

Auditor's Transfer Processing Changes (02-01-17)

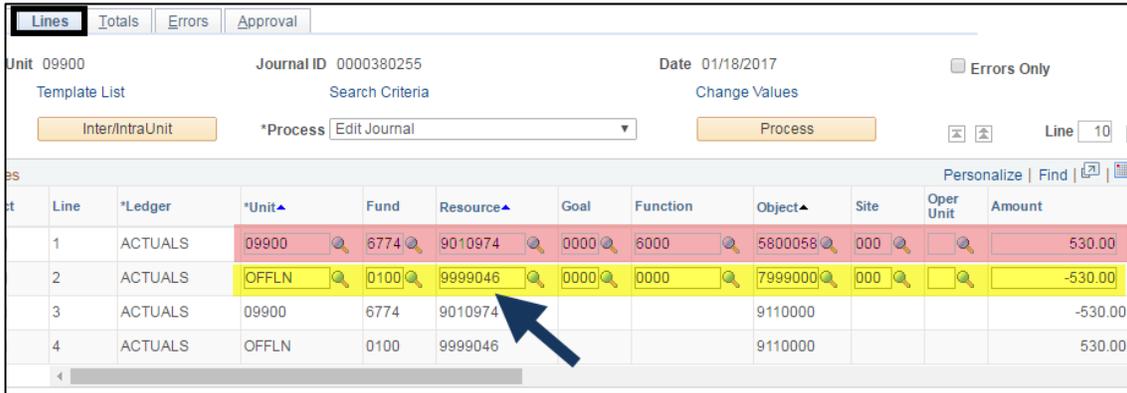
Version 1.0 | January 27, 2017

Overview

Now that all districts and County Office departments are on PeopleSoft, the AT process has several changes.

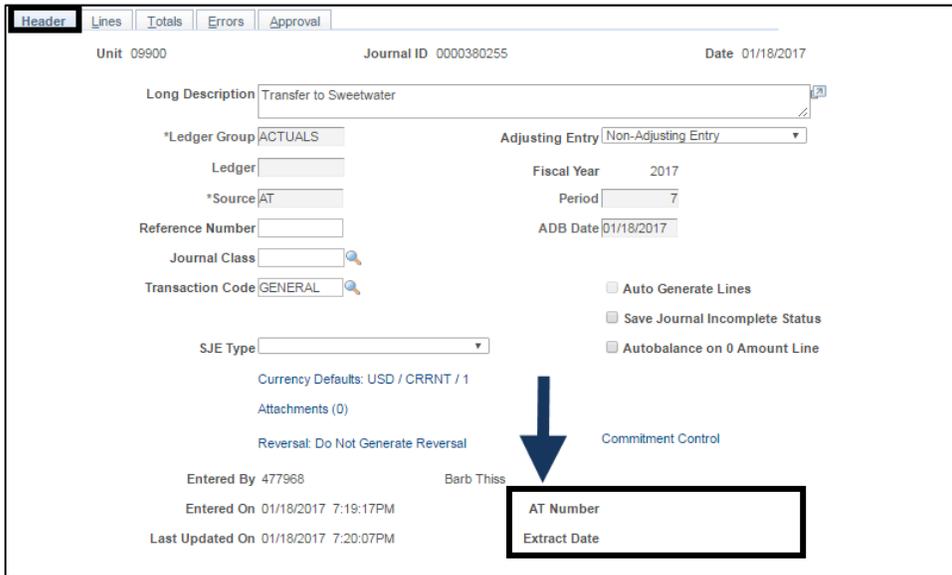
Updates:

- Use **Resource 9999###** to identify Offline District # instead of **Object 7999xxx/8999xxx**.



Line	*Ledger	*Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Amount
1	ACTUALS	09900	6774	9010974	0000	6000	5800058	000		530.00
2	ACTUALS	OFFLN	0100	9999046	0000	0000	7999000	000		-530.00
3	ACTUALS	09900	6774	9010974			9110000			-530.00
4	ACTUALS	OFFLN	0100	9999046			9110000			530.00

- Auditor Transfer # assigned by Financial Accounting moves from **Reference Number** on the *Header* tab to **AT Number** at bottom of *Header* page with **Extract Date**.



Unit 09900 Journal ID 0000380255 Date 01/18/2017

Long Description: Transfer to Sweetwater

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2017

*Source: AT Period: 7

Reference Number: ADB Date: 01/18/2017

Journal Class: Transaction Code: GENERAL

SJE Type: Auto Generate Lines:

Currency Defaults: USD / CRRNT / 1 Save Journal Incomplete Status:

Attachments (0) Autobalance on 0 Amount Line:

Reversal: Do Not Generate Reversal Commitment Control

Entered By: 477968 Barb Thiss

Entered On: 01/18/2017 7:19:17PM

Last Updated On: 01/18/2017 7:20:07PM

AT Number
Extract Date

- On the *Lines* tab, when completing the line information, the **Reference** field is not to be used by districts. The AT process will remove any data entered and replace with the Oracle #. You still have the Line Description field to use for district details.

Reference	Journal Line Description
<input type="text"/>	<input type="text"/>



- **Auditor's Transfer #'s** are now searchable on *Find an Existing Value* tab

Create/Update Journal Entries
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:

Business Unit: =

Journal ID: begins with

Journal Date: =

Auditor Transfer Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

Entered By: begins with

Attachment Exist: =

[Search](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

FAQs – Question and Answers from Webinar

Q: If an AT is entered but *not posted by 2/01/17* what will happen to it? Will it be posted or rejected?

A: FA runs a query on the 1st of every month to review any prior month entries. They notify users to delete and re-enter the journal with a current month date. This will happen on February 1st, and every month thereafter, as well.

Q: Can we use the reference fields when creating an AT journal entry?

A: When processing an AT journal, do not use the *Reference* field on the journal lines because the field will be used by the system to store the Oracle Number for each journal line. If you use the *Reference* field, it will be over written when the journal processes.

Reference field on the Header can be used. You can continue using the *Reference* field for all other journals.

Q: Can Financial Accounting post an AT if it has only been edited and not submitted by the district yet?

A: No. AT journals must be submitted before they can be approved and posted.

Q: When do we attach a backup?

A: You can attach a backup anytime on the journal Header page.

Q: How long will it take to post the AT journals in PeopleSoft? ATs seem to take some time to post.

A: When AT's are all processing 100% in PeopleSoft, they will post with the overnight processing on the day of transmittal to the Treasury.

Q: Will you be able to use the *Look Up Box* to get a list of the offline district Resource #'s?

A: Yes. A list of Resources will show in the dropdown box. The last three numbers represent the district #.

Q: Fund 12 is currently used as 1200 in PeopleSoft; but FIS is 1206. What should be used now?

A: It will be fund 1200 in PeopleSoft.

Q: How can we access the auditor's transfers done for apportionment and property taxes?

A: The offline AT website xxxx that is currently being used will remain active. Contact Financial Accounting if you need access set up.

Q: We do not have the Finance portion in PeopleSoft. How may we have access?

A: For Offline districts: **Navigate to Main Menu > General Ledger> Journal> Create/Update Journal Entries** page in PeopleSoft. Use **business unit "OFFLN"** in the Header. Financial Accounting will discuss this process in more depth with these districts individually.

Q: Will drop down for Resource by district be active on Feb 1st similar to how it was for the Object by district?

A: Yes but Object by District will be inactivated for AT journals created after Feb 1st.

Q: Can the journal reversal process to auto reverse ATs?

A: AT's journals cannot be auto-reversed. Use the copy & reverse function for AT journals.

Q: Will we be able to use template to upload into the ATs?

A: Yes. Use the same process used to upload GL journals. Make sure the *Source* used is AT.

Q: (County Office Only) Will District 090 be available for journal entries and ATs?

A: Yes

Q: (County Office Only) Will the process change for *No Post* AT in PeopleSoft?

A: Yes, *No Post* journal are distinguished by using the Business Unit **NOPST** There is limited access to this process. Contact Financial Accounting to see if you can process these journals