

General Ledger (GL) and Commitment Control (KK) Delta Training for PSFIN v9.2

Participant Guide

Version 1.0

GeorgiaFIRST Financials

March 2015



Information Technology Services
University System of Georgia

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Introduction

This General Ledger and Commitment Control Participant Guide is designed to help you prepare for the PSFIN Upgrade to version 9.2 at the end of March. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in these modules. This Participant Guide accompanies the GL/KK Delta Training for PSFIN v9.2 being held virtually over WebEx.

Before this virtual training, all participants should view the PSFIN v9Upgrade General Ledger and Commitment Control video that can be accessed [here](#). The purpose of the video is to prepare you about what changes are occurring in GL and KK and to provide some background as to why they changes are happening. This video is only 14 minutes long, but it will prepare you for the Virtual Training session.

This GL/KK Delta Training consists of six lessons:

- Lesson 1: Budget Reference/Period Changes
- Lesson 2: Workflow in GL/KK
- Lesson 3: Commitment Control Ledger Configuration Changes
- Lesson 4: Additional Changes in GL
- Lesson 5: GL Workcenter
- Lesson 6: Available Reports and Queries

There will also be plenty of time the conclusion of the training for questions and answers.

Lesson 1: Budget Reference/Period Changes

As mentioned in the General Ledger and Commitment Control video, we are changing the way that we use the Budget Reference field. Beginning in FY2016, we are using Budget Reference exclusively to denote the budget year on a transaction. While the Budget Period field will still exist, it will not be utilized in the GeorgiaFIRST reporting model.

We are shifting to the exclusive use of Budget Reference in order to eliminate a custom modification that was in place to sync Budget Reference to Budget Period. This custom modification sometimes did not work very well, causing mismatches between Budget Date and Budget Reference.

However, because we are upgrading PSFIN in the middle of a fiscal year, there are certain guidelines to follow when entering transactions.

- Between Go Live and 6/30/2015:
 - Continue using Budget Period
 - The Budget Date will default to your Accounting Date and should match your Budget Reference
- FY2016 – Entering Transactions for Budget Year 2016:
 - Use Budget Reference only
- FY2016 – Entering Transactions for a Previous Budget Year:
 - Use Budget Reference and Budget Date

In addition, since the access to the budget date field will no longer determine who can update the budget year to which a transaction is charged, we are implementing Workflow Approvals for those transactions that do not fall within the expected Budget Reference parameters. When a user enters a transaction and uses a Budget Reference that does not match the current fiscal year, it will enter Budget Reference Approval Workflow. Also, when a user enters a transaction that has a predecessor transaction (i.e., Voucher created from a Purchase Order) and the Budget References on the corresponding distributions lines do not match, the transaction will enter Budget Reference Approval Workflow.

Creating and Submitting an Journal Entry

1. Navigation: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Enter or select **Business Unit**
3. Click the **Add** button
4. On the **Header** page, enter a description in the **Long Description** field
5. In the **Ledger Group** drop down, select the ledger group where you want to post the journal
6. In the **Source** field, select a journal source that best represents how the journal determines various options for entering and entering journals. In most cases, this will be **ONL**.
7. Click the **Save Journal Incomplete Status** checkbox if you wish to finalize and process the journal at a later time
8. Select the **Lines** tab

- a. The Lines page enables you to record transactions that comprise a journal. A single journal entry must be at least two lines in length because total debits must equal total credits for a single journal entry. The account numbers you enter here classify the nature of a transaction.
9. Enter a value in the **Account** field
10. Enter a value in the **Fund** field
11. Enter a value in the **Dept** field
12. Enter a value in the **Program** field
13. Enter a value in the **Class** field
14. If you are entering this journal between 3/30/15 and 6/30/15, continue. Otherwise skip to step #15.
 - a. In the **Budget Reference** field, enter 2015.
 - b. In the **Budget Date** field, enter the Budget Date (until FY16, both the Budget Reference and Budget Date fields must be entered)
 - c. Skip to Step #17
15. If you are entering this journal on or after 7/1/15 for a Budget Year 2015 transaction, continue. Otherwise skip to step #16.
 - a. In the **Budget Reference** field, enter 2015.
 - b. In the **Budget Date** field, enter the Budget Date (required since it is for BY15 or earlier)
 - c. Skip to Step #17
16. If you are entering this journal on or after 7/1/15 for an FY16 transaction (or beyond), continue.
 - a. In the **Budget Reference** field, enter the appropriate Budget Year.
17. Enter a value in the **Amount** field
18. Insert a line by clicking the **Insert Lines** button (+)
19. Fields specified in the copy down feature in the Journal Entry Template will populate automatically
20. Update the values on the second line and enter the offsetting amount
21. Verify that the journal entry is correct
22. **Save** the journal
23. If you selected the **Save Journal Incomplete Status** checkbox, you will get a message that the journal cannot be posted because its status is not complete. Clear the checkbox on the Header tab to continue processing the journal.
24. In the **Process** drop down list, select **Edit Journal**
25. Click the **Process** button
26. Notice that the Journal Status changes to **V** after the journal is edited (V = Valid). You can only post a journal that has a valid journal status and the journal passes the budget check
 - a. To review any budget exceptions, select the **Budget Status** link under the **Lines** tab and within the **Total** section
 - b. If necessary review the budget exceptions and take corrective action.
 - c. Once the budget exception root cause has been corrected, the journal entry can be budget checked again through the GL Journal Exceptions page or the Journal Entry page
27. Once the journal has a valid header and budget status, you are ready to submit the journal for approval

28. Select the **Approval** tab
29. Confirm that **Approve** is selected in the **Approval Action** drop down
30. Select the **Lines** tab
31. Select **Submit Journal** in the **Process** drop down and click the **Process** button
32. The journal has been routed to an approver's worklist for approval and posting

Lesson 2: Workflow in General Ledger and Commitment Control

The Workflow approval framework in PSFIN v9.2 is more flexible for regular and budget journals. This improved framework prevents accidental “self-approval” of journals that we ran into in version 8.9. When you initiate a journal and submit it online or through a batch process, the journal enters Workflow for approval. If the person submitting the journal also has the Journal-Approve role, it will route to someone else for approval.

Budget Journals also have optional Workflow with one approval stage. Your institution can deploy different options for Control Budget journals and Non-Control Budget journals.

We are currently offering one level of Workflow approval for journals. If your institution wishes to use additional levels, please submit a ticket with the ITS Helpdesk.

Approving and Posting a Journal Entry

1. Navigation: **Worklist**
2. Select the **Journal** to approve from the Worklist
3. Choose **Go To Journal Entry page**
4. Select the **Approval** tab and confirm that the journal has been initiated into Journal Workflow
5. The Approval Status should be “**Pending Approval**”

Approval Status

Unit 53000

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

GL Journal Approval

Unit 53000, ID 0000150061, Date 2015-01-20, Line Unit 53000:Pending View/Hide Comments

GL Journal Approval

Skipped

GL Journal Approval
01/21/15 - 2:00 PM

Pending

Multiple Approvers
GL Journal Approval

Comments

Approval History

Save Return to Search Notify Refresh

6. Select the **Lines** tab

7. In the **Process** drop down, select **Submit Journal** and click the **Process** button
8. Select the **Approval** tab and confirm that your **User ID** appears as the approver

Approval Status

Unit 53000

Approval Check Active Y

Approval Status Approved to Post

Approval Action Approve

Deny Comments

GL Journal Approval

Unit 53000, ID 0000150061, Date 2015-01-20, Line Unit 53000:Approved View/Hide Comments

GL Journal Approval

Approved

GL Journal Approval
03/10/15 - 4:27 PM

Skipped

GL Journal Approval
01/21/15 - 2:00 PM

Comments

Approval History

9. Select the **Lines** tab
10. In the **Process** drop down, select **Post Journal** and click the **Process** button
11. The posting confirmation message appears every time you post a journal from the Lines page. Click the **OK** button
12. Confirm that the journal status is **Posted**.
13. Note: You can also navigate to the Journal Entry through General Ledger > Journals > Journal Entry > Create/Update Journal Entries link
 - a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved

Entering and Maintaining Appropriation Budgets

1. Navigation: **Commitment Control > Budget Journals > Enter Budget Journals**
2. Enter/verify your **Business Unit**
3. **Journal Date** defaults to current date
4. Click the **Add** button
5. In the **Ledger Group** field, enter or select **APPROP**
 - a. In the **Budget Entry Type**, select the appropriate entry: Original, Adjustment or Permanent Adjustment
 - b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year's budget within the Budget Prep module
6. In the **Long Description** field, enter a description
7. Select the **Budget Lines** tab
8. Enter a value in the **Account** field
 - a. If the account value specified is not stored at the appropriate level in the translation tree, the budget post process will reject the journal.

9. Enter a value in the **Fund** field
10. Enter a value in the **Dept** field
11. Enter a value in the **Program** field
12. Enter a value in the **Class** field
13. Enter the current budget year in the **Budget Reference** field (2016 or beyond)
 - a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field
14. Enter a value in the **Amount** field
 - a. Enter a positive amount to increase the budget
 - b. Enter a negative amount to decrease the budget
15. Add additional lines if necessary
16. Click the **Save** button
17. Select one of the following in the **Process** drop down:
 - a. **Copy Journal**: Copies the current journal
 - b. **Delete Journal**: Deletes the current journal
 - c. **Edit Chartfields**: Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly, without calling the posting process. Any errors found are reported on the Budget Errors page. The Budget lines status reflects lines that failed combination editing; however the header status is not updated. With proper security, the posting process can later be run and the edits are performed again even if the preliminary Edit Chartfields is run.
 - d. **Post Journal**: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, it posts it. (Note: for reasons of efficiency, you typically edit and post budget entry journals in the background, using the Budget Posting Request page)
 - e. **Refresh Journal**: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
 - f. **Submit Journal**: Initiates the journal into Workflow if institution is using KK Workflow. If budget journal approval is enabled, journal posting for a journal is not allowed before final approvals are received for the budget journal and any validation errors are resolved
18. Click the **Process** button.

Entering and Maintaining Organization Budgets

1. Navigation: **Commitment Control** > **Budget Journals** > **Enter Budget Journals**
2. Enter/verify your **Business Unit**
3. **Journal Date** defaults to current date
4. Click the **Add** button
5. In the **Ledger Group** field, enter or select **ORG**
 - a. In the **Budget Entry Type**, select the appropriate entry: Original, Adjustment or Permanent Adjustment
 - b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year's budget within the Budget Prep module

6. In the **Long Description** field, enter a description
7. Parent Budget Options:
 - a. Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child-to-parent budget layers there might be.
 - b. The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type checkboxes are available only under certain setup and security options. Details of setup and use of the feature are documented in separate sections dealing with the automatic generation of parent budget journals from child budget journals.
 - c. If appropriate and able to, select the **Generate Parent Budget(s)** checkbox and select a relevant entry in the **Parent Budget Entry Type** list
8. Select the **Budget Lines** tab
9. Enter a value in the **Account** field
10. Enter a value in the **Fund** field
11. Enter a value in the **Dept** field
12. Enter a value in the **Program** field
13. Enter a value in the **Class** field
14. Enter the current budget year in the **Budget Reference** field (2016 or beyond)
 - a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field
15. Enter a value in the **Amount** field
 - a. Enter a positive amount to increase the budget
 - b. Enter a negative amount to decrease the budget
16. Add additional lines if needed
17. Save
18. Select one of the following in the **Process** drop down:
 - a. **Copy Journal**: Copies the current journal
 - b. **Delete Journal**: Deletes the current journal
 - c. **Edit Chartfields**: Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly, without calling the posting process. Any errors found are reported on the Budget Errors page. The Budget lines status reflects lines that failed combination editing; however the header status is not updated. With proper security, the posting process can later be run and the edits are performed again even if the preliminary Edit Chartfields is run.
 - d. **Post Journal**: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, it posts it. (Note: for reasons of efficiency, you typically edit and post budget entry journals in the background, using the Budget Posting Request page)
 - e. **Refresh Journal**: Refreshes the data on the page with data from the database. You lose unsaved changes if you do a refresh.
 - f. **Submit Journal**: Initiates the journal into Workflow if institution is using KK Workflow. If budget journal approval is enabled, journal posting for a journal is not allowed before

final approvals are received for the budget journal and any validation errors are resolved

19. Click the **Process** button.

Approving and Posting a Budget Journal Entry

1. Navigation: **Worklist**
2. Select the **Journal** to approve from the Worklist
3. Select **Go To Journal Entry page**
4. Review journal
5. The Approval Status should be "**Pending**"
6. Select the **Lines** tab
7. In the **Process** drop down, select **Submit Journal** and click the **Process** button
8. Select the **Approval** tab and confirm that your **User ID** appears as the approver
9. Select the **Lines** tab
10. In the **Process** drop down, select **Post Journal** and click the **Process** button
11. The posting confirmation message appears every time you post a journal from the Lines page.
Click the **OK** button
12. Confirm that the journal status is **Posted**.
13. Note: You can also navigate to the Journal Entry through Commitment Control > Budget Journals > Enter Budget Journals
 - a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved

Lesson 3: Commitment Control Ledger Configuration Changes

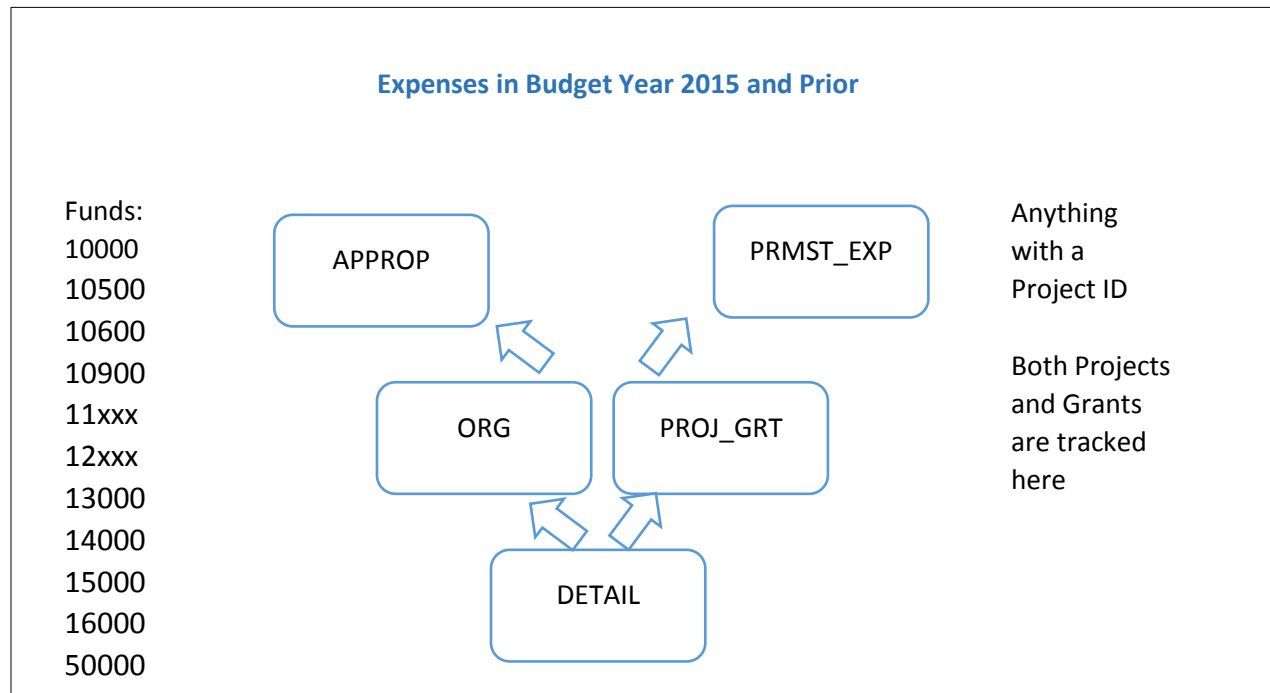
While there are no changes to the ACTUALS, CAPITAL or GAAP ledger groups, there are some changes to the Commitment Control ledgers. And these changes are designed to make it easier for you to budget for and track projects.

Currently, in PSFIN v8.9, budgeting for and tracking projects in General Ledger and Commitment Control can be a little confusing. There is a limitation in v8.9 in that if we were to add the Project ID field to either the APPROP or ORG ledger groups, that field would be a required field.

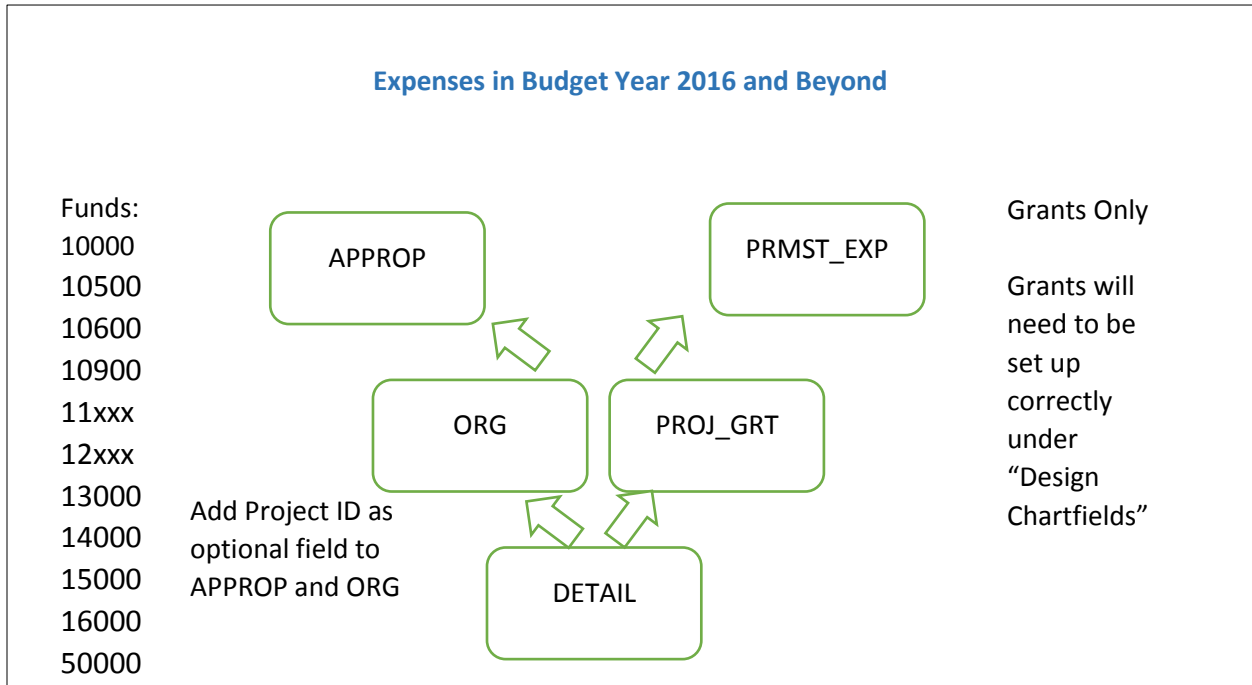
PSFIN v9.2 offers the ability to add a field to a budget definition as “optional.” We can use the APPROP and ORG ledger groups to track project budgets by including the Project chartfield. And we can continue to use PROJ_GRT and PRMST_EXP ledger groups for restricted funds only. Therefore, we will be calling PROJ_GRT the “Grant Expense” ledger, and we be calling PRMST_EXP the “Master Grant Expense” ledger.

Tracking Expenditures

For expenditures, entries into the DETAIL ledger group feeds into ORG and APPROP. In PSFIN v8.9, anything that had a Project ID was also fed into PROJ_GRT and PRMST_EXP. This included both projects and grants.

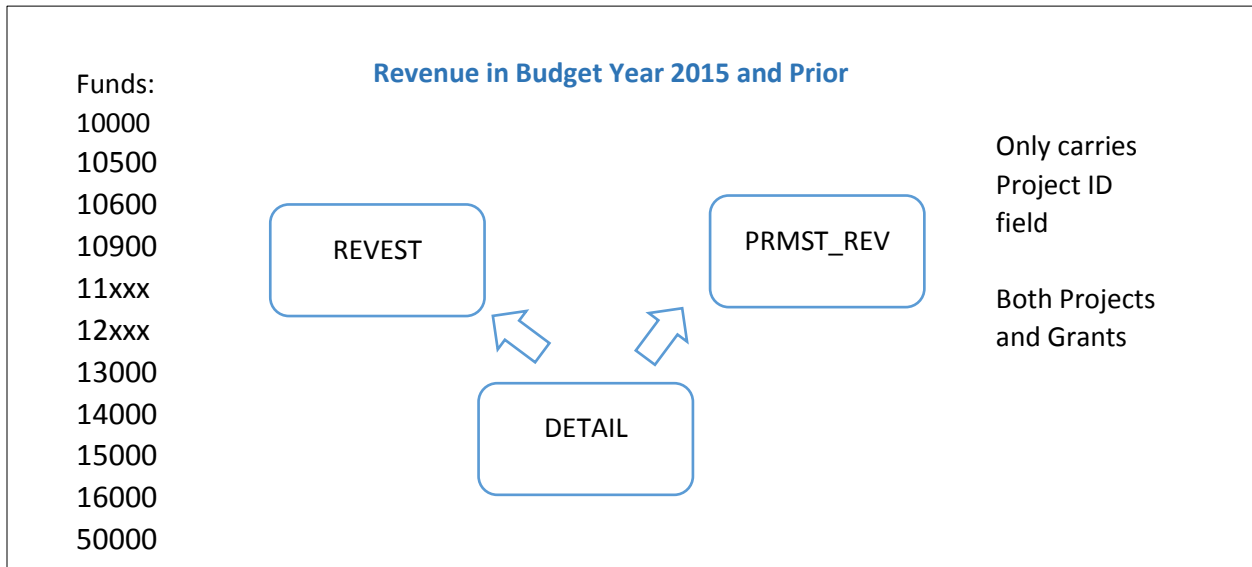


In PSFIN v9.2, only items defined as a grant feeds into PROJ_GRT (Grant Expense) and PRMST_EXP (Master Grant Expense). Because the Project ID field is being added as an “optional” field to the ORG and APPROP ledger groups, you can record a project there after it is set up and a budget is created for it.

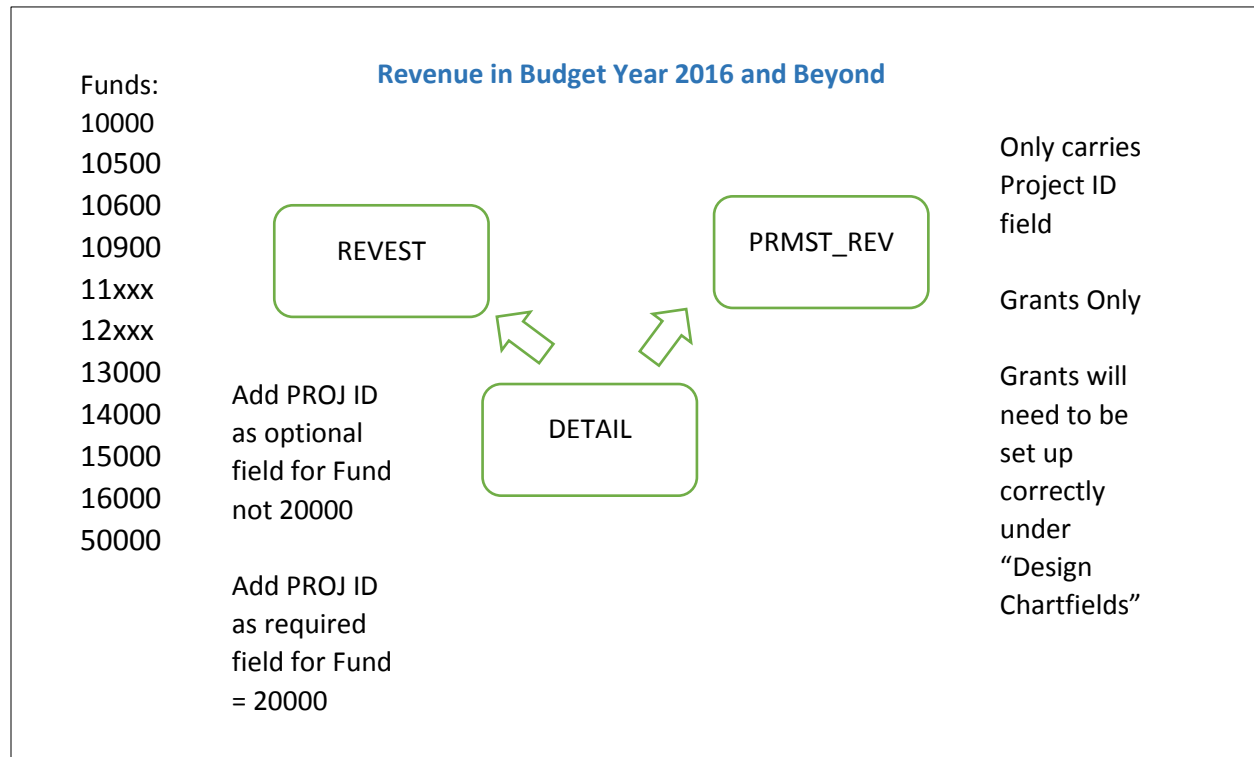


Tracking Revenue

For revenue, entries into the DETAIL ledger group feeds into the Revenue Estimate Budget (REVEST) ledger group. Currently in PSFIN v8.9, anything with a Project ID also feeds into Project Header Revenue (PRMST_REV).



In PSFIN v9.2, only grants, or items that have a Fund Code of 20000, will feed into REVEST. This is due to the fact that the Project ID field is being added to REVEST as an optional field. For items with a Fund Code of 20000, the Project ID field becomes required and will be logged in both REVEST and PRMST_REV. For items with a Fund Code that is not 20000, the Project ID field is optional and will be logged in just REVEST.



Adding Projects

Follow this process to add a new non-sponsored project Chartfield into the chart of accounts for use by all system modules. Accounting will add non-sponsored projects on an as-needed basis, such as the aware of a new project from an outside party.

You do not have to establish Project/Grant budgets for non-sponsored projects. They will use the regular operating budget.

1. Navigation: **Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Chartfield Values**
2. Select the **Project** link
3. Select the **Add a New Value** tab
4. Enter a value in the **Project** field: XYYY
 - a. For non-PPV projects, it is recommended to prepend the project id with your 2-digit Business Unit designation

5. Click the **Add** button
6. Enter a description for the project in the **Description** field
7. Select the **status** for the project (if the status is inactive, financials transactions that include this project will not pass edit)
8. Enter or select the **start date** of the project
9. Enter or select the **end date** of the project
 - a. Note that for projects, the start and end date will not govern whether an expense can be charged to the project. Rather, the availability of spendable funds determines whether an expense will pass budget checking.
10. Enter the **Employee ID** of the appropriate Project Manager in the **Manager** field
11. Select the **Description** tab
12. Enter a description in the **Description** field
13. Select the **BOR Project Info** tab
14. Enter the **effective date** of the Project
15. Select **Project** in the **Project/Grant Type** drop down list
- 16. Save**
17. Once a project is created, it must be funded via budget journals or budget transfers in order to spend.
 - a. The combination build process should be run after a project has been created in order to update all combination edit rules
 - b. The COA_COMBO1_BOR table may need to be updated if the project will be used in the Banner system
 - c. These changes may also need to be made in the ADP system

Adding Grants (Sponsored Project)

Follow this process to add a grant, or Sponsored Project, into the chart of accounts for use by all system modules. Accounting adds grants on an as-needed basis, such as the aware of a new grant from an outside party.

After the value is defined, the Project Sync batch process must be run in order to update the appropriate budget definitions. Project/Grant budgets must be established for all grants. Separate “pools of funds” must exist for the transactions with grants. Grants cannot be used on financial transactions that spend from regular appropriations. Grant transactions take place in Funds 20000 and 21000. Transactions in these funds require the use of a grant.

After you add a new grant, you must review all Project/Grant trees that contain Project/Grant information, and add the new Project/Grant to the appropriate trees.

1. Navigation: **Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Project**
2. Select the **Add a New Value** tab
3. Enter a value in the **Project** field: XYYYY

- a. For non-PPV projects, it is recommended to prepend the project id with your 2-digit Business Unit designation
4. Click the **Add** button
5. Enter a description for the project in the **Description** field
6. Select the **status** for the project (if the status is inactive, financials transactions that include this project will not pass edit)
7. Enter or select the **start date** of the project
8. Enter or select the **end date** of the project
 - a. The Start and End Date fields govern the dates the budget will be open for this project. If a revenue or expense account is charged outside of these dates, the financial transaction will not pass budget checking. This logic is not applied to balance sheet accounts
9. Enter the appropriate **Effective Date**
10. Enter the **Employee ID** of the appropriate Project Manager in the **Manager** field
11. Select the **Description** tab
12. Enter a description in the **Description** field
13. Select the **BOR Project Info** tab
14. Enter the **effective date** of the Project
15. Enter a value in the **Days Lag** field.
 - a. The Days Lag field is used to update the Budget Definition to a “Hold” status once the grant goes beyond the End Date and into the lag time. The number of days specified here is added to the end date.
 - b. During the lag time while the status is on “Hold,” new transactions will not pass budget checking and will not impact remaining spending authority for the grant. However, historical transactions can be altered as long as the change does not impact remaining spending authority. Once the grant End Date is reached and the Project Sync process is run, the Budget Definition Status field will update to “Closed.”
 - c. Note: The Days Lag is intended to allow accountants to clear out any remaining balances once the budget has been closed for a project.
16. Enter a value in the **Proposal** field
 - a. Note: For original proposals, use the default “00000”
17. Enter a value in the **Sponsor** field
18. Enter the Sponsor’s address in the **Billing Address** fields
19. Enter/Select the **Remit Location**
20. In the **Funding Type** drop down, select the appropriate value (Bond, Donations, Federal, Internal, Local and State)
21. Enter the **Project End Date**
22. In the **Project/Grant Type** drop down, select **Grant**
23. Enter a value in the **Cost Share Direct** field
24. In the **Group Type** drop down, select the appropriate value
 - a. This field is optional
 - b. Choices include Restricted, Temporarily Restricted, and Unrestricted

25. In the **Indirect Cost Base** drop down, select the appropriate value if the grant allows for the recovery of indirect costs. Valid values include Modified Total Direct Costs, Salaries and Wages, See Legal File, and Total Direct Costs
26. In the **Indirect Cost Rate** field, enter an appropriate value only if the grant allows for the recovery of indirect costs
27. In the **Type** drop down list, select the appropriate value (optional): Advance, Cost Reimbursable, Deliverable Based, Fixed Price, Other, and Schedule Payment
28. In the **Frequency** field, select the appropriate value (optional)
29. In the **Financial Report** drop down, select the timing of financials reports to be published for this grant
30. In the **Accountant** field, you can enter a name if you wish to (optional)
31. In the **PI Name** and **Invoice Approver** fields, you can enter a name; users can decide which field to use depending on what name they want to print on the Grant Bill
32. The **Commitment Control Processing Options for Grant** fields determine the level of “budgetary control.”
 - a. Institutions can control (restrict spending) by budget year or cumulatively depending on the requirements of the sponsor.
 - b. Institutions can also decide to set the Control Option to Track, which will not prevent spending, but will log all transactions to Commitment Control.
- 33. Save**
34. Run the Project Sync process before defining the budget or charging transactions.
 - a. Once a grant is created, it must be funded via budget journals or budget transfers in order to spend
 - b. The combination build process should be run after a project has been created in order to update all combination edit rules
 - c. The COA_COMBO1_BOR table may need to be updated if the project will be used in the Banner system
 - d. These changes may also need to be made in the ADP system

Running Project Sync

Follow this process to run the Project Sync process, which as to complete successfully prior to creating project budgets or creating financial transactions in PeopleSoft sub-modules. This process can be run for a specific grant or for all valid grants. The Project Sync process is scheduled to run nightly in order to keep the project definition in sync with the commitment control ledger definitions. Beginning in FY2016, this process only applies to those values identified as grants in the project/grant definition pages. Projects will be budgeted only in APPROP and ORG in FY2016 and after.

1. Navigation: **BOR Menus > BOR General Ledger > BOR GL Processing > Sync KK and Project Definition**
2. Select the **Add a New Value** tab
3. Enter a **Run Control ID**
4. Select the **Add** button

5. In the **Processing Option** drop down, select to run for **All Values** or for a **Specific Project** (Spec. Proj)
 - a. If running for a specific grant, enter the Project ID
6. **Save**
7. Click the **Run** button
8. Click **OK**
9. Select the **Process Monitor** link
10. Periodically select **Refresh** until the process has a run status of Success.

Lesson 4: Additional Changes in GL

This lesson addresses the additional changes you will see in General Ledger. Most items are new or enhanced functionality that are designed to make the module more effective for you.

We are now enforcing combo-edits in Asset Management and Accounts Receivable. This means that when a user enters an Asset or Accounts Receivable transaction, the system will not let them save the transaction if an incorrect chartfield is entered. This is designed to help prevent those occasional errors for the CAPITAL ledger when extracting to FDM.

We have also updated the ENCUMB Ledger Build process so that it automatically deletes cash encumbrances before building the ENCUMB ledger. Therefore, you will no longer need to submit a Helpdesk ticket to have these removed.

Display T-Accounts in a Journal

In v9.2, you have the option to display T-Accounts, or Projected Balance, for a chartstring on the lines tab of a journal. To do this, you first need to configure your Journal Template to show Projected Balance. This can be done through a link on your journal entry.

1. Navigation: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Create a new journal or select the **Find an Existing** value to display a journal already created
3. Go to the **Lines** tab
4. Select The **Template List** link

| Select | Line | *Ledger | SpeedType | Account | Fund | Dept |
|--------------------------|------|---------|-----------|---------|-------|---------|
| <input type="checkbox"/> | 1 | ACTUALS | | 641140 | 10000 | 7340000 |

5. Select the **DEFAULT** Template ID with a checkmark
6. Go to the **Miscellaneous** tab
7. Ensure that the **Projected Balance** checkbox is selected

The screenshot shows two windows from the GeorgiaFIRST Financials system. The top window is titled "Journal Entry Template List" and has the "Miscellaneous" tab selected. It displays a table with columns: Selected, Template Type, Template ID, Budget Date, VAT, Open Item Key, Reference, Description, and Projected Balance. The first row, where Template ID is "DEFAULT" and Projected Balance is checked, is highlighted with a red box. The bottom window is titled "Journal Line Copy Down - Copy Journal Line Columns to New Lines" and shows a table with columns: Selected, Action, Template Type, Copy Down ID, Default, Unit, Ledger, Event, Account, Fund, and Dept. The first row is selected, and the "Projected Balance" checkbox is checked.

8. Click **OK**
9. Back on the **Journal Lines** page, click the **Projected Balance** link to display the T-Account information (at the end of the row)

The screenshot shows the "Journal Lines" page. At the top, it displays "Unit: 98000", "Journal ID: EXAC165047", and "Date: 02/19/2015". Below this is a table of journal lines. The second row is selected, and the "Projected Balance" link at the end of that row is highlighted with a red box.

10. After reviewing, click **Return**

The screenshot shows the "Business Unit, Ledger and ChartField Combination" window. It displays a table with columns: Business Unit, Ledger, Account, Fund Code, Department, Program Code, Class Field, Budget Reference, and Journal Line Description. Below this table is a "Projected Balance" section with a T-account table:

| | Debit Amount | Credit Amount |
|---------------------|--------------|---------------|
| Current Balance : | 10,563.92 | 0.00 |
| | 116.83 | 0.00 |
| Projected Balance : | 10,680.75 | 0.00 |

At the bottom of the window is a "Return" button.

Use Exclusions in Allocation Pool and Basis

In version 9.2, you have the ability to either include or exclude a range of values when creating your Allocation Pool. In version 8.9, you only had the option of including values. Additionally, you can specify exceptions to your range. This option is visible when selecting to enter a Range of values.

Select “Exclude Specified Values” to specify a range of values that you wish to exclude from the pool. Select “Include Specified Values” to specify a range of values that you want to include in the pool. Select the link in the Exceptions column to access the Pool Exceptions page. Once you define your exceptions, the link displays the number of exceptions that you have defined for a given range of values. This same functionality is also available on the Basis Tab.

The screenshot shows the 'Pool' tab configuration for SetID 43000, Step PLANT1. The 'Pool Record' section includes fields for *Pool Record Type (Ledger Group), Pool Ledger (ACTUALS), Time Span (PER), and *Pool factor (1.0000). The 'Pool Fields' section shows *Field Name (Account) and 'How Specified' set to 'Range of Values'. The '*Include/Exclude' dropdown is set to 'Exclude Specified Values'. Below, the 'Specify Values/Range of Values/Tree Nodes' table has a red arrow pointing to the 'Exclude Specified Values' entry, and the 'Exceptions' column shows '0'.

The 'Pool Exceptions' dialog box shows SetID 43000, Step PLANT1, and Effective Date 01/01/1901. The 'Pool Fields' section shows Field Name Account and Include Specified Values 500000 to 569100. The 'Except for' table shows a range from 513000 to 513100. An 'OK' button is at the bottom.

Process Phone Bill Using Allocations

Rather than using the large modification and custom tables to process phone bills, in PSFIN v9.2, we are using allocations for phone bill processing. There are two parts to this setup. The first is defining the allocation step. The second is creating the PLANT journal for Basis.

Part 1: Defining Allocation Step

1. Navigation: **Allocations > Define and Perform Allocations > Define Allocation Step**
2. Select the **Add a New Value** tab
3. Enter/Select your **Business Unit**
4. Enter a name for your Allocation Step (i.e., PHONE1)
5. On the **Type** tab:
 - a. In the **Description** field, enter a description for your Phone Allocation (i.e., Phone Allocation)
 - b. In the **Allocation Type** drop down, select **Arithmetic Operation** (this indicates that the allocation calculation is a mathematical operation between the pool and the basis)
 - c. In the **Extension** opcode drop down, select **Multiply**
 - d. In the **Transaction Code** field, enter or select **DEFAULT**

Favorites ▾ Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Define Allocation Step

ORACLE All Search >> Advanced Search

Type Pool Basis Target Offset Output Options Batch Records Amount Fields

SetID 43000 Step PHONE1

Effective Date Find | View All First 1 of 1 Last

*Effective Date 01/01/2015 Status Active

*Description Phone Allocation

*Allocation Type Arithmetic Operation Extension opcode Multiply

Transaction Code DEFAULT Default

6. Go to the **Pool** tab:
 - a. In the **Pool Record Type** drop down, select **Fixed Amount** (a fixed amount will be charged per phone)
 - b. With this selection of Fixed Amount, all other fields will be grayed out

The screenshot displays the Oracle Financials 'Define Allocation Step' interface. At the top, the breadcrumb navigation shows: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right. Below the navigation, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Batch Records', and 'Amount Fields'. The 'Pool' tab is selected. The main area shows 'SetID 43000' and 'Step PHONE1'. Under 'Effective Date', there are links for 'Find | View All' and 'First 1 of 1 Last'. The 'Effective Date' is 01/01/2015, 'Status' is Active, and 'Description' is Phone Allocation. The 'Pool Record' section includes: '*Pool Record Type' set to 'Fixed Amount', 'Pool Ledger' set to 'ACTUALS', 'Time Span' (empty), and '*Pool factor' set to '100.0000'. The 'Zero Pool Amount Option' is set to 'Select Next Pool'. The 'Pool Fields' section has a '*Field Name' dropdown and 'Find | View All' links. Under 'How Specified', there are radio buttons for 'Selected Detail Values' (selected), 'Selected Tree Nodes', and 'Range of Values'. At the bottom, there is a 'Specify Values/Range of Values/Tree Nodes' section with 'Find | View All' links and 'First 1 of 1 Last' navigation.

7. Go to the **Basis** tab:
 - a. In the **Basis Record Type** drop down, select **Ledger Group**
 - b. In the **Basis Ledger**, enter or select **PLANT**
 - c. In the **Zero Basis** drop down, select **Select Next Basis** (indicates that zero amount basis records should be skipped)
 - d. In the **Basis Fields** section, select **Account** in the Field Name drop down list
 - e. Ensure **Selected Detail Values** is selected
 - f. Enter the **Account number** in the PLANT ledger where your telephone information is housed

The screenshot shows the Oracle Financials 'Define Allocation Step' interface. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The Oracle logo is visible in the top left. The page has tabs for Type, Pool, Basis, Target, Offset, Output Options, Batch Records, and Amount Fields. The current step is 'PHONE1' with SetID '43000'. The 'Effective Date' is 01/01/2015, and the 'Status' is 'Active'. The 'Description' is 'Phone Allocation'. The 'Basis Record' section includes: Basis Record Type (Ledger Group), Basis Ledger (PLANT), Time Span (ITD), and Zero Basis (Select Next Basis). The '*Basis factor' is 100.0000. The 'Basis Fields' section shows: *Field Name (Account), How Specified (Selected Detail Values), and a table for 'Specify Values/Range of Values/Tree Nodes' with one row: Value (771900), To, Exceptions, and %.

8. Go to the **Target** tab:
 - a. In the **Target Record Type** drop down, select **Journal Records**
 - b. In the **Target Ledger** field, enter or select **ACTUALS**
 - c. In the **Time Span** field, enter or select **PER** (for current period activity)
 - d. In the **Specify Field Values**, enter the field values that should be in the target record (add a row after specifying a field name):
 - i. **Account** (source = **Basis**)
 - ii. **Budget Reference** (source = **Basis**)
 - iii. **Class Field** (source = **Basis**)
 - iv. **Department** (source = **Basis**)
 - v. **Fund Code** (source = **Basis**)
 - vi. **Program Code** (source = **Basis**)

Oracle Financials - Define Allocation Step

SetID: 43000 Step: PHONE1

Effective Date: 01/01/2015 Status: Active Description: Phone Allocation

Target Record

Target Record Type: Journal Records Target Ledger: ACTUALS

Time Span: PER

Basis Span Opt: Combine Periods for Basis Target Span Opt: Divide Target Across Periods

| *Field Name | *Source | Field Mapping | Value / Mask |
|------------------|---------|---------------|--------------|
| Account | Basis | | |
| Budget Reference | Basis | | |
| Class Field | Basis | | |
| Department | Basis | | |
| Fund Code | Basis | | |
| Program Code | Basis | | |

9. Go to the **Offset** tab:
 - a. In the **Offset Record Type** drop down, select **Journal Records**
 - b. In the **Offset Ledger** field, enter or select **ACTUALS**
 - c. In the **Specify Field Values** section, enter the field values that should make up the offset entries
 - i. **Account** (source = **Value**)
 - ii. **Budget Reference** (source = **Value**)
 - iii. **Class Field** (source = **Value**)
 - iv. **Department** (source = **Value**)
 - v. **Fund Code** (source = **Value**)
 - vi. **Program Code** (source = **Value**)

SetID 43000 Step PHONE1

Effective Date 01/01/2015 Status Active Description Phone Allocation

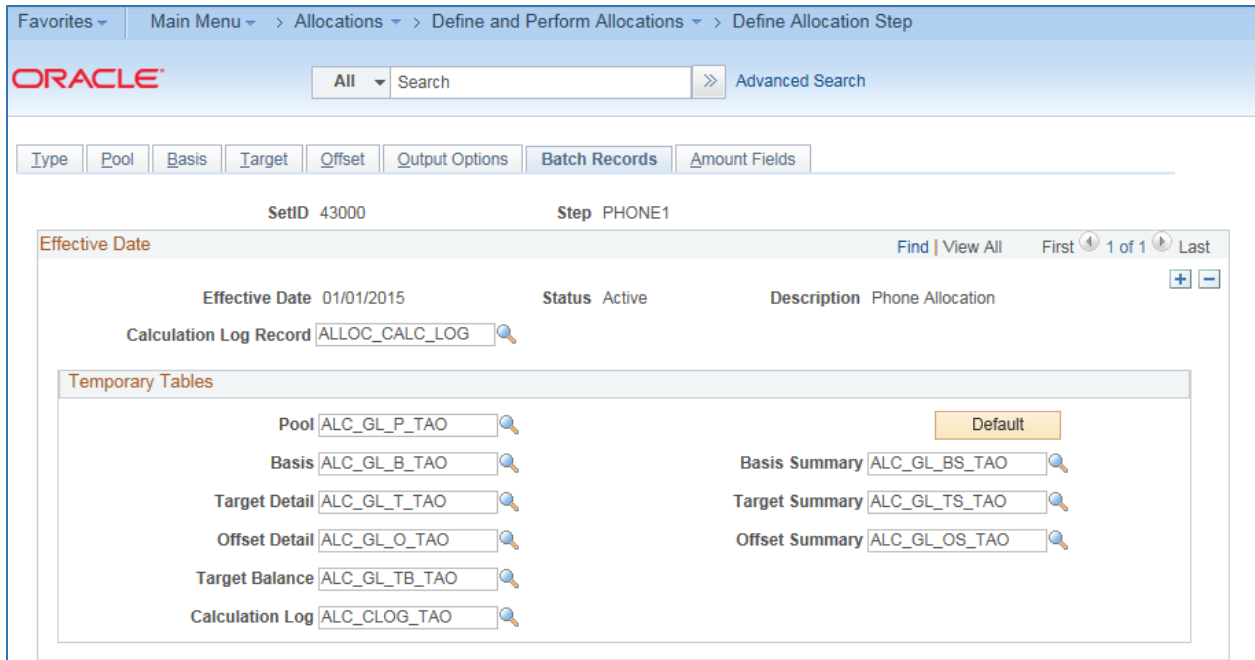
Offset Record Type: Journal Records Offset Ledger: ACTUALS

| *Field Name | *Source | Field Mapping | Value / Mask |
|------------------|---------|---------------|--------------|
| Account | Value | | 771900 |
| Budget Reference | Value | | 2015 |
| Class Field | Value | | 11000 |
| Department | Value | | 1067433 |
| Fund Code | Value | | 10500 |
| Program Code | Value | | 16700 |

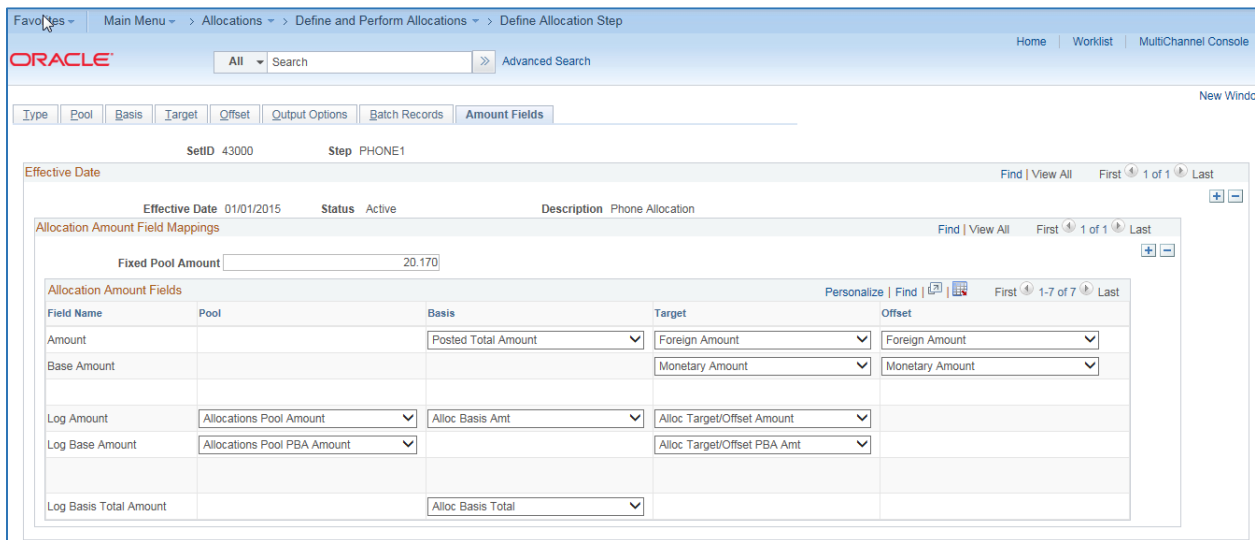
10. Go to the **Output Options** tab:
 - a. In the **Journal ID Mask** field, enter the mask you would like to use for Phone Allocations (i.e., PHA)
 - b. In the **Journal Date Code** drop down, select **End of period** (will date the journal on the last day of the current period)
 - c. In the **Journal Source** field, make sure **ALO** (for allocations) is listed
 - d. Select the **Edit Journals** checkbox
 - e. Select the **Budget Check Journals** checkbox

The screenshot shows the Oracle Financials interface for defining an allocation step. The breadcrumb trail is: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The Oracle logo is in the top left. A search bar contains 'All' and 'Search'. Below the search bar are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options' (selected), 'Batch Records', and 'Amount Fields'. The main area shows 'SetID 43000' and 'Step PHONE1'. There is a table with one row: Effective Date 01/01/2015, Status Active, Description Phone Allocation. Below the table is the 'Journal Options' section with fields for Journal ID Mask (PHA), Journal Date Code (End of the Period), Journal Source (ALO), Reference Number, and checkboxes for Bypass VAT Processing Commitment Control, Post Journal(s), Edit Journal(s), and Budget Check Journal(s). There is also a 'When No Journals are Created' dropdown set to 'Issue Warning Message'. The 'Currency Conversion' section at the bottom has a Rate Type field and a Currency Effective Date Code dropdown set to 'Jrnl Date'.

11. Go to the **Batch Records** tab:
 - a. This page indicates the temporary tables that are used during the Allocations process.
 - b. No changes need to be made to this page.



12. Go to the **Amount Fields** tab:
 - a. In the **Fixed Pool Amount** field, enter the fixed pool amount indicating the cost per phone



13. Select the **Save** button

Part 2: Create the PLANT Journal for the Basis

1. Navigation: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Select **Add a New Value**
3. Enter or select your **Business Unit**
4. Enter a **Journal ID**. It is suggested that you use some sort of mask to easily identify this journal as your phone journal (i.e., prefix the journal ID with "PH").
5. In the **Ledger Group** field, enter or select **PLANT**
6. In the **Source** field, enter or select ALO (for allocations)
7. Go to the **Lines** tab
8. In the **Lines** section, enter the lines detail for each department
 - a. In the **Amount** field, enter the number of phones that are in that department (this value will be multiplied by the fixed amount you entered earlier when defining the allocation step)

| Select | Line | SpeedType | Account | Fund | Dept | Program | Class | Project | Bud Ref | Amount | Open Item Key | Reference | Journal Line Description |
|--------------------------|------|-----------|---------|-------|---------|---------|-------|---------|---------|--------|---------------|-----------|--------------------------|
| <input type="checkbox"/> | 1 | | 771900 | 16000 | 1641140 | 14400 | 11000 | | 2015 | 2.00 | | | Telecom - Other |
| <input type="checkbox"/> | 2 | | 771900 | 15000 | 1508054 | 11100 | 11000 | | 2015 | 5.00 | | | Telecom - Other |
| <input type="checkbox"/> | 3 | | 771900 | 14000 | 1418046 | 11300 | 40000 | | 2015 | 2.00 | | | Telecom - Other |
| <input type="checkbox"/> | 4 | | 771900 | 14000 | 1418044 | 11300 | 40000 | | 2015 | 3.00 | | | Telecom - Other |
| <input type="checkbox"/> | 5 | | 771900 | 14000 | 1418040 | 11300 | 40000 | | 2015 | 1.00 | | | Telecom - Other |
| <input type="checkbox"/> | 6 | | 771900 | 14000 | 1418037 | 11300 | 40000 | | 2015 | 3.00 | | | Telecom - Other |
| <input type="checkbox"/> | 7 | | 771900 | 14000 | 1418016 | 11300 | 40000 | | 2015 | 12.00 | | | Telecom - Other |
| <input type="checkbox"/> | 8 | | 771900 | 14000 | 1418014 | 11300 | 40000 | | 2015 | 41.00 | | | Telecom - Other |
| <input type="checkbox"/> | 9 | | 771900 | 14000 | 1417611 | 11300 | 41200 | | 2015 | 8.00 | | | Telecom - Other |
| <input type="checkbox"/> | 10 | | 771900 | 14000 | 1417403 | 13100 | 41300 | | 2015 | 12.00 | | | Telecom - Other |

9. **Save** the journal entry
10. In the Process drop down, select **Edit Journal** and click the **Process** button
11. Once the journal has a valid header and budget status, select **Post Journal**

Lesson 5: GL Workcenter

The GL Workcenter is a new feature in PSFIN v9.2. It is a central page where you can monitor journals that need your attention, as well as run commonly used reports, queries, and processes. The GL Workcenter will be available when PSFIN v9.2 goes live.

The GL Workcenter has four groups: My Work, Links, Queries, and Reports and Processes

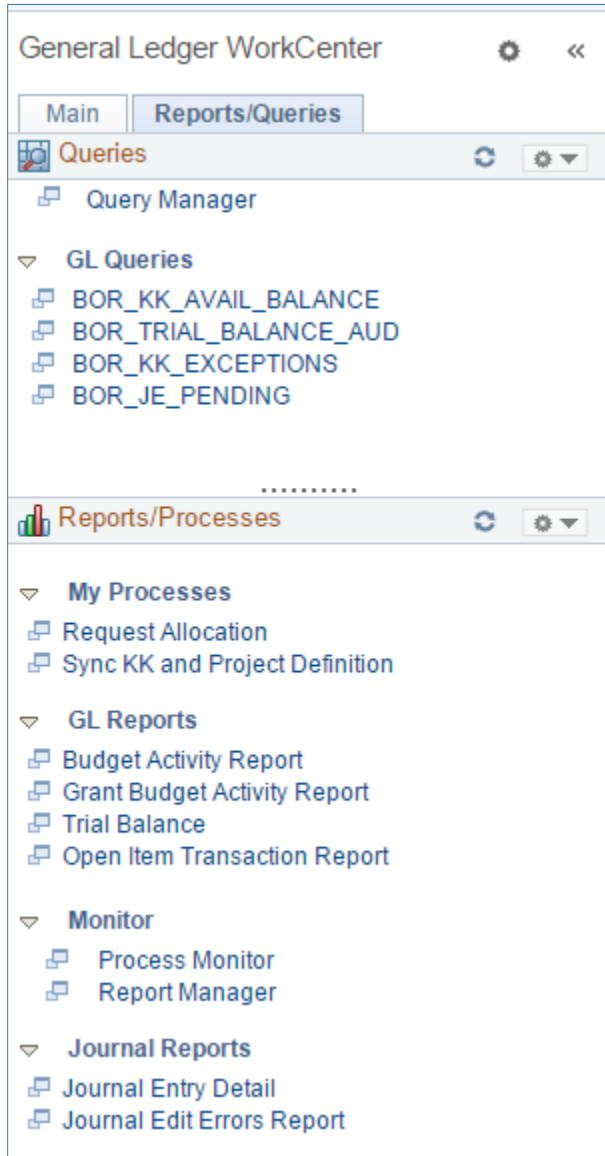
The screenshot shows the 'General Ledger WorkCenter' interface. On the left, there are two main sections: 'My Work' and 'Links'. The 'My Work' section is expanded to show 'Current Work' with items like 'Journals Ready for Processing (3)', 'Incomplete Journals', 'Journals Pending My Approval', and 'ChartField Requests Pending My Approval'. The 'Links' section is expanded to show 'Manage and Monitor Journals' with options like 'Create/Update Journal Entries', 'Copy Journals', 'Spreadsheet Journal Import', 'Journal Generator', 'Edit Journals', 'Budget Check Journals', and 'Post Journals'. The main area on the right is titled 'Journals Ready for Processing' and contains a table with columns: Unit, Journal ID, Journal Date, and UnPost Sequence. Below the table are 'Select All / Deselect All' and 'Actions' buttons.

| Unit | Journal ID | Journal Date | UnPost Sequence |
|--------------------------------|----------------------------|--------------|-----------------|
| <input type="checkbox"/> US001 | AR00000212 | 04/16/2012 | |
| <input type="checkbox"/> US001 | TD00000005 | 12/31/2012 | |
| <input type="checkbox"/> US001 | TD00000054 | 12/31/2012 | |

You can customize different parts of the GL Workcenter.

The screenshot shows the 'Define User My Work Links' configuration page. It is titled 'My Work Pagelet Personalization' and is for 'User ID OIITTHOMPSON'. The page allows users to customize the 'My Work Groups' and 'My Work Links'. The 'My Work Groups' section shows a group labeled 'Current Work' with a display order of 1. The 'My Work Links' section is a table with columns: Display Order, Link Label, Show Count, Show Link, and Starting Page. The table lists three links: 'Incomplete Journals', 'Journals Ready for Processing', and 'Journals Pending My Approval'. The 'Show Link' column has checkboxes checked for all three links. A 'Save' button is at the bottom.

| Display Order | Link Label | Show Count | Show Link | Starting Page |
|---------------|-------------------------------|--------------------------|-------------------------------------|--------------------------|
| 1 | Incomplete Journals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | Journals Ready for Processing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | Journals Pending My Approval | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



If you have suggestions for the GL Workcenter, please email those suggestions to Julie.thompson@usg.edu.

Lesson 6: General Ledger and Commitment Control Reports and Queries

All reports are listed separately in the General Ledger Report Manual. You can find this report manual on the GeorgiaFIRST website. It has been updated for PSFIN v9.2.

GL/KK Queries in PSFIN v9.2

- BOR_KK_AVAIL_BALACE
 - Old v8.9 Name: BOR_AVAIL_BALANCE
 - Avail. Balance by Ledger Group
- BOR_KK_AVAIL_BALANCE_FY_PD
 - Old v8.9 Name: BOR_AVAIL_BALANCE_FYAP
 - Avl Bal by Fund and Period
- BOR_BC_PENDING
 - Transactions pending bud check
- BOR_BDGT_QUARTERLY_RPTING
 - Actuals Ledger Trial Balance
- BOR_BTA_ADJUST_QRY
 - Bud 2 Act – Adjustment Qry
- BOR_BTA_BALSHT_REST_NO_ENC
 - Bud 2 Act-Bal Sht Rest w/o Enc
- BOR_BTA_BALSHT_UNREST
 - Bud 2 Act - Bal Sheet Unrest
- BOR_BTA_BCRADJ_JRNLS
 - BTA Adjustment Journals
- BOR_BTA_ENCUMB_PAYABLE
 - Bud 2 Act - Encumb Payable
- BOR_BTA_PRIOR_YR_FUND_BAL
 - Bud 2 Act - Prior Yr Fund Bal
- BOR_BTA_REVEXP_REST_NO_ENC
 - Bud 2 Act-Rev&Exp Rest w/o Enc
- BOR_BTA_REVEXP_UNREST
 - Bud 2 Act - Rev & Exp Unrest
- BOR_BUDGET_JRNL_DETAIL
 - Old v8.9 Name: BOR_BUDGET_JE_DETAIL
 - KK Budget Journal Detail by Yr
- BOR_BUDGET_JRNL_BY_DATE
 - Budget Journal Prompt for Date
- BOR_CHK_12000_BALANCES
 - Verify Fund 12000 has no bal

- BOR_CHK_BUD_REF_FISCAL_YEAR
 - Budget Ref greater than FY
- BOR_CHK_CASH_ENCUMB
 - Verify No Encumbrance 118200
- BOR_CHK_DETL_ACTLS
 - Reconcile Detail to Actuals
- BOR_CHK_DTL_ENC
 - Reconcile Detail EN to Encumb
- BOR_CHK_ERROR_ENCUMB
 - Verify No Bal Sht or Revenue
- BOR_CHK_FDM_CAPITAL_CF
 - Verify Chartfields Populated
- BOR_CHK_JE_PENDING
 - Journal Status Inquiry
- BOR_CHK_KKLEDG_ACTV
 - Ledger KK to ActivityLog Recon
- BOR_CHK_KKLEDG_BUD
 - Budg Ledger to Journal Recon
- BOR_CHK_LEDG_JRNL
 - Reconcile Jrnl Lines to Ledger
- BOR_CHK_NEG_ENCUMB
 - Verify No Negative Encumbrance
- BOR_CHK_PERIOD0_POPULATED
 - Verify Year End Close Process
- BOR_CHK_PERSERV_ENCUM
 - BOR - Verify no 5X Encumb
- BOR_CHK_PROJ_ENC_LEG
 - Reconcile Project Ledger Encum
- BOR_CHK_PROJ_EXP_LEG
 - Reconcile Project Expense ledg
- BOR_CHK_PROJ_REV_LEG
 - Reconcile Project Revenue Ledg
- BOR_CHK_REST_WOUT_PROJ
 - Restricted funds w/o Project
- BOR_CHK_REV_LEDGER
 - Reconcile Revenue Ledgers
- BOR_CHK_REVAPPROP_BUD
 - Reconcile Revenue and Approp
- BOR_CHK_UNREST_LEDGER
 - KK LedGrp Recon-Approp/Org/Det
- BOR_TIGA_JRNLS_TO_REPORT
 - Old v8.9 Name: BOR_CONT_AUD_JRNLS_TO_REPORT

- Cont Aud Jrnls to report
- BOR_ENCUMB_IN_ERROR
 - Encumbrance in Error
- BOR_ENCUMB_RECON
 - BOR Encumbrance Reconciliation
- BOR_ENCUMB_RECON_DETAIL
 - Encumbrance Reconciliation Dtl
- BOR_EXPBYFUND_AVL
 - Expense by Fund – Available
- BOR_EXPBYFUND_VAR
 - Expense by Fund – Available
- BOR_EXPBYFUND_VAR_DTL
 - Expense by Fund - RSA w/ Acct
- BOR_EXPBYPROJ_VAR
 - Budget to Actuals by Project
- BOR_EXPBYPROJ_VAR_BREF
 - Budg to Act by Proj w/BRef
- BOR_FSA_BAL
 - FSA Balances
- BOR_GL_LEDGER_BALANCES
 - Old v8.9 Name: BOR_GL_ACT_BAL
 - ACTUALS - Ledger Balances
- BOR_GL_JRNL_WORKFLOW_AUDIT
 - Old v8.9 Name: BOR_GL_JRNL_WORKFLOW_AUDIT
 - Journal Workflow Audit
- BOR_GL_89_JRNL_WORKFLOW
 - Gives 8.9 workflow audit details
- BOR_GL_PLANT_ALLOC_BASIS
 - Old v8.9 Name: BOR_GL_PLANT_ALLOC_BASIS
- BOR_GL_PROJ_TO_DATE
 - Rev/Exp amount by project.
- BOR_GL_CFDA_EXPEND
 - Old v8.9 Name: BOR_GR_FED_EXP_CFDA
 - Federal Expenditures by CFDA
- BOR_JE_NOT_POSTED
 - Old v8.9 Name: BOR_JE_NOTINGL
 - Journals not Completed
- BOR_JE_PENDING
 - Journal Status Inquiry
- BOR_KK_ACTIVITY
 - KK Actv by Fund, Ledg and BP
- BOR_KK_AVAIL_BAL_REV

- Old v8.9 Name: BOR_KK_AVAIL_BALREV
 - Revenue Available Balance
- BOR_KK_BUDGT_EXCPTION_OVERRIDE
 - Budget Exception Overrides
- BOR_KK_ENC_BAL_AS_OF_PD
 - DETAIL_EN ledger balance
- BOR_KK_ENCUMB_AS_OF_PD
 - ENCUMB ledger balance
- BOR_KK_EXCEPTIONS
 - KK Exception Detail (Error)
- BOR_KK_EXCLOSE_RECON
 - EXCLOSE Source Tran to KK
- BOR_KK_EXSHEET_RECON
 - EXSHEET Source Trans to KK
- BOR_KK_LEDGER_ACTIVITY
 - Old v8.9 Name: BOR_KK_LEDGER_BALANCES
 - KK Ledger Balances with Prompt
- BOR_KK_OPEN_TAUTH_ENC
 - Combined with BOR_KK_OPEN_TAUTH_ENC_CLS
 - Open TAuth Encumbrances and Hanging TAuth Enc – Closures
- BOR_LEDGER_SURPLUS
 - Surplus/Deficit Query
- BOR_LEDGER_SURPLUS_DET_W_REF
 - Detail Trans - Surplus Analysis
- BOR_LEDGER_SURPLUS_DETAIL
 - Detail Trans - Surplus Analysis
- BOR_MANUAL_ENCUMB
 - Manual Encumbrances
- BOR_NET_ASSET_ACCOUNT
 - Year End Net Asset Accounts
- BOR_OI_BY_ACCOUNT
 - Old v8.9 Name: BOR_OI_ACCOUNT_ID
 - OpenItem Bal by Account only
- BOR_OI_TRANS_DETAIL
 - Old v8.9 Name: BOR_OI_TRANS_ID
 - OpenItem Transactions
- BOR_TIGA_PERDIEMS_RECON
 - Old v8.9 Name: BOR_PERDIEMS_CONT_AUDIT_RECON
 - Ledger Bal PerDiem Cont Audit
- BOR_QFR
- BOR_REVBYFUND_VAR
 - Revenue by Fund – Variance

- BOR_REVEXP_RSA_PGLT
 - Rev to Expense RSA Calculation
- BOR_TIGA_SALARY_RECON
 - Old v8.9 Name: BOR_SALARY_CONT_AUDIT_RECON
 - To Recon Salaries & Cont Audit
- BOR_SURPLUSABLE_POS
 - Detail Trans - Surplus Analysis
- BOR_SURPLUSABLE_POS_PGLET
 - BOR PO's impact surplus deficit
- BOR_SURPLUSABLE_TAUTHS
 - Detail Trans - Surplus Analysis
- BOR_TIGA_TRAVEL_RECON
 - Old v8.9 Name: BOR_TRAVEL_CONT_AUDIT_RECON
 - Ledger Bal Travel Cont Audit
- BOR_TRIAL_BALANCE
 - Actuals Ledger Trial Balance
- BOR_TIGA_VENDOR_OBLIG_VALIDATE
 - Old v8.9 Name: BOR_VENDOR_OBLIGATION_VALIDATE
 - Cont Audit Vendor Obligation

General Ledger and Commitment Control Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

| | |
|---|---|
| <p>General Ledger Accountant <i>GENERAL LEDGER ACCOUNTANT users enter, maintain and correct journal entries in the General Ledger module. They also run GL-related processes.</i></p> | <p>Security Roles:</p> <ul style="list-style-type: none"> • BOR_GL_JOURNAL_ENTRY • BOR_GL_PROCESSING • BOR PeopleSoft User |
| <p>General Ledger Budget Entry User <i>GENERAL LEDGER BUDGET ENTRY users enter and maintain budgets in the Commitment Control module. They also execute delivered processes and BOR custom interface processes in Commitment Control.</i></p> | <p>Security Roles:</p> <ul style="list-style-type: none"> • BOR_KK_BUDGET_ENTRY • BOR_KK_PROCESSES • BOR_GL_JOURNAL_POSTING • BOR PeopleSoft User • BOR_KK_BUD_APPR (if user is going to approve Budget Journals) |
| <p>General Ledger Inquiry & Reporting <i>GENERAL LEDGER INQUIRY & REPORTING users run reports (Crystal, SQR and nVision) and perform inquiries related to General Ledger, sub-ledger (AP, AM, AR) and Commitment Control (budget) information. They also run public queries created by others.</i></p> | <p>Security Roles:</p> <ul style="list-style-type: none"> • BOR_GL_YE_REPORTS • BOR_GL_INQUIRE • BOR_GL_REPORTS • BOR_KK_BUDGPROG_RPTS • BOR_KK_GRANT_BUDGPROG_RPTS • BOR_KK_INQUIRY • BOR_KK_REPORTS • BOR_FN_TREE_VIEW • BOR_PT_QRY_PRIVATE • BOR_FN_ADMIN_REPORTING • BOR PeopleSoft User • BOR_PT_QRY_ALLACCGRPS • ReportSuperUser • BOR_FN_NVISION |
| <p>General Ledger Interface Specialist <i>GENERAL LEDGER INTERFACE SPECIALIST users</i></p> | <p>Security Roles:</p> <ul style="list-style-type: none"> • BOR_GL_PROCESSING |

| | |
|---|---|
| <p><i>run the interface processes, continuous audit reports and journal generator processes.</i></p> | <ul style="list-style-type: none"> • BOR_GL_PRC_JRNL_GEN_PRC • BOR_GL_TIGA_PROCESSING • BOR PeopleSoft User • BOR_FN_ADMIN_REPORTING • ReportSuperUser |
| <p>General Ledger Supervisor <i>GENERAL LEDGER SUPERVISOR users maintain the configuration and set up information used by the General Ledger. They also create public queries used by others.</i></p> | <p>Security Roles:</p> <ul style="list-style-type: none"> • BOR_GL_PERIOD_END • BOR_BANK_PROCESSING • BOR_BANK_SETUP • BOR_GL_PROCESSING • BOR_KK_SETUP • BOR_PT_QRY_PUBLIC • BOR_FN_ADMIN_REPORTING • BOR PeopleSoft User • BOR_PT_QRY_ALLACGRPS • ReportSuperUser • BOR_FN_CONFIG_SETUP • BOR_GL_JRNL_APPR (if user is going to approve journals) • BOR_GL_ADMINXX (for the workflow administrator for GL workflow) <p>Other GL/KK Roles that may or may not apply to GL Supervisor:</p> <ul style="list-style-type: none"> • BOR_GL_JOURNAL_POSTING • BOR_GL_CHARTFIELDS • BOR_GL_JOURNAL_GENERATION • BOR_FN_TREE_MANAGER <p>If they need to access open items:</p> <ul style="list-style-type: none"> • BOR_GL_INQUIRE • BOR_GL_REPORTS |