

PeopleSoft Training Activity Sheet

YEFN: YEAR END CLOSING - FINANCE

For use in training. Last updated April 19, 2018

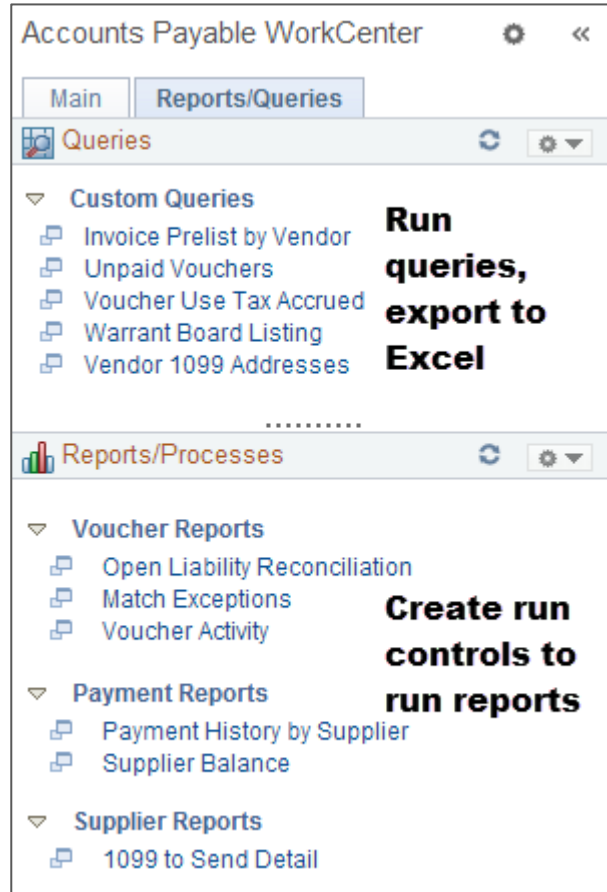
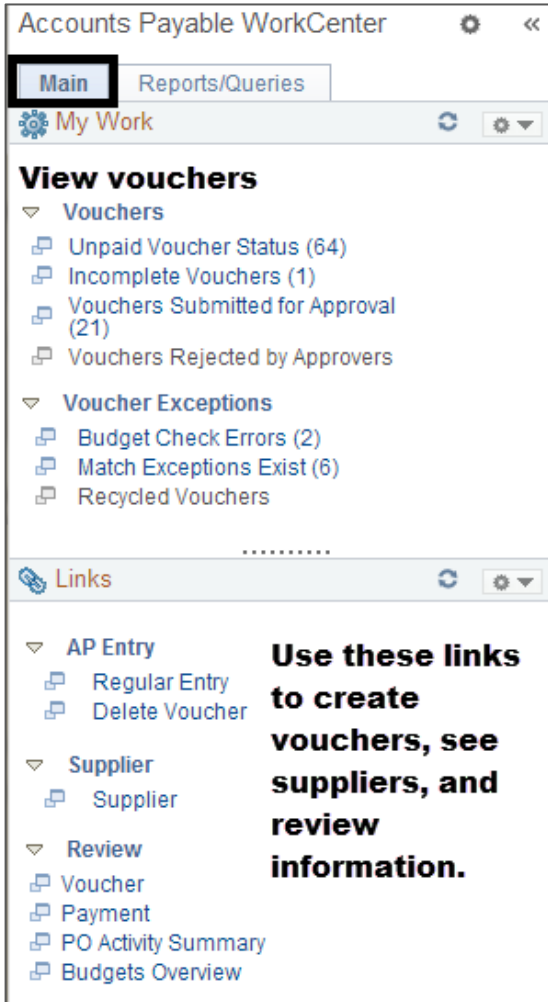
Accounts Payable	1	Accounts Payable WorkCenter
Accounts Receivable	2	Verify deposits are completed
General Ledger	3	Check for journals not posted
	4	Check suspense balances
	5	Check 9140 balances
Commitment Control	6	Check for budget journals and transfers not posted yet



Accounts Payable

Activity 1: Accounts Payable WorkCenter

Directions: Navigate to **Main Menu > Accounts Payable > Accounts Payable WorkCenter**. We will be reviewing the AP WorkCenter together.



1. How many Unpaid vouchers do you have? _____
2. How many vouchers do you have with Budget Check Errors? _____
3. How many vouchers do you have that have Match Exceptions? _____

Accounts Receivable

Activity 2: Verify Deposits are Complete

Directions: Navigate to **Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposits**. Make sure you are on the Find an Existing Value tab. You are looking for any deposits that have not been processed. Answer the questions below.

1. On the **Find an Existing Value** tab, enter only your district number. Click **Search**.

Regular Deposit
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Use Saved Search: All Business Units

Deposit Unit: [v] 46 [magnifying glass]

Deposit ID: begins with [] [magnifying glass]

User ID: begins with [] [magnifying glass]

Assigned Operator ID: begins with [] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
46				4TR	Yes	03/15/2016	(blank)	
47				4TR	No	03/15/2016	(blank)	

- Did you have any entries listed? _____
- You will need to decide whether the process should be completed on these deposits or the deposit should be deleted.

Directions: Navigate to **Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**. Make sure you are on the Find an Existing Value tab.

2. On the **Find an Existing Value** tab, enter only your district number. Click **Search**.

Create Accounting Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Use Saved Search: []

Deposit Unit: [v] 46 [magnifying glass]

Deposit ID: begins with [] [magnifying glass]

Payment Sequence: [v] [] [magnifying glass]

Payment ID: begins with [] [magnifying glass]

User ID: begins with [] [magnifying glass]

Assigned Operator ID: begins with [] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
46		1	03152016			No Dist		03/15/2016
47		1	03152016			No Dist		03/15/2016

3. This list could be the same deposits from Regular Deposit screen or they may be different.
- Did you have any entries listed? _____
 - You will need to decide whether the process should be completed on these deposits or the deposit should be deleted.
 - If the deposit is on the Regular Deposit screen, go back to that screen and delete
 - If the deposit is not on the Regular Deposit Screen
 - Uncheck the Complete Box and Save
 - Delete the 9140000 lines and Save
 - Go back to Regular Deposit Screen and delete deposit.

General Ledger

Activity 3: Check for Journals Not Posted

In this activity, we will verify all General Ledger Journals are posted. Journals in these statuses need to be either corrected, processed or deleted: Valid, Error, Not Chk'd, or Incomplete. Journals not posted could potentially affect the Budget and not the General Ledger.

Directions: Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

- Enter Parameters:
 - Business Unit
 - Journal Date: “>=” and “07/01/20XX”
 - Journal Header Status: “not =” and “Posted to Ledger(s)”
- Click **Search**.

Search Criteria

Business Unit: []

Journal ID: []

Journal Date: [] begins with 07/01/2016

Auditor Transfer Number: []

Line Business Unit: []

Journal Header Status: [] not = [] Posted to Ledger(s)

Budget Checking Header Status: []

Source: []

Entered By: [] begins with []

Attachment Exist: []

Search Results

Business Unit	Journal ID	Journal Date UnPost	Sequence	Auditor	Transfer Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code
0000320639	09/18/2016	0	(blank)				Incomplete	Not Chk'd	ACTUALS	PAJ	USD
0000345477	10/07/2016	0	(blank)				Incomplete	Not Chk'd	ACTUALS	DO	USD
0000387538	01/31/2017	0	(blank)				Incomplete	Not Chk'd	ACTUALS	DO	USD
0000308999	07/18/2016	0	(blank)				Unposted	Valid	ACTUALS	AR	USD
0000332356	09/07/2016	0	(blank)				Unposted	Valid	ACTUALS	AR	USD
0000333967	12/16/2016	0	(blank)				Unposted	Valid	ACTUALS	FA	USD
0000286246	07/15/2016	0	(blank)				Valid	Not Chk'd	ACTUALS	DO	USD
0000337553	08/23/2016	0	(blank)				Valid	Not Chk'd	ACTUALS	DO	USD
0000338379	09/22/2016	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000342604	09/01/2016	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000358373	10/31/2016	0	(blank)				Valid	Error	ACTUALS	DO	USD
0000364347	11/17/2016	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000369625	11/30/2016	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000368831	11/30/2016	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000384357	01/25/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000387559	07/15/2017	0	(blank)				Valid	Not Chk'd	ACTUALS	PAJ	USD
0000387577	07/15/2017	0	(blank)				Valid	Not Chk'd	ACTUALS	PAJ	USD
0000387584	07/15/2017	0	(blank)				Valid	Not Chk'd	ACTUALS	PAJ	USD
0000390554	02/10/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000391425	02/13/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000391439	02/13/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000392414	02/01/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000393522	02/01/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000393975	02/21/2017	0	(blank)				Valid	Error	ACTUALS	DO	USD
0000403427	03/17/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000404938	03/22/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000407483	03/29/2017	0	(blank)				Valid	Valid	ACTUALS	DO	USD
0000408177	03/30/2017	0	(blank)				Valid	Valid	ACTUALS	KK	USD

- What Journal Header Statuses do you have? _____
- What are the Sources? _____

Activity 4: Check Suspense Balances

Directions: Navigate to **Main Menu > General Ledger > Review Financial Information > Ledger**. Run Ledger Inquiry to check year to date balance for these objects:

- 7999000
 - 7999001
 - 7999002
 - 7999003
 - 8999000
- } Or 7999%
- Or 8999%

1. Enter Parameters.

Ledger Inquiry
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER_CY
 *Unit: 00700
 *Ledger: ACTUALS
 *Fiscal Year: []
 *From Period: 1
 *To Period: 998
 Currency: USD
 Stat Code: []
 Settlement or Trade Date View: []
 Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows: 100

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Object	7999000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

2. Click Search.

- Entries totals are by period with the YTD balanced in the right column
- Click on Activities link to see transactions.

Period	Activity	Detail	Object	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Base Currency
1	Activity	Detail	7999000	Expenditure Suspense	2,478.50	2,478.50	JSD
2	Activity	Detail	7999000	Expenditure Suspense	-48,810.60	-46,332.10	JSD
3	Activity	Detail	7999000	Expenditure Suspense	6.29	-46,325.81	JSD
4	Activity	Detail	7999000	Expenditure Suspense	43,554.09	-2,771.72	JSD
5	Activity	Detail	7999000	Expenditure Suspense	3,574.16	802.44	JSD
6	Activity	Detail	7999000	Expenditure Suspense	376.11	1,178.55	JSD
7	Activity	Detail	7999000	Expenditure Suspense	-1,178.55	0.00	JSD
8	Activity	Detail	7999000	Expenditure Suspense	1,443.76	1,443.76	JSD
9	Activity	Detail	7999000	Expenditure Suspense	1,041.70	2,485.46	JSD
10	Activity	Detail	7999000	Expenditure Suspense	1,439.94	3,925.40	JSD
11	Activity	Detail	7999000	Expenditure Suspense	2,443.94	6,369.34	JSD

What are your balance for:

- 7999000 _____
- 7999001 _____
- 7999002 _____
- 7999003 _____
- 8999000 _____

Activity 5: Check 9140 Balances

Directions: Navigate to **Main Menu > General Ledger > Review Financial Information > Ledger**. Run Ledger Inquiry to check year to date balance for 9140000.

1. Enter Parameters. Only use Object 9140000.

Ledger Inquiry
Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER_CY
 *Unit: ACTUALS *Ledger: ACTUALS *Fiscal Year: 2016
 *From Period: 1 *To Period: 998
 Currency: USD
 Stat Code: Settlement or Trade Date View
 Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency
 Max Ledger Rows: 100

Buttons: Search, Clear, Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Object	9140000		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

2. Click **Search**.

- Entries totals are by period with the YTD balanced in the right column
- Click on Activities link to see transactions.

Ledger Summary

Ledger Amount by Currency

Period	Activity	Detail	Object	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Base Currency
1	Activity	Detail	9140000	Cash Collections Awaiting Depo	183,930.83	183,930.83	USD
2	Activity	Detail	9140000	Cash Collections Awaiting Depo	-183,930.83	0.00	USD
3	Activity	Detail	9140000	Cash Collections Awaiting Depo	2,786.26	2,786.26	USD
4	Activity	Detail	9140000	Cash Collections Awaiting Depo	106,760.80	109,547.06	USD
5	Activity	Detail	9140000	Cash Collections Awaiting Depo	-109,547.06	0.00	USD
6	Activity	Detail	9140000	Cash Collections Awaiting Depo	102,773.75	102,773.75	USD
7	Activity	Detail	9140000	Cash Collections Awaiting Depo	-78,883.45	23,890.30	USD
8	Activity	Detail	9140000	Cash Collections Awaiting Depo	456,332.93	480,223.23	USD
9	Activity	Detail	9140000	Cash Collections Awaiting Depo	-480,223.23	0.00	USD
10	Activity	Detail	9140000	Cash Collections Awaiting Depo	0.00	0.00	USD

3. Do you have a balance? _____

Commitment Control (KK)

Activity 6: Check for budget journals/transfers not posted

In this activity we will look at Budget Journals and Budget Transfers not posted yet. They may have a status of None (N), Checked Only (C), Error (E) or Not Balanced (B).

Directions: Navigate to **Main Menu > Commitment Control > Budget Journals > Mass Delete Budget Journals**. Answer the questions below.

1. Enter Parameters:

- Business Unit
- Ledger Group (KK_DETAIL or KK_REVENUE).
- Click SEARCH

Mass Delete Commitment Control Budget Journals

*Unit: 00700 *Ledger Group: KK_DETAIL Journal ID: Journal Date From: Date To:

ChartField Search Criteria Personalize | Find | First 1 of 1 Last

ChartField Name	ChartField Value

Search Mark All UnMark All Delete

Journals Personalize | Find | View All | First 1 of 1 Last

Process	Show Jrnl	Journal ID	Journal Date	Lines	Budget Header Status
<input type="checkbox"/>	Show Jrnl				

How many of each status type do you have? 1. (N) _____ 2. (C) _____ 3. (E) _____ 4. (B) _____