	-	-		-	-	-			-	-	-				





	Exhibit B continued	
2. Select		
Next >	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 • Multiple consolidation ranges • Another PivotTable report do you want to create? • PivotTable • PivotTable • PivotChart report (with PivotTable report) • Monte PivotChart report • PivotChart • PivotCha	
3. Step 2 of		
the Pivot		
Table	Fund Account Class Dent Project Fund Src Program Period Sum Total Amt	
wizard will	2 10100 622000 301 406B01 P0083 ALL 0810501 2007 0.000	
appear	3 10100 622000 PivotTable and PivotChart Wizard - Step 2 of 3 ? X 0.000	
with data	1 10100 863000 Where is the data that you want to use? 0.000	
selected	5 10100 863000 Range: \$A\$1:\$M\$144 S Browse 0.000	
as the	3 10100 863000 0.000	
range.	7 10100 615000 Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish -66.000	
Select the	3 10100 615000 301 400B01 F0090 ALL 0910301 2007 733.160	
Next >	3 10100 619000 301 406B01 P0080 ALL 0910401 2007 -475.720	
button	0 10100 619000 301 406B01 P0080 ALL 0910402 2007 -1999.410	
button	1 10100 619000 301 406B01 P0090 ALL 0910301 2007 -384.420	





Exhibit **B** continues..... 4. Select Einish PivotTable and PivotChart Wizard - Step 3 of 3 ? | × | Where do you want to put the PivotTable report? • New worksheet C Existing worksheet **N**. Click Finish to create your PivotTable report. Options... Cancel < Back Next > Layout... C Einish 5. Drag and 613 drop A B C D E G H 1 . 1 2 3 ivotTal 'Class' PivotTable • 🛛 📶 🕍 -3 +3 I ٠ field into PivotTable Field List × 4 5 6 7 8 Drop Row Fields Drag items to the PivotTable report the 'Drop E Fund Row Fields Account Class 9 10 Here' area Drop Data Items Here Dept Project 11 Fund Src 12 Program 13 Budget Period Here 14 Sum Total Amt 15 ⊟ Unit 16 - Ledge 17 -Add To Row Area 18











Exhibit **B** continues..... в D G С н 8. Drag and PivotTabl 1 Pade Fields Here PivotTable 🕶 🛛 🚈 🕌 drop 'Sum 2 з Ledger 🖵 Total Amt' 4 Class Account ORG_BD ORG_EN ORG_EX Grand Total 5 300 501000 PivotTable Field List • × field into 6 503000 Drag items to the PivotTable report 7 613000 the 'Drop Account 8 514000 📄 Class 9 515000 Data items E Dept 10 516000 Drop Data Items H Project Here' 11 518000 E Fund Src 12 300 Total 📄 Program 13 301 611000 🖂 Budget Period 14 612000 Sum Total Amt 15 613000 🗐 Unit 16 614000 🖃 Ledger 17 615000 1.0 🖂 Year 610000 Ü 0 Ω 9. Your pivot 1 Drop Page Fields Here 2 table з Sum of Sum Ledger 4 Class Account ORG_EN ORG_EX Grand Total 6 300 501000 2473499.79 2473499.79 should 6 602000 6474.04 6474.04 7 603000 6870.27 6870.27 look 8 8168 48 8168.48 511000 9 513000 7146.49 7146.49 similar to 10 514000 179706.11 179706.11 11 515000 257028.82 257028.82 this 12 516000 662810.36 662810.36 13 520000 30392.25 30392.25 14 522000 484.5 484.5 300 Total 15 3621681.1 3621681.1 1.6 301 612000 66258 35 66258 35 n 17 613000 862.82 862.82 0 9441.84 2867.73 12299.67 18 614000 19 615000 762.25 3082.45 3844.7 20 617000 815.18 815.18 21 618000 25430.07 25430.07 22 619000 67000.84 18359.83 85360.67 19010.63 19010.63 23 620000 24 622000 114.43 114.43 26 627000 0 8808.92 8808.92 26 640000 32836.88 32836.88 301 Total 77204.93 178437.29 266642.22 27





Compare the Current Monthly Budget Comparison Report data with the pivot table created														
STEP	SOL	JRCE					ACTI	ON						
Step 4:	GL4	06045C &	!				Comp	are data	1					
Compare report subtotals by '	lass' to 0BD	010E BUI	DGET II	NQU	IRY		-							
pivot table subtotals by 'Class'		—	—											
							A	В	С	D	E			
,		State Of	Coordia			1		Drop	Page Field	s Here				
1	W	Pardons and Par	oles, St Bd of			2								
	Current Mo	Ceneral Led	rison Report - Iger Report	Organizat	100	3	Sum of Sur	r] Taaasunt –	Ledger 🚽		Orand Tatal			
Budget Year: 2009 Prd: 002 FY: 2009		From 08/01/2008	To 08/31/2008			4	300	501000	ORG_EN	2473499 79	2473499 79			
		BCM_ORG Leve	1: (1) ALL			6		502000		6474.04	6474.04			
Business Unit: 46500 Pardons and Paroles, St Bd of						7		503000		5870.27	5870.27			
Organization Code: 465ALL - TOTAL FUNDS						8		511000		8168.48	8168.48			
						9		513000		7146.49	7146.49			
	djusted Nonthly	Monthly	Total Monthly	a of	Outstanding YTD	10		514000		179706.11	179706.11			
Description AOB	AOB Encumbrances	Expenses	Expenses	AOB	Encumbrances	11		515000		257028.82	257028.82			
						12		520000		20202 25	202010.30			
590000 LADSE FACTOR-BUDGETA -1.833.804.00 -1.83	.804.00 0.00	0.00	0.00	0.00	0.00	14		522000		484.5	484.5			
						15	300 Total	1		▶3521581.1	3521581.1			
SV000 - LAVSE FACTOR-BULGETART ACCOURTS, 804.00 -1,85	,804.00 0.00	0.00	0.00	0.00	0.00	16	301	612000	U	00208.35	66258.35			
						17		613000	0	862.82	862.82			
300 - Personal Services 46,506,226.00 46,50	,226.00 0.00	3,521,581.10	3,521,581.10	7.57	0.00	18		614000	9441.84	2857.73	12299.57			
						19		615000	762.25	3082.45	3844.7			
301 - Benular Constitut Expenses						20		619000		25420.07	815.18			
						22		619000	67000.84	18359.83	85360.67			
611000 FOSTAGE 1,900.00	.,900.00 0.00	0.00	0.00	0.00	0.00	23		620000	0,000.04	19010.63	19010.63			
611000 - POSTAGE 1,900.00	,900.00 0.00	0.00	0.00	0.00	0.00	24	1	622000		114.43	114.43			
						25		627000	0	8808.92	8808.92			
						26		640000		32836.88	32836.88			
						27	301 Total		77204.93	178437.29	255642.22			
						I						1		





4 Alternate analysis of the data – as opposed to looking at the hard copy GL###045C report and comparing it to the result of OBD010E_BUDGET_INQUIRY data in the pivot table, you can input the data from GL###045C into the pivot table and compare both sets of data in excel. ACTION **STEP** SOURCE Step 5: GL406045C & Compare data Compare report subtotals by 'Class' to OBD010E BUDGET_INQUIRY pivot table subtotals by 'Class' А в С D Е F G Н 4 Class - Account -ORG_EN ORG_EX Grand Total GL475045C Variance 5 300 501000 2,473,499.79 2,473,499.79 6 502000 6,474.04 6,474.04 7 503000 5,870.27 5,870.27 8 511000 8,168.48 8,168.48 9 513000 7,146.49 7,146.49 10 514000 179,706.11 179,706.11 11 515000 257,028.82 257,028.82 12 516000 552,810.35 552,810.35 13 30,392.25 30,392.25 520000 14 522000 484.50 484.50 15 300 Total 3,521,581.10 3,521,581.10 3,521,581.10 0.00 16 301 612000 66,258.35 66,258.35 -17 613000 -862.82 862.82 18 614000 9.441.84 2,857.73 12,299.57 19 615000 762.25 3,082.45 3,844.70 20 617000 815.18 815.18 21 618000 25,430.07 25,430.07 22 619000 67,000.84 18,359.83 85,360.67 23 620000 19,010.63 19,010.63 24 114.43 114.43 622000 25 627000 _ 8,808.92 8,808.92 26 640000 32,836.88 32,836.88 27 301 Total 77,204.93 178,437.29 255,642.22 255,942.00 (299.78)28 305 814000 1,852.20 1,852.20 29 863000 9,862.61 (9,862.61) -30 864000 (1,200.00)55,606.69 54,406.69





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





Compare budget summarized expenditure to the General Ledger summarized expenditure

- a) Run reports:
 - Query 0BD010F_ RECON -- Data from Ledger_KK for comparison with budget summary data
 - Query 0GL041A_ GL_LEDGER_DATE Month_end_recon
- b) Combine both query's results
- c) Create pivot table and compare data





Comparison of budget summary to actuals summary:

4	<u>Object:</u>	Ensure	that	the	budget	ledger	and	actuals	ledger	have	the	same	exper	nditure	and	revenue	e d	ata
---	----------------	--------	------	-----	--------	--------	-----	---------	--------	------	-----	------	-------	---------	-----	---------	-----	-----

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

	A	в	С	D	E	F	G	н	I	J	К	L
1	OBD010F	RECON			1							
2	Fund	Account	Class	Dept	Project	Fund Src	Program	Sum Total Amt	Unit	Ledger	Year	Period
З	10100	401001		4650201001	60518	10518	6210401	-764.870	46500	DETAIL_EX	2009	2
4	A1	432001		4650201001	60518	10518		764.870	46500	DETAIL_EX	2009	2
5	10100	432001		4656500605	65605	30605	6210401	-0.350	46500	DETAIL_EX	2009	2
6	10100	441390		4650101001	36002	60002	6210201	-0.650	46500	DETAIL_EX	2009	2
7	10200	461060		4650201001	01	07JA0	NONE01	112598.690	46500	DETAIL_EX	2009	2
8	10200	451050	314	4650201001	01	07JA0	NONE01	-299183.790	46500	DETAIL_EX	2009	2
9	10100	461001		4650201409	60409	10409	6210401	-349.680	46500	DETAIL_EX	2009	2
10	10100	468001		4650101001	36002	60002	6210201	-1.000	46500	DETAIL_EX	2009	2
11	10100	468002	301	4654800906	26001	48906	6210401	-1750.360	46500	DETAIL_EX	2009	2
12	10100	501001	300	4650000001	01	01	6210401	27293.660	46500	DETAIL_EX	2009	2
13	10100	601001	300	4650000002	01	01	6210401	42932.920	46500	DETAIL_EX	2009	2
14	10100	501001	300	4650000003	01	01	6210401	23838.520	46500	DETAIL_EX	2009	2
15	10100	601001	300	4650000004	01	01	6210401	25065.100	46500	DETAIL_EX	2009	2
16	10100	501001	300	4650000005	01	01	6210401	12452.620	46500	DETAIL_EX	2009	2
17	10100	601001	300	4650000007	01	01	6210401	24911.100	46500	DETAIL_EX	2009	2
18	10100	501001	300	4650000008	01	01	6210401	16803.820	46500	DETAIL_EX	2009	2
19	10100	501001	300	4650000009	01	01	6210401	16783.800	46500	DETAIL_EX	2009	2
20	10100	501001	300	4650000010	01	01	6210401	27434.200	46500	DETAIL_EX	2009	2
21	10100	501001	300	4650000011	01	01	6210401	62052.500	46500	DETAIL_EX	2009	2
22	10100	501001	300	4650000012	01	01	6210401	35229.820	46500	DETAIL_EX	2009	2
23	10100	501001	300	4650000013	01	01	6210401	17565.080	46500	DETAIL_EX	2009	2
24	10100	501001	300	4650000014	01	01	6210401	33587.880	46500	DETAIL_EX	2009	2
25	10100	501001	300	4650000016	01	01	6210401	22312.060	46500	DETAIL_EX	2009	2
26	10100	601001	300	4650000017	01	01	6210401	21767.320	46500	DETAIL_EX	2009	2
27	10100	501001	300	4650000018	01	01	6210401	25868.180	46500	DETAIL_EX	2009	2





				SO	URCE				ACTION				
tuals	S Ledger	query		Qu [ery – 00 Data froi	6L041A_GL n Ledger	_LEDGER	H Run use "Acti	use naming convention such as "Actuals 2009_02"				
	A	В	С	D	E	F	G		н	I	J	К	L
1	Ledge	1298								i –			
2	Fund	Account	Class	Note: The e		d Src	Progen	SUM(A.POST _AMT)*-	ED_TOTAL	Unit	Ledger	Year	Period
3	10100	401001		was multipl	ied by -1 to	aid	6210401		764.87	46500	ACTUALS	2009	2
4	10100	432001		in comparis	on between	the	6210401		0.35	46500	ACTUALS	2009	2
5	10100	441390		buuget uata		52	6210201		0.65	46500	ACTUALS	2009	2
6	10100	461001		4650201409	60409	10409	6210401		349.68	46500	ACTUALS	2009	2
7	10100	468001		4650101001	36002	60002	6210201		1.00	46500	ACTUALS	2009	2
8	10100	468002	301	4654800906	26001	48906	6210401		1,750.36	46500	ACTUALS	2009	2
9	10100	501001	300	4650000001	01	01	6210401		(27,293.66	46500	ACTUALS	2009	2
10	10100	501001	300	4650000002	01	01	6210401		(42,932.92	46500	ACTUALS	2009	2
11	10100	501001	300	4650000003	01	01	6210401		(23,838.52	46500	ACTUALS	2009	2
12	10100	501001	300	4650000004	01	01	6210401		(25,065.10	46500	ACTUALS	2009	2
13	10100	501001	300	4650000005	01	01	6210401		(12,452.62	46500	ACTUALS	2009	2
14	10100	501001	300	4650000007	01	01	6210401		(24,911.10	46500	ACTUALS	2009	2





Result of pivot table			
STEP	SOURCE	ACTION	
Step 3: Analyze data from pivot table	Combination of Budget and Actuals data	Review data in pivot table to ensure there are no differences. See Exhibit C for details on how to create pivot	

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





								Exhib	it C	
1. Combine budget	A	В	C	D	E F	G	Н		J	K
and actuals data	1286 10100	872011	307	46500001001	01	6210401	-120.75	46500	ACTUALS	2009
	1287 10100	872011	307	46500001601	01	6210401	-73.44	46500	ACTUALS	2009
	1288 10100	872011	307	46500002001	01	6210401	-118.00	46500	ACTUALS	2009
	1289 10100	872011	307	46500005101	01	6210401	-95.90	46500	ACTUALS	2009
	1290 10100	872011	307	465000080 01	01	6210401	-0.39	46500	ACTUALS	2009
	1291 10100	872011	307	46501010001	01	6210201	-239.22	46500	ACTUALS	2009
	1292 10100	872011	307	46501010001	01	6210301	-4.70	46500	ACTUALS	2009
	1293 10100	872011	307	46501021001	01	6210101	-70.80	46500	ACTUALS	2009
	1294 10100	872011	307	46502010001	01	6210401	-4411.69	46500	ACTUALS	2009
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	1298 A1	432001		465020100 606	518 10518		-764.87	46500	ACTUALS	2009
	1299 A1	651003	308	465650060 656	606 30606		-573.21	46500	ACTUALS	2009
	1300 A1	652001	308	465650060 656	606 30606		-205.99	46500	ACTUALS	2009
	1301 10100	401001		465020100 605	518 10518	6210401	-764.870	46500	DETAIL_EX	2009
	1302 A1	432001		465020100 605	518 10518		764.870	46500	DETAIL_EX	2009
	1303 10100	432001		465650060 656	605 30605	6210401	-0.350	46500	DETAIL_EX	2009
	1304 10100	441390		465010100 360	002 60002	6210201	-0.650	46500	DETAIL_EX	2009
	1305 10200	451050		46502010001	07JA0	NONE01	112598.690	46500	DETAIL_EX	2009
	1306 10200	451050	314	46502010001	07JA0	NONE01	-299183.790	46500	DETAIL_EX	2009
	1307 10100	461001		465020140604	409 10409	6210401	-349.680	46500	DETAIL_EX	2009
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	10	10101	441017		40352120	00	01	90201	5930301			-	40300	DETAIL_EX	2007	2		
	11	10101	441017		40352200	00	01	90201	5930303			-	40300	DETAIL_EX	2007	2		
	12	10101	441017		40352300	00	01	90201	5930304			-	40300	DETAIL_EX	2007	2		
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	Exhibit C continues								
3. Select									
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	Exhibit C continues
5. Select <u>Finish</u>	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.
6. Drag and drop 'Account' field into the 'Drop Row Fields Here' area	Layout Options Cancel < Back Mext> Enish A B C D E F G PivotTable * Image: Second and a second a second and a second a second and a second a se











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	16	513001		-7146.49	7146.49		0	
	17	514001		-145561.36	145561.36		0	
	18	514002		-34144.75	34144.75		0	





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

Note:

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

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

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





Appendix A

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

Log tables that are updated by budget processor:

KK_SOURCE_HDR KK_SOURCE_LN KK_ACTIVITY_LOG KK_LIQUIDATION KK_REFERENCE

KK_SOURCE_HDR

- When a budget checking is run against a transaction, the budget processor will record the information this table, KK_SROUCE_HDR.

- A unique KK_TRAN_ID is assigned for each transaction header being budget check.

- The transaction header key is inserted into the table (e.g. Voucher ID, PO ID, Journal ID)

- Data stored in this table remain in the table as long as the transaction is not deleted.

- Even if there is no budget impacted by the transaction, the data in this table will remain in the table.

- This is an indicator that the transaction was budget checked.

KK_SOURCE_LN

- This table is a child table of KK_SOURCE_HDR and is linked by the KK_TRAN_ID.

- It stores transaction line information and KK_TRAN_LN is assigned to each line.

- Only transaction line that pass budget checking and impacts the budget ledger will be inserted into the KK_SOURCE_LN table.

- When the transaction is deleted, all rows associated with the transaction are deleted.

KK_ACTIVITY_LOG

- This table is a child table of KK_SOURCE_LN and is linked by the KK_TRAN_ID and KK_TRAN_LN.

- It stores budget level information used to update LEDGER_KK

- For each budget ledger that is impacted by the transaction line, a row is inserted to the table. Therefore, if there are two budget ledgers (e.g. APPROP and ORG) are impacted for a journal ID ABC, line1, then two rows are inserted to this KK_ACTIVITY_LOG table.

- Same as KK_SOURCE_HDR and KK_SOURCE_LN, when the transaction is deleted from the system the data associated with the transaction is deleted as well.





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

KK_LIQUIDATION

- This table is used to store and track open balances for documents that are referenced by subsequent transactions. This table is similar to open pre-enc/enc table in E&G 7.5.

- If the transaction is passed budget checking, one row per transaction line per commitment control ledger group is added or updated.

- If the source transaction is deleted all rows related to the transaction are deleted.

- KK_POSTED_AMT field represent the total source transaction amount.

- MONETARY_AMOUNT field represent the remaining open balance.

E.g.

PO amount = 100 (KK_POSTED_AMT = 100)

PO Voucher amount = 80.

Open balance = 20 (MONETARY_AMOUNT = 20)

KK_REFERENCED

- This table stored the link for procure to pay transactions.

- It stores the reference data between Requisition and Purchase Order or Purchase Order and Voucher.

- KK_TRAN_ID field stored the predecessor document transaction id (PO trans id that is referenced to PO Voucher)

- KK_REFD_ID field stored the referenced document. (PO Voucher trans id that is

Miscellaneous tables

KK_TRANS_LOG, KK_TRAN_ID_TBL, KK_OVERRIDE_TBL, KK_EXCPTN_TBL.