

## SDCOE MITI Finance Refresher Activity Creating and Posting a GL Journal

This activity details the steps required to create a GL Journal. A GL Journal is used to update the Actuals Ledger.

**Navigation:** Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

| Step | Action   |
|------|--|
| 1.   | Click the <b>Add a New Value</b> tab.  |
| 2.   | Use the defaults for the <b>Business Unit</b> , <b>Journal ID</b> and <b>Journal Date</b> fields. The <b>Journal ID</b> default will be <b>NEXT</b> and the system will assign the value at save. The <b>Journal Date</b> will default to Today's Date. The Journal Date determines the Fiscal Year and Accounting Period.   |
| 3.   | Click the <b>Add</b> button. This takes you to the <b>Header</b> tab. The <b>Lines</b> , <b>Totals</b> , <b>Errors</b> , and <b>Approval</b> tabs are also available.  |
| 4.   | Enter a <b>Long Description</b> to explain the reason for the GL Journal.  |
| 5.   | Use default for the <b>Ledger Group – ACTUALS</b>  |
| 6.   | Use the default for <b>Adjusting Entry</b> as <b>Non-Adjusting Entry</b> unless you creating a Year-End Adjustment.  |
| 7.   | Use the default for <b>Source – DO</b> unless you creating an Auditor's Transfer or wish to use a different source.  |
| 8.   | Click the <b>Lines</b> tab.  |
| 9.   | On <b>Line 1</b> enter your District's Chartstrings. See the budget string spreadsheet regarding your District's required/optional Chartstrings.   |
| 10.  | Enter an <b>Amount</b> (Positive is an increase and Negative a decrease). Revenue is entered with the sign reversed (Negative is an increase and Positive a decrease).   |
| 11.  | Add additional lines by clicking the (+ sign) button. Notice the <b>Chartstrings</b> are copied from the previous line and the <b>Amount</b> is calculated to create a balanced entry.   |
| 12.  | Click the <b>Save</b> button. The Journal should now be assigned a proper <b>Journal ID</b> .  |
| 13.  | Use the default <b>Process</b> of <b>Edit Journal</b> then click the <b>Process</b> button. When the Edit is complete, a message will appear that says, "Journal <Journal ID> is saved." Click <b>Ok</b> . If there are Budget Errors a message will appear that says "Budget checking errors were logged for this document. Please check the budget exception page to view them." |
| 14.  | Confirm that <b>Journal Status and Budget Status</b> have changed to <b>V</b> . If the <b>Journal Status</b> is <b>E</b> , go to the <b>Errors</b> tab to investigate. If the <b>Budget Status</b> is <b>E</b> click on the <b>E</b> .   |
| 15.  | Districts with GL Journal Approval Workflow go to step 16, others go to step 17.   |
| 16.  | Change <b>Process</b> to <b>Submit Journal</b> and then click the <b>Process</b> button. Click the <b>Approval</b> tab to determine the first approver. See the on-line course for the Approval Process.   |

| Step | Action   |
|------|--|
| 17.  | Once Approved, select <b>Post Journal</b> from the Process List and click the <b>Process</b> button. Confirm the <b>Journal Status</b> has changed to <b>P</b> . The GL Journal has now updated your Actual amount for the Chartstrings. |

## SDCOE MITI Finance Refresher Activity Creating and Posting an Auditor's Transfer

This activity details the steps required to create an Auditor's Transfer. An Auditor's Transfer is used to transfer funds between multiple funds or districts.

**Navigation:** Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

| Step | Action   |
|------|--|
| 1.   | Click the <b>Add a New Value</b> tab.  |
| 2.   | Use the defaults for the <b>Business Unit</b> , <b>Journal ID</b> and <b>Journal Date</b> fields. The <b>Journal ID</b> default will be <b>NEXT</b> and the system will assign the value at save. The <b>Journal Date</b> will default to Today's Date. The Journal Date determines the Fiscal Year and Accounting Period.   |
| 3.   | Click the <b>Add</b> button. This takes you to the <b>Header</b> tab. The <b>Lines</b> , <b>Totals</b> , <b>Errors</b> , and <b>Approval</b> tabs are also available.  |
| 4.   | Enter a <b>Long Description</b> to explain the reason for the GL Journal.  |
| 5.   | Use default for the <b>Ledger Group – ACTUALS</b>  |
| 6.   | Use the default for <b>Adjusting Entry</b> as <b>Non-Adjusting Entry</b> unless you creating a Year-End Adjustment.  |
| 7.   | Use the default for <b>Source – AT</b> . Only Journals with an AT Source can contain multiple Funds or Business Units (Districts).   |
| 8.   | Click the <b>Lines</b> tab.  |
| 9.   | On <b>Line 1</b> enter your District's Chartstrings. See the budget string spreadsheet regarding your District's required/optional Chartstrings.   |
| 10.  | Enter an <b>Amount</b> (Positive is an increase and Negative a decrease). Revenue is entered with the sign reversed (Negative is an increase and Positive a decrease).   |
| 11.  | Add additional lines by clicking the (+ sign) button. Notice the <b>Chartstrings</b> are copied from the previous line and the <b>Amount</b> is calculated to create a balanced entry.   |
| 12.  | Click the <b>Save</b> button. The Journal should now be assigned a proper <b>Journal ID</b> .  |
| 13.  | Use the default <b>Process</b> of <b>Edit Journal</b> then click the <b>Process</b> button. When the Edit is complete, a message will appear that says, "Journal <Journal ID> is saved." Click <b>Ok</b> . If there are Budget Errors a message will appear that says "Budget checking errors were logged for this document. Please check the budget exception page to view them." |
| 14.  | Confirm that <b>Journal Status and Budget Status</b> have changed to <b>V</b> . If the <b>Journal Status</b> is <b>E</b> , go to the <b>Errors</b> tab to investigate. If the <b>Budget Status</b> is <b>E</b> click on the <b>E</b> .   |
| 15.  | Change <b>Process</b> to <b>Submit Journal</b> and then click the <b>Process</b> button. Click the <b>Approval</b> tab to review the first approver. See the on-line course for the Approval Process. The Auditor's Transfer will get routed to Financial Accounting.  |
| 16.  | Financial Accounting will update the Reference field on the Journal Header with the AT Number and Posts the Journal.   |
| 17.  | Financial Accounting runs a query daily to extract posted ATs from Oracle to upload to FIS as a No Post AT.  |

## SDCOE MITI Finance Refresher Activity Using the GL Journal Spreadsheet Import

This activity details the steps required to utilize the GL Journal Import. The GL Journal Spreadsheet Import process is used load GL Journals created in MicroSoft Excel into the system.

**Navigation:** Microsoft Excel

| Step | Action   |
|------|--|
| 1.   | Open Excel spreadsheets <b>JRNLI.xls</b> .   |
| 2.   | Click the <b>Setup</b> button to confirm/change defaults. Click <b>OK</b> when done.   |
| 3.   | Click the <b>New</b> button to create a new sheet. Enter <b>New Journal Sheet Name</b> and click <b>OK</b> . You can have multiple sheets.   |
| 4.   | Click the <b>+</b> in row 5 to add a new Journal Header. Most of the fields default from the Setup page. Make any changes and click <b>OK</b> .  |
| 5.   | Click the <b>+</b> in row 9 to add 1 line; click the <b>+. .</b> in row 9 to add multiple lines. When adding multiple lines, enter <b>Number of Lines</b> .  |
| 6.   | Enter the following for each line: <b>Unit, Ledger – ACTUALS, Chartstring, Amount, and Description</b> . Note: you can copy/paste data from another excel spreadsheet.   |
| 7.   | Click the <b>Import Now</b> button in row 2.   |
| 8.   | Your <b>User Id</b> should default. Enter your <b>Password</b> and click <b>OK</b> . A message should appear indicating the Journal imported with the <b>Unit, Journal Id, Journal Date, and Description</b> . |
| 9.   | Click <b>Save</b> to Save the <b>JRNLI.xls</b> spreadsheet.  |
| 10.  | Note: Use Journal Sheet menu to Create, Edit, Copy, and Delete Journal Sheets.   |

## SDCOE MITI Finance Refresher Activity Using the Ledger Inquiry

This activity details the steps required to utilize the Ledger Inquiry page. Ledger balances are displayed by selected chartfields and Accounting Period.

**Navigation:** Main Menu > General Ledger > Review Financial Information > Ledger

| Step | Action  |
|------|---|
| 1.   | Click the <b>Add a New Value</b> tab.   |
| 2.   | Type in a new <b>Inquiry Name</b> . Once an <b>Inquiry Name</b> has been created, it can be used over and over again. Therefore make the name meaningful to you.  |
| 3.   | Click the <b>Add</b> button. This takes you to the <b>Ledger Inquiry Criteria</b> screen.   |
| 4.   | Verify the District's <b>Business Unit</b> is defaulted in.   |
| 5.   | Enter the <b>Ledger – ACTUALS</b> . Once <b>Ledger</b> is selected, the <b>ChartField Criteria</b> section is opened up for selection.  |
| 6.   | Enter the <b>Fiscal Year, From Period, and To Period</b> to retrieve data.  |
| 7.   | Click <b>Show YTD Balance</b> to include beginning balances. This option is allowed when the <b>From Period</b> is 1.   |
| 8.   | Click <b>Show Transaction Details</b> to show journal detail instead of balances.   |
| 9.   | In the <b>Chartfield Criteria</b> section, enter <b>Chartfield</b> values or leave blank to include all values. Click <b>Sum By</b> to summarize by the chartfield. Note: The order that you click the <b>Sum By</b> determines the chartfield order. |
| 10.  | Click <b>Search</b> to bring up the <b>Ledger Results</b> .   |
| 11.  | Click any hyperlink to drill to more detail. Drilldowns start with a chartstring balance then the GL Journals, then the subsystem accounting entries (if applicable), then the subsystem inquiry (if applicable).                                     |

## SDCOE MITI Finance Refresher Activity

### Running SDCOE SACS Extract

This activity details the steps required to run the SDCOE SACS Extract File. This extract retrieves data from the Commitment Control module as well as General Ledger for Interim reporting to the State. A text (.txt) file is produced to load the extracted information into the SACS software.

**Navigation:** Main Menu > SDCOE Custom> Custom Extracts > SACS Extract File

| Step | Action  |
|------|---|
| 1.   | Click the <b>Add a New Value</b> tab.   |
| 2.   | Type <b>SACS_Extract</b> in <b>Run Control ID</b> , and then click <b>Add</b> . This takes you to the <b>SACS Extract File</b> run control page.                  |
| 3.   | Enter your District's <b>Business Unit</b> .  |
| 4.   | Select the <b>Fiscal Year "2016"</b> . This is "last" Year of the Budget Year.  |
| 5.   | Enter <b>Extract File Name</b> . No spaces and the file name should have a .txt extension.  |
| 6.   | Select <b>Reporting Period Identifier</b> . The value selected determines other options for reporting Actuals and Budgets.  |
| 7.   | Select appropriate options for Actuals and/or Budgets   |
| 8.   | Click <b>Run</b> and then click <b>OK</b> on the <b>Process Scheduler Request</b> page. The system will then take you back to the <b>SACS Extract File</b> page.  |
| 9.   | Click <b>Process Monitor</b> and then click <b>Refresh</b> until the <b>Run Status</b> shows <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> . |
| 10.  | Click <b>Go back to SACS Extract File</b> and then click <b>Report Manager</b> . Go to <b>Administration</b> tab and click <b>SACS Extract File</b> .             |
| 11.  | To save the file click on <b>File</b> then click on <b>Save As</b> then click on <b>Save</b> .  |

## SDCOE MITI Finance Refresher Activity

### Running SDCOE Revised Budget Summary Report

This activity details the steps required to run the SDCOE Revised Budget Summary Report. This report shows budget data except the Actuals column which shows the General Ledger amounts. This single report can be run numerous different ways to provide the Budget/General Ledger data at various levels of detail and sort orders.

**Navigation:** Main Menu > SDCOE Custom> Custom Reports > Revised Budget Summary Report

| Step | Action   |
|------|--|
| 1.   | Click the <b>Add a New Value</b> tab.  |
| 2.   | Type <b>REPORTS_2</b> in <b>Run Control ID</b> , and then click <b>Add</b> . This takes you to the <b>Revised Budget Summary Report</b> run control page.                                    |
| 3.   | Make sure District's <b>Business Unit</b> defaulted in, if not, enter your <b>Business Unit</b> .  |
| 4.   | Select the <b>Ledger Group</b> you wish to run. The choices are <b>KK_DETAIL</b> for expenditures and <b>KK_REVENUE</b> for revenue.   |
| 5.   | Select the <b>Fiscal Year</b> " <b>2016</b> ".   |
| 6.   | Click <b>Refresh</b> to populate the <b>ChartField Section</b> of the page.  |
| 7.   | Populate <b>the ChartField Selection</b> with the ChartFields you want to include and the order you want to see them in. Leave <b>Value</b> and <b>To Value</b> blank to include all values. |
| 8.   | Select which Chartfields you want to sub-total. You can subtotal Resource or Object by the 1 <sup>st</sup> four digits or the Object by the 1 <sup>st</sup> digit.                           |
| 9.   | Click <b>Run</b> and then click <b>OK</b> on the <b>Process Scheduler Request</b> page. The system will then take you back to the <b>Commitment Control Budget Status Report</b> screen.     |
| 10.  | Click <b>Process Monitor</b> and then click <b>Refresh</b> until the <b>Run Status</b> shows <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .                            |
| 11.  | Click <b>Go back to Budget Status Report</b> and then click <b>Report Manager</b> . Go to <b>Administration</b> tab and click <b>Budget Inquiry Report</b> .                                 |

**Note:** To run the report to a CSV file format, do step 8 and 9 as follows - Click **Run** and then change **Format** to **CSV** before clicking **OK** on the **Process Scheduler Request** page.

Click **Process Monitor** and then click **Refresh** until the **Run Status** shows **Success** and the **Distribution Status** is **Posted**. Click **Details** and then click **View Log/Trace** to find your CSV file.