

PeopleSoft

Finance Year-End Closing

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PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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Part I: Overview

How to Get Help for PeopleSoft Finance Year-End Closing

SDCOE Customer Resource Center (CRC)

For questions regarding Year-End closing processes in PeopleSoft Finance, please have your PeopleSoft district contact [create a HEAT Self-Service ticket](#) or call 800-289-1500 and press “2” for Finance to request assistance.

To access PeopleSoft Resources for guides, job aids, video tutorials, and Third Thursday demos, please visit the CRC PeopleSoft Resources page at <http://crc.sdcoe.net/resources/peoplesoft>.

SDCOE Financial Accounting

For questions regarding dates and deadlines for Year-End closing, please contact the SDCOE Financial Accounting department. The department’s website is available at <http://www.sdcoe.net/business-services/financial-services/financial-accounting/Pages/financial-accounting.aspx>.

Importance of Dates, Periods, and Years in PeopleSoft

When working in two different fiscal years in PeopleSoft you will need to pay very close attention to the dates you choose when you create a journal. Normally this occurs when you start the budget development cycle for the subsequent year concurrently and current fiscal year operations or when closing the prior year's General Ledger concurrently and current fiscal year operations.

Fiscal Year and Budget Period

The **Fiscal Year** is on the ACTUALS, KK_DETAIL, and KK_REVENUE ledger groups. The **Budget Period** is only on the KK_DETAIL and KK_REVENUE ledger groups. The **Fiscal Year** and **Budget Period** are four digits and they must always match. For example:

- 2018 = 2017/2018
- 2019 = 2018/2019
- 2020 = 2019/2020

Accounting Period

The Accounting Period is up to three digits: For example:

- 0 = Beginning Balances
- 1 = July
- 12 = June
- 998 = For closing entries posted to June, starts the fourth working day in July and ends when the LEA is closed.

Date Fields

Fields with the word "date" such as **Journal Date**, **Posted Date**, **Budget Date**, follow the format of MM/DD/YYYY.

Part II: Accounts Payable (AP)

Screens You Will Use for Accounts Payable Year-End Closing

You will use these PeopleSoft Finance screens in the Accounts Payable module for Year-End Closing activities. Add these to your PeopleSoft Favorites.

| Screen | Navigation | Purpose |
|------------------------------------|--|--|
| Query Viewer | Main Menu > Reporting Tools > Query > Query Viewer | To identify Vouchers for information gathering. |
| Accounts Payable WorkCenter | Main Menu > Accounts Payable > Accounts Payable WorkCenter | To identify Vouchers, Suppliers, run/review reports and queries, send Vouchers for management approval, etc. |
| Regular Entry | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry | To create and review a Voucher, Direct Voucher, PO/Receipt Voucher, Asset PO Voucher, PO Voucher, Adjustment Voucher and Finalize the Voucher. |
| Match Workbench | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench | To un-match a voucher so it can be deleted or closed. |
| Delete Voucher | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Vouchers | To delete a voucher. |
| Supplier | Main Menu > Suppliers > Supplier Information > Add/Update > Supplier | To add, edit, or inactive a Supplier. |

Resources You Will Use for Accounts Payable Year-End Closing


Guides and Job Aids

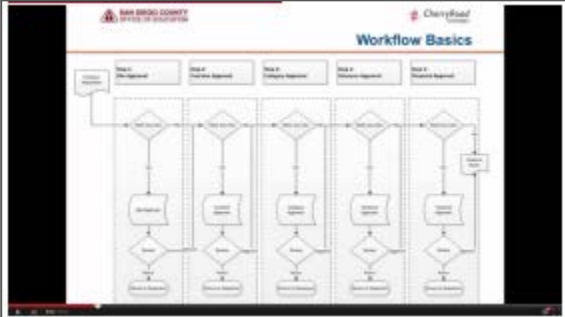

Guides are available on the SDCOE Customer Resource Center Guides & Job Aids page at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

| Folder | Guide | Description |
|--|--|--|
| Accounts Payable – AP1 Accounts Payable | AP1 Accounts Payable Guide | This guide is for staff responsible for maintaining information about suppliers, payments made to service providers and products used for building upkeep, school materials, cafeteria supplies, etc. |
| Accounts Payable – AP3 Accounts Payable Inquiry/Reports | AP3 Accounts Payable Inquiries and Reports Guide | This guide is for staff responsible for the occasional use and review of Accounts Payable information. It covers selecting options, running reports, and accessing and analyzing the contents of AP reports. |
| Query - QY1 Query Viewer | QY1 Query Viewer Guide | This guide covers how to use Query Viewer to run a query as HTML and Excel. |

Third Thursday Demos

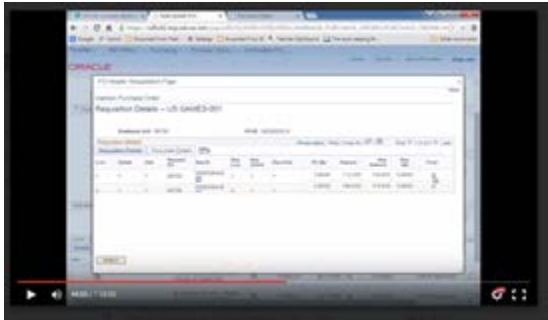
The following Third Thursday demos are available at <http://crc.sdcoe.net/calendar/peoplesofttraining/thirdthursdays>

| Month | Demo | Details |
|--|--|---|
| March 2015 Finance <i>Query Viewer</i> Audience: Finance staff, anyone who exports data to Excel | Finance Queries  | Description: We demonstrate how to use the Query Viewer screen and show some sample Finance queries to run as HTML (for viewing onscreen) and Excel. We also explain how to create simple pivot tables in Excel using the exported data. |

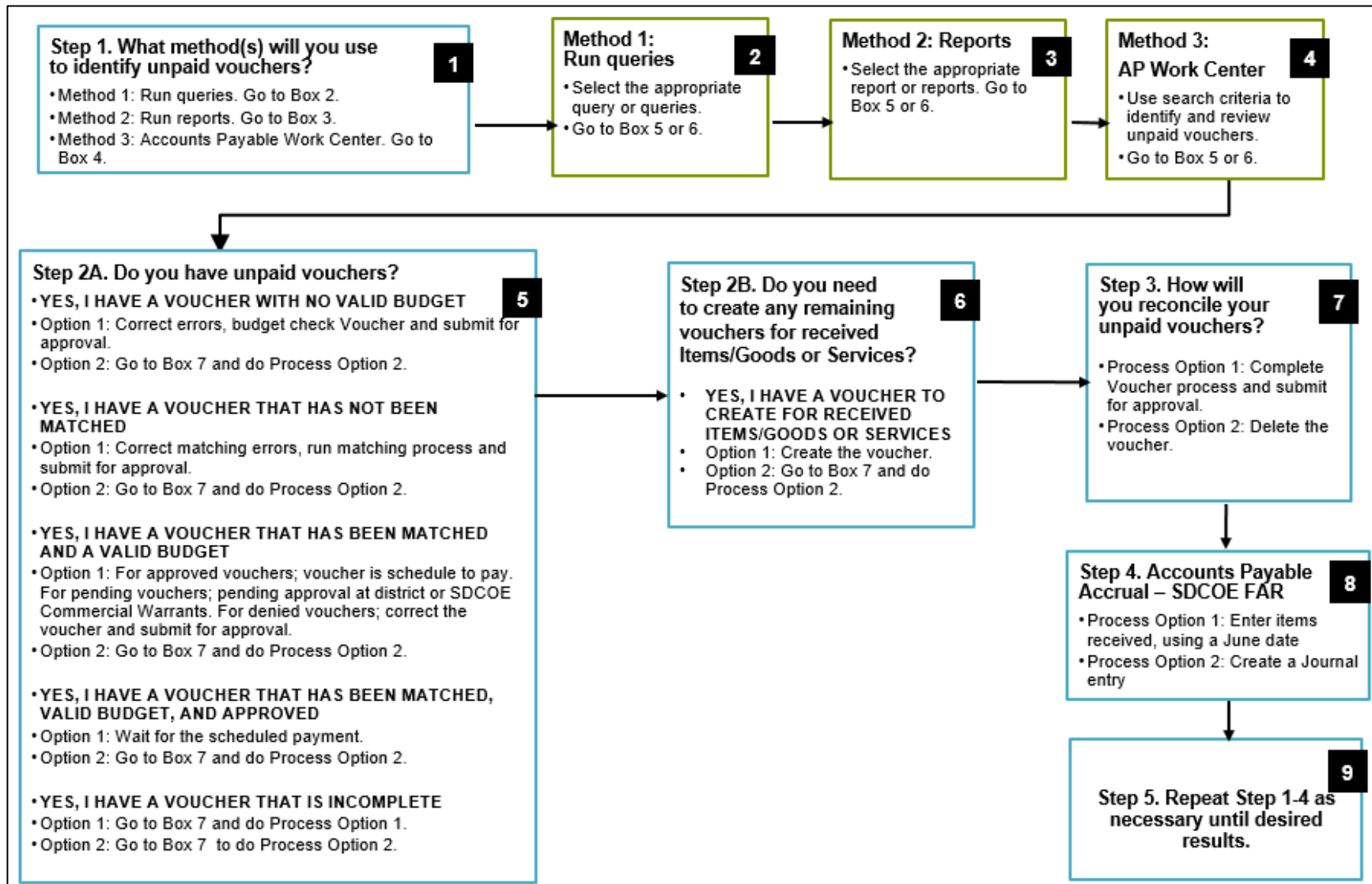
| Month | Demo | Details |
|---|---|--|
| <p>May 2015 Finance <i>Workflow</i></p> <p>Audience: Finance staff, anyone responsible for determining how documents (requisitions, purchase orders, budget adjustments, etc.) should route.</p> | <p>Finance Workflow</p>  | <p>Description: This is a demo of PeopleSoft Finance Workflow. Workflow is used to route certain documents for approvals based on characteristics of the document. In Finance, workflow is available for purchase requisitions, direct entry purchase orders, direct entry vouchers, journal entries, and budget adjustments.</p> |
| <p>December 2015 Finance <i>Accounts Payable</i></p> <p>Audience: Finance staff, Purchasing staff, Accounts Payable staff, anyone who deals with Purchase Orders</p> | <p>Supplier Management</p>  | <p>Description: This demo explains how to add a Supplier, review an existing Supplier, change the address for a Supplier, update Supplier information, and how to inactivate a Supplier. In addition, we will show you how the Supplier information is displayed on a Purchase Order.</p> |

Video Tutorials

The following video tutorial is available at <http://crc.sdcoe.net/resources/peoplesoft/tutorials>.

| Month | Demo | Details |
|---|--|---|
| <p>March 2015 Finance <i>Purchasing/Accounts Payable</i></p> <p>Audience: Finance staff, Purchasing staff, Accounts Payable staff, anyone who deals with closing and finalizing purchasing documents</p> | <p>Closing and Finalizing Purchasing Documents</p>  | <p>Description: This webinar covers how to close and finalize Purchasing documents, including closing requisitions and purchase orders (<i>you must be authorized to perform the override function</i>) and finalizing a purchase order when processing a voucher in Accounts Payable.</p> |

Year-End Closing Accounts Payable Flowchart



Year-End Closing Accounts Payable Checklist

The following checklist is created for Manage Unpaid Vouchers Detailed information beginning on p.10. **NOTE:** You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.

| Step | Step Description |
|-----------|---|
| 1 | <p>Identify Unpaid Vouchers</p> <p>Select one (or more) of the following methods to collect this information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Queries <input type="checkbox"/> Reports <input type="checkbox"/> Accounts Payable WorkCenter |
| 2A | <p>Take action on Unpaid Vouchers (if applicable)</p> <p>Review the following scenarios to take action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voucher that does not have a valid budget status <input type="checkbox"/> Voucher that has not been matched <input type="checkbox"/> Voucher that has been matched and has a valid budget status <input type="checkbox"/> Voucher has been matched, valid budget, and approved <input type="checkbox"/> Voucher is Incomplete |
| 2B | <p>Create remaining vouchers associated with a Purchase Order (if applicable)</p> <p>Select the following process option:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the voucher process |
| 3 | <p>Reconcile Vouchers (if applicable)</p> <p>Select the following process options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete voucher process <input type="checkbox"/> Finalize voucher to close PO (if applicable) <input type="checkbox"/> Delete or close voucher |
| 4 | <p>Accounts Payable Accruals (if applicable)</p> <p>Select the following process options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with your Purchasing department to enter items received, using a date in June of the current fiscal year. Enter vouchers by 5:00 pm on July 9 of the next fiscal year <input type="checkbox"/> Create a Journal Entry |
| 5 | <p>Repeat Steps 1-4 as necessary until desired results</p> |

Manage Unpaid Vouchers

The purpose of this section is to provide directions for how you will manage your unpaid vouchers. Steps listed as “if applicable” may not apply to your district depending on your district’s business process. Deadlines in this section are set by the SDCOE Financial Accounting department and listed when appropriate. For further questions regarding deadlines, please contact SDCOE Financial Accounting department.

IMPORTANT DEADLINES

All vouchers must be submitted for approval to the SDCOE Commercial Warrants department by **12:00 pm June 29 of the current fiscal year** to receive a warrant issued on June 30 of the current fiscal year.

NOTE: Be aware that vouchers created for Suppliers with a “Net 30” due date will need to be changed to “Due Now” for vouchers that you want to be completed and paid in the current fiscal year.

Step 1: Identify Unpaid Vouchers

In this step, you will select one (or more) of the two methods for information gathering to identify your unpaid vouchers.

Queries and Reports (METHOD 1 or 2) vs. Accounts Payable WorkCenter (METHOD 3)

The table below identifies the difference between using queries, reports, or the Accounts Payable WorkCenter to manage your unpaid vouchers. You can use one (or more) of these methods to collect the information.

| Queries | Reports | Accounts Payable WorkCenter |
|--|--|--|
| <ul style="list-style-type: none"> ▪ Export to Excel to filter, sort, and create Pivot tables ▪ Run to get a quick glance of the information ▪ Cannot drill down to full details of the voucher | <ul style="list-style-type: none"> ▪ Run to HTML ▪ Get a quick glance of the information ▪ Cannot drill down to the full details of the voucher | <ul style="list-style-type: none"> ▪ One-stop shop for viewing vouchers, creating/deleting vouchers, accessing suppliers, and running reports and queries ▪ Can drill down to the full details of the voucher ▪ Download to Excel from the results page |

Method 1 or 2: Queries and Reports

The table below identifies the queries that you can run to identify your unpaid vouchers, using the screen called Query Viewer at **Main Menu > Reporting Tools > Query > Query Viewer**. **NOTE: You can locate these queries in the Accounts Payable WorkCenter.**

| Query Name | Description |
|---------------------------------------|---|
| M_AP_PRELIST_UNPAID_REMIT_ADDR | <p>Query Description: Unpaid Invoices by Vendor</p> <p>This query gives a list of vouchers, by date, suppliers, invoice, and due date. It excludes paid vouchers and includes vendor remit addresses and user ID of the user that created the voucher.</p> |

| Query Name | Description |
|------------------|--|
| M_AP_UNPAID_VCHR | Query Description: Unpaid Vouchers This query displays all unpaid vouchers and provides the Budget, Matching, and Approval status. |

Directions to run queries: Refer to the “Running a Query” section in the **Query Viewer** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

| Report Name | Short Name | Description |
|-------------------------------|-------------------|--|
| Open Liability Reconciliation | APX1400 (Summary) | Report Description: Compares the AP Open Liability balance to the GL Open Liability balance. (BI Publisher Report). |
| | APX1405 (Detail) | Report Description Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (BI Publisher Report) |
| Match Exceptions | APX1090 | Report Description: Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. |
| Payment History by Supplier | APX2000 | Report Description: Provides a register of payments for a supplier. |
| Supplier Balance | APX3020 | Report Description: Lists the gross amount of all the outstanding vouchers for the specified supplier. |

Directions to run reports: Refer to the “Running Reports” section in the **Introduction to PeopleSoft** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Method 3: Accounts Payable WorkCenter

The table below identifies the navigation to the Accounts Payable WorkCenter, which is a one-stop shop for viewing vouchers, creating/deleting vouchers, accessing suppliers, and running reports and queries.

| Accounts Payable WorkCenter page | Description |
|---|--|
| Navigation: Main Menu > Accounts Payable > Accounts Payable Workcenter | Accounts Payable WorkCenter One-stop shop for viewing vouchers, creating/deleting vouchers, accessing suppliers, and running reports and queries |

Directions to use reports in the Accounts Payable WorkCenter: Refer to the “Using the AP WorkCenter” section in the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2A: Take action on Unpaid Vouchers (if applicable)

If necessary, you will select one (or more) of the options to take action on unpaid vouchers.

Scenario 1: Voucher does not have a valid budget

| OPTIONS | | ACCOUNTS PAYABLE WORKCENTER |
|---------|--|---|
| 1 | Not Valid Status <i>Unpaid Vouchers screen</i> | Run the budget check process and submit for approval. |
| | Budget Error Status <i>Budget Error Check screen</i> | Correct the Budget Errors and follow your normal process to submit for approval. |
| 2 | Delete the Voucher | Delete the voucher. Refer to Step 3: Reconcile Vouchers and follow Process Option 3: Delete the voucher . |

Scenario 2: Voucher has not been matched

| OPTIONS | | ACCOUNTS PAYABLE WORKCENTER |
|---------|---|---|
| 1 | Not Match <i>Unpaid Vouchers screen</i> | Run the matching process and submit for approval. |
| | Match Exception Exist <i>Match Workbench screen</i> | Correct the Match Exception errors and follow your normal process to submit for approval. |
| 2 | Delete the Voucher | Delete the voucher. Refer to Step 3: Reconcile Vouchers and follow Process Option 3: Delete the voucher . |

Scenario 3: Voucher has been matched and has a valid budget check

| OPTIONS | | ACCOUNTS PAYABLE WORKCENTER |
|---------|--|--|
| 1 | Approved <i>Unpaid Vouchers screen</i> | The voucher is scheduled to pay. If the voucher is scheduled to pay in 30 days, determine if you want it to 'Pay Now' so you don't have to accrue the payment. |
| | Pending <i>Unpaid Vouchers screen</i> | The voucher is pending approval at the district or with SDCOE Commercial Warrants department. |
| | Denied <i>Unpaid Vouchers screen</i> | You will need to correct the voucher and submit for approval. |
| 2 | Delete the Voucher | Delete the voucher. Refer to Step 3: Reconcile Vouchers and follow Process Option 3: Delete the voucher . |

Scenario 4: Voucher has been matched, valid budget, and approved

In this scenario, you are waiting for the scheduled payment.

Scenario 5: Voucher is Incomplete

| OPTIONS | | ACCOUNTS PAYABLE WORKCENTER |
|---------|--------------------|---|
| 1 | Incomplete | Complete the voucher process and submit for approval. . |
| 2 | Delete the Voucher | Delete the voucher. Refer to Step 3: Reconcile Vouchers and follow Process Option 3: Delete the voucher . |

Directions to take action on unpaid vouchers: Refer to “Part III: Create & Process Vouchers” in the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2B: Create remaining Vouchers for received Goods and Services for payment (if applicable)

If necessary, you will create any remaining vouchers for received Goods and Services for payment in the current fiscal year.

The table identifies the navigation to create any remaining vouchers for received Goods and Services for payment to complete **Step 2B: Create any remaining Vouchers for received Goods and Services for payment (if applicable)**.

| Regular Entry page | Description |
|---|--|
| Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry | Regular Entry page This page allows you to create a voucher for items/goods or services. |

Directions to use the Regular Entry page: Refer to “Part III: Create & Process Vouchers in the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 3: Reconcile Vouchers

In this step you will select one (or more) of the process options below to reconcile vouchers.

Process Option 1: Finalize Voucher

When do I use this function?

There are three different types of POs that you will need to finalize:

- Amount Only POs
- Fully received items (*invoice amount is less than the PO*)
- Partially received items

The table identifies the navigation to finalize vouchers associated with a Purchase Order to complete **Step 3: Reconcile Vouchers** (if applicable).

| Regular Entry page | Description |
|---|--|
| Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry | Regular Entry page This page allows you to create a voucher for items/goods or services. |

Directions to use the Regular Entry page: Refer to “Part III: Create & Process Vouchers in the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 2: Delete a Voucher

When do I use this function?

Use this function when you want to delete a voucher that you no longer need. You will need to follow the steps below to delete a voucher.

IMPORTANT!

You cannot delete a voucher that is finalized, matched, or posted.

If the voucher is associated with accounting entries, you will need to close the voucher instead.

Refer to the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

The table identifies the navigation to finalize vouchers associated with a Purchase Order to complete **Step 3: Reconcile Vouchers** (if applicable).

| Delete Voucher page | Description |
|--|---|
| Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher | Delete Voucher page This page allows you to delete a voucher. Only unprocessed vouchers can be deleted; vouchers associated with a Purchase Orders must be unmatched prior to deleting the voucher. |

Directions to use the Delete Voucher page: Refer to the “Delete Voucher” section in the **AP1 Accounts Payable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 4: Accounts Payable Accruals (if applicable)

If your district does not use Purchase Orders or you have not done the PO Receipt Accrual process, for a specific accrual, create GL journal entries for any additional AP accruals that need to be setup for the closing fiscal year. Create reversing journals and post them to the closing fiscal year, please refer p.24 of this guide for directions. The journals will be reversed in July into the expense account into which they were accrued in June. When paying the items in July, pay using the regular expense account. There is no object 95110000 using this method. Below are the items that will be completed by SDCOE Financial Accounting. The entries below show how the process will flow through PeopleSoft for an AP accrual setup through a GL Journal.

Process Option 1: Reversal Accrual Journal

1. Create a June GL Journal and select the **Reversal: Do Not Generate Reversal** link. Next, select the **Beginning of Next Period** and select **OK**. Continuing processing the GL Journal. This establishes the accrual in the closing fiscal year.

- 0100-0000000-1110-1000-4300000-100 \$100.00 **(DEBIT)**
- 0100-0000000-0000-0000-9510000-000 -\$100.00 **(CREDIT)**

2. When your books are closed and SDCOE Financial Accounting posts your beginning balance, they will post your 9510000 beginning balance into July:

- 0100-0000000-0000-0000-9510000-000 -\$100.00 **(CREDIT)**
- 0100-0000000-0000-0000-9791000-000 \$100.00 **(DEBIT)**

3. If the reversal was setup as a June GL Journal, this will reverse with the following entry posted in July of the next fiscal year. When the journal created in the above item 1 reverses in July the following entry will need to be processed on the GL Journal Entry screen to edit, and post in July. **This is new and will clear out the 9510000 objects:**

- 0100-0000000-0000-0000-9510000-000 \$100.00 **(DEBIT)**
- 0100-0000000-1110-1000-4300000-100 -\$100.00 **(CREDIT)**

4. When the voucher is paid in July of the next fiscal year to the regular expense account instead of object 9511000 it will post the following entry:

- 0100-0000000-1110-1000-4300000-100 \$100.00 **(DEBIT)**
- 0100-0000000-0000-0000-9505000-100 -\$100.00 **(CREDIT)**

▪ Entries in the above items 2 and 3 will set up and then clear all of your 9510000 entries. **No journal entry will be needed to close 9510000 to 9511000.**

▪ The above item 3 will result in a negative entry to the expenditure account. This will be closed out by the above item 4. After the accrual journal entry reverses and the voucher is paid, the current year effect on the expense account will be zero.

5. If the actual payment of the voucher is for an amount different than the amount accrued, the California School Accounting Manual directs you to post the difference to a current year expense account. The process outlined above accomplishes this with no additional research or posting required.

Refer to p.44 for further information regarding Year-End Adjustments (Reversal).

Step 5: Repeat Steps 1-4 as necessary until desired results

Repeat Steps 1-4 as necessary until desired results. All transactions must be cleared for year-end closing.

Process Options 2: Non-Reversal Accrual Journal

1. Create a June GL Journal and do not select. Continuing processing the GL Journal. This establishes the accrual in the closing fiscal year as done previously in FIS.
 - 0100-0000000-1110-1000-4300000-100 \$100.00 **(DEBIT)**
 - 0100-0000000-0000-0000-9510000-000 -\$100.00 **(CREDIT)**

2. When your books are closed and SDCOE Financial Accounting posts your beginning balance, they will post your 9510000 beginning balance into July just as they did in FIS:
 - 0100-0000000-0000-0000-9510000-000 -\$100.00 **(CREDIT)**
 - 0100-0000000-0000-0000-9791000-000 \$100.00 **(DEBIT)**

3. When the voucher is paid in July, you will pay it to the 9510000. **This will clear out the 9510000 objects:**
 - 0100-0000000-0000-0000-9510000-000 \$100.00 **(DEBIT)**
 - 0100-0000000-0000-0000-9505000-100 -\$100.00 **(CREDIT)**

Entries in the above items 2 and 3 will set up and then clear all of your 9510000 entries. **No journal entry will be needed to close 9510000.**

If the actual payment of the voucher is for an amount different than the amount accrued, the California School Accounting Manual directs you to post the difference to a current year expense account. The process outlined above accomplishes this with no additional research or posting required.

1. If the amount paid is more than the amount accrued, you will create a July GL Journal
 - 0100-0000000-1110-0000-4300000-100 \$10.00 **(DEBIT)**
 - 0100-0000000-0000-0000-9510000-000 -\$10.00 **(CREDIT)**

2. If the amount paid is less than the amount accrued, you will create a July GL journal
 - 0100-0000000-0000-0000-9510000-000 \$10.00 **(DEBIT)**
 - 0100-0000000-1110-0000-4300000-100 -\$10.00 **(CREDIT)**

Part III: Accounts Receivable (AR)

Screens You Will Use for Accounts Receivable Year-End Closing

You will use these PeopleSoft Finance screens in the Accounts Receivable module for Year-End Closing activities. Add these to your PeopleSoft Favorites.

| Screen | Navigation | Purpose |
|----------------------------------|--|---|
| Regular Deposit | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit | To create regular direct journal deposit entries. |
| Create Accounting Entries | Main Menu > accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries | To create regular direct journal deposit entries. |
| Generate Journals | Main Menu > General Ledger > Journals > Subsystem Journal > Generate Journals | To run FS_JGEN for ARDIRJRNL (runs overnight). |
| Modify Accounting Entries | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries | To create regular direct journal deposit entries. |

Resources You Will Use for Accounts Receivable Year-End Closing


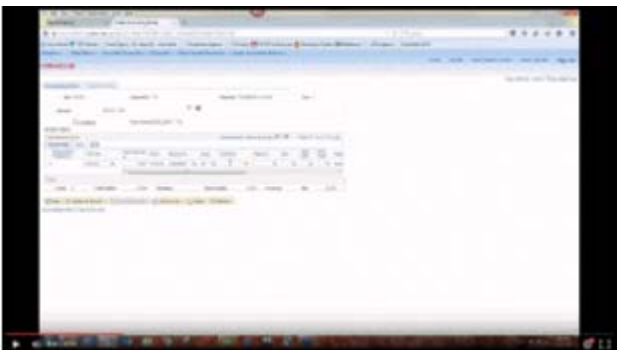
Guides and Job Aids

Guides are available on the SDCOE Customer Resource Center Guides & Job Aids page at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

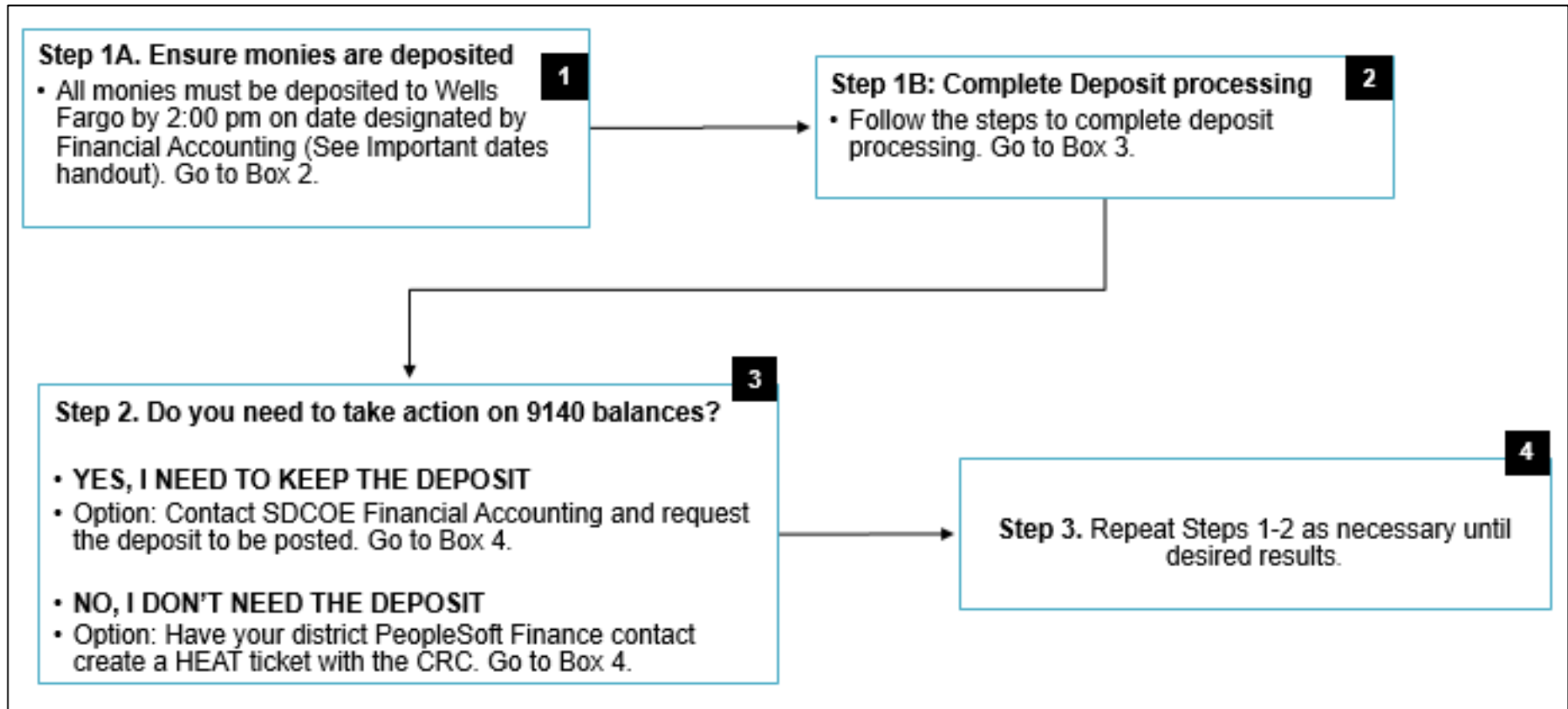
| Folder | Guide | Description |
|--|-------------------------|---|
| Accounts Receivable – AR1 Accounts Receivable | AR1 Accounts Receivable | This guide is for staff responsible for entering items (invoices), receiving payments, making deposits and tracking collections in the PeopleSoft Accounts Receivable module. |

Third Thursday Demos

The following Third Thursday demos are available at <http://crc.sdcoe.net/calendar/peoplesofttraining/thirdthursdays>

| Month | Demo | Details |
|---|--|---|
| March 2015 Finance <i>Query Viewer</i> Audience: Finance staff, anyone who exports data to Excel | Finance Queries  | Description: We demonstrate how to use the Query Viewer screen and show some sample Finance queries to run as HTML (for viewing onscreen) and Excel. We also explain how to create simple pivot tables in Excel using the exported data. |
| October 2015 Finance <i>Accounts Receivable</i> Audience: Finance staff, anyone who exports data to Excel | Direct Journal Deposits  | Description: This demo focuses on the creation of Direct Journal Deposits in PeopleSoft Finance and troubleshooting. |

Year-End Closing Accounts Receivable Flowchart



Year-End Closing Accounts Receivable Checklist

The following checklist is created for Manage Deposits. Detailed information in the checklist begins on p.22.

NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.

| Step | Step Description |
|-----------|---|
| 1A | Ensure monies are deposited Complete the option below: <input type="checkbox"/> Deposits are made to Wells Fargo |
| 1B | Complete Deposit processing |
| 2 | Clear 9140 balances <i>(if applicable)</i> Complete the options below: <input type="checkbox"/> Verify 9140 balances are cleared |
| 3 | Repeat Steps 1-2 as necessary until desired results |

Manage Deposits

The purpose of this section is to provide directions for how you will manage your deposits, including clearing 9140 balances. Steps listed as “if applicable” may not apply to your district depending on your district’s business process. Deadlines in this section are set by the SDCOE Financial Accounting department and listed when appropriate. For further questions regarding deadlines, please contact SDCOE Financial Accounting department.

Step 1A: Ensure monies are deposited

In this step, you will ensure monies that the district is holding or are still receiving are deposited to Wells Fargo before the deadline.

Step 1B: Complete Deposit processing

In this step, you will complete deposit processing.

The table identifies the navigation to complete deposit processing for **Step 1B: Complete Deposit Processing**.

| Regular Deposit | Description |
|---|---|
| Navigation: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit | Regular Deposit This page allows you to complete the deposit process. |

Directions to complete deposit process: Refer to “Part II: AR Direct Journal Deposits” in the **AR1 Accounts Receivable** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Clear 9140 balances (if applicable)

In this step, you will refer to Part VI: General Ledger section of this guide to review Part C: Clear 9140 Balances on p.39. For this step, you will be working in partnership with your Finance department to verify 9140 balances are clear.

Step 3: Repeat Steps 1-2 as necessary until desired results

Repeat steps 1-2 as necessary until desired results. All transactions must be cleared for year-end closing.

Part IV: General Ledger (GL)

Screens You Will Use for General Ledger Year-End Closing

You will use these PeopleSoft Finance screens in the General Ledger module for Year-End Closing activities. Add these to your PeopleSoft Favorites.

| Screen | Navigation | Purpose |
|--------------------------------------|---|--|
| Query Viewer | Main Menu > Reporting Tools > Query > Query Viewer | To identify unposted journals for information gathering. |
| Create/Update Journal Entries | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries | To create/update journal entries. |
| Ledger Inquiry | Main Menu > General Ledger > Review Financial Information > Ledger | To review financial transactions. |

Resources You Will Use for General Ledger Year-End Closing


Guide and Job Aids

Guides are available on the SDCOE Customer Resource Center Guides & Job Aids page at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

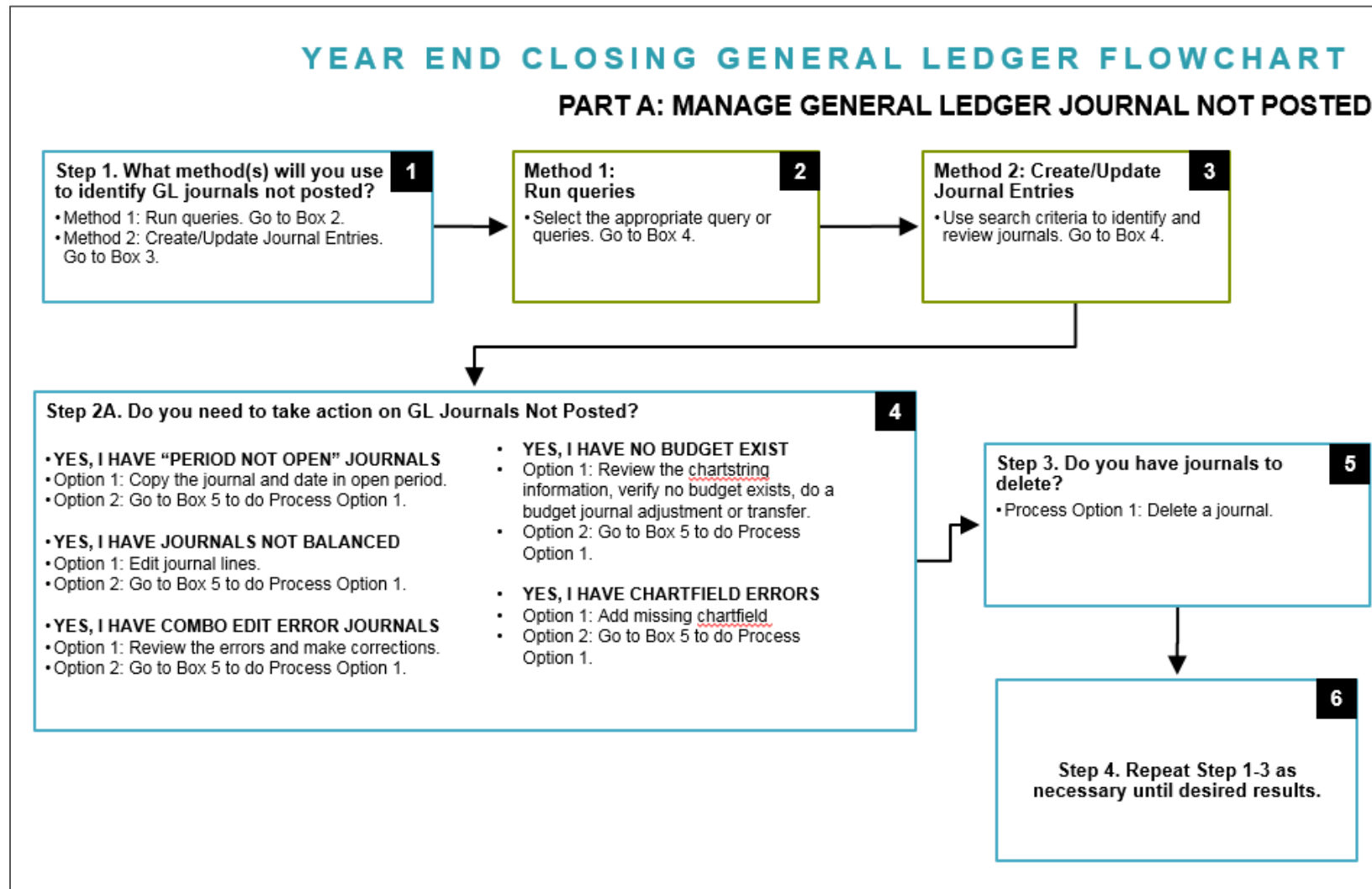
| Folder | Guide | Description |
|--|-------------------------------|---|
| General Ledger – GL1 General Ledger | GL1 General Ledger | This guide is for staff responsible for entering and approving journals entries and auditor’s transfers and maintenance in the General Ledger module. It covers journal creation, editing, submitting, approving, posting, verifying, and printing. |
| Query – QY1 Query Viewer | QY1 Query Viewer Guide | This guide covers how to use Query Viewer to run a query as HTML and Excel. |
| Query – QY1 Query Viewer | Finance Query Reference Guide | A compilation of all M_ and FAR_ Finance queries. Includes sample parameters and results for each query. |

Third Thursday Demos

The following Third Thursday demos are available at <http://crc.sdcoe.net/calendar/peoplesofttraining/thirdthursdays>

| Month | Demo | Details |
|--|--|---|
| March 2015 Finance <i>Query Viewer</i> Audience: Finance staff, anyone who exports data to Excel | Finance Queries  | Description: We demonstrate how to use the Query Viewer screen and show some sample Finance queries to run as HTML (for viewing onscreen) and Excel. We also explain how to create simple pivot tables in Excel using the exported data. |

Year-End Closing General Ledger Flowchart - Journals



Year-End Closing General Ledger Checklist - Journals

The following checklist is created for Part A: Manage General Ledger Journals Not Posted. Detailed information in the checklist begins on p.28. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|----------|---|
| 1 | Identify General Ledger Journals Not Posted Select one (or more) of the following methods to collect this information: <ul style="list-style-type: none"> <input type="checkbox"/> Queries <input type="checkbox"/> Create/Update Journal Entries |
| 2 | Take action on Error, Valid, Not Chk'd, or Incomplete Journals (if applicable) Select one (or more) of the following actions: <ul style="list-style-type: none"> <input type="checkbox"/> Copy journal and date in open period <input type="checkbox"/> Edit journal lines <input type="checkbox"/> Edit Combo Edit Data <input type="checkbox"/> Review chartstring information <input type="checkbox"/> Verify no budget exists <input type="checkbox"/> Add budget transfer or journal |
| 3 | Delete General Ledger Journals Not Posted (if applicable) Select the following process option: <ul style="list-style-type: none"> <input type="checkbox"/> Delete the journal |
| 4 | Repeat Steps 1-3 as necessary until desired results |

Part A: Manage General Ledger Journals Not Posted

The purpose of this section is to provide directions for how you will manage your General Ledger Journals Not Posted. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Identify General Ledger Journals Not Posted

In this step, you will select one (or more) of the following methods for information gathering to identify and review your General Ledger Journals Not Posted.

Queries (METHOD 1) vs. Create/Update Journal Entries (METHOD 2)

The table below identifies the difference between using queries or the Create/Update Journal Entries page to identify General Ledger Journals Not Posted. You can use one (or more) of these methods to collect the information.

| Queries | Create/Update Journal Entries |
|--|---|
| <ul style="list-style-type: none"> ▪ Export to Excel to filter, sort, and create Pivot tables ▪ Run to get a quick glance of information ▪ Cannot drill down to full details of the journal | <ul style="list-style-type: none"> ▪ Search GL Journals Not Posted by Journal Header Status not = Posted to Ledger. Ignore “Unposted Journals”. ▪ Can drill down to the full details of the journal |

Method 1: Queries

The table below identifies the queries that you can run to identify your General Ledger Journals Not Posted, using the Query Viewer screen at **Main Menu > Reporting Tools > Query > Query Viewer**.

| Query Name | Description |
|------------------------------------|---|
| FAR_GL_JE_WITH_HEADER_ERROR | <p>Query Description: GL JEs w edit/header errors</p> <p>This query gives you a list of journals that have these issues:</p> <ul style="list-style-type: none"> ▪ Journal Date is not in open period ▪ Journal is not balanced-Debits/Credits ▪ Combo edit errors |
| FAR_GL_JE_WITH_KK_ERRORS | <p>Query Description: GL journals with budget errors</p> <p>This query gives you a list of journals that have these issues:</p> <ul style="list-style-type: none"> ▪ No Budget Exists ▪ Required Key Chartfield is Blank |

Directions to run queries: Refer to the “Running a Query” section in the **Query Viewer** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Method 2: Create/Update Journal Entries

The table identifies the navigation for the Create/Update Journal Entries page, a method to identify your General Ledger Journals Not Posted.

| Create/Update Journal Entries | Description |
|---|--|
| <p>Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> | <p>Create/Update Journal Entries Search GL Journals Not Posted by</p> <ul style="list-style-type: none"> Journal Header Status “not =” “Posted to Ledger(s)”. Ignore “Unposted Journals”. This page allows you to create, edit, delete, copy, and print journal entries. |

Directions to use the Create/Update Journal Entries page: Refer to “Part II: Journal Entries” section in the GL1 General Ledger guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Take action on General Ledger Journals Not Posted (if applicable)

If necessary, you will select one (or more) of the options to take action on General Ledger Journals Not Posted in the below statuses.

| STATUS | CREATE/UPDATE JOURNAL ENTRY |
|--|--|
| Period Not Open | <p>Option 1: When you need the journal</p> <ul style="list-style-type: none"> Step 1: Copy journal and date in open period. Refer to Process Option 1: Copy Journal Entries. Step 2: Delete the original journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |
| | <p>Option 2: When you don't need the journal</p> <ul style="list-style-type: none"> Delete journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |
| Journal is not balanced-Debits/Credits | <p>Option 1: When you need the journal</p> <ul style="list-style-type: none"> Edit journal lines. Refer to Process Option 2: Edit Journal Lines. |
| | <p>Option 2: When you don't need the journal</p> <ul style="list-style-type: none"> Delete journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |
| Combo edit errors | <p>Option 1: When you need this journal?</p> <ul style="list-style-type: none"> Step 1: Review Combo Edit data. If combination should be valid, contact SDCOE Financial Accounting to request the combination to be added. Refer to Process Option 3: Review Combo Edit Data. Step 2. Make corrections to journal lines. |
| | <p>Option 2: When you don't need the journal</p> |

| | |
|---|--|
| | <ul style="list-style-type: none"> Delete journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |
| No Budget Exists | Option 1: When you need the journal <ul style="list-style-type: none"> Step 1: Review chartstring information. Refer to Process Option 4: Budget Journal Adjustment or Transfer. Step 2: Verify no budget exists on Budget Overview page. Step 3: Add budget journal adjustment or transfer. |
| | Option 2: When you don't need the journal <ul style="list-style-type: none"> Delete journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |
| Required Key Chartfield is Blank | Option 1: When you need the journal? <ul style="list-style-type: none"> Add the missing chartfield(s) as required by your district budget set up. Refer to Process Option 5: Add missing chartfield values. |
| | Option 2: When you don't need the journal <ul style="list-style-type: none"> Delete journal. Refer to Step 3: Complete General Ledger Journals Not Posted and follow Process Option: Delete General Ledger Journal. |

Process Option 1: Copy Journal Entries

The table identifies the navigation to copy journal entries as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| Create/Update Journal Entries | Description |
|--|---|
| Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries | Create/Update Journal Entries This page allows you to copy a journal. |

Directions to copy journal entries: Refer to “Part II: Journal Entries (JEs)” in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 2: Edit Journal Lines

The table identifies the navigation to edit journal lines as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| Create/Update Journal Entries | Description |
|--|---|
| Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries | Create/Update Journal Entries This page allows you to edit journal lines. |

Directions to edit a journal and make corrections to journal lines: Refer to “Part II: Journal Entries (JEs)” in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 3: Review Combo Edit Data and make corrections

The table identifies the navigation to review combo edit data and make corrections as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| Review Combination Data | Description |
|---|--|
| Navigation: Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data | Review Combination Data This page allows you to review combo edit data and make corrections. |

Directions to review combo edit data: Refer to “Review Combo Edit Data” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 4: Budget Journal Adjustment or Transfer

The table identifies the navigation to review your budgets overview as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| Budgets Overview | Description |
|---|---|
| Navigation: Main Menu > Commitment Control > Review Budget Activities > Budgets Overview | Budgets Overview This page allows you to use the budget inquiry to view and download summarized information across several control budgets. |

Directions to review the budget overview: Refer to the “Validating Budget Status” section in the **KK1 Budget Inquiry** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

The table identifies the navigation to add a budget adjustment or transfer as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| Enter Budget Journals | Description |
|---|---|
| Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals | Enter Budget Journals This page allows you to create a budget journal to adjust an existing budget for an account. You will select KK_DETAIL when establishing an original budget or adjusting an existing budget for expenses. You will use KK_REVENUE when establishing an original budget or adjusting an existing budget for revenue. |

Directions to add budget journal adjustment or transfer: Refer to “Creating and Posting Budget Adjustment Journals” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 5: Add missing chartfield values

The table identifies the navigation to add missing chartfield values as a process option for **Step 2: Take action on General Ledger Journals Not Posted** (if applicable).

| ChartField Values | Description |
|---|--|
| <p>Navigation: Main Menu > Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values</p> | <p>ChartField Values This page allows you to add chartfields so long as they are in the Master Dictionary. Use the following three queries to see if the chartfields are valid:</p> <ul style="list-style-type: none"> ▪ M_MASTER_FUND ▪ M_MASTER_OBJECTS ▪ M_MASTER_RESOURCES |

Directions to add a missing chartfield: Refer to “Part VI: GL Maintenance” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 3: Delete General Ledger Journals Not Posted (if applicable)

In this step you will select the following process option to delete a General Ledger Journals Not Posted.

Process Option: Delete General Ledger Journals Not Posted

When do I use this function?

Use this function when the journal is no longer needed.

The table identifies the navigation to the Create/Update Journal Entries page as a process option for **Step 3: Complete General Ledger Journals Not Posted**.

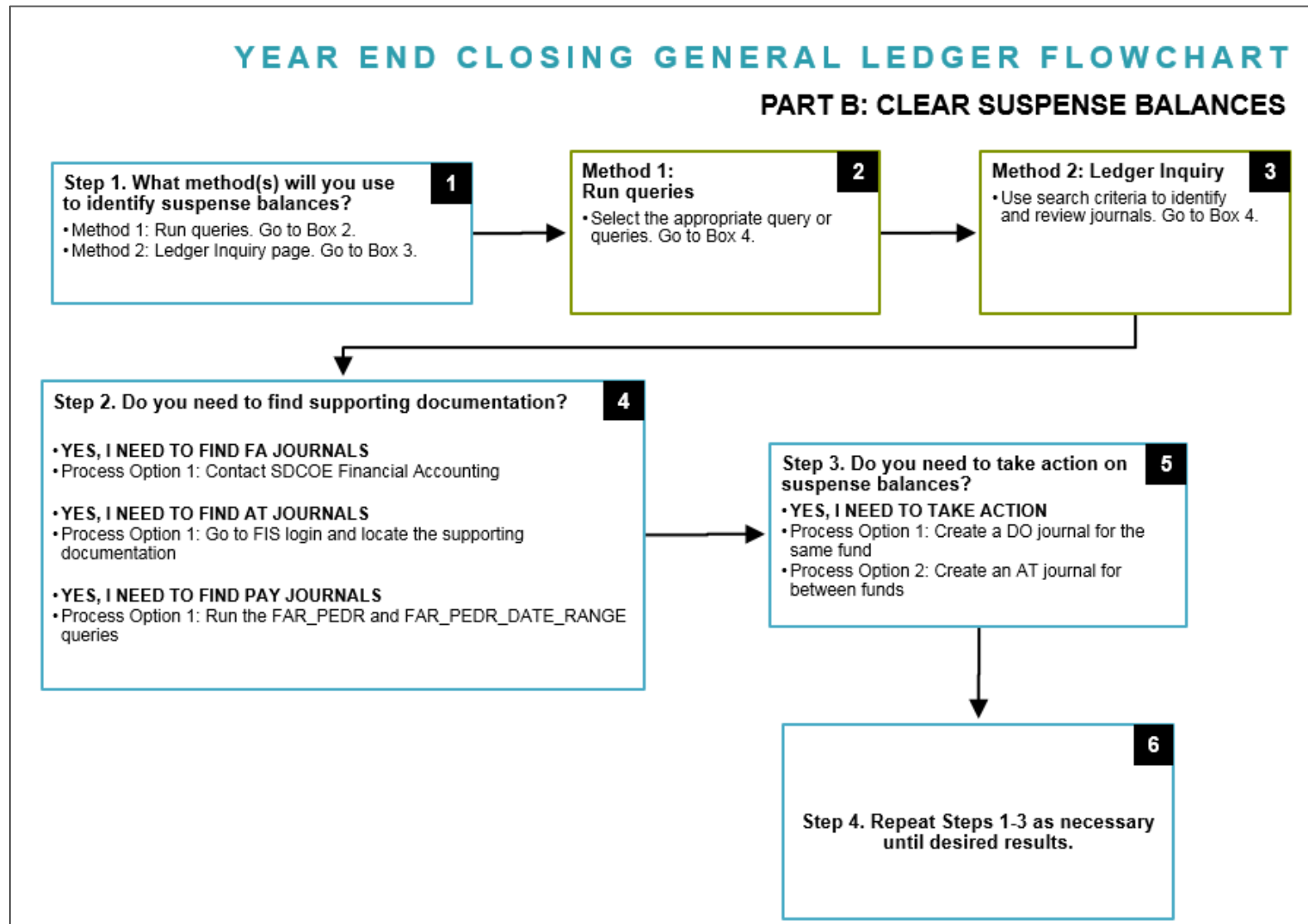
| Create/Update Journal Entries | Description |
|---|---|
| <p>Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> | <p>Create/Update Journal Entries This page allows you to delete journal entries.</p> |

Directions to use the Create/Update Journal Entries page: Refer to “Part II: Journal Entries (JEs)” in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 4: Repeat Steps 1-3 as necessary until desired results

Repeat Steps 1-3 as necessary until desired results. All transactions must be cleared for year-end closing.

Year-End Closing General Ledger Flowchart - Suspense



Year-End Closing General Ledger Checklist - Suspense

The following checklist is created for Part B: Clear Suspense Balances. Detailed information in the checklist begins on p.35. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|------|---|
| 1 | Identify Suspense Balances Select one (or more) of the following methods to collect this information: <ul style="list-style-type: none"> <input type="checkbox"/> Queries <input type="checkbox"/> Ledger Inquiry page |
| 2 | Find Supporting Documentation (if applicable) Select one (or more) of the following process options below: <ul style="list-style-type: none"> <input type="checkbox"/> Financial Accounting (FA) Journals <input type="checkbox"/> Auditor's Transfers (AT) Journals <input type="checkbox"/> Pay Journals |
| 3 | Take action on Suspense Balances (if applicable) Select one (or more) of the following process options: <ul style="list-style-type: none"> <input type="checkbox"/> Create a DO journal for the same fund <input type="checkbox"/> Create an AT journal between funds |
| 4 | Repeat Steps 1-3 as necessary until desired results |

Part B: Clear Suspense Balances

The purpose of this section is to provide directions for how you will clear suspense. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Identify Suspense Balances

Queries (METHOD 1) vs. Ledger Inquiry page (METHOD 2)

The table below identifies the difference between using queries or the Ledger Inquiry page. You can use one (or more) of these methods to collect the information.

| Queries | Ledger Inquiry page |
|---|--|
| <ul style="list-style-type: none"> ▪ Export to Excel to filter, sort, and create Pivot tables ▪ Run to get a quick glance of information ▪ Cannot drill down to full details of the suspense balances and journals | <ul style="list-style-type: none"> ▪ Review your suspense balance ▪ Can drill down to the full details of the suspense journal |

Method 1: Queries

The table below identifies the queries that you can run to identify your suspense balances, using the screen called Query Viewer at **Main Menu > Reporting Tools > Query > Query Viewer**.

| Query Name | Description |
|-------------------------------------|---|
| FAR_GL_ACTUALS_3_FD_RES_7OBJ | <p>Query Description: Fund, Resource Object</p> <p>This query gives you the suspense balances by fund. You will need to run this query prior to running the FAR_GL_DETAILS query listed below.</p> |
| FAR_GL_DETAILS | <p>Query Description: Details To All GL Postings</p> <p>This query gives you details of all General Ledger transactions.</p> |

Directions to run queries: Refer to the “Running a Query” section in the **Query Viewer** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Method 2: Ledger Inquiry page

The table identifies the navigation for the Ledger Inquiry page a method to identify your suspense balances.

| Ledger Inquiry page | Description |
|--|--|
| Navigation: Main Menu > General Ledger > Review Financial Information > Ledger | Ledger Inquiry page This page allows you to review all General Ledger transactions and be able to drill down to the details. |

Directions to use the Ledger Inquiry page: Refer to the “Clear Suspense” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Find Supporting Documentation *(if applicable)*

In this step you will select one (or more) of the process options to find supporting documents.

Process Option 1: Find Financial Accounting (FA) Journals

Who do I contact for help with FA Journals?

Contact the SDCOE Financial Accounting department.

Process Option 2: Find Auditor’s Transfers (AT) Journals

Where do I go to locate AT Journals?

1. Go to the FIS login (*not PeopleSoft*) at <https://ims.sdcoe.net/fisauditors/>. If you cannot log in, contact the SDCOE Financial Accounting department for your password.
2. Supporting documentation will be attached.

Process Option 3: Find Pay Journals

Where do I go to locate Pay Journals?

1. Run the M_BETTERPEDR query in PeopleSoft HCM.
2. Run the FAR_PEDR_DATE_RANGE to identify employees that were charged to suspense.

Directions to run queries: Refer to the “Running a Query” section in the **Query Viewer** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 3: Take action on Suspense Balances *(if applicable)*

If necessary, you will select one (or more) of the following process options to take action on suspense balances.

When will I use this function?

When you need to create a journal to move money to an appropriate chartstring (in the same fund or between funds).

Process Option 1: Create a District Office (DO) journal for the same fund

The table identifies the navigation to create a District Office (DO) journal for the same fund as a process option for **Step 3: Take action on Suspense Balances** *(if applicable)*.

| Create/Update Journal Entries | Description |
|---|--|
| <p>Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> | <p>Create/Update Journal Entries This page allows you to create a District Office (DO) journal.</p> |

Directions to create a DO journal: Refer to “Part II: Journal Entries (JEs)” in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 2: Create an Auditor’s Transfer (AT) journal between funds

The table identifies the navigation to create an Auditor’s Transfer (AT) journal for a different fund as a process option for **Step 3: Take action on Suspense Balances** *(if applicable)*. AT journals must be done by the June deadline.

| Create/Update Journal Entries | Description |
|---|--|
| <p>Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> | <p>Create/Update Journal Entries This page allows you to create an Auditor’s Transfer (AT) journal.</p> |

Directions to create an AT journal: Refer to “Part III: Auditor’s Transfers” in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

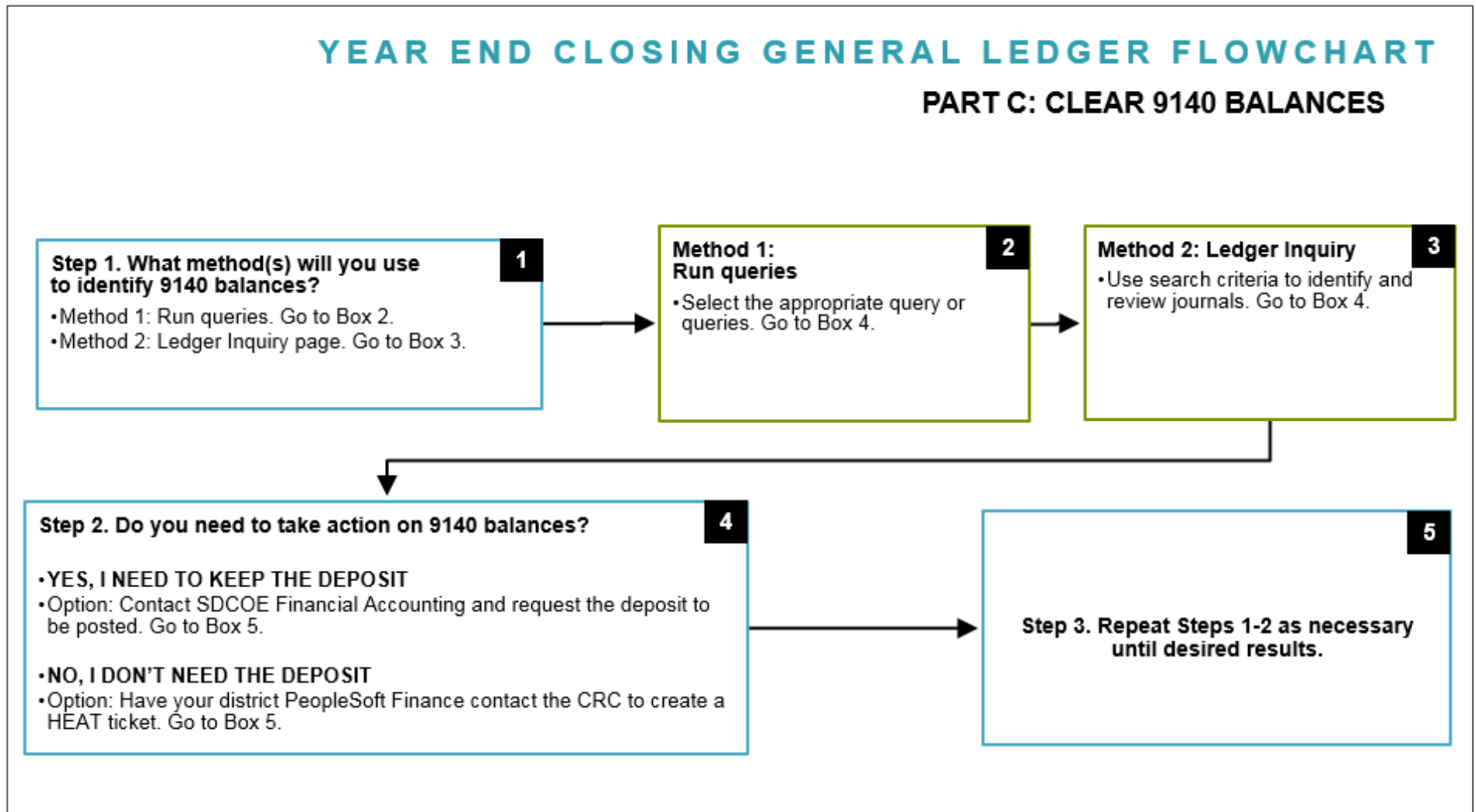
Step 4: Repeat Steps 1-3 as necessary until desired results

Repeat Steps 1-3 as necessary until desired results. All transactions must be cleared for Year-End closing.

Year-End Closing General Ledger Flowchart – 9140 Balances

YEAR END CLOSING GENERAL LEDGER FLOWCHART

PART C: CLEAR 9140 BALANCES



Year-End Closing General Ledger Checklist – 9140 Balances

The following checklist is created for Part C: Clear 9140 Balances. Detailed information in the checklist begins on p.40. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|------|--|
| 1 | <p>Identify 9140 Balances <i>Select one (or more) of the following methods to collect this information:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Queries <input type="checkbox"/> Ledger Inquiry page |
| 2 | <p>Take action on 9140 balances (if applicable) <i>Select one (or more) of the following actions:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact SDCOE Financial Accounting to request the deposit to be posted <input type="checkbox"/> Contact SDCOE CRC to create a HEAT ticket and request help with clearing the deposit |
| 3 | <p>Repeat Steps 1-2 as necessary until desired results</p> |

Part C: Clear 9140 Balances

The purpose of this section is to provide directions for how you will clear 9140 balances. Steps listed as “if applicable” may not apply to your district depending on your district’s business process. Deadlines in this section are set by the SDCOE Financial Accounting department and listed when appropriate. For further questions regarding deadlines, please contact SDCOE Financial Accounting department.

Step 1: Identify 9140 Balances

In this step, you will select one (or more) of the two methods for information gathering to identify your 9140 balances.

Queries (METHOD 1) vs. Ledger Inquiry page (METHOD 2)

The table below identifies the difference between using queries or the Ledger Inquiry page. You can use one (or more) of these methods to collect the information.

| Queries | Ledger Inquiry page |
|---|--|
| <ul style="list-style-type: none"> ▪ Export to Excel to filter, sort, and create Pivot tables ▪ Run to get a quick glance of information ▪ Cannot drill down to full details of the suspense balances and journals | <ul style="list-style-type: none"> ▪ Review your 9140 balances ▪ Can drill down to the full details of the journal |

Method 1: Queries

The table below identifies the queries that you can run to identify your 9140 balances using the screen called Query Viewer at **Main Menu > Reporting Tools > Query > Query Viewer**.

| Query Name | Description |
|------------------------------|---|
| FAR_GL_ACTUALS_3_FD_RES_7OBJ | <p>Query Description: Fund, Resource Object</p> <p>This query gives you the suspense balances by fund.</p> |
| FAR_GL_DETAILS | <p>Query Description: Details To All GL Postings</p> <p>This query gives you details of all General Ledger transactions.</p> |

Directions to run queries: Refer to the “Running a Query” section in the **Query Viewer** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Method 2: Ledger Inquiry page

The table identifies the navigation for the Ledger Inquiry page a method to identify your 9140 balances.

| Ledger Inquiry page | Description |
|---|--|
| <p>Navigation: Main Menu > General Ledger > Review Financial Information > Ledger</p> | <p>Ledger Inquiry page This page allows you to review all General Ledger transactions and be able to drill down to the details.</p> |

Directions to use the Ledger Inquiry page: Refer to the “Create Suspense” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Take action on 9140 balances (if applicable)

If necessary, you will select one (or more) of the options to take action on 9140 balances.

| CREATE/UPDATE JOURNAL ENTRY | |
|--|--|
| <p>Do you still need the deposit?</p> | <p>Option 1: When you need the deposit</p> <ul style="list-style-type: none"> ▪ Step 1: Complete the deposit process. ▪ Step 2: Contact SDCOE Financial Accounting and request the deposit to be posted. <p>Option 2: When you don't need the deposit</p> <ul style="list-style-type: none"> ▪ Have your district PeopleSoft Finance contact create a HEAT Self-Service ticket or call 800-289-1500 and press “2” for Finance to reach the SDCOE Customer Resource Center (CRC) for help with clearing the deposit. |

Step 3: Repeat Steps 1-2 as necessary until desired results

Repeat Steps 1-2 as necessary until desired results. All transactions must be cleared for year-end closing.

Year-End Closing General Ledger Checklist - SACS

The following checklist is created for Part D: Create a SACS Extract. Detailed information in the checklist begins on p.43. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|----------|--|
| 1 | Create a SACS Extract |
| 2 | Take action on errors found on the SACS Extract reports <i>(if applicable)</i> |
| 3 | Run your SACS Extract as <i>necessary</i> until desired results |

Part D: Create SACS Extract

The purpose of this section is to provide directions for how you will create a SACS extract. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Create a SACS Extract

In this step, you will create a SACS Extract.

The table identifies the navigation to the SACS Extract File for **Step 1: Create a SACS Extract**.

| SACS Extract File page | Description |
|---|---|
| Navigation: Main Menu > SDCOE Custom > Custom Extracts > SACS Extract File | SACS Extract page This screen allows you to create a SACS Extract file. |

RECOMMENDATION

The SACS Extract must be completed using Internet Explorer 10 or earlier (not Firefox, Chrome, etc.) Users have reported that Internet Explorer 11 and higher does not work.

Directions to create a SACS Extract: Refer to the “Creating a SACS Extract in PeopleSoft” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 2: Take action on errors found on the SACS extract reports (if applicable)

If necessary, you will correct any errors found on the reports in SACS software.

Step 3: Run your SACS Extract until desired results

In this step, you will run your SACS Extract until desired results, which means all errors will be cleared.

Part E: Year-End Adjustments

The purpose of this section is to provide directions for how you will create year-end adjustments (non-reversal) and accrual entries and certain year-end adjustments (reversals). **This is used after June of the current fiscal year has closed.** Steps listed as “if applicable” may not apply to your district depending on your district’s business process. Deadlines in this section are set by the SDCOE Financial Accounting department and listed when appropriate. For further questions regarding deadlines, please contact SDCOE Financial Accounting department.

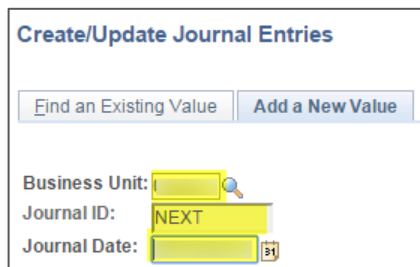
NOTE: Watch dates for the Journal, Budget Period and Budget date so they are all in agreement

Year-End Adjustments (Non-Reversal)


These directions are to be used after prior fiscal year Period 12 has been closed.

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

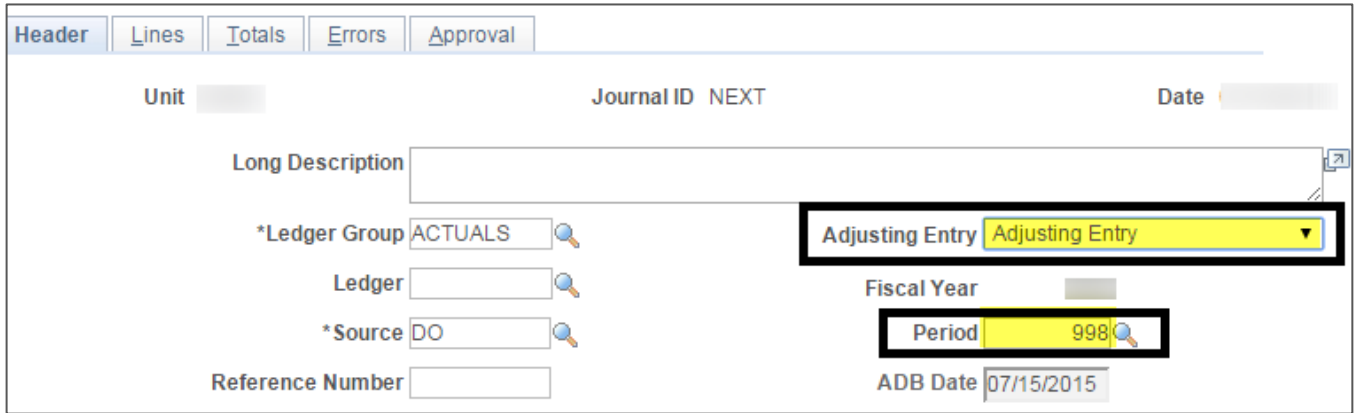
1. Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**
2. Enter your **Business Unit** (district number), **Journal ID** as NEXT, and **Journal Date**. *EXAMPLE: 06/30/20XX.*



3. Click “OK” on the warning message. This indicates period 12 is closed for fiscal year 20XX. The closing period “998” is still open.



- On the **Header** tab in the **Adjusting Entry** field, select Adjusting Entry. You'll notice that the Period becomes 998. This is the year-end closing adjusting period. This period separates June activity that took place during June from closing entries and adjustments that take place during July and August to close out June.



The screenshot shows the 'Header' tab of a journal entry form. The 'Adjusting Entry' dropdown menu is open, showing 'Adjusting Entry' selected. The 'Period' field is set to '998'. Other fields include 'Journal ID' as 'NEXT', 'Fiscal Year' as '2015', and 'ADB Date' as '07/15/2015'.

- Complete your normal journal processing.

Accrual Entries and Certain Year-End Adjustments (Reversal)

These directions are to be used after prior fiscal year Period 12 has been closed.

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

- Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

- Enter your **Business Unit** (district number), **Journal ID** as NEXT, and **Journal Date** of the current date.
EXAMPLE: 06/30/20XX.



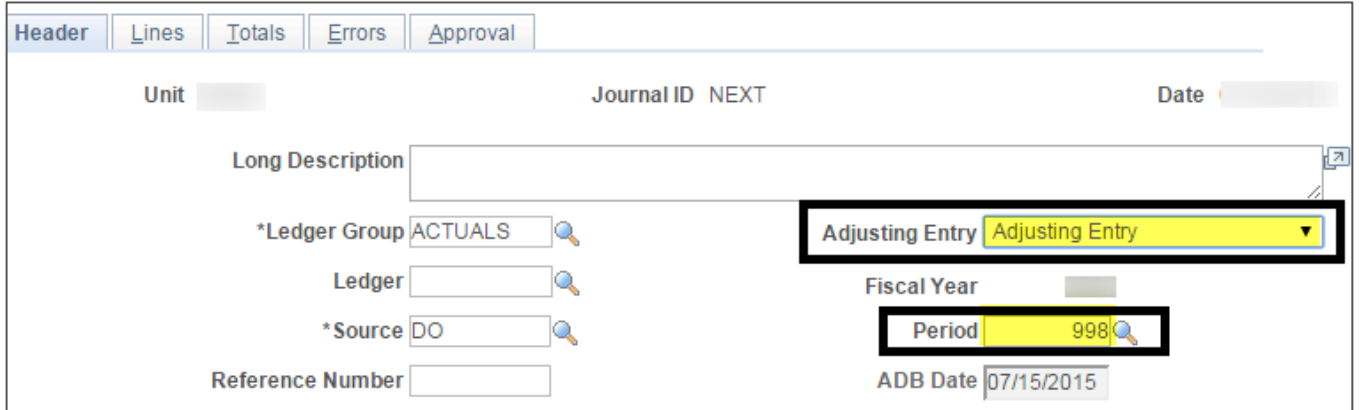
The screenshot shows the 'Create/Update Journal Entries' form. The 'Business Unit', 'Journal ID' (set to 'NEXT'), and 'Journal Date' fields are highlighted in yellow.

- Click "OK" on the warning message. This indicates period 12 is closed for fiscal year 20XX. The closing period "998" is still open.



The screenshot shows a 'Message' dialog box with the following text: 'Journal Date 2016-06-30 is not within the open period: fiscal year 2017 period 1 to fiscal year 2017 period 12. (5010.2)'. There are 'OK' and 'Cancel' buttons at the bottom.

- On the **Header** tab in the **Adjusting Entry** field, select Adjusting Entry. You'll notice that the Period becomes 998. This is the year-end closing adjusting period. This period separates June activity that took place during June from closing entries and adjustment that take place during July and August to close out June.



Header | Lines | Totals | Errors | Approval

Unit _____ Journal ID NEXT _____ Date _____

Long Description _____

*Ledger Group ACTUALS [magnifying glass] **Adjusting Entry** Adjusting Entry [dropdown arrow]

Ledger _____ [magnifying glass]

*Source DO [magnifying glass]

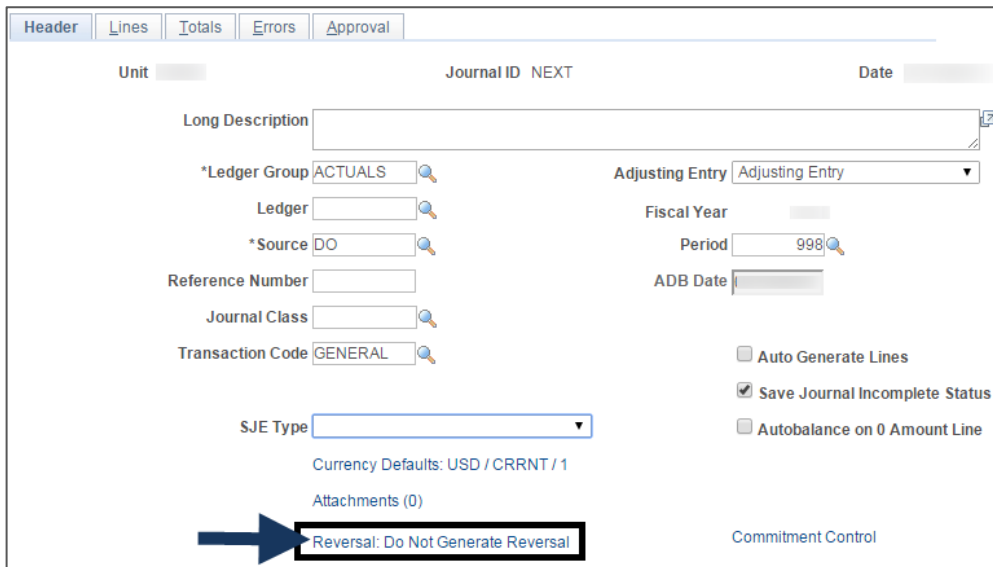
Reference Number _____

Fiscal Year _____

Period **998** [magnifying glass]

ADB Date 07/15/2015

- Click on the **Reversal: Do Not Generate Reversal** link.



Header | Lines | Totals | Errors | Approval

Unit _____ Journal ID NEXT _____ Date _____

Long Description _____

*Ledger Group ACTUALS [magnifying glass] Adjusting Entry Adjusting Entry [dropdown arrow]

Ledger _____ [magnifying glass]

*Source DO [magnifying glass]

Reference Number _____

Journal Class _____ [magnifying glass]

Transaction Code GENERAL [magnifying glass]

Fiscal Year _____

Period 998 [magnifying glass]

ADB Date _____

SJE Type [dropdown arrow]

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

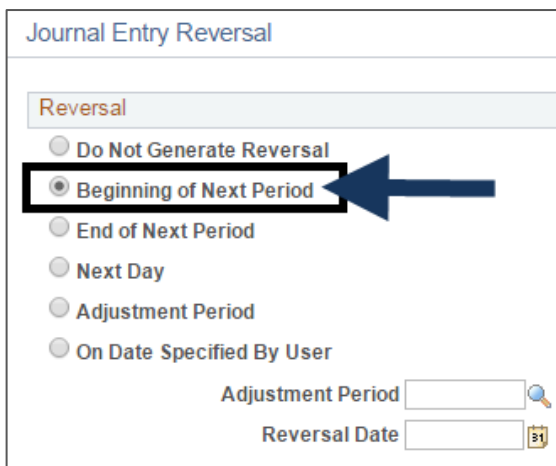
Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

Commitment Control

- In the **Journal Entry Reversal** dialog box select **Beginning of Next Period**.



Journal Entry Reversal

Reversal

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

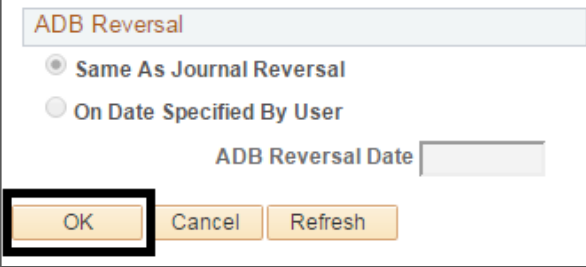
Adjustment Period

On Date Specified By User

Adjustment Period _____ [magnifying glass]

Reversal Date _____ [calendar icon]

5. Click **OK**.



ADB Reversal

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

6. Enter your lines as usual for an accrual journal entry. Route and post the journal. The entry will show in **Period 998** and will affect the prior fiscal year balances.
7. Once the journal is posted the reversing entry will automatically post at the same time. The reversing entry posts to the first day of the current year open period. If you are posting a reversing accrual journal in July, it will reverse to July because that is the current year open period. If you are posting a reversing accrual journal in August, it will reverse to August because that is the current year open period.

Part V: Commitment Control (KK)

Screens You Will Use for Commitment Control Year-End Closing

You will use these PeopleSoft Finance screens in the Commitment Control module for Year-End Closing activities. Add these to your PeopleSoft Favorites.

| Screen | Navigation | Purpose |
|------------------------------------|--|---|
| Budgets Overview | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview | To use the budget inquiry page to view and download summarized information across several control budgets. |
| Budget Details | Main Menu > Commitment Control > Review Budget Activities > Budget Details | To drill down to view a specific control budget's ledger pages and view activity lines for that control budget. |
| Enter Budget Journals | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals | To view budget journals that have errors and creating and posting a budget adjustment journal. |
| Enter Budget Transfer | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer | To create and post a budget transfer journal. |
| Mass Delete Budget Journals | Main Menu > Commitment Control > Budget Journals > Mass Delete Budget Journals | To use the Mass Delete Budget Journals to select and delete multiple budget journals. |



Resources You Will Use for Commitment Control Year-End Closing

Guides are available on the SDCOE Customer Resource Center Guides & Job Aids page at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

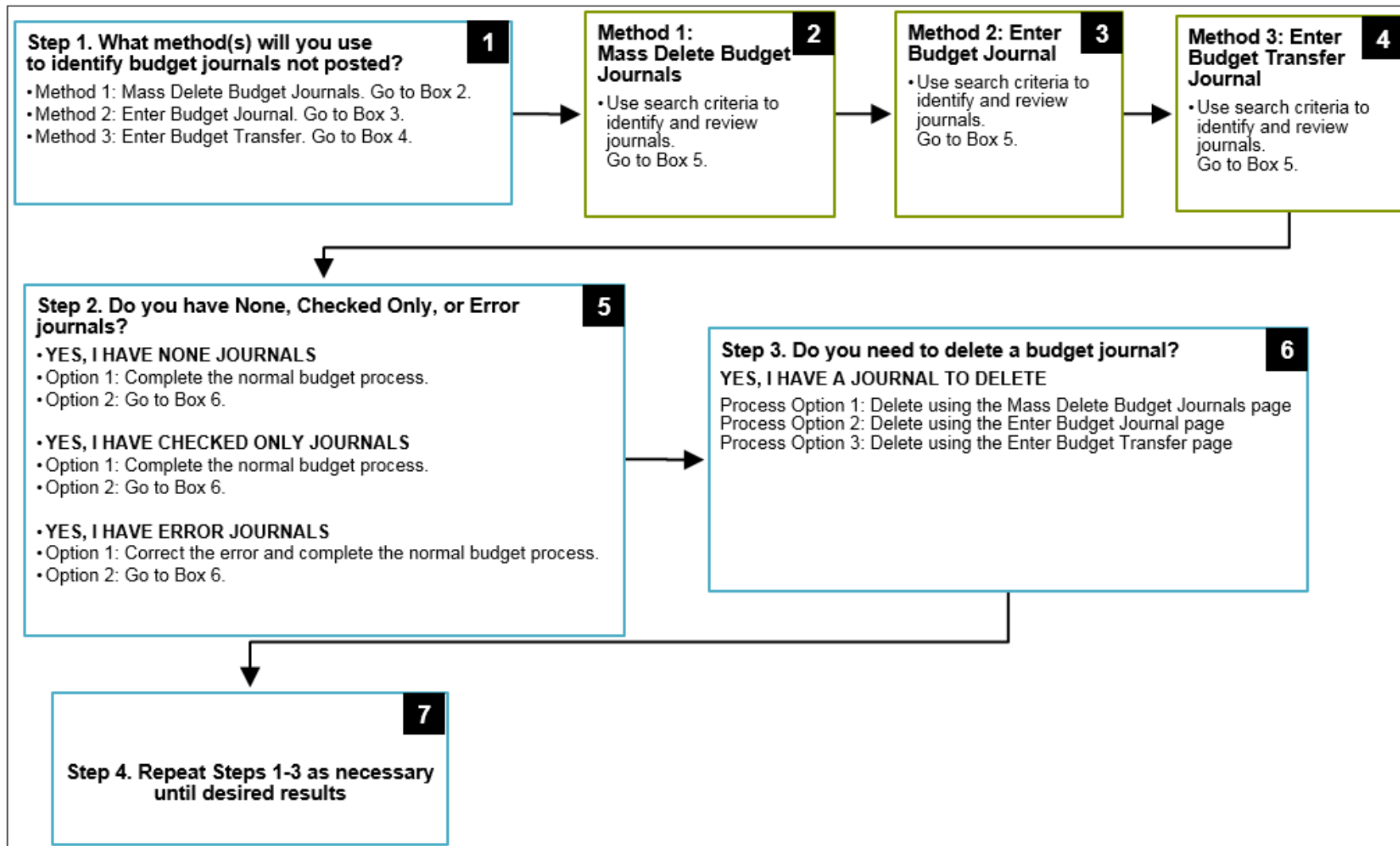
| Folder | Guide | Description |
|---|-------------------------------|---|
| Budget Managing, Monitoring & Approving – KK1 Budget | KK1 Budget | This guide is for staff responsible for maintaining, reviewing, approving and troubleshooting control budgets done in the KK module. Covers budget accounts, journals, ledgers, entering and approving budgets, as well as reports and inquiries. |
| Query – QY1 Query Viewer | Finance Query Reference Guide | A compilation of all M_ and FAR_ Finance queries. Includes sample parameters and results for each query. |

Third Thursday Demos

The following Third Thursday demos are available at <http://crc.sdcoe.net/calendar/peoplesofttraining/thirdthursdays>

| Month | Demo | Details |
|---|--|---|
| March 2015 Finance <i>Query Viewer</i> Audience: Finance staff, anyone who exports data to Excel | Finance Queries  | Description: We demonstrate how to use the Query Viewer screen and show some sample Finance queries to run as HTML (for viewing onscreen) and Excel. We also explain how to create simple pivot tables in Excel using the exported data. |
| July 2015 Finance <i>Budget Monitoring</i> Audience: District office staff involved in Commitment Control |  | Description: This demo covers Budget Overview and Details in the PeopleSoft Finance Commitment Control module. We show how to view summarized budget information, drill down to the Budget Detail level, and how to run and view budget reports. |

Year-End Closing Commitment Control Flowchart - Journals



Year-End Closing Commitment Control Checklist - Journals

The following checklist is created for Part A: Manage Budget Journals. Detailed information in the checklist begins on p.53. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|----------|--|
| 1 | <p>Identify Budget Journals Not Posted</p> <p>Select one (or more) of the following methods to collect this information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mass Delete Budget Journals <input type="checkbox"/> Enter Budget Journal <input type="checkbox"/> Enter Budget Transfer |
| 2 | <p>Take action on Budget Journals Not Posted (if applicable)</p> <p>Select one (or more) of the following process options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the budget process <input type="checkbox"/> Correct the budget errors |
| 3 | <p>Delete Budget Journals Not Posted</p> <p>Select one (or more) of the following process options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Delete using the Mass Delete Budget Journal page <input type="checkbox"/> Delete using the Enter Budget Journal page <input type="checkbox"/> Delete using the Enter Budget Transfer page |
| 4 | <p>Repeat Steps 1-3 as necessary until desired results</p> |

Part A: Manage Budget Journals Not Posted

The purpose of this section is to provide directions for how you will manage your budgets and post all budget journals necessary for year-end closing. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Identify Budget Journals Not Posted

In this step, you will select (one or more) of the below methods to identify budget journals not posted.

Mass Delete Budget Journals (METHOD 1) vs. Enter Budget Journals (METHOD 2) vs. Enter Budget Transfer (METHOD 3)

The table below identifies the difference between using Mass Delete Budget Journals page, Enter Budget Journals page, or Enter Budget Transfer page. You can use one (or more) of these methods to collect the information.

| Mass Delete Budget Journals | Enter Budget Journals | Enter Budget Transfers |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Search by Ledger Group, Journal ID, or ChartField Value ▪ Can drill down to the details of the journal | <ul style="list-style-type: none"> ▪ Search by Journal ID, Journal Date, or Budget Header Status ▪ Can drill down to the details of the journal | <ul style="list-style-type: none"> ▪ Search by Journal ID, Journal Date, or Budget Header Status ▪ Can drill down to the details of the journal |

Method 1: Mass Delete Budget Journals

The table below identifies navigation for the Mass Delete Budget Journals page as a method to identify your budget journals and transfers not posted.

| Mass Delete Budget Journals | Description |
|---|---|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Mass Delete Budget Journals</p> | <p>Mass Delete Budget Journals This page allows you to search and review the information about your budget journals and transfers that have not been posted.</p> |

Directions to use the Mass Delete Budget Journals page: Refer to the “Mass Deleting” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Method 2: Enter Budget Journals

The table identifies the navigation to the Enter Budget Journals page as a method to identify your budget journals not posted.

| Enter Budget Journals | Description |
|---|--|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals</p> | <p>Enter Budget Journals page This page allows you to search and review the information for your budget adjustment journals not posted. Search Budget Journals Not Posted by Budget Header Status not = Posted. Ignore “Unposted Journals”.</p> |

Directions to use the Enter Budget Journal page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Method 3: Enter Budget Transfers

The table identifies the navigation to the Enter Budget Transfers page as a method to identify your budget transfers not posted.

| Enter Budget Transfer | Description |
|---|--|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer</p> | <p>Enter Budget Transfer page This page allows you to search and review the information for your budget transfer journals not posted. Search Budget Journals Not Posted by Budget Header Status not = Posted. Ignore “Unposted Journals”.</p> |

Directions to use the Enter Budget Transfer page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 2: Take action on Budget Journals Not Posted (if applicable)

If necessary, you will select one (or more) of the options to take action on Budget Journals Not Posted.

| Options to take action on Budget Journals Not Posted | |
|--|--|
| None (N) <i>Budget Journals initiated and no further action has been taken</i> | Option 1: Complete the normal budget process. |
| | Option 2: Delete the budget journal. Refer to Step 3: Delete Budget Journals Not Posted. |
| Checked Only (C) <i>Budget Journals that have been budget checked and some may have been submitted and/or denied</i> | Option 1: Complete the normal budget process. <i>NOTE: If approval status is pending, contact the approver to complete the budget process.</i> |
| | Option 2: Delete the budget journal. Refer to Step 3: Delete Budget Journals Not Posted. |
| Error (E) <i>Budget journals that have errors</i> | Option 1: Correct the error and complete the normal budget process. |
| | Option 2: Delete the budget journal. Refer to Step 3: Delete Budget Journals Not Posted. |

Step 3: Delete Budget Journals Not Posted

In this step you will select one (or more) of the options to delete budget journals not posted.

When do I use this function?

When you no longer need the journal. You can delete budget journals by either going to the (1) Mass Delete Journals page, (2) Enter Budget Journal page, or (3) Enter Budget Transfer page.

Process Option 1: Delete using the Mass Delete Budget Journals page

| Mass Delete Budget Journals | Description |
|---|---|
| Navigation: Main Menu > Commitment Control > Budget Journals > Mass Delete Budget Journals | Mass Delete Budget Journals This page allows you to search and review the information about your budget journals and transfers that have not been posted. |

Directions to use the Mass Delete Budget Journals page: Refer to the “Mass Deleting” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Process Option 2: Delete using the Enter Budget Journal page

| Enter Budget Journals | Description |
|---|--|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals</p> | <p>Enter Budget Journals This screen allows you to create a budget adjustment journal to increase or decrease a budget. This can be a single line adjustment.</p> |

Directions to use the Enter Budget Journal page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Process Option 3: Delete using the Enter Budget Transfers page

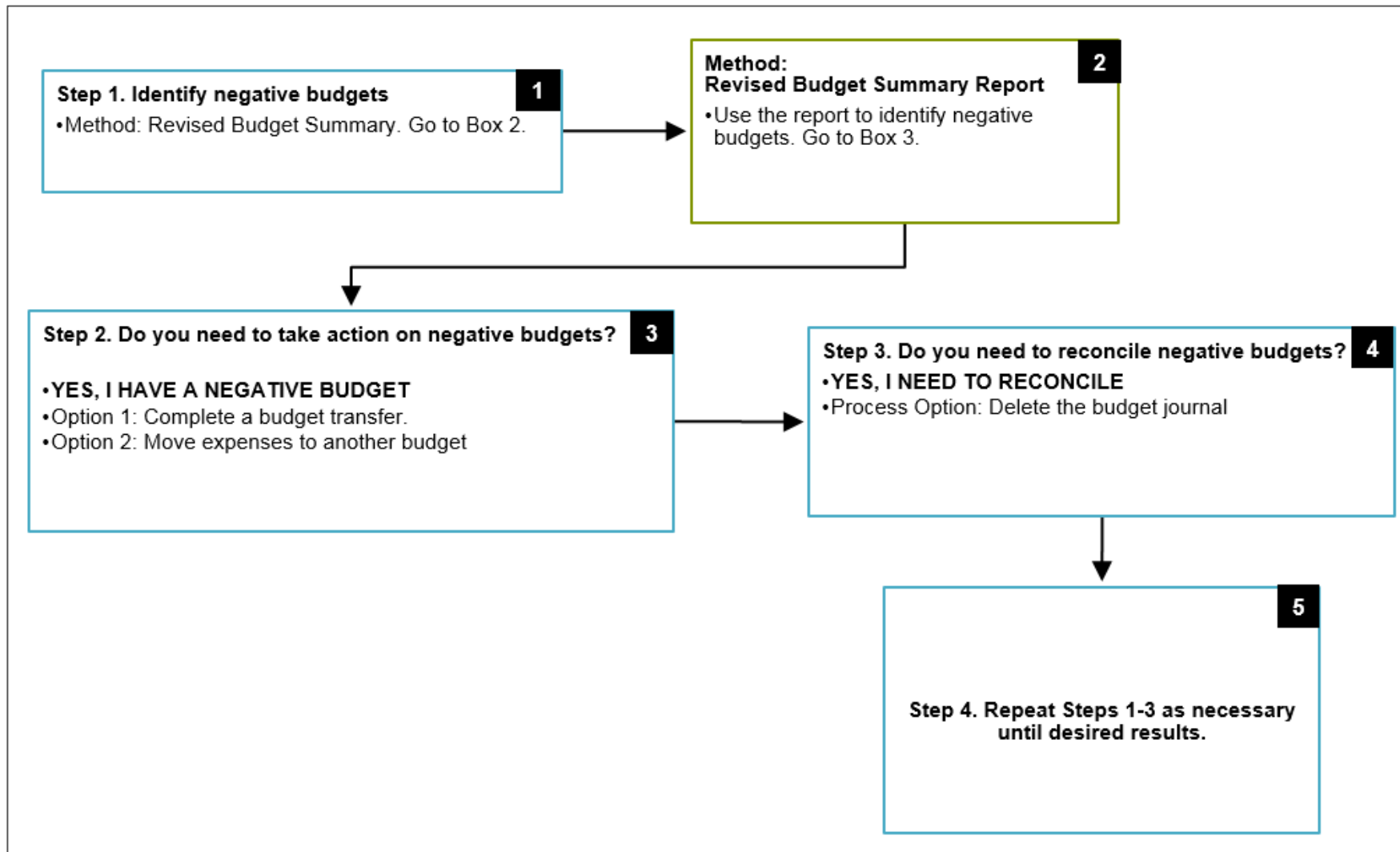
| Enter Budget Transfer | Description |
|---|--|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer</p> | <p>Enter Budget Transfer page This page allows you to search and review the information for your budget transfer journals not posted. Search Budget Journals Not Posted by Budget Header Status not = Posted. Ignore “Unposted Journals”.</p> |

Directions to use the Enter Budget Transfer page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 4: Repeat Steps 1-3 as necessary until desired results

Repeat steps 1-3 as necessary until desired results. All transactions must be cleared for year-end closing.

Year-End Closing Commitment Control Flowchart – Negative Balances



Year-End Closing Commitment Control Checklist - Negative Balance

The following checklist is created for Part B: Manage Negative Budgets. Detailed information in the checklist begins on p.59. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|----------|---|
| 1 | Identify Negative Budgets Select the following method to collect this information: <input type="checkbox"/> Revised Budget Summary Report |
| 2 | Take action on Negative Budgets (if applicable) Select one (or more) of the following process options: <input type="checkbox"/> Complete a Budget Transfer <input type="checkbox"/> Move expenses to another budget |
| 3 | Reconcile Negative Budgets Select the following process option: <input type="checkbox"/> Delete the budget journal |
| 4 | Repeat Steps 1-3 as necessary until desired results |

Part B: Manage Negative Budgets

The purpose of this section is to provide directions for how you will manage your negative budgets. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Identify Negative Budgets

In this step, you will select the below method to identify negative budgets.

Method: Revised Budget Summary Report

The table below identifies navigation for the Revised Budget Summary Report as a method to identify your negative budgets.

| Revised Budget Summary Report | Description |
|--|--|
| Navigation: Main Menu > SDCOE Custom > Custom Reports > Revised Budget Summary Report | Revised Budget Summary Report This report is used to look up the budget details (budget, actuals, encumbrance, pre-encumbrance and remaining balance) for budgets. |

Directions to use the Revised Budget Summary Report: Refer to the “Revised Budget Summary Report” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Take action on Negative Budgets (if applicable)

If necessary, you will select one (or more) of the options to take action on Budget Journals Not Posted.

| Options to take action on Negative Budgets | |
|--|--|
| When you see a negative budget | Option 1: Do a budget transfer. Refer to Step 3: Reconcile Negative Budgets and follow Process Option 1: Complete a budget transfer . |
| | Option 2: Move expenses. Refer to Step 3: Reconcile Negative Budgets and follow Process Option 2: Move Expenses to another budget . |

Step 3: Reconcile Negative Budgets

In this step you will select one (or more) of the process options to reconcile negative budgets.

Process Option 1: Complete a Budget Transfer

When do I use this function?

When you need to move money from one budget to another budget.

The table identifies the navigation to complete a budget transfer as a process option for **Step 3: Reconcile Negative Budgets**.

| Enter Budget Transfer | Description |
|---|--|
| <p>Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer</p> | <p>Enter Budget Transfer This screen allows you to create a budget transfer journal to move amounts from one expense account to another expense account. Budget transfers can only occur between budgets within the same commitment control ledger group (KK_DETAIL or KK_REVENUE).</p> |

Directions to use the Enter Budget Transfer page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Process Option 2: Move Expenses to another budget

The table identifies the navigation to the Create/Update Journal Entries page as an option for **Step 3: Reconcile Negative Budgets**.

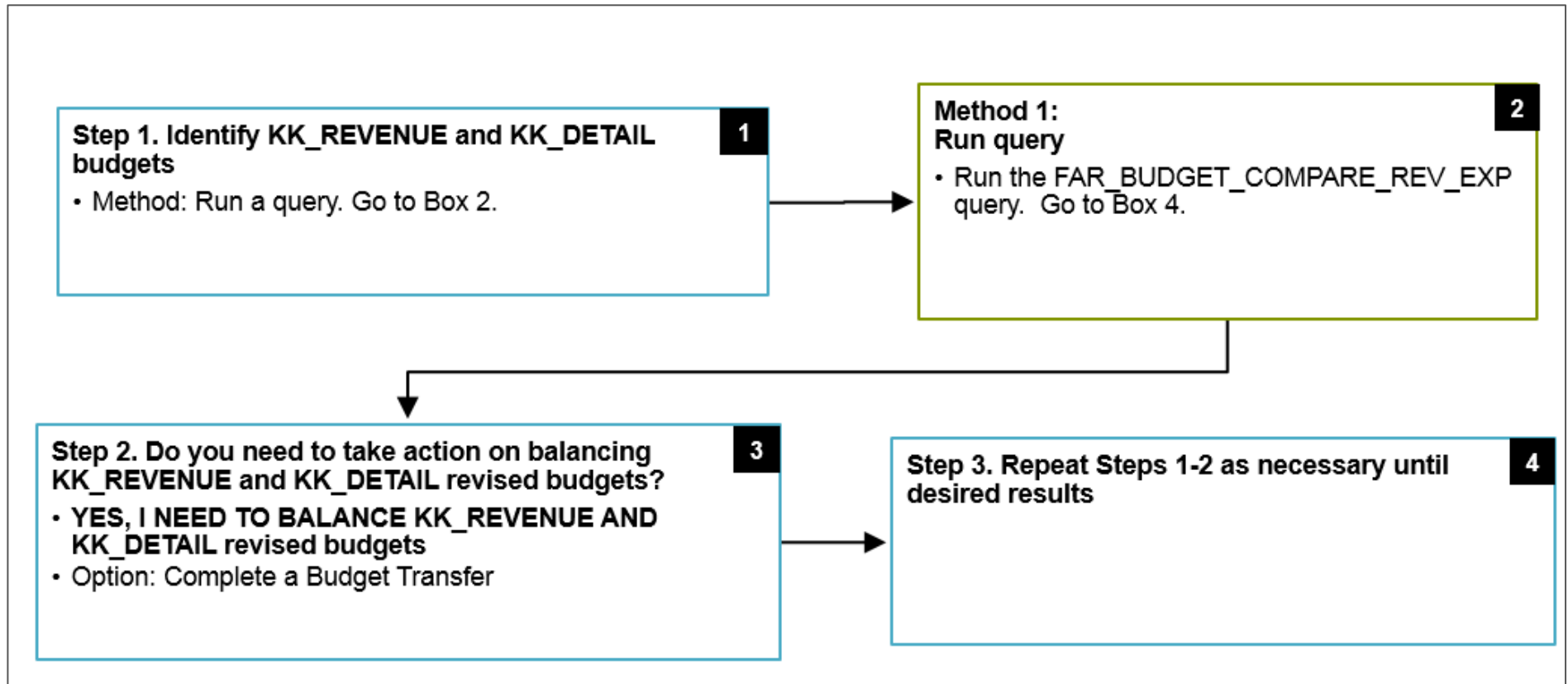
| Create/Update Journal Entries | Description |
|--|--|
| <p>Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.</p> | <p>Create/Update Journal Entries page This page allows you to create a journal entry.</p> |

Directions to use the Create/Update Journal Entries page: Refer to “Part II: Journal Entries (JEs)” section in the **GL1 General Ledger** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 4: Repeat Steps 1-3 as necessary until desired results

Repeat steps 1-3 as necessary until desired results. All transactions must be cleared for year-end closing.

Year-End Closing Commitment Control Flowchart – KK_Detail and KK_Revenue Comparisons



Year-End Closing Commitment Control Checklist – KK_Detail and KK_Revenue Comparisons

The following checklist is created for Part C: Compare KK_REVENUE and KK_DETAIL Manage Budget Journals. Detailed information in the checklist begins on p.63. **NOTE: You may not need to take action on all steps listed here, it is dependent on whether or not the step applies to your district for year-end closing tasks. It is recommended that each district establish a timeline that will enable year-end deadlines to be met.**

| Step | Step Description |
|----------|--|
| 1 | Compare KK_REVENUE and KK_DETAIL Budgets Select the following method to collect this information: <input type="checkbox"/> Query |
| 2 | Take action on balancing KK_REVENUE and KK_DETAIL revised budgets (if applicable) Select the below process options: <input type="checkbox"/> Complete a budget transfer |
| 3 | Repeat Steps 1-2 as necessary until desired results |

Part C: Compare KK_REVENUE and KK_DETAIL Budgets

The purpose of this section is to provide directions for how you will compare your KK_REVENUE and KK_DETAIL budgets. Steps listed as “if applicable” may not apply to your district depending on your district’s business process.

Step 1: Identify KK_REVENUE and KK_DETAIL Budgets

In this step, you will select the below method to compare your KK_REVENUE and KK_DETAIL budgets. This is for your categoricals and restricted programs where Revenue and Expenses budgets must match.

Method: Query

The table below identifies the query that you can run to identify your KK_REVENUE and KK_DETAIL budgets, using the screen called Query Viewer at **Main Menu > Reporting Tools > Query > Query Viewer**.

| Query Name | Description |
|----------------------------|--|
| FAR_BUDGET_COMPARE_REV_EXP | Query Description: Revenue & Expense Bdgt Interim This query shows the revised budget for revenue and expense. |

Directions to run query: Refer to the “FAR_BUDGET_COMPARE_REV_EXP” section in the **Finance Query Reference** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>.

Step 2: Take action on balancing KK_REVENUE and KK_DETAIL revised budgets (if applicable)

If necessary, you will select the below option to take action on balancing KK_REVENUE and KK_DETAIL revised budgets.

Process Option: Complete a Budget Transfer

When do I use this function?

When you need to move money from one budget to another budget.

The table identifies the navigation to complete a budget transfer as a process option for

Step 3: Reconcile Negative Budgets.

| Enter Budget Transfer page | Description |
|---|--|
| Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer | Enter Budget Transfer This screen allows you to create a budget transfer journal to move amounts from one expense account to another expense account. Budget transfers can only occur between budgets within the same commitment control ledger group (KK_DETAIL or KK_REVENUE). |

Directions to use the Enter Budget Transfer page: Refer to the “Creating and Posting Budget Transfer Journal” section in the **KK1 Budget** guide at <http://crc.sdcoe.net/resources/peoplesoft/guides>

Step 3: Repeat Steps 1-2 as necessary until desired results

Repeat steps 1-2 as necessary until desired results. All transactions must be cleared for year-end closing.