
PeopleSoft Subsystem Reconciliation Procedures

Accounts Receivable PEOPLESFT SYSTEM FINANCIAL SYSTEMS

**PEOPLESFT FINANCIALS FOR PUBLIC SECTOR V 9.0
October 2008**

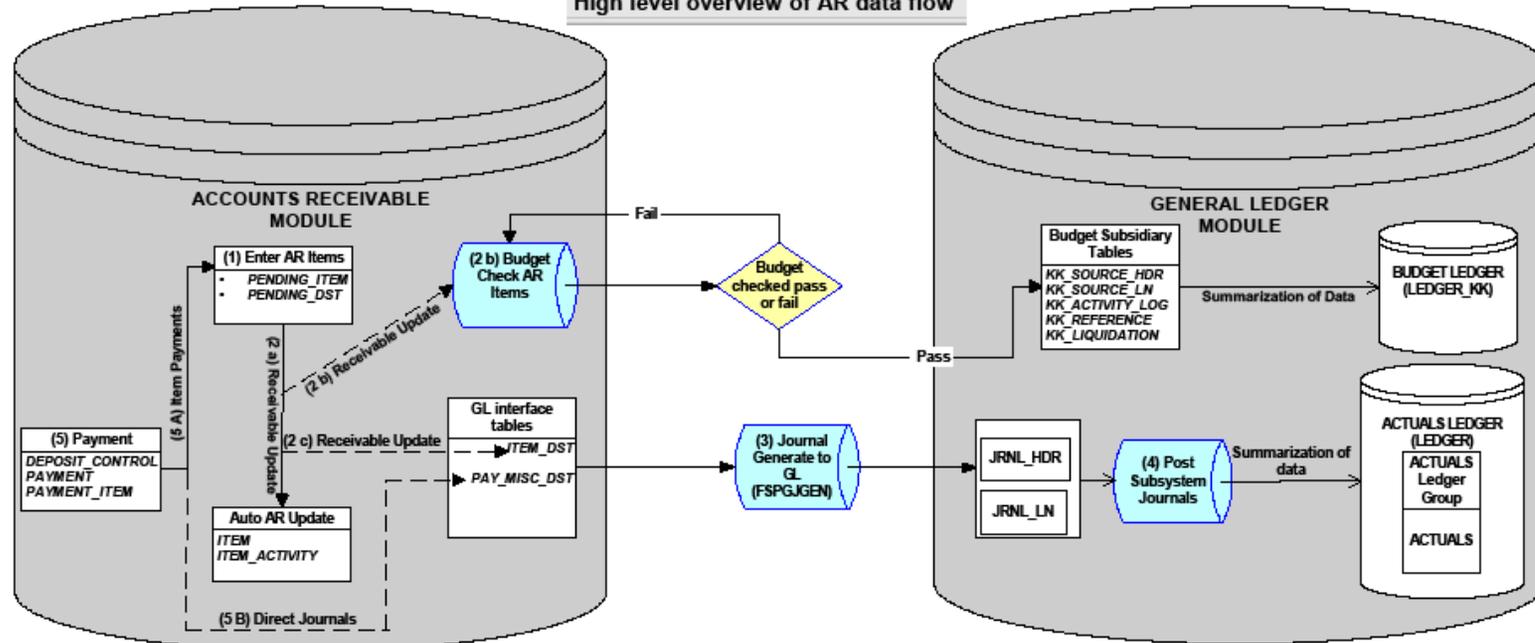
Business Process Document Financial Reconciliation



Reference the Accounts Receivables High Level Overview of AR Data Flow (Diagram)

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Accounts Receivable Overview High level overview of AR data flow



1. Account Receivable Items are entered/staged and save
2. Receivable Update process does the following:
 - (a) Accounts Receivable Items are created and pending Items are marked as complete
 - (b) Items are budget checked, if successful the budget subsidiary tables and Budget Ledgers be updated; if not successful, Items need to be corrected and re-budget checked
 - (c) If Items are successfully budget checked the appropriate Accounts Receivable GL interface table will be updated
3. Journal Generate AR journals to the General Ledger
4. Post AR journals to the General Ledger
- 5 A. Payments associated with AR Items are:
 - (a) Selected online to create a payment worksheet; in the worksheet the AR Items are identified and the worksheet is completed
 - (b) Receivable Update processes the worksheet information and update the appropriate tables
- 5 B. Payments not associated with AR Items are entered as Direct Journals and directly update the GL interface table in preparation for Journal Generation

Introduction

The Trial Balance (GL###044M) will be used as the main report that each agency will reconcile to. Data on the trial balance is comprised of data from journals that were either entered directly in the General Ledger or via one of the sub-modules (AP, AR & AM). Open encumbrance are also displayed on the Trial Balance.

The overall objective is to verify that all data inputted and posted in all sub-modules are also posted in the General Ledger.

Performing this reconciliation on a monthly basis will facilitate the year end reporting requirements for the CAFR. The general idea is to ensure that all Accounts Receivable activities in the AR module are reflected in the Trial Balance.

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

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

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

Process Scheduler Request

User ID: CRAVELO Run Control ID: 465clr

Server Name: PSUNX Run Date: 09/11/2008
 Recurrence: Run Time: 3:56:46PM Reset to Current Date/Time
 Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	Trial Balance Detail Report	GLS4042X	SQR Report	File	LP	

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- **GL###044M** – indicates the report id in Document Direct - See illustration below

State Of Georgia Pardons and Paroles, St Bd of Trial Balance by Business Unit From 2008-08-01 To 2008-08-31 General Ledger Report							
Acct Descr Src YYYYMM Jrnl	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encumbrance Balance	Ending Balance w/ Encumbrance	Report ID: GL465044M Print Date: 09/08/2008 Page: 1 PS Id: GLS4042X
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	
101062 CASH OP SOUTHTRUST 3							
MAN 200808 9008		145.62	0.00				
200808 9011		6,212.19	0.00				
TOTAL: 101062	25,708.30	6,357.81	0.00	32,066.11	0.00	32,066.11	
101161 CASH OP COLUMBUS BANK & TRUST							
		0.00	0.00				
101700 CASH OTHER SOUTHTRUST 1							
AR		349.68	0.00				
TOTAL: 101700	603,543.77	349.68	0.00	603,893.45	0.00	603,893.45	
102004 CASH RC SOUTHTRUST 1							
AP		0.00	105,341.50				
AR		279,101.58	466,873.06				

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

Procedure

Each agency needs to verify that the outstanding receivable and revenue recorded in AR are also recorded in GL on a monthly basis. This is accomplished by running the following reports and or queries:

- Report – GLS4042X -- GL###044M -- Trial Balance Detail Report {automatically produced at month end)
- Report -- ARS4010X -- AR###0410 -- Outstanding AR Detail by Business Unit
- Query -- 0AR008A_VERIFY_REV_CUST – Revenue from item Activities
- Query -- 0AR009B_VERIFY_REV_OTH -- Revenue from Direct Journals
- Report -- ARS4007X -- AR###0408 – Cash Receipts Journal
- Query -- 0AP005_VERIFY_EXP -- data with accounts receivable account numbers entered directly in Accounts Payable
- Query -- 0GL030_MANUAL_JRNL_REF -- data with accounts receivable account numbers entered directly in General Ledger

OUTSTANDING RECEIVABLE RECONCILIATION:

Compare outstanding receivable in the General Ledger module (Trial Balance) to outstanding receivable in the Accounts Receivable module

- a. Run the following reports:
 - Report – GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Report -- ARS4010X -- AR###0410 -- Outstanding AR Detail by Business Unit
- b. Input data from reports onto analysis sheet
- c. Analyze data

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Financial Reconciliation**



✚ Input the receivable account numbers with their corresponding debit and credit balances from the Trial Balance **GL###044M** (GLS4042X) -- Trial Balance Detail Report. The Trial Balance Net amount and Variance amount will be calculated automatically.

STEP	SOURCE	ACTION
Step 1: Obtain receivable account balances from General Ledger	GL###044M – Trial Balance Detail Report	Input receivable account numbers & balances – Columns A, B, C & D

Outstanding Receivable Reconciliation
as of August, 2008

A	B	C	D	E	F	G	H	I	J
Account Numbers	Beginning Balance w/o Encumbrance	Trial Balance Debit	Trial Balance Credit	B + C - D Trial Balance Net		AR###410	Other	G + H Receivable Net	E - I Variance
121001				-				-	-
122001	112,713.12	764.87	9,854.09	103,623.90				-	103,623.90
122500	52,354.46	0.35	11,221.00	41,133.81				-	41,133.81
123001				-				-	-
125001	695.67			695.67				-	695.67
141001	6,655.47	-	2,027.20	4,628.27				-	4,628.27
143001				-				-	-
	172,418.72	765.22	23,102.29	150,081.65				-	150,081.65

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

**Business Process Document
 Financial Reconciliation**



✚ Input receivable account numbers with their corresponding balances from AR###0410 -- Outstanding AR Detail by Business Unit

STEP	SOURCE	ACTION
Step 2: Obtain receivable account balances from Outstanding AR report	AR###0410 -- Outstanding AR Detail by Business Unit	Input receivable account numbers & balances – Columns G & H

Outstanding Receivable Reconciliation
 as of August, 2008

A	B	C	D	E B + C - D	F	G	H	I G + H	J E - I
Account Numbers	Beginning Balance w/o Encumbrance	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AR###410	Other	Receivable Net	Variance
121001				-				-	-
122001	112,713.12	764.87	9,854.09	103,623.90		103,623.90		103,623.90	-
122500	52,354.46	0.35	11,221.00	41,133.81		41,133.81		41,133.81	-
123001				-				-	-
125001	695.67			695.67		695.67		695.67	-
141001	6,655.47	-	2,027.20	4,628.27		4,628.27		4,628.27	-
143001				-				-	-
	<u>172,418.72</u>	<u>765.22</u>	<u>23,102.29</u>	<u>150,081.65</u>		<u>150,081.65</u>	<u>-</u>	<u>150,081.65</u>	<u>-</u>

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

Common reasons why the **Trial Balance Report** differs from the **Outstanding Receivable Report**:

Issue	Resolution
<p>Transactions posted to AR module but not journal generated to the General Ledger.</p>	<p>This is a result of the fact that AR Items and or Payments are first posted in the AR module then budget checked after. In the event the transactions fail budget checking, they would not be posted to the General Ledger despite the fact that they are posted to the AR module. Follow the steps in the embedded document to resolve the issue.</p> <p> S:\Statewide Accounting\CVIOG Tr</p>

REVENUE RECONCILIATION:

Compare revenue in the General Ledger module (Trial Balance) to revenue in the Accounts Receivable module

- a. Run the following report and queries:
 - Report – GLS4042X -- GL###044M -- Trial Balance Detail Report
 - Query -- 0AR008A_VERIFY_REV_CUST – Revenue from item Activities
 - Query -- 0AR009B_VERIFY_REV_OTH -- Revenue from Direct Journals
 - Query -- 0GL030_MANUAL_JRNL_REF -- data with accounts receivable account numbers entered directly in General Ledger
 - Query -- 0AP005_VERIFY_EXP -- data with accounts receivable account numbers entered directly in Accounts Payable

- b. Input data from report and queries onto analysis sheet

- c. Analyze data

**Business Process Document
Financial Reconciliation**



✚ Input the revenue account numbers with their corresponding debit and credit balances from the trial balance **GL###044M** (GLS4042X) -- Trial Balance Detail Report. The Trial Balance Net amount and Variance amount will be calculated automatically.

STEP	SOURCE	ACTION
Step 1: Obtain Revenue balances from General Ledger	GL###044M – Trial Balance Detail Report	Input revenue account numbers & balances Columns A, B & C

Revenue Analysis
as of August, 2008

A	B	C	D	E	F	G	H	I	J	K
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net	B - C	0AR008A_VERIFY_	0AR009B_VER	0GL030_MAN	0AP005	Net Revenue	Variance
					REV_CUST	IFY_REV_OTH	UAL_JRNL	_VERIFY_EXP		
401001		764.87	(764.87)						-	(764.87)
431001			-						-	-
431002			-						-	-
432001	764.87	0.35	764.52						-	764.52
441390		0.65	(0.65)						-	(0.65)
451050	112,598.69	299,183.79	(186,585.10)						-	(186,585.10)
461001		349.68	(349.68)						-	(349.68)
468001		1.00	(1.00)						-	(1.00)
468002		1,750.36	(1,750.36)						-	(1,750.36)
	113,363.56	302,050.70	(188,687.14)		-	-	-	-	-	(188,687.14)

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Financial Reconciliation**



✚ Input revenue balances from AR-- 0AR008 & 0AR009 ; OGL030 and OAP005

STEP	SOURCE	ACTION
Step 2: Obtain Revenue balances from General Ledger	<ul style="list-style-type: none"> ✚ 0AR008A ✚ 0AR009B ✚ OGL030_MANUAL_JRNL ✚ OAP005 	Input revenue balances – Columns F, G, H & I

**Revenue Analysis
as of August, 2008**

A	B	C	D	E	F	G	H	I	J	K
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net	B - C	0AR008A_VERIFY_REV_CUST	0AR009B_VERIFY_REV_OTH	OGL030_MANUAL_JRNL	OAP005_VERIFY_EXP	Net Revenue	Variance
401001		764.87	(764.87)		(764.87)				(764.87)	-
431001			-						-	-
431002			-						-	-
432001	764.87	0.35	764.52		764.52				764.52	-
441390		0.65	(0.65)			(0.65)			(0.65)	-
451050	112,598.69	299,183.79	(186,585.10)		(299,183.79)		112,598.69		(186,585.10)	-
461001		349.68	(349.68)		(349.68)				(349.68)	-
468001		1.00	(1.00)		(1.00)				(1.00)	-
468002		1,750.36	(1,750.36)		(1,750.36)				(1,750.36)	-
	113,363.56	302,050.70	(188,687.14)		(0.35)	(301,285.48)	112,598.69	-	(188,687.14)	-

CASH RECEIPTS RECONCILIATION:

Compare cash receipts (for the period in question) in the General Ledger module (Trial Balance) to cash receipts in the Accounts Receivable module

- a. Run the following reports:
 - Report – GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Report -- ARS4007X -- AR###0408 – Cash Receipts Journal
- b. Input data from reports onto analysis sheet
- c. Analyze data

**Business Process Document
Financial Reconciliation**



✚ Input the cash account numbers with their corresponding debit and credit balances from the trial balance **GL###044M** (GLS4042X) -- Trial Balance Detail Report. The Trial Balance net amount and Variance will be calculated automatically.

STEP	SOURCE	ACTION
Step 1: Obtain Cash and Clearing account balances from General Ledger	GL###044M -- Trial Balance Detail Report – <u>ONLY DATA WITH SOURCE OF 'AR'</u>	Input cash and clearing account numbers & balances – Columns A, B & C

Cash Receipts Analysis
as of August, 2008

A	B	C	D	E	F	G	H	I
Account Numbers	Trial Balance Debit	Trial Balance Credit	<u>B - C</u> Trial Balance Net		AR###0408	Other	<u>F + G</u> Net Cash Receipts	<u>D - H</u> Variance
101062			-				-	-
101700	349.68	-	349.68				-	349.68
102004	279,101.58	466,873.06	(187,771.48)				-	(187,771.48)
102400	511,044.70		511,044.70				-	511,044.70
196050			-				-	-
196051			-				-	-
196119			-				-	-
196003			-				-	-
196120			-				-	-
	<u>790,495.96</u>	<u>466,873.06</u>	323,622.90		-	-	-	323,622.90

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

**Business Process Document
Financial Reconciliation**



✚ Input the cash balances from **AR###0408** (ARS4007X) – Cash Receipts Journal. The Variance amount will be calculated automatically.

STEP	SOURCE	ACTION
Step 2: Obtain Cash and Clearing balances from Account Receivable module	AR###0408 – Cash Receipts Journals	Input cash and clearing account numbers & balances Columns F & G

Cash Receipts Analysis
as of August, 2008

A	B	C	D	E	F	G	H	I
Account Numbers	Trial Balance Debit	Trial Balance Credit	<u>B - C</u> Trial Balance Net		AR###0408	Other	<u>F + G</u> Net Cash Receipts	<u>D - H</u> Variance
101062			-				-	-
101700	349.68	-	349.68		349.68		349.68	-
102004	279,101.58	466,873.06	(187,771.48)		(187,771.48)		(187,771.48)	-
102400	511,044.70		511,044.70		511,044.70		511,044.70	-
196050			-				-	-
196051			-				-	-
196119			-				-	-
196003			-				-	-
196120			-				-	-
	<u>790,495.96</u>	<u>466,873.06</u>	<u>323,622.90</u>		<u>323,622.90</u>	-	<u>323,622.90</u>	-

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements