
PeopleSoft Financials

Data Cleanup Instructions

V8.9 Upgrade Preparation

**Office of Information and
Instructional Technology**

January 2007

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Introduction

Purpose of Data Cleanup Instructions

The purpose of these instructions is to provide the user with the necessary steps to identify and correct data in the PeopleSoft v7.5 Financial System in preparation for conversion to PeopleSoft v8.9.

This Document

This document provides the institutional user with the following information:

- Instructions for running PS provided, or other queries and reports to locate ‘faulty’ or orphaned data.
- Instructions for correcting or deleting the reported data.
- Instructions for when to contact OIIT for assistance in correcting or deleting reported data.
- Notations as to which types of data will need to be continuously monitored so data, once cleaned, will remain as such for conversion.
- Deadlines for each portion of data cleansing.



IMPORTANT

OIIT recommends that all reports and query results be saved, along with the steps taken to correct or cleanse the data. This information might be useful if any unforeseen issues occur.

In order to make the clean up process as easy as possible on the institution it is recommended that GL clean up steps take place after all other modules clean up has been completed.

Warnings



In order for the institution’s data to be easily and correctly converted from the 7.5 to the 8.9 database, it is imperative that all data be corrected prior to beginning the upgrade process. Some data cleanup may require database intervention (DBI) by PSFIN support staff at OIIT.

The deadlines provided in this document are to help ensure ample time is allotted for all issues that might be uncovered during the process. Each Campus Coordinator will be reporting institutional progress toward these deadlines in the monthly Institutional Readiness phone conferences.

Contact OIIT Customer Services immediately (*see contact information below*) if you have questions or concerns about a step, the data involved, or if you receive system errors or warnings.

Additional OIIT Resources and Support:

Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (self-service ticket submission) or e-mail Helpdesk@usg.edu. For urgent or production down situations, call the **OIIT HELPDESK** (706-583-2001; or toll free within Georgia 1-888-875-3697).

Overview of data cleanup

Overview

In order to successfully convert the data contained in each institutional PeopleSoft Financial database, it is necessary to ensure the data is as complete and as correct as possible. Regardless of how the data came to be orphaned or at fault, it must be corrected to ensure a smooth conversion to version 8.9.

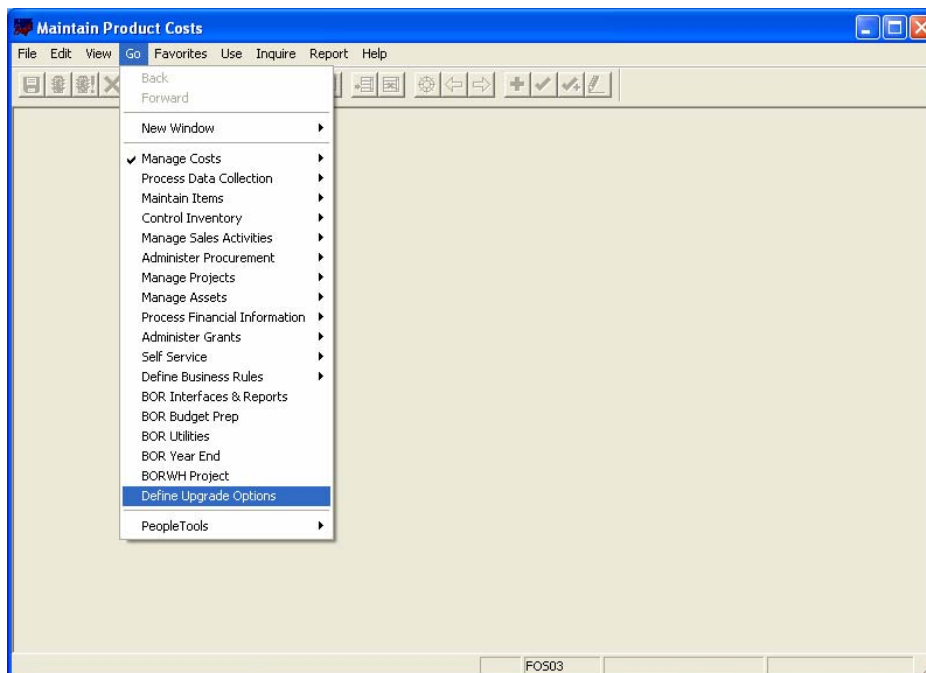
Security Information

The reports that will be run will all be accessed via the **Define Upgrade Options** panel. This panel is only accessible to a specific user id created and released by OIIT with release 2.44 on January 19, 2007. Please contact your local Security Administrator for access to the ID.

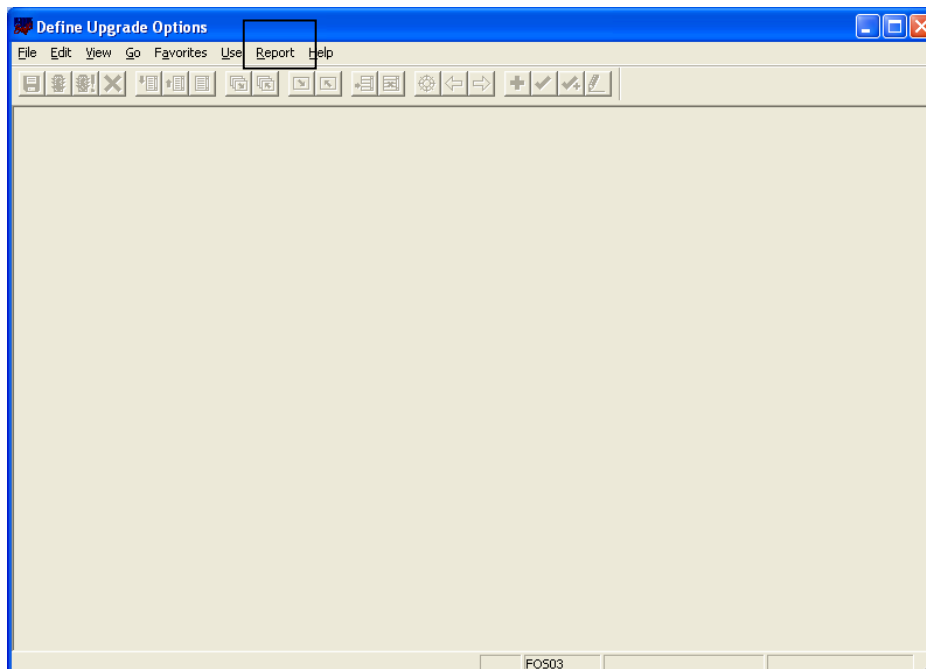
The queries that will be run will be run from the Query Tool. No special access is necessary to run these queries.

Accessing the Panel

Once logged in with the appropriate ID, the panel will be available as shown below:



Once this panel is selected, all reports will be located in the Report menu.



GL Clean Up

Validating the Budget Period Tree

Budget periods are tracked differently in 8.9 than in the current version of PSFIN. The conversion process looks at the Budget Period Trees to convert the Budget Period Chartfield information into Budget Calendars. For this process to convert the data properly the structure of the trees must be validated.

Run Budgetary Control Tree Audit (GLS8007)

Navigate to **Go, Define Business Rules, Administer Budgetary Control, Reports, Budgetary Control Tree Audit**. Enter a new run control if necessary.

Ensure the Business Unit is correct and the check box for Audit Budget Period Trees is selected while Audit Translation Trees is not selected.

The screenshot shows a web-based application window titled "Administer Budgetary Control - Reports - Budgetary Control Tree Audit". The window has a menu bar (File, Edit, View, Go, Favorites, Use, Reports, Help) and a toolbar with various icons, including a traffic light icon. The main content area is divided into sections. The "Parameters" section contains "Operator ID: PS" and "Run Control ID: budget". Below this is the "Report Request Parameters" section, which includes a "Unit:" dropdown menu set to "XXXX" and two checkboxes: "Audit Translation Trees" (unchecked) and "Audit Budget Period Trees" (checked). The "Audit Budget Period Trees" checkbox is highlighted with a black border. At the bottom of the window, there is a status bar with "F0503", "Parameters", and "Add" buttons.

Click on the traffic light to submit your parameters.

Run the report.

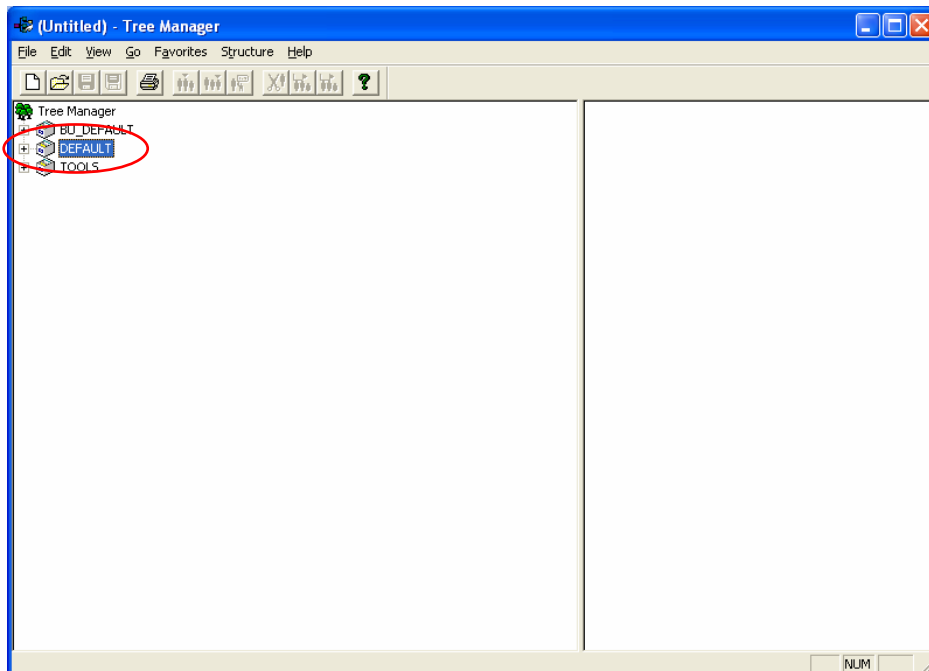
This report should return no rows of data. If it does return data, please contact OIIT for assistance.

Review Translation Trees

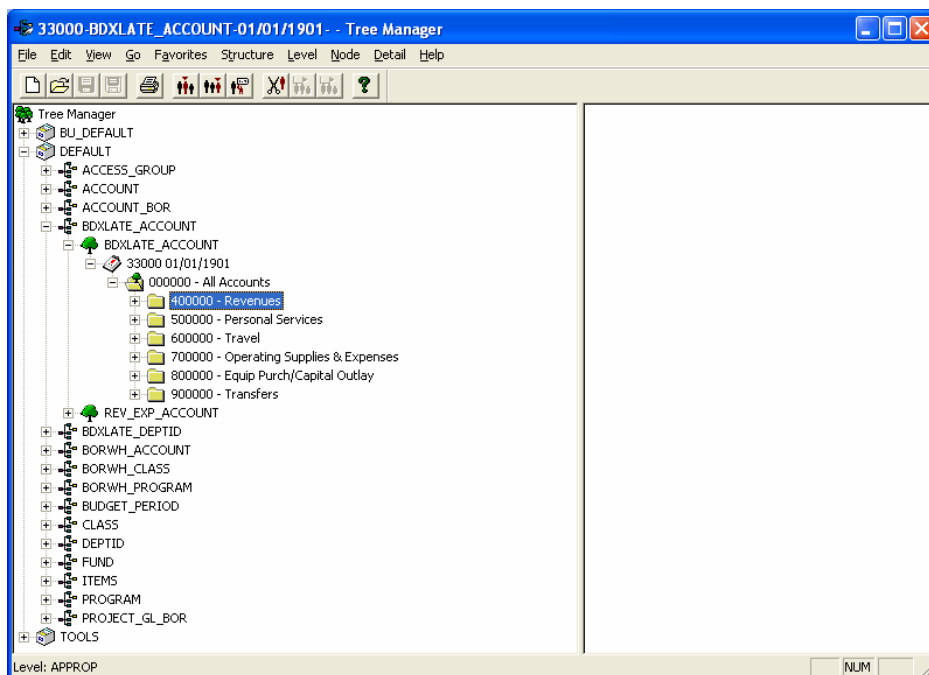
Duplicate chartfield values are not allowed in trees but there are some instances when duplicates can occur and might not be 'caught' by the system. This step will verify none exist.

Examine
BDXLAT_ACCOUNT

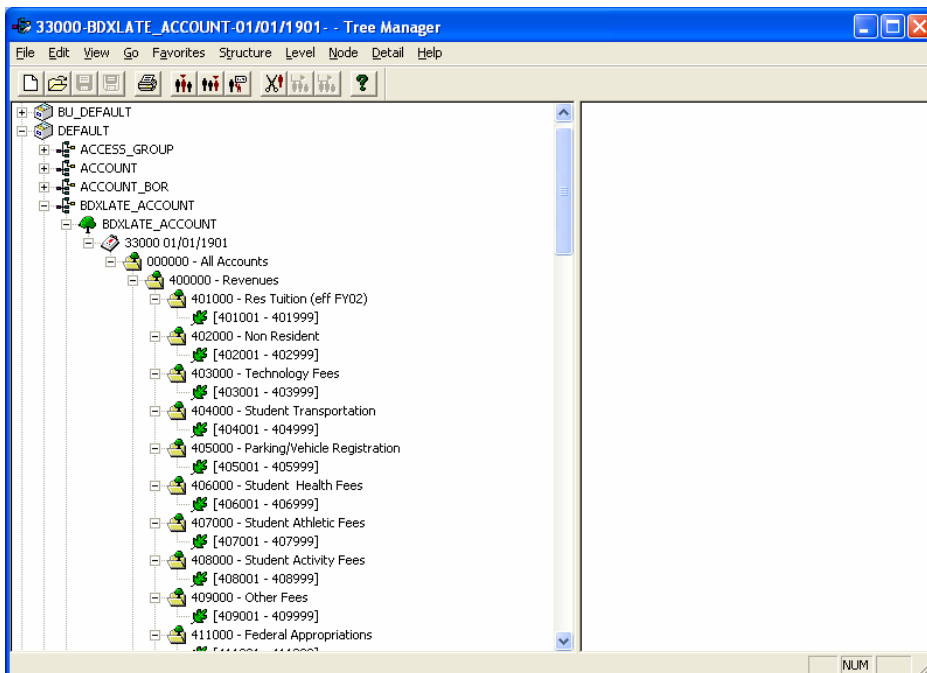
Navigate to **Go, PeopleTools, Tree Manager**. The following screen will appear:



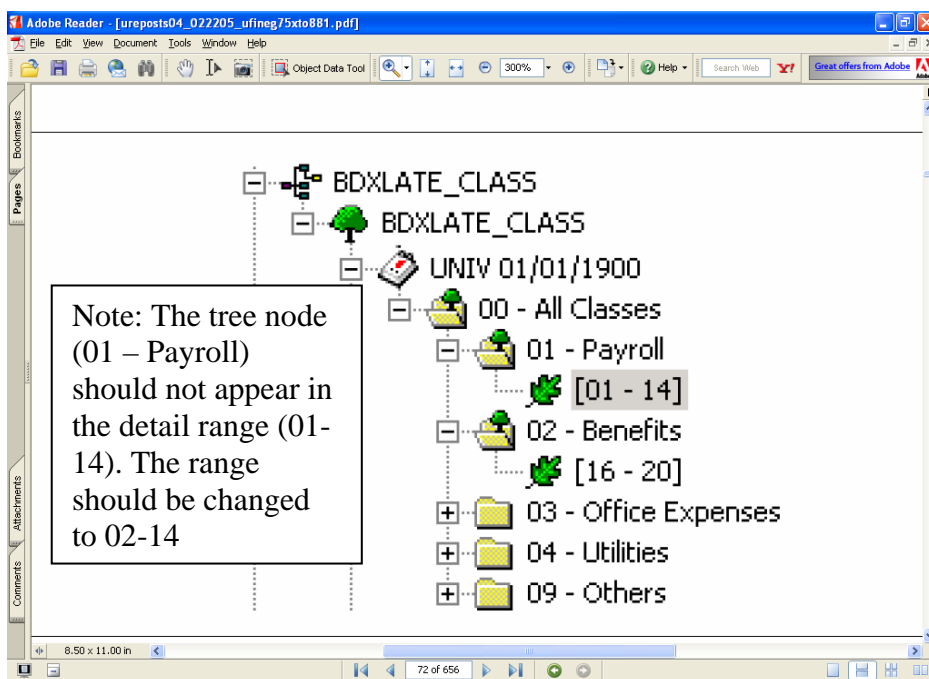
Click on the + sign next to Default. Once the expanded, continue to access the tree to the level indicated below. Do this by accessing BDXLATE_ACCOUNT, BDXLATE_ACCOUNT, BU 01/01/1901, 000000 – All Accounts



With the first node highlighted (as shown above) click on **View, Expand All**. The system will automatically expand this node on the tree as shown below.

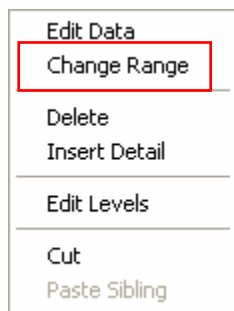


Examine each branch to ensure that the detail level does not include the same information as the level above it or below it. For example, the 'detail level' for Res tuition shows 401001 – 401999 which does not contain the account in the level above it (401000) or below it (402000). An example of an error is shown below:



Correcting Tree Errors

To correct an error as the one shown above, highlight and then right click on the detail range to correct. The following window will pop up.



Click on **Change Range** to open the following window.

A dialog box titled "Detail Value Range" with a close button (X) in the top right corner. It contains the following fields and controls:

- Node Name: 401000
- Acct
- ☐ Dynamic Range
- From: 401001
- To: 401999
- Save button
- Cancel button

At this point you may change either the **From** or **To** range information and save.

Due Date

Any trees with issues should be corrected by [February 28, 2007](#). Process should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Completing Budget Checked Journals

For the upgrade process to convert the log for budget check properly all journals must have a valid budget checked status. This includes any journals that have previously been successfully budget checked and then modified but not budget checked again.

**Run Query
UPG_GFGLX05**

Access the Query Tool and open the query **UPG_GFGLX05**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any journals that have not been budget checked for the current open accounting period and fiscal year should be researched, and if valid, they should be budget checked and posted.

For journals from previous fiscal years or closed accounting periods in the current fiscal year, research the journals to determine the following:

- If a 'replacement' journal was entered and posted.
- Was the journal documented and noted for the audit of the specified fiscal year?
- Was the journal reported in financial results?
- Does the data warehouse need to be corrected?

Once all data has been documented, contact OIIT for assistance in completing/removing the data.

Due Date

Any journals not budget checked from a prior fiscal year be corrected by February 28, 2007. Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Posting Successfully
Budget Checked
Journals**

Prior to upgrading the database, all journals that have been budget checked must be completed. It is possible that the institution's database has prior fiscal year journals that have been budget checked but not posted. This step will help identify and complete these journals.

Run the query
UPG_GFGLX01

Access the Query Tool and open the query **UPG_GFGLX01**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any journals that have not been posted for the current open accounting period and fiscal year should be researched, and if valid, posted.

For journals from previous fiscal years or closed accounting periods in the current fiscal year, research the journals to determine the following:

- If a 'replacement' journal was entered and posted.
- Was the journal documented and noted for the audit of the specified fiscal year?
- Was the journal reported in financial results?
- Does the data warehouse need to be corrected?

Once all data has been documented, contact OIIT for assistance in completing/removing the data.

Due Date

Any journals not budget checked from a prior fiscal year be corrected by February 28, 2007. Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Revenue Adjustment Journals

All posted journals with an original budget type of "Revenue Adjustment" and a journal line amount type of "Recognized" (RC) will be assigned a journal header status of 'Z' during the upgrade. This new header status is described as "Upgrade journal-Can't Unpost". If the end user attempts to unpost this type of journal after the upgrade it will reverse the budget amounts incorrectly. If any of these journals marked with the 'Z' status must be unposted after the upgrade they will need to be copied and posted with the **Reverse** check box selected.

This query provides the user with a listing of any journals with the original budget type of "Revenue Adjustment".

Run query
UPG_GFGLF05

Access the Query Tool and open the query **UPG_GFGLF05**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any journals that appear on this report should be reported to OIIT.

Due Date

Any revenue adjustments not budget checked from a prior fiscal year be corrected by [February 28, 2007](#). Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Post Controlled
Budget Journals**

Due to differences in table structure between versions 7.5 and 8.9 it is imperative that all controlled budget journals be posted in order to convert all the required data from one system to the other. This query lists budget journals that have not been posted.

**Run query
UPG_GFGLX02**

Access the Query Tool and open the query **UPG_GFGLX02**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any journals that have not been posted for the current fiscal year should be researched, and if valid, posted.

For journals from previous fiscal years, research the journals to determine the following:

- If a 'replacement' journal was entered and posted.
- Was the journal documented and noted for the audit of the specified fiscal year?
- Does the data warehouse need to be corrected?

Once all data has been documented, contact OIIT for assistance in completing/removing the data.

Due Date

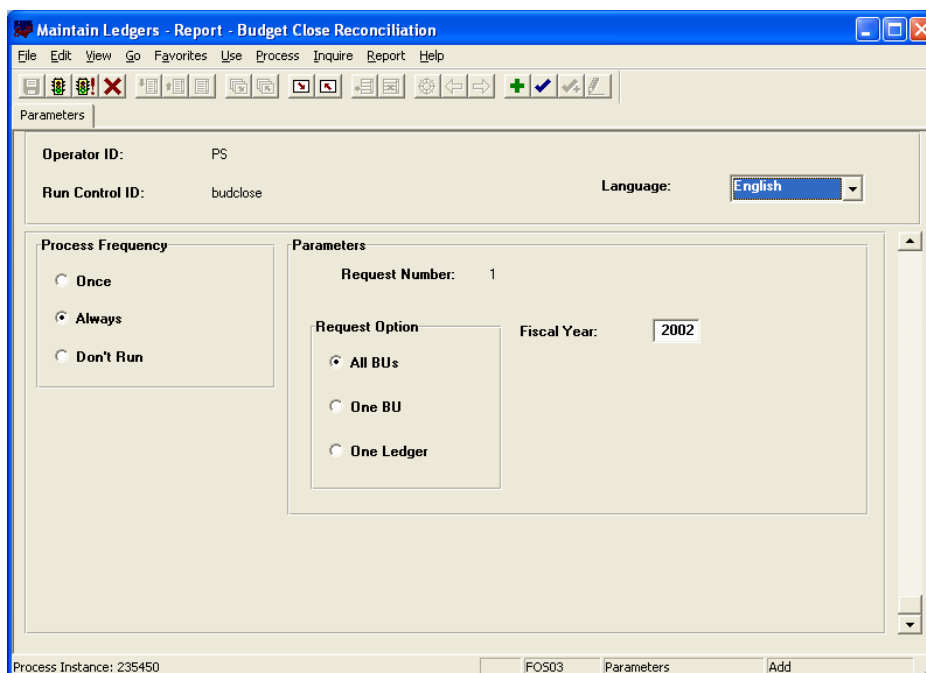
Any budget journals not budget checked from a prior fiscal year be corrected by [February 28, 2007](#). Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Reconcile Budget
Ledgers**

This report will show any discrepancies between the Fiscal Year view and Budget Period view rows in LEDGER_BUDG. These must be corrected prior to running the upgrade process. This report will need to be run for each fiscal year the system has been operable.

Run the Budget
Reconciliation Report
(GLS8100)

Navigate to **Go, Process Financial Information, Maintain Ledgers, Report, Budget Close Reconciliation**. Create a run control ID. The following panel will be accessed.



Select the **Always** radio button and the **All BUs** button. Enter the first fiscal year for which there is data in the institutions database. Click the **Traffic** icon to submit the specified parameters.

When the Process Scheduler panel appears, verify the printer path (if printing) or specify a file name (if running to a file), and click on **OK** to submit the report.

Examine the report or file. No discrepancies should be reported on any section of the report. If discrepancies are found on the report, contact OIIT for diagnosis and corrective action.



IMPORTANT

- This report must be run separately for each fiscal year on the database.
- If the user chooses to run this report to a file, it will be necessary to give the file a new name for each run of the report or the previous report will be over-written. It is recommended that the Fiscal Year be included in the report name.

Due Date

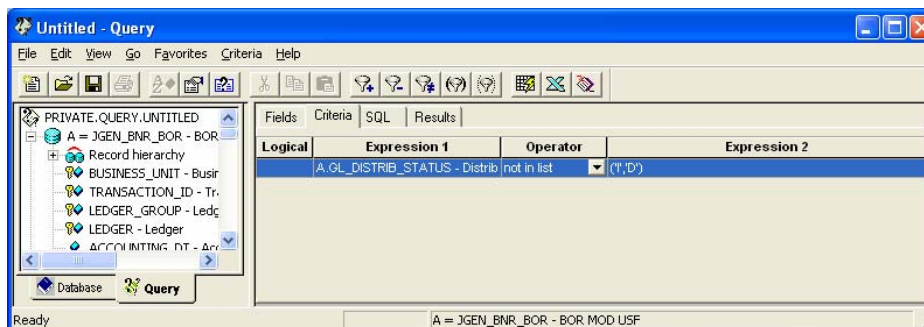
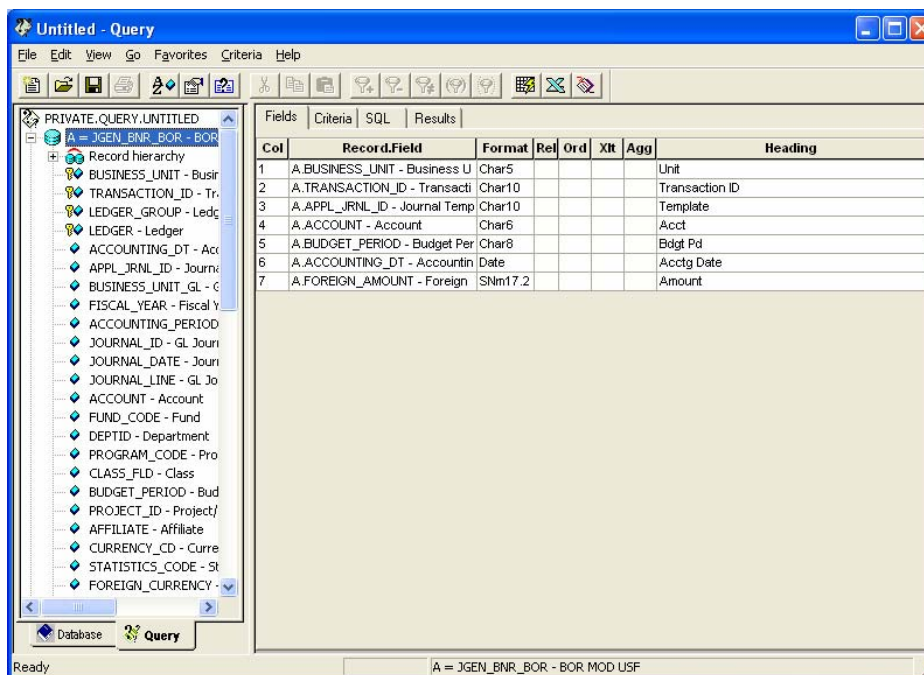
Any reconciling items prior to fiscal year 2007 must be corrected by February 28, 2007. Report should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Completing Journal
Generation of Banner**

All subsystem transactions must be journal generated prior to cut over. There are significant table structure changes between 7.5 and 8.9. Because of this, institutions cannot assume pending transactions will successfully post once the conversion process is complete. Define and execute the following query in order to determine if all student financials transactions have been distributed to the general ledger.

Create Query UPG_BNR_NOT_JGE N

Access the Query Tool and create the query shown below. Save the query with the name **UPG_BNR_NOT_JGEN**. Run the results to Excel.



Examine the results. Any student financials journals not journal generated should be researched. If data is correct it should be sent to the general ledger. If the data should not be journal generated, and all other data has been journal generated and reconciled, run the Banner Staging Table Purge process to remove all data from the table.

Due Date

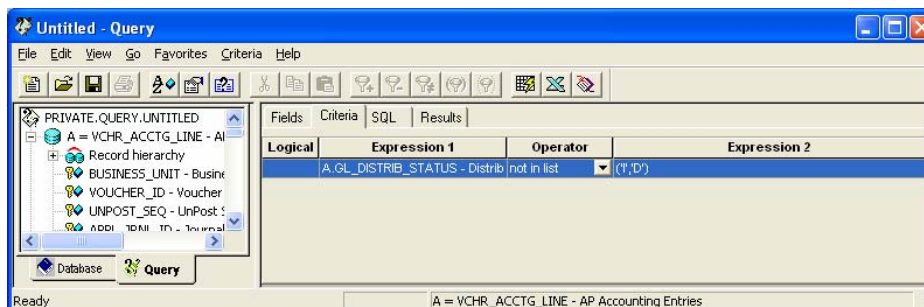
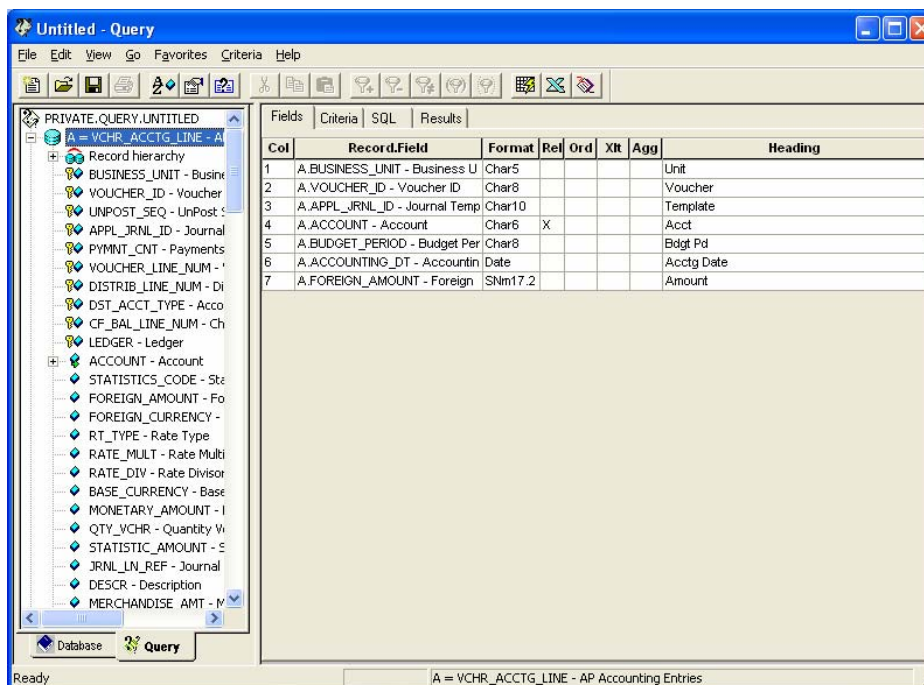
Any outstanding items prior to fiscal year 2007 should be corrected by **February 28, 2007**. Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Complete Journal
Posting**

All general ledger journals must be posted to the ledger prior to cut over. There are significant table structure changes between 7.5 and 8.9. Because of this, institutions cannot assume pending transactions will successfully post once the conversion process is complete. Define and execute the following query in order to determine if all journal transactions have been distributed to the general ledger.

Create Query UPG_GL_NOT_POST

Access the Query Tool and create the query shown below. Save the query with the name **UPG_GL_NOT_POST**. Run the results of the query to Excel.



Examine the results. Any journals not posted to the ledger should either be posted or deleted from the system.

Note: Determine if there is an impact on budgetary control prior to deleting a journal. Many journals will be valid in budgetary control and not posted to the general ledger.

Once all data has been documented, contact OIIT for assistance in resolving issues.

Due Date

Any outstanding items prior to fiscal year 2007 must be corrected by **February 28, 2007**. Query should be run once during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Vendor Clean Up

Vendor Address Data

It is possible in version 7.5 for a vendor to have an address sequence number without any address data. This could cause data to be out of synch after the data conversion process. The following query will indicate if this scenario exists in the institutions database.

Run query
UPG_APF01

Access the Query Tool and open the query named UPG_APF01. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Access the vendor and address sequence listed on the report. If no address information is found, delete that sequence.

Continue until the query returns no rows.

Due Date

Query should be run and all problem addresses corrected by **February 28, 2007**. Vendor cleanup should begin immediately and continue each month prior to the upgrade.

1099 WH Vendors

For proper data conversion of 1099 Withholding vendors, all vendors marked as withholding must be correctly marked as Withholding.

Create and run query
UPG_APF02

Access the Query Tool and create a query named UPG_APF02 and run the results to excel:

Col	RecordField	Format	Rel	Ord	Xlt	Agg
1	A.VENDOR_ID - Vendor ID	Char10				Vendor
2	A.NAME1 - Name 1	Char40				Name
3	A.VENDOR_STATUS - Vendor S	Char1			N	Vendor Status
4	A.WTHD_SW - Withholding Appl	Char1				Withholding
5	B.WTHD_CD - Withholding Code	Char5	X			Code
6	C.WTHD_ENTITY - Withholding E	Char5	X			Entity
7	C.EFFDT - Effective Date	Date				Eff Date
8	C.EFF_STATUS - Status as of Eff	Char1			N	Status as of Effective Date

Logical	Expression 1	Operator	Expression 2
	A.SETID - SetID	equal to	B.SETID - SetID
AND	A.VENDOR_ID - Vendor ID	equal to	B.VENDOR_ID - Vendor ID
AND	B.SETID - SetID	equal to	C.SETID - SetID
AND	B.VENDOR_ID - Vendor ID	equal to	C.VENDOR_ID - Vendor ID
AND	C.EFFDT - Effective Date	Eff Date <=	B.EFFDT - Effective Date
AND	A.WTHD_SW - Withholding Appl	equal to	V
AND	B.WTHD_CD - Withholding Code	equal to	W

Examine the results. Each vendor should have a withholding code and Entity of IRS populated.

If the vendor should not be marked as withholding, update the vendor to remove the Withholding status.

Classification:	SSN	<input checked="" type="checkbox"/> Withholding	Tax Id Number:	
Status:	Approved			
Persistence:	Regular	<input checked="" type="checkbox"/> Open For Ordering		

If the vendor is correctly marked as WH and the Entity is missing, you will need to access the Vendor Withholding Information and select the IRS Withholding Entity.

If the vendor is correctly marked as WH and the code is missing, you will need to access the Vendor Location Payment Options and select the appropriate withholding code for the vendor.

Continue until the query returns no rows.

Due Date

Query should be run and all Vendors correctly marked as Withholding by February 28, 2007. Vendor cleanup should begin immediately and continue each month prior to the upgrade.

AP Clean Up

Run Voucher Processes

Run the following processes against your business unit in the given order. This may reduce the number of transactions that will need to be corrected in this section.

Run Matching – Inquire to confirm that no Match Exceptions exist.

Voucher Budget Check - Confirm all vouchers successfully budget checked by navigating to the **Voucher Budget Control Exceptions** panel.

Voucher Post - Confirm all vouchers successfully posted by running delivered query **BOR_UNPOSTED_VCHR**:

Col	RecordField	Format	Rel	Ord	Xtr	Agg	Heading
1	A.VOUCHER_ID - Voucher ID	Char8		1			Voucher #
2	C.VOUCHER_LINE_NUM - Vouch	Num5.0					Line
3	C.DISTRIB_LINE_NUM - Distributi	Num5.0					Line
4	A.GROSS_AMT - Gross Invoice	SNm17.2					Vchr Gross
5	C.MONETARY_AMOUNT - Monet	SNm17.2					Dist Amt
6	A.ACCOUNTING_DT - Accountin	Date					Acctg Date
7	A.POST_STATUS_AP - Post Stat	Char1			S		Post Status
8	A.MANUAL_CLOSE_DT - Manual	Date					Close Date
9	A.PROCESS_MAN_CLOSE - Pro	Char1			S		Man Close
10	A.CLOSE_STATUS - Close Statu	Char1			S		Close Stat
11	A.VENDOR_ID - Vendor ID	Char10					Vendor #
12	B.NAME1 - Name 1	Char40					Vendor
13	A.ENTRY_STATUS - Entry Statu	Char1			S		Entry Status
14	A.APPR_STATUS - Approval Sta	Char1			S		Approval Status
15	A.MARKET_STATUS - Mark Statu	Char1			S		Market Status

Payment Post - Confirm all payments successfully posted by running the delivered query **BORQP002_UNPOSTED_PYMNTS**:

Col	RecordField	Format	Rel	Ord	Xtr	Agg	Heading
1	A.BANK_ACCT_KEY - Bank Acc	Char4		1			Account
2	A.PYMNT_ID_REF - Payment Ref	Char10		2			Check #
3	A.PYMNT_DT - Payment Date	Date					Pmt Dt
4	A.PYMNT_AMT - Payment Amou	SNm17.2					Amount
5	A.PYMNT_METHOD - Payment M	Char3			N		Pmt Method
6	A.PYMNT_STATUS - Payment St	Char1			N		Pay Status
7	A.CANCEL_ACTION - Cancel Ac	Char1			N		Cancel Action
8	A.POST_STATUS_AP - Post Stat	Char1			N		Post Status
9	A.REMIT_VENDOR - Remit Vend	Char10					Remit Vndr #
10	A.NAME1 - Name 1	Char40					Remit To

Journal Generate for AP - Confirm all AP entries successfully journal generated by running **BOR_JE_PENDING**:

Col	RecordField	Format	Rel	Ord	Xtr	Agg	Heading
1	D.BUDGET_PERIOD - Budget Peri	Char8		1			Bdgt Pd
2	D.ACCOUNTING_DT - Accountin	Date		2			Acctg Date
3	'ACTUALS'	Char10		3			Ledger
4	'PO#'	Char3		4			Module
5	'PO# D.PO_ID ' D.APPL_ID	Char45		5			Description
6	'EN'	Char2					Amt Type
7	D.ACCOUNT - Account	Char6					Acct
8	D.FUND_CODE - Fund	Char5					Fund
9	D.DEPTID - Department	Char10					DeptID
10	D.PROGRAM_CODE - Program	Char5					Program
11	D.CLASS_FLD - Class	Char5					Class
12	D.PROJECT_ID - ProjectGrant	Char15					ProjGrnt
13	D.MONETARY_AMOUNT - Monet	SNm17.2					Amount

**Verify Non-Budget
Checked Deleted
Vouchers**

In order for the sub-module data related to controlled budgets to be converted properly it must all be verified, posted or removed. This query will identify any vouchers that have been deleted but never re-budget checked (if required).

Run query
UPG_GFAPX01

Access the Query Tool and open the query **UPG_GFAPX01**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Access the **Voucher Budget Control Exceptions** panel to re-budget check the deleted voucher.

If the voucher cannot be successfully budget checked, contact the OIIT Helpdesk for assistance in completing/removing the data.

Due Date

All Vouchers should be valid budget checked by February 28, 2007. Query should be run during each month close prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

**Verify Unsuccessful
Budget Checked
Vouchers**

This query will list any vouchers that have either never been successfully budget checked or have been budget checked, then modified and not (successfully) budget checked again.

Run query
UPG_GFAPX02

Access the Query Tool and open the query **UPG_GFAPX02**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. **Access the Voucher Budget Control Exceptions** panel to determine if vouchers can be budget checked. If errors exist, correct the errors. Continue until the query returns no results.

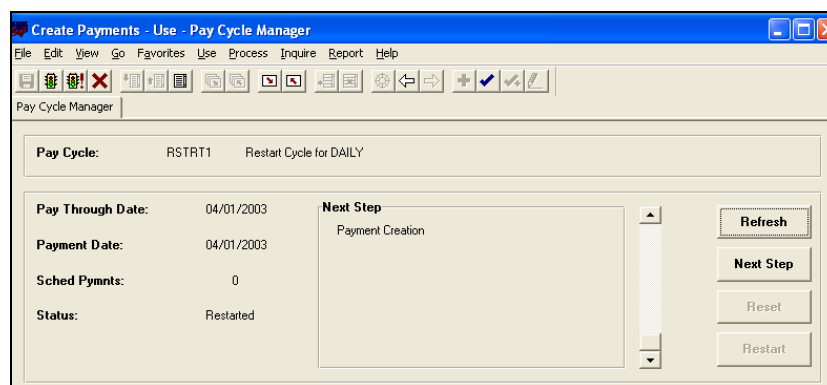
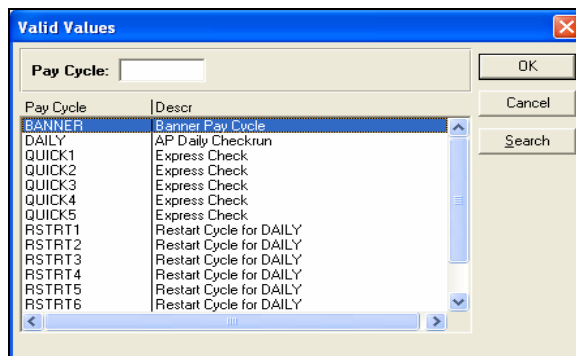
If the voucher cannot be successfully budget checked (or re-budget checked) contact OIIT for assistance.

Due Date

All Vouchers should be valid budget checked by February 28, 2007. Query should be run during each month close prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Review Status of Pay Cycles

All Pay Cycles must either be completed or reset prior to the upgrade. There are extensive changes in the pay cycle architecture, especially in the payment selection and payment creation processes. Review the status of each pay cycle in Pay Cycle Manager.



Pay cycles not in a status of Complete or Reset, need to be reviewed to determine if they are in process and need to be completed.

Close Pay cycles

The payment selection and payment creation processes are vastly different from 7.5 to 8.9. If any pay cycle is sitting in an 'open' or 'processing' state, the upgrade process will not be able to process the data. This query will show what pay cycles are 'hanging' in the system.

Run query UPG_APY01

Access the Query Tool and open the query **UPG_APY01**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any pay cycles listed on the report needs to be researched to determine if it can be Completed or Reset.

If it cannot be, document all data and contact OIIT for assistance.

Due Date

All Pay cycles should be in a Completed or Reset status by **March 31, 2007**. The above steps should be completed during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Close PO Vouchers

If the database contains any PO Vouchers that have been marked for closure but have not completed the closure processes (for example budget checking and posting), certain flags will not be correctly populated during the data conversion process. This could result in incorrectly updated encumbrance budgets.

This query will list all PO Vouchers marked for closure that have not completed the close process.

Run query UPG_GFAPF01

Access the Query Tool and open the query **UPG_GFAPF01**. No modification to the criteria is needed. Run the results of the query to Excel.

Examine the results. Any vouchers listed on the report need to be researched. Complete the closure process by budget checking and posting the voucher.

For any vouchers that cannot be cleared from the query, document and contact OIIT for assistance in completing/removing the data.

Due Date

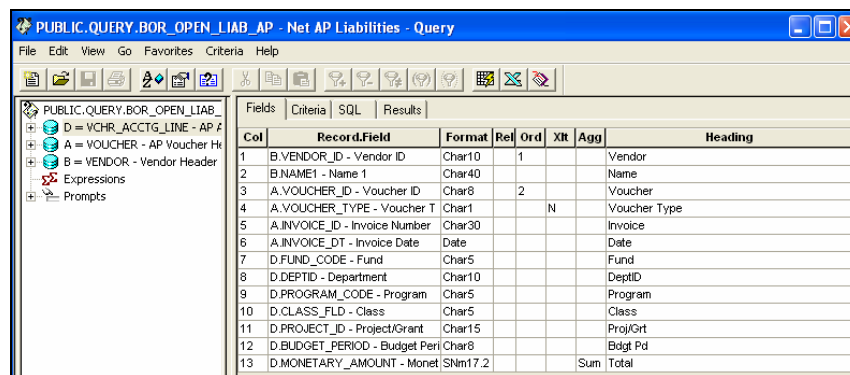
All PO Vouchers marked for closure should be completely processed by February 28, 2007. The above steps should be done during each month close in order to identify any issues prior to FY2007 close, and each month prior to the upgrade during FY2008.

**Other AP Cleanup
Items:**

Bank Reconciliation - All Bank Statements should be loaded and fully reconciled each month prior to the upgrade.

Outstanding checks – Due to changes from 7.5 to 8.9, it is recommended that your outstanding check list be as current as possible. Checks issued prior to FY2007 should be reconciled or voided where possible. This cleanup should begin immediately and must be completed by September 30, 2007.

Outstanding Vouchers – It is recommended that vouchers or credit memos that will never be paid, be closed prior to the upgrade. Run the delivered query **BOR_OPEN_LIAB_AP** to confirm that only current fiscal year vouchers appear. Vouchers from previous fiscal years should be researched to determine why they have not been paid. If vouchers appear that have been paid or closed, they should be reported to OIIT prior to March 31, 2007.



Col	Record.Field	Format	Rel	Ord	XIT	Agg	Heading
1	B.VENDOR_ID - Vendor ID	Char10		1			Vendor
2	B.NAME1 - Name 1	Char40					Name
3	A.VOUCHER_ID - Voucher ID	Char8		2			Voucher
4	A.VOUCHER_TYPE - Voucher T	Char1			N		Voucher Type
5	A.INVOICE_ID - Invoice Number	Char30					Invoice
6	A.INVOICE_DT - Invoice Date	Date					Date
7	D.FUND_CODE - Fund	Char5					Fund
8	D.DEPTID - Department	Char10					DeptID
9	D.PROGRAM_CODE - Program	Char5					Program
10	D.CLASS_FLD - Class	Char5					Class
11	D.PROJECT_ID - Project/Grant	Char15					Proj/Grt
12	D.BUDGET_PERIOD - Budget Peri	Char8					Bdgt Pd
13	D.MONETARY_AMOUNT - Monet	SNM17.2					Sum Total

PO Clean Up

Run PO Processes

Run the following processes against your business unit in the given order. This may reduce the number of transactions that will need to be corrected in this section.

- PO Edit
- PO Budget Check
- PO Post
- PO Recon
- PO Budget Check - to liquidate closing balances
- PO Post – to post any closing balances
- Journal Generate for purchase orders

Validate POs Not Valid Budget Checked

For proper data conversion of controlled budget data, all POs must have a valid budget header status.

Create and run query UPG_POF01

Access the Query Tool and create the query shown below. Save the query with the name **UPG_POF01**. Run the results of the query to Excel.

PUBLIC.QUERY.UPG_POF01 - PO's not budget checked - Query

File Edit View Go Favorites Criteria Help

Fields Criteria SQL Results

Col	Record.Field	Format	Rel	Ord	Xlt	Agg
1	A.BUSINESS_UNIT - Business U	Char5				Unit
2	A.PO_ID - Purchase Order	Char10				PO
3	A.PO_STATUS - PO Status	Char2			N	Status
4	A.BCM_HDR_STATUS - Budget	Char1			N	Budget Check Status
5	A.PO_DT - Purchase Order Date	Date				PO Date
6	A.BUYER_ID - Buyer Name	Char30				Buyer
7	B.DESCR254_MIXED - Long Des	Char254				Long Descr
8	B.LINE_NBR - Line Number	Num5.0				Line
9	C.SCHED_NBR - Schedule Numb	Num3.0				Sched Num
10	D.DISTRIB_LINE_NUM - Distributi	Num5.0				Line
11	D.MERCHANDISE_AMT - Mercha	SNM17.2				Amount

Fields Criteria SQL Results

Logical	Expression 1	Operator	Expression 2
	A.BCM_HDR_STATUS - Budget	not equal to	V
AND	A.BUSINESS_UNIT - Business U	equal to	B.BUSINESS_UNIT - Business Unit
AND	A.PO_ID - Purchase Order	equal to	B.PO_ID - Purchase Order
AND	B.BUSINESS_UNIT - Business U	equal to	C.BUSINESS_UNIT - Business Unit
AND	B.PO_ID - Purchase Order	equal to	C.PO_ID - Purchase Order
AND	B.LINE_NBR - Line Number	equal to	C.LINE_NBR - Line Number
AND	C.BUSINESS_UNIT - Business U	equal to	D.BUSINESS_UNIT - Business Unit
AND	C.PO_ID - Purchase Order	equal to	D.PO_ID - Purchase Order
AND	C.LINE_NBR - Line Number	equal to	D.LINE_NBR - Line Number
AND	C.SCHED_NBR - Schedule Numb	equal to	D.SCHED_NBR - Schedule Number

Examine the results. Access the manage purchase order panels to correct the PO in order to encumber the funds or cancel the PO. Run budget checking for the PO. If the PO can not be corrected to pass budget checking, contact the OIIT Helpdesk for assistance.

Continue until the query returns no rows.

Due Date

Any PO's with an accounting date prior to Feb 1, 2007 should be valid budget checked by **February 23, 2007**. Query should be run during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Validate POs Not Posted

For proper data conversion of encumbrances, all POs that have passed budget checking must be posted .

Create and run query UPG_PO_POF02

Access the Query Tool and create the query shown below. Save the query with the name **UPG_POF02**. Run the results of the query to Excel.

PUBLIC.QUERY.UPG_POF02 - PO's not posted - Query

File Edit View Go Favorites Criteria Help

PUBLIC.QUERY.UPG_POF02 - PO's not posted

- A = PO_HDR - Purchase Order Header
- B = PO_LINE - Purchase Order Line Item
- C = PO_LINE_SHIP - PO Line Shipping Schedule
- D = PO_LINE_DISTRIB - PO Line Accounting Entries
- Expressions
- Prompts

Col	Record.Field	Format	Rel	Ord	Xlt	Agg
1	A.BUSINESS_UNIT - Business U	Char5				Unit
2	A.PO_ID - Purchase Order	Char10	1			PO
3	A.PO_STATUS - PO Status	Char2			N	Status
4	A.BCM_HDR_STATUS - Budget	Char1			N	Budget Check Status
5	A.PO_DT - Purchase Order Date	Date				PO Date
6	A.BUYER_ID - Buyer Name	Char30				Buyer
7	B.DESCR254_MIXED - Long Des	Char254				Long Descr
8	B.LINE_NBR - Line Number	Num5.0		2		Line
9	C.SCHED_NBR - Schedule Numb	Num3.0		3		Sched Num
10	D.DISTRIB_LINE_NUM - Distribut	Num5.0		4		Line
11	D.MERCHANDISE_AMT - Mercha	SNM17.2				Amount

Fields	Criteria	SQL	Results
Logical	Expression 1	Operator	Exp
	A.PO_POST_STATUS - Post Stat	equal to	N
AND	A.BUSINESS_UNIT - Business U	equal to	B.BUSINESS_UNIT - Business Unit
AND	A.PO_ID - Purchase Order	equal to	B.PO_ID - Purchase Order
AND	B.BUSINESS_UNIT - Business U	equal to	C.BUSINESS_UNIT - Business Unit
AND	B.PO_ID - Purchase Order	equal to	C.PO_ID - Purchase Order
AND	B.LINE_NBR - Line Number	equal to	C.LINE_NBR - Line Number
AND	C.BUSINESS_UNIT - Business U	equal to	D.BUSINESS_UNIT - Business Unit
AND	C.PO_ID - Purchase Order	equal to	D.PO_ID - Purchase Order
AND	C.LINE_NBR - Line Number	equal to	D.LINE_NBR - Line Number
AND	C.SCHED_NBR - Schedule Numb	equal to	D.SCHED_NBR - Schedule Number

Examine the results. Access the **Manage Purchase Order** panels to correct the PO in order to post the PO. The PO must be off hold and Valid budget checked in order to post. Run the PO Post process for the PO. If the PO can not be corrected to be posted, contact the OIIT Helpdesk for assistance.

Continue until the query returns no rows.

Due Date

Any PO's with an accounting date prior to Feb 1, 2007 should be posted by **February 23, 2007**. Query should be run during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Validate POs Not Journal Generated

For proper data conversion of encumbrances, all POs that have passed budget checking and are posted, must be journal generated.

Create and run query
UPG_PO_POF03

Access the Query Tool and create the query shown below. Save the query with the name **UPG_POF03**. Run the results of the query to Excel.

The screenshot shows the PeopleSoft Query Tool interface. The title bar reads 'PUBLIC.QUERY.UPG_P003 - POs not journal generated - Query'. The menu bar includes File, Edit, View, Go, Favorites, Criteria, and Help. The toolbar contains various icons for file operations and query execution. The left pane shows the query structure with 'A = PO_LINE_ACCTG - PO Accounting Entries' expanded. The right pane shows the 'Fields' tab with a table of fields:

Col	Record.Field	Format	Rel	Ord	Xlt	Agg	
1	A.BUSINESS_UNIT - Business U	Char5					Unit
2	A.PO_ID - Purchase Order	Char10					PO
3	A.LINE_NBR - Line Number	Num5.0					Line
4	A.SCHED_NBR - Schedule Numb	Num3.0					Sched Num
5	A.DISTRIB_LINE_NUM - Distributi	Num5.0					Line
6	A.ACCOUNTING_DT - Accountin	Date					Acctg Date
7	A.GL_DISTRIB_STATUS - Distrib	Char1			N		Status

Below the main interface is a detailed view of the 'Criteria' tab. It shows a table with columns: Logical, Expression 1, Operator, and a dropdown menu. The first row contains the expression 'A.GL_DISTRIB_STATUS - Distrib', the operator 'not equal to', and the value 'D'.

Logical	Expression 1	Operator	
	A.GL_DISTRIB_STATUS - Distrib	not equal to	D

Examine the results. Run the Journal Generate process for PO. If the PO will not journal generate, contact the OIIT Helpdesk for assistance.

Continue until the query returns no rows.

Due Date

Any PO's with an accounting date prior to Feb 1, 2007 should be journal generated by **February 23, 2007**. Query should be run during each month close in order to identify any issues prior to FY 2007 close, and each month prior to the upgrade during FY 2008.

Requisition Clean Up

Requisition Conversion Plan

Prior to closing FY 2007 all outstanding 2007 requisitions should be sourced to purchase orders or cancelled. If your business unit has requisitions prior to FY 2007 that have not been budget checked and posted, OIIT will run DBIs after FY 2007 to set the requisitions to closed and posted to prevent creating any accounting entries in the purchasing or general ledger module.

Due Date

Additional information will be provided prior to the 2007 Fiscal Year close to the business units that have outstanding requisitions.

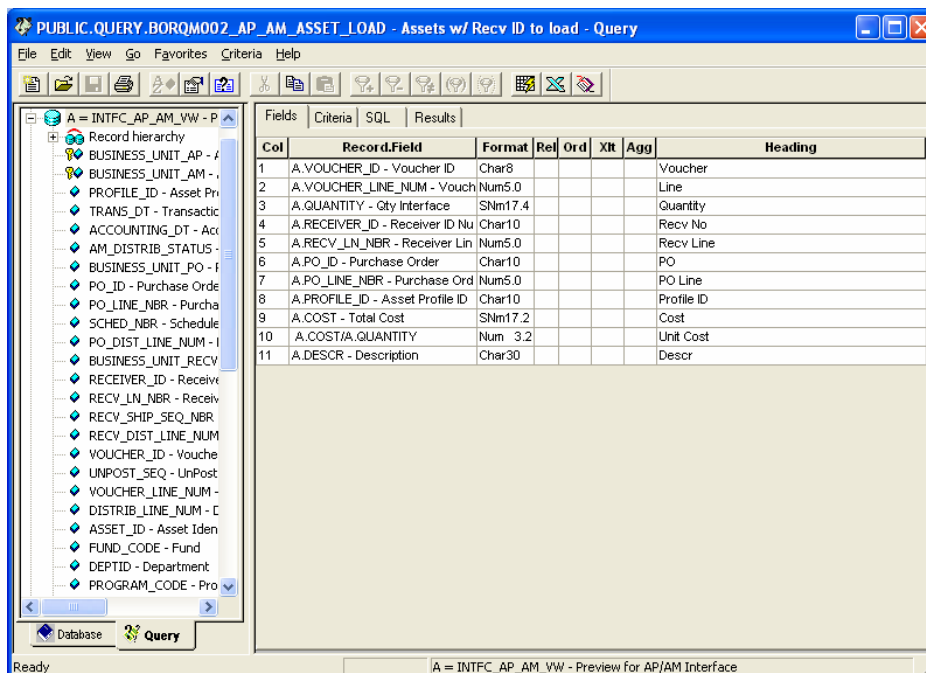
AM Clean Up

Validate PO/AP/AM Interface Data

For those institutions that use the PO/AP/AM interface, all data which can be loaded into the INTFC_PRE_AM tables should be prior to running the validation queries in the steps below. To determine if any data needs to be loaded, run BORQM002.

Run BORQM002

Access the Query Tool and run **BORQM002**. Run the results of the query to Excel.



Examine the results. If data is returned, the vouchers must be loaded and the receivers moved into the Pre-AM table.

Due Date

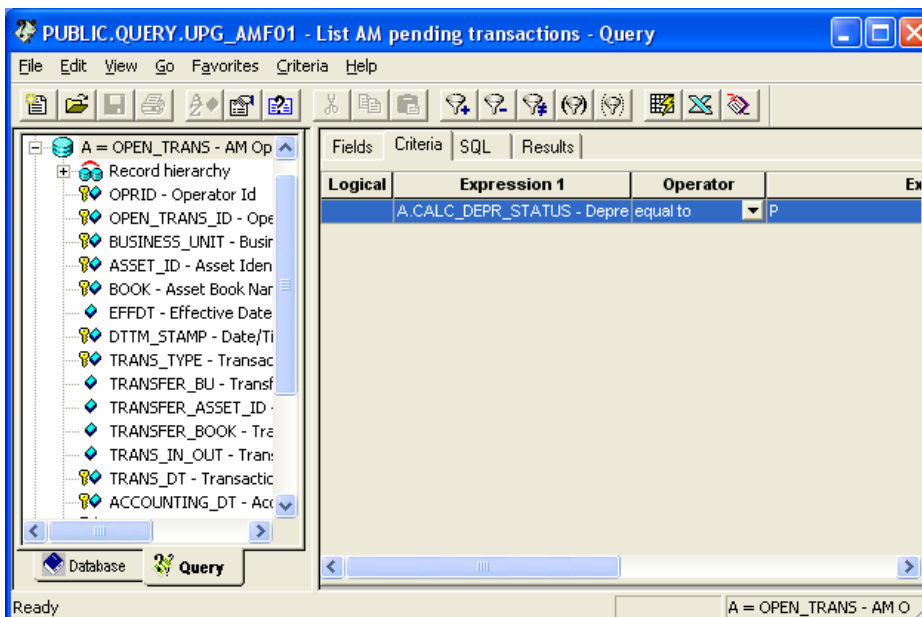
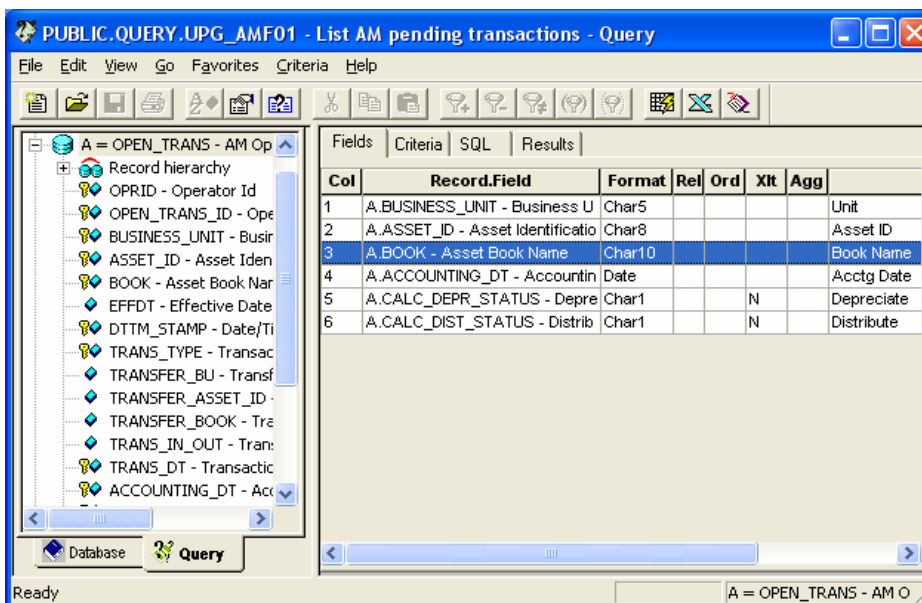
Data issues with accounting dates prior to February 1, 2007 should be resolved by **February 27, 2007**. This query should then be run as part of the month end close process each month. Any data returned by the query should be completely processed.

Validate No pending transactions

For proper data conversion during the upgrade processes, all Asset related transactions should be processed to completion or resolved. Tables that should be reviewed for transactions that may need to be processed are: INTFC_PRE_AM, INTFC_FIN, INTFC_PHY_A, and OPEN_TRANS.

Create and run query UPG_AMF01

Access the Query Tool and create the query shown below. Save the query with the name **UPG_AMF01**. Run the results of the query to Excel.



No rows should be returned. If, after month end close, there are pending transactions returned by this query, research to determine why and resolve.

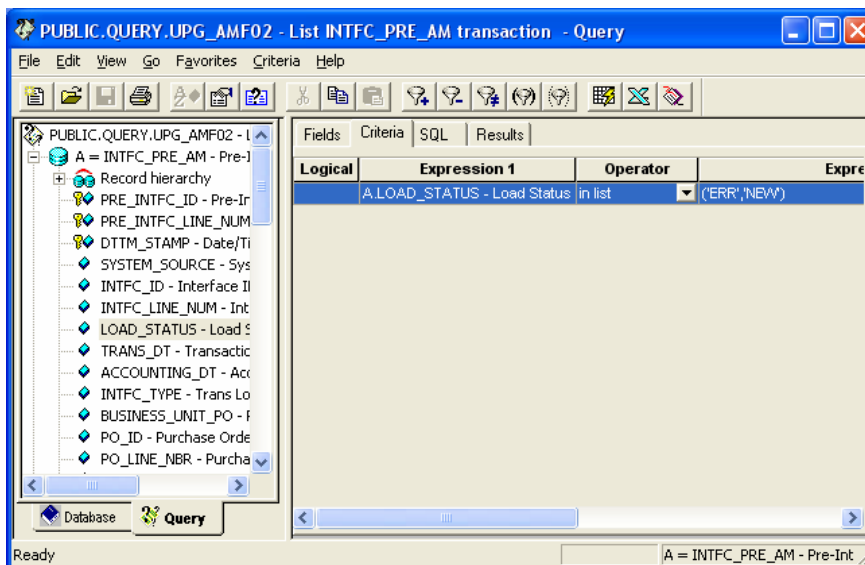
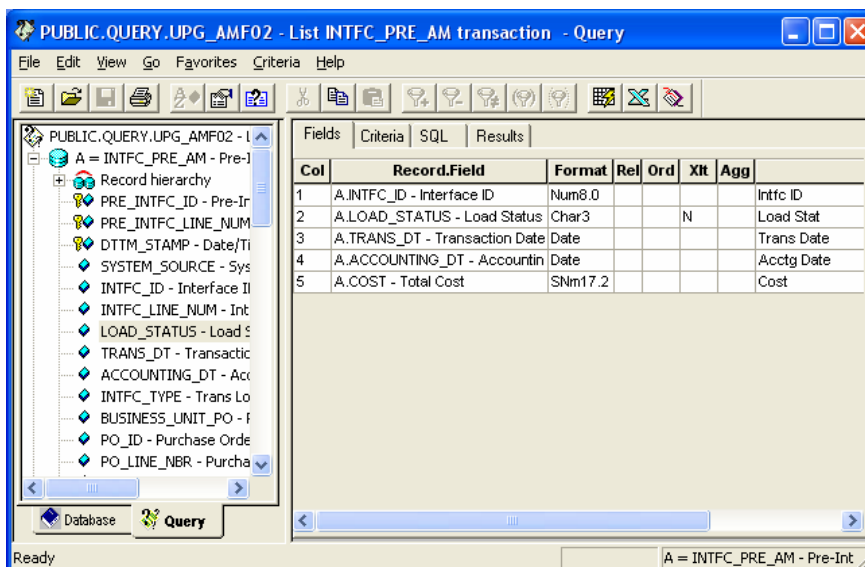
Contact the OIIT Helpdesk for assistance as needed.

Due Date

Data issues with accounting dates prior to February 1, 2007 should be resolved by February 27, 2007. This query should then be run as part of the month end close process each month. Any remaining NEW or ERR transactions should be resolved and completed.

Create and run query UPG_AMF02

Access the Query Tool and create the query shown below. Save the query with the name **UPG_AMF02**. Run the results of the query to Excel.



There should be no INTFC_PRE_AM rows with a LOAD_STATUS of 'NEW' or 'ERR'.

If there are 'NEW' or 'ERR' transactions after normal month end close processes have been run, research to determine why and resolve.

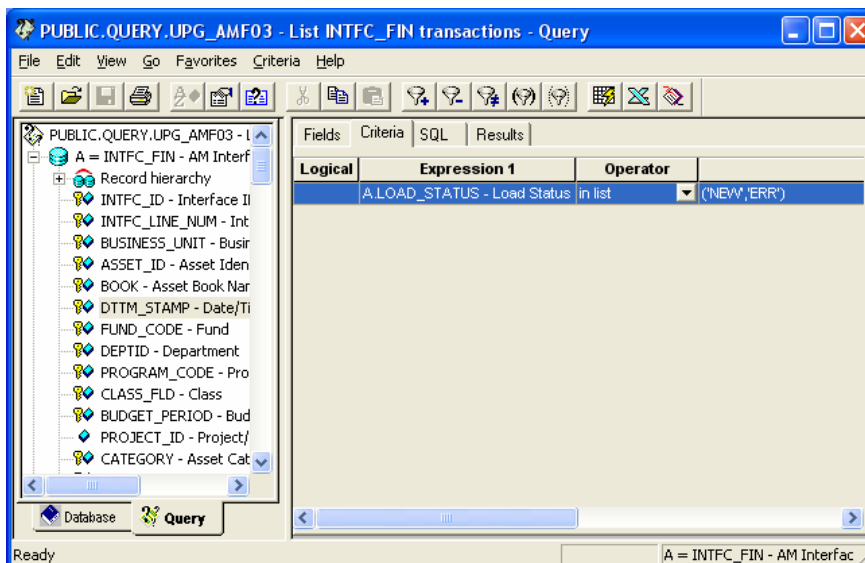
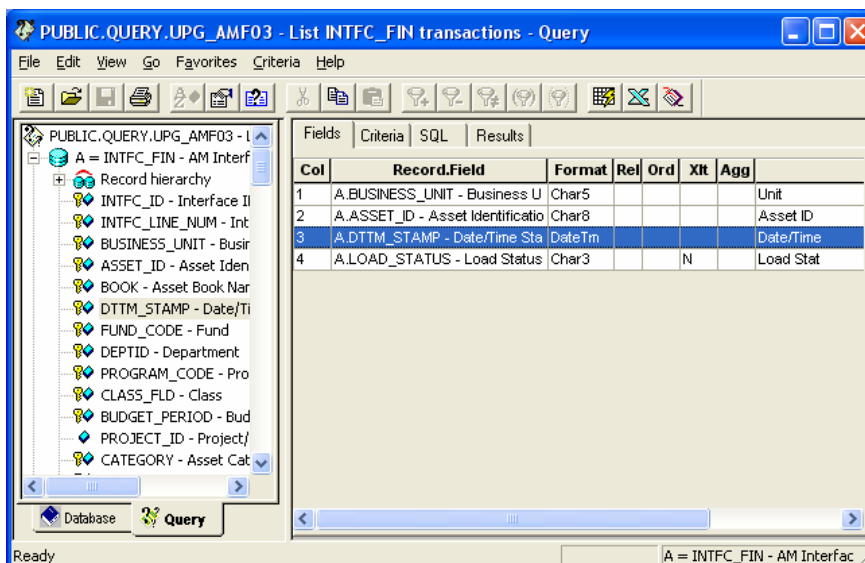
Contact the OIIT Helpdesk for assistance as needed.

Due Date

Data issues with accounting dates prior to February 1, 2007 should be resolved by February 27, 2007. This query should then be run as part of the month end close process each month. Any remaining NEW or ERR transactions should be resolved and completed.

Create and run query UPG_AMF03

Access the Query Tool and create the query shown below. Save the query with the name **UPG_AMF03**. Run the results of the query to Excel.



There should be no INTFC_FIN rows with a LOAD_STATUS of 'NEW' or 'ERR'.

If there are 'NEW' or 'ERR' transactions after normal month end close processes have been run, research to determine why and resolve.

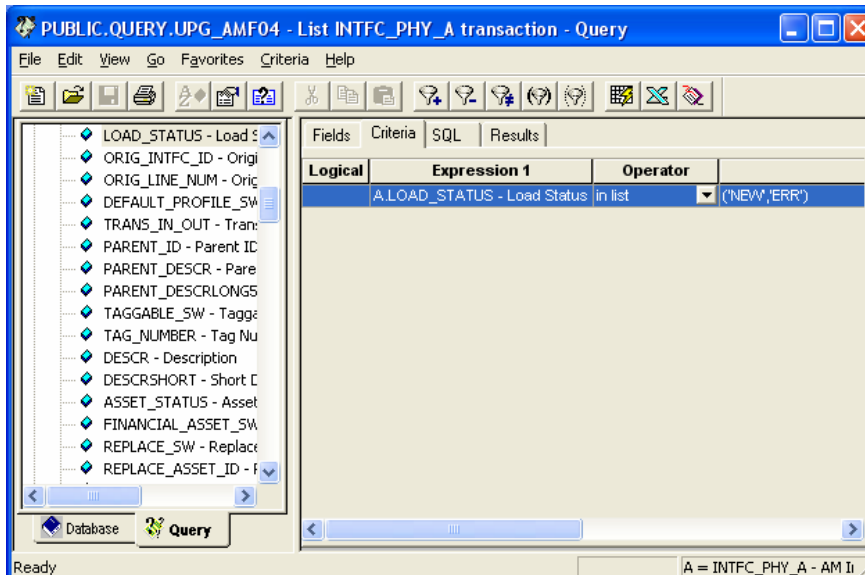
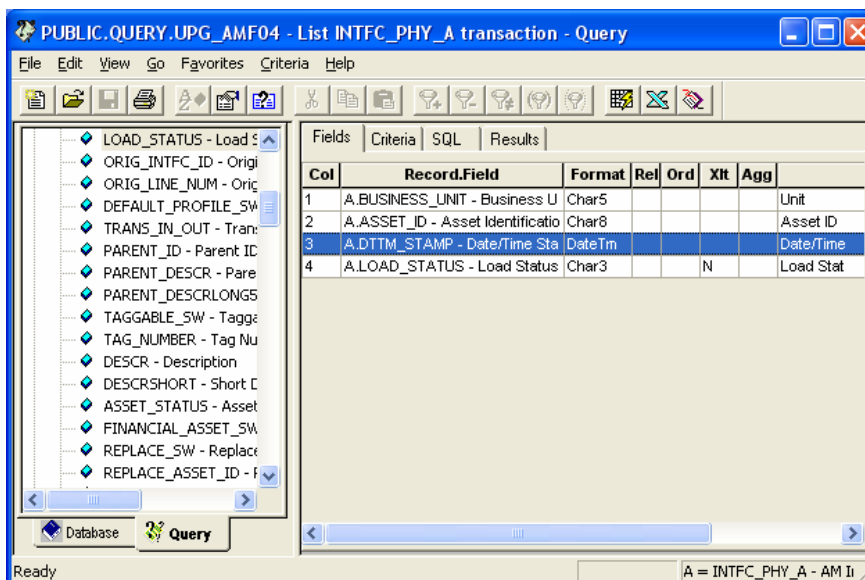
Contact the OIIT Helpdesk for assistance as needed.

Due Date

Data issues with accounting dates prior to February 1, 2007 should be resolved by February 27, 2007. This query should then be run as part of the month end close process each month. Any remaining NEW or ERR transactions should be resolved and completed.

Create and run query UPG_AMF04

Access the Query Tool and create the query shown below. Save the query with the name **UPG_AMF04**. Run the results of the query to Excel.



There should be no INTFC_PHY_A rows with a LOAD_STATUS of 'NEW' or 'ERR'.

If there are 'NEW' or 'ERR' transactions after normal month end close processes have been run, research to determine why and resolve.

Contact the OIIT Helpdesk for assistance as needed.

Due Date

Data issues with accounting dates prior to February 1, 2007 should be resolved by February 27, 2007. This query should then be run as part of the month end close process each month. Any remaining NEW or ERR transactions should be resolved and completed.