FI$Cal
Accounting Overview

Presented by Department of Finance
August 2016

Introduction

- Welcome
- Objectives
- Finance’s Role and Support
- Month End Tasks
- Class Agenda

Objectives

- Discuss accounting transactions, reports and reconciliations.
- Provide FI$Cal 2016 departments with tools to understand concepts, accounting processes and reports used to complete monthly reconciliations and close accounting periods.

FI$Cal Accounting Resources

FI$Cal website:

- Resources page, FTA, Job Aids

Finance website:

- Training classes
- eLearning courses

*http://www.dof.ca.gov/Accounting/Consulting_and_Training/

- Chart of Accounts information

**http://www.dof.ca.gov/budget/FISCAL_Resources_for_Budget/

Month End Tasks

- State policy for completing monthly reconciliations is within 30 days of the preceding month (SAM 7901)
- Finance will allow additional time for 2016 departments to complete July and August MEC & reconciliations
- Expected closure and reconciliation of FM1 (July) is by 9/30 and FM2 (August) is by 10/31
- Support from FI$Cal and Finance
- Submit request to FSCU Hotline for additional time to complete MEC and reconciliations

Agenda

Topics	Presenter	Schedule
Introduction	Rupi Singh	9:00 - 9:15
General Ledger & KK	Hazel Miranda	9:15 - 10:00
Agency Reconciliation	Hazel Miranda	10:00 - 10:30
Break		10:30 - 10:45
Accounts Payable	Jerome Tribble	10:45 - 11:25
Labor	Janice Miles	11:25 - 11:55
Lunch		11:55 - 1:00
Cost Allocation	Janice Miles	1:00 - 1:30
Accounts Receivable	Alicia Yu	1:30 - 2:00
Break		2:00 - 2:15
Cash Receipts	Corrine Lim	2:15 - 2:45
ORF/Bank Reconciliation	Theresa Rawlins	2:45 - 3:15
Asset Management	Rupi Singh	3:15 - 3:45
Closing	Rupi Singh	3:45 - 4:00

General Ledger and Commitment Control

Commitment Control and General Ledger

This segment will cover:

- Commitment Control
  - Overview
  - Reports
- General Ledger
  - Overview
  - Reports
  - Queries
- Commitment Control vs. General Ledger

Commitment Control – Defined

- Commitment Control enables budgetary control on financial transactions such as encumbrances, expenditures and reimbursements
- Commitment Control is the structure and rules setup that defines the budget checking process for an organization
- Commitment Control enables an organization to budget check transactions against predefined budgets
- Commitment Control is:
  - Control Tool – prevents spending outside of authorizations
  - Management Tool – record and monitor activities against budgets (Appropriation or Operating budgets)
  - Reporting Tool – produce reports on budgets and related activities (remaining spending authority)

Commitment Control – Ledgers

Purpose: Store budget amounts and financial transactions that have been successfully budget checked against predefined budgets

CC_APPROP:

- Ledger displays the Budget Act appropriations

CC_REV:

- Ledger displays Budget Act reimbursements

CC_DTL:

- Ledger displays expenditure activity at the lowest transaction level

CC_DTL_REV:

- Ledger displays reimbursement and revenue activity at the lowest transaction level

CC_LABOR:

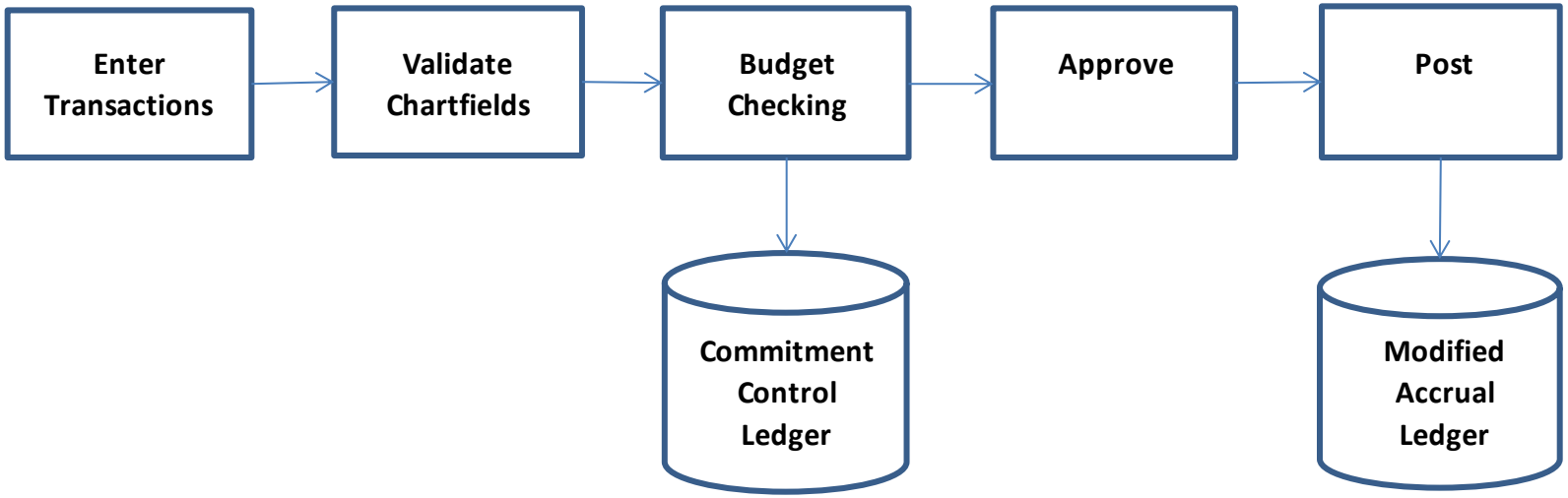
- Ledger displays labor transactions

- Note: Only Appropriated Encumbrances and Expenditures will post to Commitment Control.

Commitment Control – Budgets

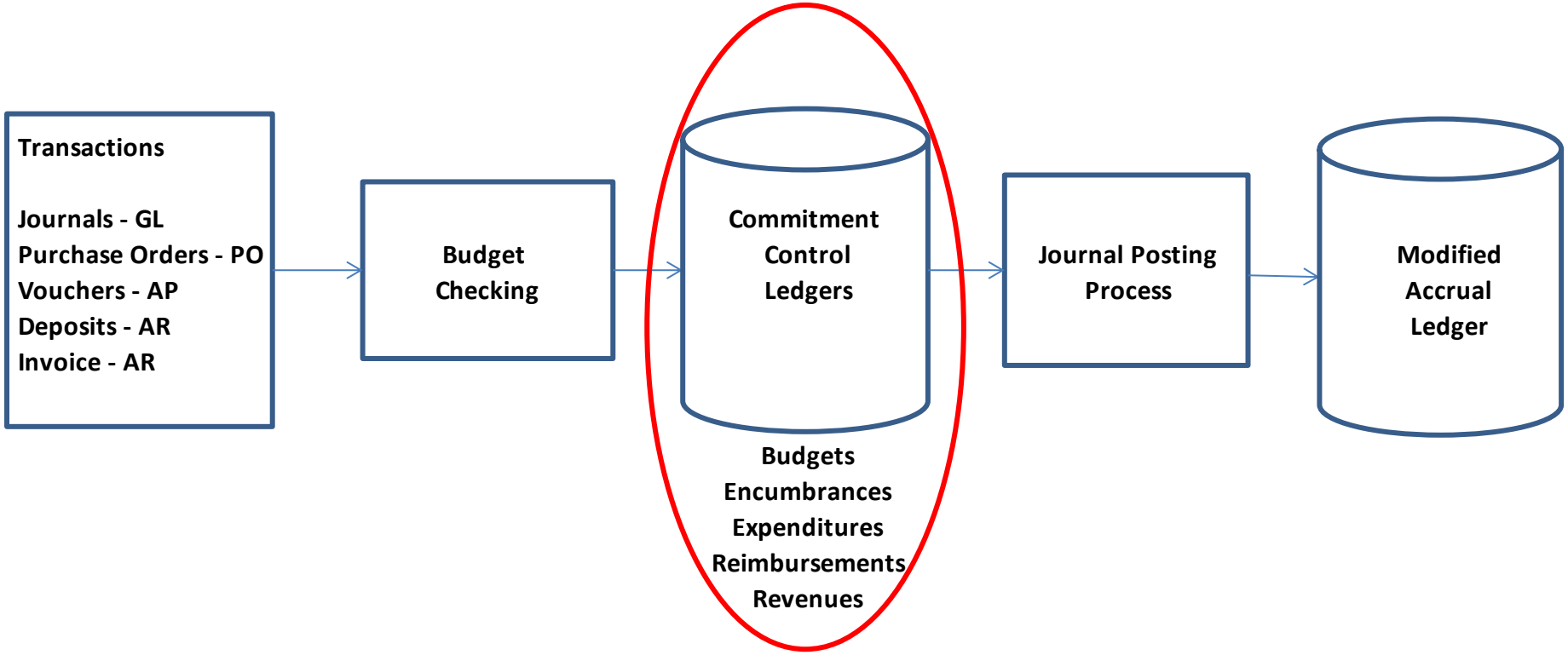
- **Budget Act**
  - Enacted appropriations are created in Commitment Control by SCO/FI$Cal
  - Central Control
    - Transactions that exceed the available budget will error out during the budget check process and will not post to Commitment Control
    - No further processing can be performed until the transaction error is corrected
- **Operating Budgets**
  - Lower level budgets are created by departments
  - Department Control
    - Track with Budget – Verifies transactions against corresponding budget chartfield values
    - Track without Budget – All transactions pass budget checking (track transactions only)

Commitment Control – Transaction Flow



- Commitment Control Ledgers -
  - Encumbrances (Purchase Orders), Expenditures, Reimbursements, Revenues
- Modified Accrual Ledger (GL) -
  - Expenditures, Reimbursements, Revenues

Commitment Control – Overview



- Budgetary control is applied on all module transactions through the budget checking process
- Only transactions that pass budget checking will effect appropriations and reimbursement authority

Commitment Control – Reports & Queries

Reports: (see reports handout)

Program Disbursement Activity Report –

- Displays expenditures, encumbrances, and budget amounts for all chartfield combinations, separated by Account

Final Budget Report (Report 6) –

- Summary of appropriations and reimbursements as of a specified date
- Appropriations include expenditures, encumbrances, and balances

Budget Status Report –

- Displays all appropriations (budget, pre-encumbrance, encumbrance, expenditure, reimbursements) and the available balance

Encumbrance Status Report –

- Summary of encumbrances for a specified PO within a defined date range

Commitment Control – Reports & Queries (continued)

Online Query:

Budget Overview –

- Displays real-time information by chartfield value for a specified date

Business Unit	8860	
Ledger Group	CC_APPROP	Appropriation Budget
Type of Calendar	Detail Accounting Period	
Amounts in Base Currency	USD	
Revenue Associated:	✔	

Return to Criteria **Max Rows** 99999 Display Options

Ledger Totals (19 Rows)

Budget	18,794,000.00
Expense	19,930,796.26
Encumbrance	405,810.20
Pre-Encumbrance	10,390.46
Budget Balance	-1,542,606.46
Associate Revenue	0.00
Available Budget	-1,542,606.46

Note: Reimbursement authority (Estimated Revenue) is not included on this query

Commitment Control – Reports & Queries (continued)

Budget Details –

- Displays real-time appropriation balances by chartfield value

Commitment Control Budget Details

Business Unit	Ledger Group	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project
8860	CC_APPROP	001	0001	2015	50	6770		

Display Chart

Ledger Amounts

Budget:	17,975,000.00	USD
Expense:	4,543,547.83	USD
Encumbrance:	416,191.75	USD
Pre-Encumbrance:	0.00	USD
Associate Revenue:	2,850,000.00	USD

Available Budget

Without Tolerance:	15,865,260.42	USD	**Percent:**	(88.26%)	Forecasts
With Tolerance:	15,865,260.42	USD	**Percent:**	(88.26%)	

Budget Exceptions

Exception Errors: 0 **Exception Warnings:** 0 Budget Exceptions

Note: Specified date range is not available for this online query

General Ledger (GL)

Sub-module transactions (AP and AR) post to the General Ledger through journal generation:

- Pass Edit Checking
- Pass Budget Checking
- Approved

Encumbrance transactions are not included in the General Ledger

General Ledger Transactions

- Manual allocations
- Sub-module accounting entry corrections
- SCO journals

Note: Corrections to sub-module transactions should be made in the module it was generated (AP or AR).

General Ledger – Ledgers

Purpose: Store financial transactions that have been approved, budget and edit checked successfully

Modified Accrual Ledger (MODACCRL) –

- Displays cash basis and modified accrual (not paid/recognized by SCO) transactions.

Budgetary Legal Ledger (BLL) –

- Displays cash basis, modified accrual (not paid/recognized by SCO) and encumbrance transactions

Accrual Basis Ledger –

- Displays full accrual transactions (Capital Assets)

General Ledger – Journal Source

Purpose: Used to: (1) identify the transaction and (2) populate certain transactions on reports (PFA and SCO Agency Reconciliation)

GL Journal Source:

- *ONL* – (i.e. Manually allocate costs not configured in allocations)
- *SPJ* – (i.e. Manually allocate costs not configured in allocations)
- *NPF* – (i.e. SCO JE or corrections to sub-module transactions)
- *ACC* – (i.e. Year-End accruals and adjusting entries)

Note: If you do not have allocations configured to distribute employee costs other than labor, you can manually allocate these costs to the ultimate funding source in the GL module using journal source ONL or SPJ.

General Ledger – Reports

Reports: (see Reports Handout)

Trial Balance Report –

- Summary of amounts by account and fund for a specified period

Ledger Activity Report –

- Lists detailed journal activity by account for a specified period

Agency Reconciliation Report –

- Displays accruals and balances between the department and the SCO

Plan of Financial Adjustment Report –

- Summary of labor and allocations by chartfield value

General Ledger – Online Queries

- **Ledger Inquiry –**
  - Allows user to select specified criteria to view detail and summary information

General Ledger > Review Financial Information > Ledger

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
JOURNALS	8860	MODACCRL	2015	1	1	USD	

☑ Show YTD Balance
☐ Show Transaction Details
☐ Include Closing Adjustments
☐ Only in Base Currency
Max Ledger Rows: 99999

Search | Clear | Delete

Chartfield Criteria — Personalize | Find | First 1-13 of 13 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	5324450		Update/New	☑	☑	1
Alternate Account			Update/New	☐	☐	
Reporting Structure			Update/New	☐	☐	
Service Location			Update/New	☐	☐	
Year of Enactment			Update/New	☐	☐	
Fund	0001		Update/New	☐	☐	
Program			Update/New	☐	☐	
Appropriation Reference			Update/New	☐	☐	
Affiliate			Update/New	☐	☐	
Fund Affiliate			Update/New	☐	☐	
Agency Use			Update/New	☐	☐	
Project			Update/New	☐	☐	
Adjustment Type			Update/New	☐	☐	

Include Adjustment Periods

Sel	Period
☑	998

General Ledger – Online Queries (continued)

- **Ledger Inquiry – Result**
  - Amount summary by account (Ledger)
  - Drill Down to transactions - Use the Activity hyperlink to list detailed transactions

Ledger Criteria

Go To: Inquiry Criteria | Ledger Detail Drill-Down Chartfield Display

Ledger Summary — Find | View All — First 1 of 1 Last

Ledger Amount by Currency — Personalize | Find | First 1 of 1 Last

Period	Activity	Detail	Account	Account Description	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency
	1 Activity	Detail	5324450	Rent -Bldgs&Grounds(Non State)	495,103.02	293,272.53	201,830.49	USD

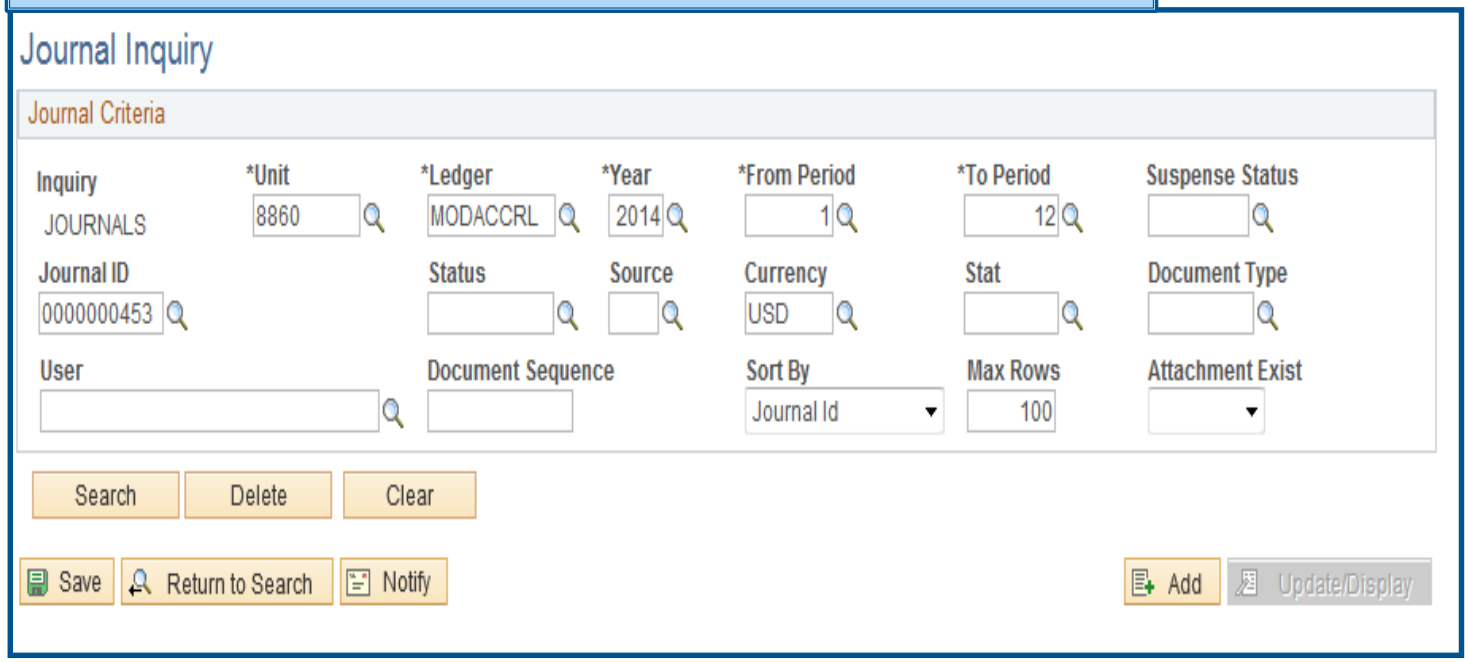
Currency Totals

Amount (in Transaction Currency): 201,830.49 USD Amount (in Base Currency): 201,830.49 USD

General Ledger – Online Queries (continued)

- **Journal Inquiry**
  - Allows user to search for a journal based on ID number
  - Navigation:

General Ledger > Review Financial Information > Journal



General Ledger – Online Queries (continued)

- **Journal Inquiry - Result**
  - Displays header information
  - Drill Down to journal details - Use the Journal ID hyperlink to display journal details

Journals

Personalize | Find | First 1 of 1 Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000000453	07/11/2014	8860	Posted	ONL	No Susp	10001400	07/11/2014	SCI0178096 - 07/003 FM 01

Commitment Control vs. General Ledger

Commitment Control (Budgetary Legal Basis):

- Budget
- Appropriated Encumbrances (Purchase Orders)
- Appropriated Expenditures
- Reimbursements
- Revenues

Note:

- Only appropriated transactions will post to Commitment Control
- Unappropriated Encumbrances (Purchase Orders) must be corrected

General Ledger (MODACCRL Ledger):

- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

General Ledger (Budgetary Legal Ledger):

- Encumbrances (Purchase Orders)
- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

General Ledger – Tips

- **Understand Chartfield values**
  - Reporting Structure
  - Program
  - Reference
  - Enactment Year (ENY)
  - Budget Period
- **Understand Transactions**
  - Voucher process flow (AP Module)
  - Account Receivables process flow (AR Module)
  - Deposits process flow (AR Module)
  - CalATERS process flow (AP Module)
  - Office Revolving Fund process flow (AP & AR Module)
- **Understand Report Logic**
  - Plan of Financial Adjustment Report
  - Agency Reconciliation Report
- **Keep Monthly Reconciliations current**

Commitment Control and General Ledger

Supplemental Material for this segment:

1. KK – Reports
2. KK – Budget Overview Tips
3. GL – Reports
4. KK/GL – Tips
5. Budget Status Report

FI$Cal SCO/Agency Reconciliation

FI$Cal SCO/Agency Reconciliation

This segment will cover:

SCO/Agency Reconciliation

- Overview/Concepts
- Reconciliation worksheet
- Research tools and tips

SCO/Agency Reconciliation – Overview

The SCO/Agency Reconciliation Worksheet is a consolidated reconciliation of all Enactments Years, Programs and Categories for each Fund.

Purpose:

The consolidated SCO/Agency Reconciliation worksheet will assist departments as follows:

1. Reconcile department appropriation balances to the State Controller's Office (SCO) appropriation balances
2. Reconcile Commitment Control to the General Ledger
3. At year-end, assist with preparing manual financial statements (e.g. Report 15, Report 2, Report 1)

Note: The consolidated SCO/Agency reconciliation worksheet must completed for each fund.

SCO Agency Reconciliation Worksheet

FUND: 0001 FY 15/16 As of November 30, 2015	ACCT TITLE GL#	2015 Escheat REVENUE 161000	2015 Annual Financial Plan Pgm 6770 001 D 10	2015 CLEARING ACCOUNT 001 D 99	2015 Reimbursement REF TYPE CAT Pgm 6775 001 F 90.15	2015 RF Advance Pgm 9990 001 D 97	2015 SRF Advance Pgm 9990 001 D 98	TOTAL GEN FUND APPR	FUND 0001 Totals per Trial Balance (Actual sign)	GL Accounts not posted to KK Per Trial Bal (Opposite sign)		GL ACCT VAR
Balance per SCO "tab run" (same sign)		(4,092.06)	(16,286,678.68)	11,229,551.08	2,977,000.00	200,000.00	42,000.00	(1,842,219.66)				
Balances per FI$CAL Agency Recon Report:												
Receivables: (Enter GL Acct Name & #)												
Accounts Receivable - Abatements (GL 1311)	1200100			(1,284.69)				(1,284.69)	1,284.69			0.00
Accounts Receivable - Reimbursements (GL 1312)	1200050							0.00	0.00			0.00
Accounts Receivable - Revenue (GL 1313)	1200000							0.00	0.00			0.00
Due from Other Funds (GL 1410)	1240000				(809,975.25)			(809,975.25)	809,975.25			0.00
Due from Other Appropriations (GL 1420)	1240100							0.00	0.00			0.00
Payables: (Enter GL Acct Name & #)												
Voucher(s) not paid by SCO (GL 3010)	2000000		14,486.57	9,081.19				23,567.76	(23,567.76)			0.00
Encumbrances (GL 3010)	2000000		477,179.28	99.78				477,279.06	0.00		(1)	477,279.06
Other:												
								0.00	0.00			0.00
Plan of Financial Adjustment (PFA) Pending - October	1109100		1,572,038.52	(6,157,828.35)				(4,585,789.83)				
Plan of Financial Adjustment (PFA) Pending - November	1109100		1,648,352.38	(6,034,169.20)				(4,385,816.82)				
	DATE							0.00				
Adjustments to SCO accounts:	CORR							0.00				
SCO ADJUSTED BALANCE		(4,092.06)	(12,574,621.93)	(954,550.19)	2,167,024.75	200,000.00	42,000.00	(11,124,239.43)				
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)	(12,590,848.40)	2,917.64	2,260,949.31	0.00	0.00	(10,331,057.02)				
Adjustments to Fi$Cal:												
Revolving Fund Cash (GL 1130)	1101200							0.00		0.00		0.00
Advance to ORF not posted to Commitment Control (KK)	1222100					200,000.00		200,000.00		(200,000.00)	(2)	0.00
Advance to SCIF & SRF not posted to Commitment Control (KK)	1309200						42,000.00	42,000.00		(692,000.00)	(2)	(650,000.00)
Vouchers - warrant date 12/2015			16,226.47	10,470.19				26,696.66				
CAN1338860 11/10/15 - Not posted until 12/2015		(16.49)						(16.49)				
AR posted to incorrect program					(93,924.56)			(93,924.56)				
SCO JE #SLB1028XXX - not posted in Fi$Cal				(1,131,572.98)				(1,131,572.98)				
SCO JE #JEA0016543 - not posted in FI$Cal				163,634.96				163,634.96				
FI$CAL ADJUSTED BALANCE		(4,092.06)	(12,574,621.93)	(954,550.19)	2,167,024.75	200,000.00	42,000.00	(11,124,239.43)				
Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				

A. Appropriations (Programs/ENY/Categories): FI$Cal Appropriation/SCO Appropriation

B. General Ledger Accounts: Balance Sheet Accounts

SCO/Agency Reconciliation - Worksheet

1) Reconcile department balances to SCO balances:

- Department appropriation expenditures = Modified Accrual basis
- SCO appropriation expenditures = Cash basis

Purpose: Ensure all transactions between both systems are recorded properly and accruals to the SCO have been identified by Fund, ENY, Program and Category

SCO Agency Reconciliation Worksheet – FI$Cal to SCO

	FUND: 0001 FY 15/16 As of November 30, 2015	ACCT TITLE GL #	2015 Escheat REVENUE 161000	2015 Annual Financial Plan Pgm 6770 001 D 10	2015 CLEARING ACCOUNT 001 D 99	2015 Reimbursement REF TYPE CAT Pgm 6775 001 E 99 15	2015 RF Advance Pgm 9990 001 D 97	2015 SRF Advance Pgm 9990 001 D 98	TOTAL GEN FUND APPR	FUND 0001 Totals per Trial Balance (Actual sign)	GL Accounts not posted to KK Per Trial Bal (Opposite sign)		GL ACCT VAR
A	Balance per SCO "tab run" (same sign)		(4,092.06)	(16,286,678.68)	11,229,551.08	2,977,000.00	200,000.00	42,000.00	(1,842,219.66)				
	Balances per FI$CAL Agency Recon Report:												
	Receivables: (Enter GL Acct Name & #)												
	Accounts Receivable - Abatements (GL 1311)	1200100			(1,284.69)				(1,284.69)	1,284.69			0.00
	Accounts Receivable - Reimbursements (GL 1312)	1200050							0.00	0.00			0.00
	Accounts Receivable - Revenue (GL 1313)	1200000							0.00	0.00			0.00
	Due from Other Funds (GL 1410)	1240000				(809,975.25)			(809,975.25)	809,975.25			0.00
B	Due from Other Appropriations (GL 1420)	1240100							0.00	0.00			0.00
	Payables: (Enter GL Acct Name & #)												
	Voucher(s) not paid by SCO (GL 3010)	2000000		14,486.57	9,081.19				23,567.76	(23,567.76)			0.00
	Encumbrances (GL 3010)	2000000		477,179.28	99.78				477,279.06	0.00		(1)	477,279.06
	Other:												
									0.00	0.00			0.00
	Plan of Financial Adjustment (PFA) Pending - October	1109100		1,572,038.52	(6,157,828.35)				(4,585,789.83)				
	Plan of Financial Adjustment (PFA) Pending - November	1109100		1,648,352.38	(6,034,169.20)				(4,385,816.82)				
		DATE							0.00				
	Adjustments to SCO accounts:	CORR							0.00				
C	SCO ADJUSTED BALANCE		(4,092.06)	(12,574,621.93)	(954,550.19)	2,167,024.75	200,000.00	42,000.00	(11,124,239.43)				
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	Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				

A. SCO Cash basis Balance
B. Accruals to the SCO
C. SCO Adjusted appropriation balance
D. Department Appropriation balance (Commitment Control)
E. Department Reconciling Items
F. Department Adjusted appropriation balance

SCO/Agency Reconciliation - Worksheet

2) Reconcile Commitment Control to General Ledger:

Commitment Control (KK):

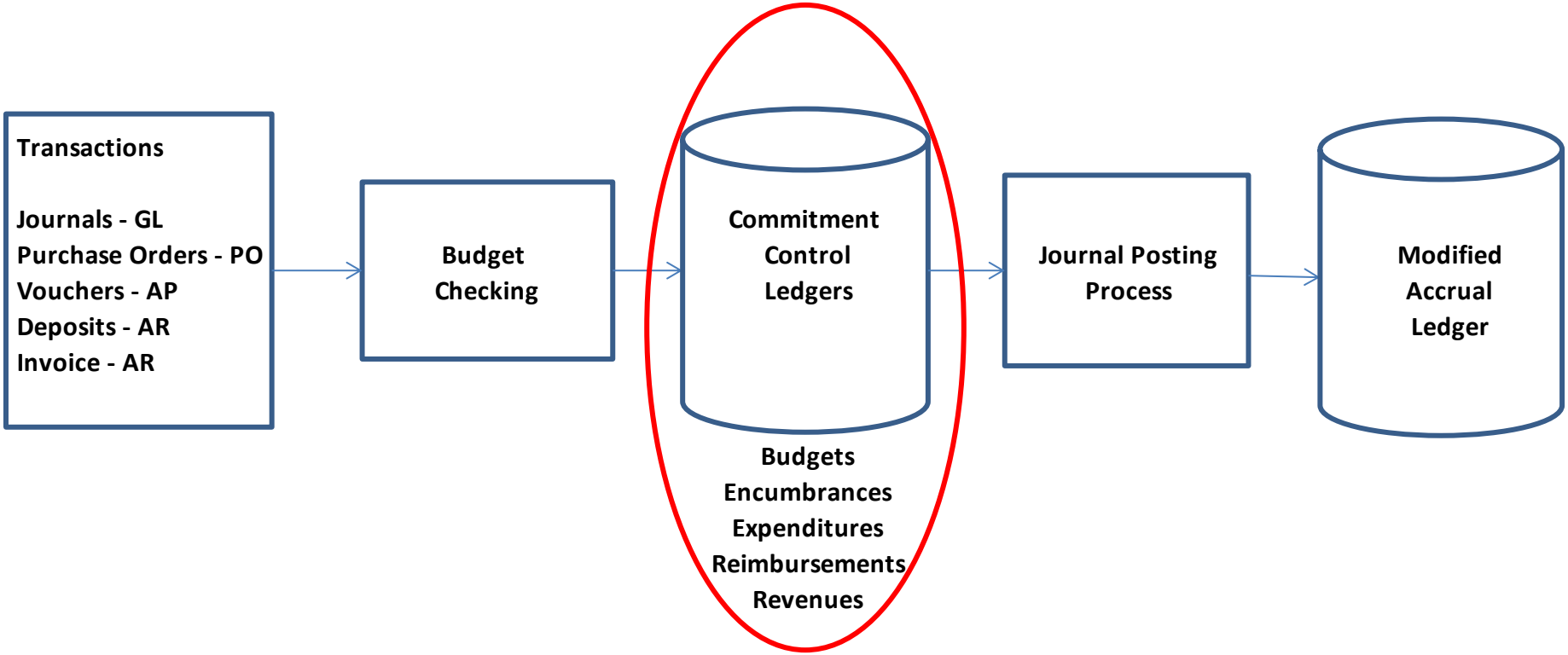
- Stores budget amounts and financial transactions that have been successfully budget checked against predefined budgets

General Ledger (GL):

- Stores financial transactions that have been approved, budget and edit checked successfully

Purpose: Ensure sub-module (e.g. AP, AR) transactions have successfully budget checked to Commitment Control and posted to the General Ledger

Commitment Control/General Ledger Transaction Flow



- Budgetary control is applied on all module transactions through the budget checking process
- Only transactions that pass budget checking will effect appropriations and reimbursement authority

Commitment Control vs. General Ledger

Commitment Control :

- Budget
- Appropriated Encumbrances (Purchase Orders)
- Appropriated Expenditures
- Reimbursements
- Revenues

General Ledger (MODACCRL Ledger):

- Appropriated Expenditures
- Unappropriated Expenditures
- Reimbursements
- Revenues

Note: Only appropriated transactions will post to Commitment Control (Appropriations)

SCO Agency Reconciliation Worksheet – Commitment Control to GL

A

FUND: 0001 FY 15/16 As of November 30, 2015	ACCT TITLE GL#	2015 Escheat REVENUE 161000	2015 Annual Financial Plan Pgm 6770 001 D 10	2015 CLEARING ACCOUNT 001 D 99	2015 Reimbursement REF TYPE CAT Pgm 6775 001 F 90.15	2015 RF Advance Pgm 9990 001 D 97	2015 SRF Advance Pgm 9990 001 D 98	TOTAL GEN FUND APPR	FUND 0001 Totals per Trial Balance (Actual sign)	GL Accounts not posted to KK Per Trial Bal Opposite sign)		GL ACCT VAR
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Accounts Receivable - Reimbursements (GL 1312)	1200050							0.00	0.00			0.00
Accounts Receivable - Revenue (GL 1313)	1200000							0.00	0.00			0.00
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Due from Other Appropriations (GL 1420)	1240100							0.00	0.00			0.00
Payables: (Enter GL Acct Name & #)												
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Other:												
								0.00	0.00			0.00
Plan of Financial Adjustment (PFA) Pending - October	1109100		1,572,038.52	(6,157,828.35)				(4,585,789.83)				
Plan of Financial Adjustment (PFA) Pending - November	1109100		1,648,352.38	(6,034,169.20)				(4,385,816.82)				
	DATE							0.00				
Adjustments to SCO accounts:	CORR							0.00				
SCO ADJUSTED BALANCE		(4,092.06)	(12,574,621.93)	(954,550.19)	2,167,024.75	200,000.00	42,000.00	(11,124,239.43)				
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)	(12,590,848.40)	2,917.64	2,260,949.31	0.00	0.00	(10,331,057.02)				
Adjustments to Fi$Cal:												
Revolving Fund Cash (GL 1130)	1101200							0.00		0.00		0.00
Advance to ORF not posted to Commitment Control (KK)	1222100					200,000.00		200,000.00		(200,000.00)	(2)	0.00
Advance to SCIF & SRF not posted to Commitment Control (KK)	1309200						42,000.00	42,000.00		(692,000.00)	(2)	(650,000.00)
Vouchers - warrant date 12/2015			16,226.47	10,470.19				26,696.66				
CAN1338860 11/10/15 - Not posted until 12/2015		(16.49)						(16.49)				
AR posted to incorrect program					(93,924.56)			(93,924.56)				
SCO JE #SLB1028XXX - not posted in Fi$Cal				(1,131,572.98)				(1,131,572.98)				
SCO JE #JEA0016543 - not posted in FI$Cal				163,634.96				163,634.96				
FI$CAL ADJUSTED BALANCE		(4,092.06)	(12,574,621.93)	(954,550.19)	2,167,024.75	200,000.00	42,000.00	(11,124,239.43)				
Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				

B

A. GL (Trial Balance) = Accruals (e.g. Due to/Due Fr, Account Payable, Accounts Receivable)

B. Commitment Control = Expenditure/Reimbursement/Revenue Accruals

SCO Agency Reconciliation Worksheet

Sources:

- FI$Cal SCO Agency Reconciliation Report
- SCO Tab Run Report
- PFA Reconciliation Worksheet
- Budget Overview
- Queries

FI$Cal - SCO/Agency Reconciliation Report

Report ID: ZGL013

FI$Cal
SCO/Agency Reconciliation Report
As Of:01/06/16

Page No: 27
Run Date: 01/06/2016
Run Time: 07:47:25

Fiscal Year: 2015 Accounting Period: 5

A

SCO ACCOUNT:	Business Unit	Fund	EY	REF	PROGRAM	Element	Component	Task	AT	REV-ACCNT	Balance
	8860	0001	2015	001	10				D	000000	16,286,678.68

AGENCIES:	Business Unit	Fund	EY	REF	PROGRAM	PROJECT
	8860	0001	2015	001	6770	

B

	GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:		$ 20,825,000.00	4,538,321.32	16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:				
EXPENDITURES				
Appropriated Expenses	50		14,486.57	14,486.57
ENCUMBRANCES				
Appropriated Expenses	50		477,179.28	477,179.28
TOTAL ACCRUALS		$ 0.00	491,665.85	-491,665.85
SCO Adjusted Balance		$ 20,825,000.00	5,029,987.17	15,795,012.83

Adjustment to SCO Accounts Date Corrected

$ _____ _____ _____

$ _____ _____ _____

$ _____ _____ _____

SCO Final Adjusted Balance _____ $ _____ _____ _____

C

Balance Per Agency		$ 20,825,000.00	8,234,151.60	12,590,848.40

Adjustment to Agencies Accounts Date Corrected

$ _____ _____ _____

$ _____ _____ _____

$ _____ _____ _____

Agency Final Adjusted Balance $ _____ _____ _____

Signature of Person Performing Reconciliation Date Signature of Person Performing Reconciliation Date

A. Appropriation Information
B. SCO and Accrual Information
C. Department Information

FI$Cal SCO/Agency Reconciliation Report

Report ID: ZGL013 | FI$Cal | Page No: 27

SCO/Agency Reconciliation Report

As Of:01/06/16

Fiscal Year: 2015 Accounting Period: 5 | Run Date: 01/06/2016 | Run Time: 07:47:25

A

SCO ACCOUNT:	Business Unit	Fund	EY	REF	PROGRAM	Element	Component	Task	AT	REV-ACCNT	Balance
	8860	0001	2015	001	10				D	000000	16,286,678.68

AGENCIES:	Business Unit	Fund	EY	REF	PROGRAM	PROJECT
	8860	0001	2015	001	6770	

Appropriation Information Logic:

1. SCO Account = interface from the State Controller's Office
2. Agencies = Appropriation information is from Commitment Control

Note:

- Each appropriation/account will generate a separate report page (e.g. SCO account type D, F, R, 96, 97, 98)
- Clearing Account Program (9999) will not generate a report
- Prior Enactment Year appropriations (e.g. 2013, 2014) with no Program will be assigned 9990 in FI$Cal

FI$Cal SCO/Agency Reconciliation Report

B

	GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:		$ 20,825,000.00	4,538,321.32	16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:				
EXPENDITURES				
Appropriated Expenses	50		14,486.57	14,486.57
ENCUMBRANCES				
Appropriated Expenses	50		477,179.28	477,179.28
TOTAL ACCRUALS		$ 0.00	491,665.85	-491,665.85
SCO Adjusted Balance		$ 20,825,000.00	5,029,987.17	15,795,012.83
Adjustment to SCO Accounts	Date Corrected			
_____	_____	$_____	_____	_____
_____	_____	$_____	_____	_____
_____	_____	$_____	_____	_____
SCO Final Adjusted Balance	_____	$_____	_____	_____

SCO and Accrual Information Logic:

1. Account Balance per SCO = interface from the State the Controller's Office
   - SCO Cash Basis balances
2. Accruals = Transactions not recognized by SCO for a specified period
   - Based on sub-modules or GL (AP vouchers , AR items, GL source type ACC)
3. SCO Adjusted Balance = SCO cash basis balance + Accruals

Note:

- Plan of Financial Adjustment (PFA) accrual information is not included on the FI$Cal SCO Agency Reconciliation Report

FI$Cal SCO/Agency Reconciliation Report

	GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
Balance Per Agency		$ 20,825,000.00	8,234,151.60	12,590,848.40
Adjustment to Agencies Accounts	Date Corrected			
C		$		
		$		
		$		
Agency Final Adjusted Balance		$		

Department Information Logic:

1 Budget/Adjust Advance = Budget Act Appropriation/Budget Adjustments

2 Receipt/Disbursement = Total Expenditures, Reimbursements or Revenue

3 Balance = Appropriation Balance

Note: Department Information on the FI$Cal SCO Agency Reconciliation Report is based on Commitment Control

Research Tools in FI$Cal

Research for transactions posted in GL, AP & AR modules

Journals
Main > GL > Review Financial Information > Journals
Main > GL > Journals > Journal Entry > Create/Update Journal Entries

Vouchers
Main > AP > Review AP Info > Vouchers > Voucher
Main > AP > Review AP Info > Vouchers > Accounting Entries
Main > AP > Vouchers > Add/Update > Regular Entries

Account Receivables
Main > AR > Customer Accounts > Item Information >View/Update Item Details

Deposits
Main > AR > Payments > Review Payments > All Payments
Main > AR > Payments > Direct Journal Payments > Modify Accounting Entries

Accrual Queries (Abatements, Encumbrances, Expenditures, Revenues, and Reimbursements) – *Job Aid Fi$Cal.225 (also see Handout 2)*
Main > Reporting Tools > Query > Query Viewer

Reconciliation – Tips

- **Understand Chartfield values**
  - Reporting Structure
  - Program
  - Reference
  - Enactment Year (ENY)
  - Budget Period
- **Understand Transactions**
  - Voucher process flow (AP Module)
  - Account Receivables process flow (AR Module)
  - Deposits process flow (AR Module)
  - CALATERS process flow (AP Module)
  - Office Revolving Fund process flow (AP & AR Module)
- **Understand Report Logic**
  - Plan of Financial Adjustment Report
  - FI$Cal SCO/Agency Reconciliation Report
- **Keep Monthly Reconciliations current**

Reconciliation – Tips (continued)

- Advances to ORF, SCIF, SRF are not posted to appropriations in Commitment Control
- Refunds to Reverted are not posted to appropriations in Commitment Control
- Ensure all Clearing Accounts have zero balances in FI$Cal
- Ensure the variance line at the bottom of the SCO/Agency Reconciliation Worksheet is zero
- Ensure the GL accounts variance column on the SCO/Agency Reconciliation Worksheet is zero, except for the Encumbrances
- Identify and explain any variances

Accounts Payable

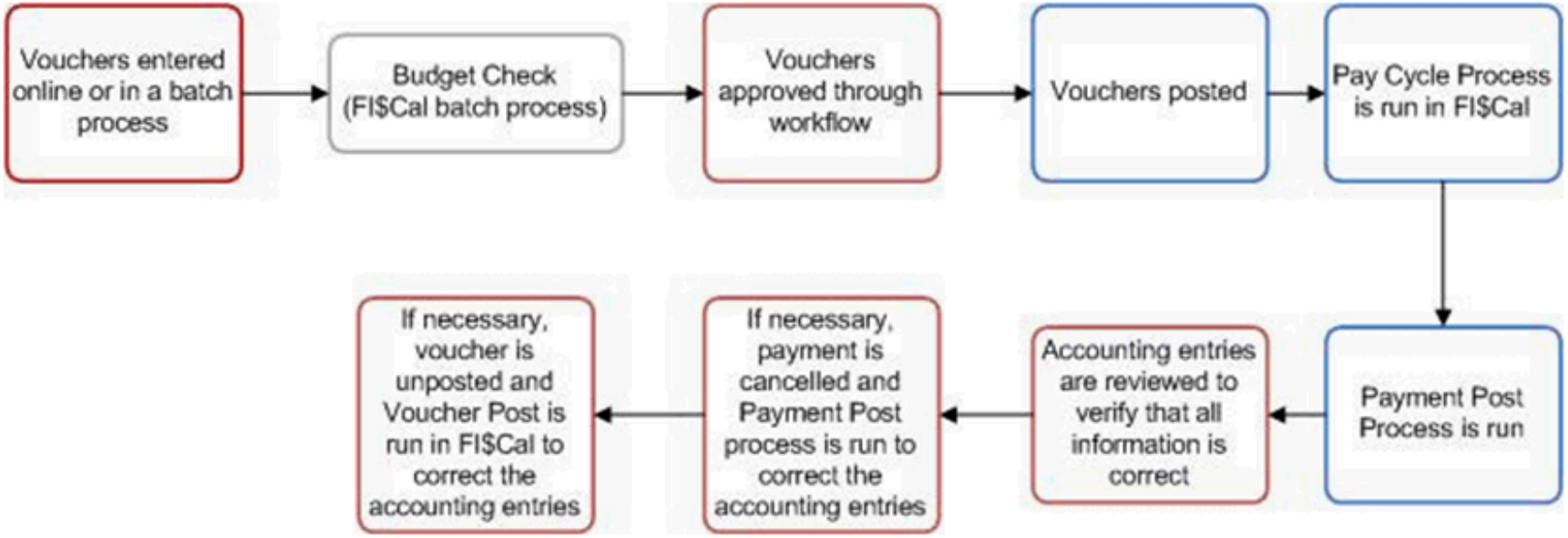
Accounts Payable

This segment will cover:

- Vouchers
- Pay Cycle
- Journal Entries
- Reports

Payable Life Cycle

The FI$Cal Accounts Payable process starts when a department receives an invoice from a vendor for goods or services.



= Department
= FI$Cal system process
= Department-run FI$Cal system process

Voucher Life Cycle Statuses

Vouchers go through several stages in their life cycle. They can go from the **initial entry** to **payment** to **posting**. The AP Module tracks these stages using various statuses related to actions and processes that can be run on a voucher. Here are a few of the statuses:

- Entry status.
- Match status.
- Approval status.
- Budget status.
- Post status.
- Payment status.
- Payment Post status.

What is a Voucher and how is it created?

Voucher is an electronic transaction.

Vouchers are ***electronic transactions*** created in FI$Cal for processing vendor invoices, employee expenses or adjustments. (The voucher equivalent in the legacy world is a Claim Schedule.)

There are **three ways** vouchers can be entered into FI$CAL:

Creating Voucher – (continued)

- **Online (ONL)** Entering invoice data directly into the AP Module.
- **Spreadsheet Upload (XML)** Entering voucher data on a FI$CAL provided spreadsheet template that is uploaded in FI$CAL (e.g. ORF Replenishments).
- **Interface (EXV)** Departments system interfaces with FI$CAL (e.g. CALATERS).

Vouchers (Types) Styles

Regular Voucher	Used for **standard vouchers** . This style is used for most expenditures and ORF Vouchers. Regular vouchers are often copied from purchase orders. These PO Vouchers require matching to purchase orders and receiving documents. (Regular Vouchers are also used for salary advances to employees).
Prepaid Voucher	Used for **ORF checks**. (Only used for Employee Travel and US Bank ORF payments).
Journal Voucher	Used for **adjusting accounting entries**. Voucher must always net to zero.
Single Payment Voucher	Used for **one-time** non-withholding **expenditures**. These vouchers do not require Supplier (Vendor) ID Number instead the department's generic Supplier ID will be use. **Note:** Single Payment Vouchers will have no payment history in FI$Cal.

ORF Vouchers

- In Release 9.2, most ORF Vouchers will be created using the **Regular Voucher Style** and **Replenished with a Journal Voucher**.

- **Prepaid ORF Vouchers** will only be created for **Employee travel** and **US Bank**. Prepaid Vouchers will be replenished by a Regular Voucher.

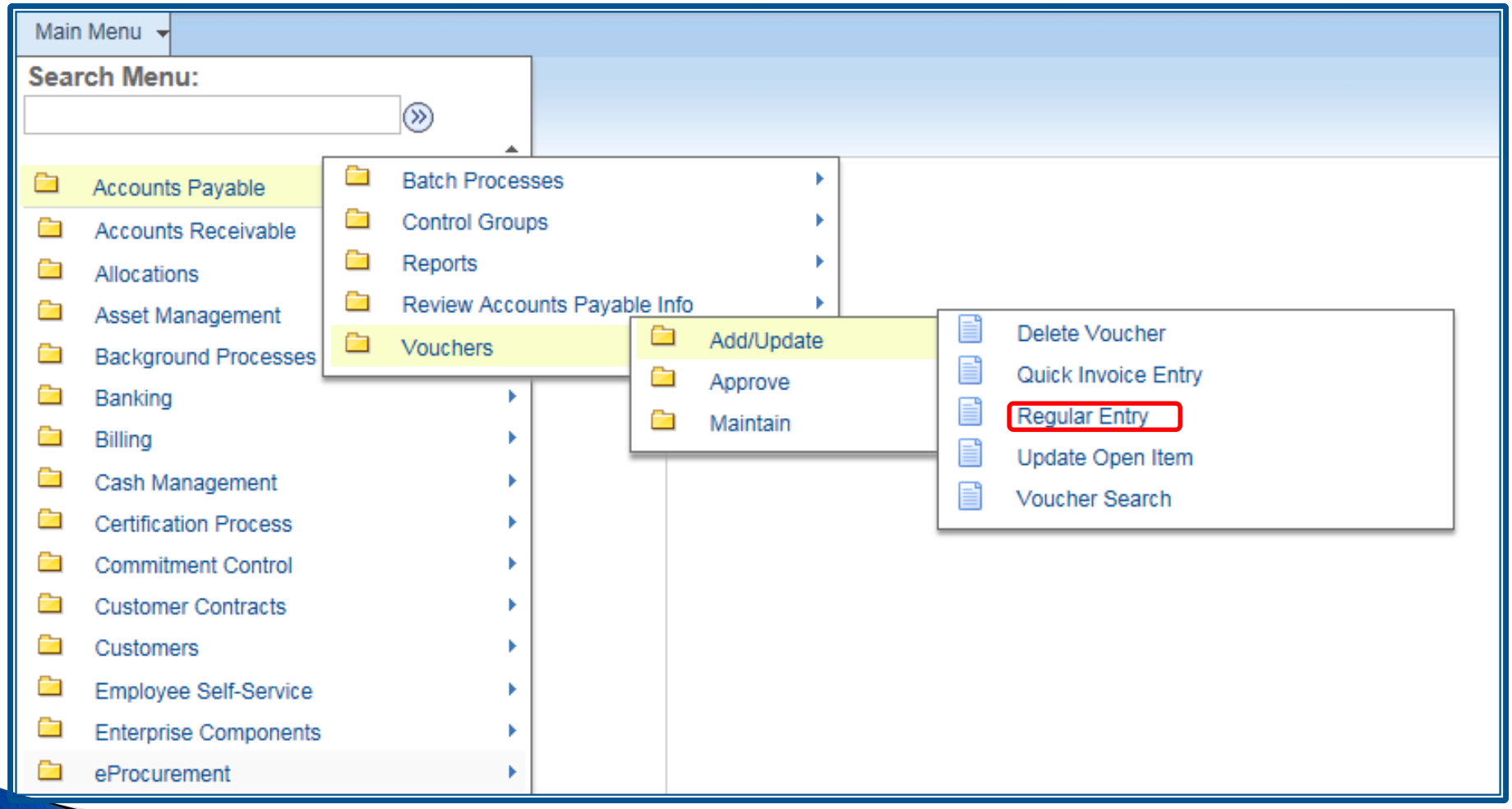
Basic Steps to Create a Voucher

1. **Navigate** to AP Module - Add a New Value
2. **Populate** the Voucher Header
3. **Attach Invoice, PO, Receipt** and any other documentation in the voucher attachment (**Note: one invoice = one voucher**)
4. **Update Pay Terms** – Payment Terms (e.g. Net 30) and Basis Date Type are used for calculating the Payment Date
5. **Enter Description** of item or service being paid
6. **Enter and verify Appropriation(s)** (Chartfields)
7. **Review Payment Tab**. Make sure REMIT TO Address is correct. Check the Cash Type and Payment Options.

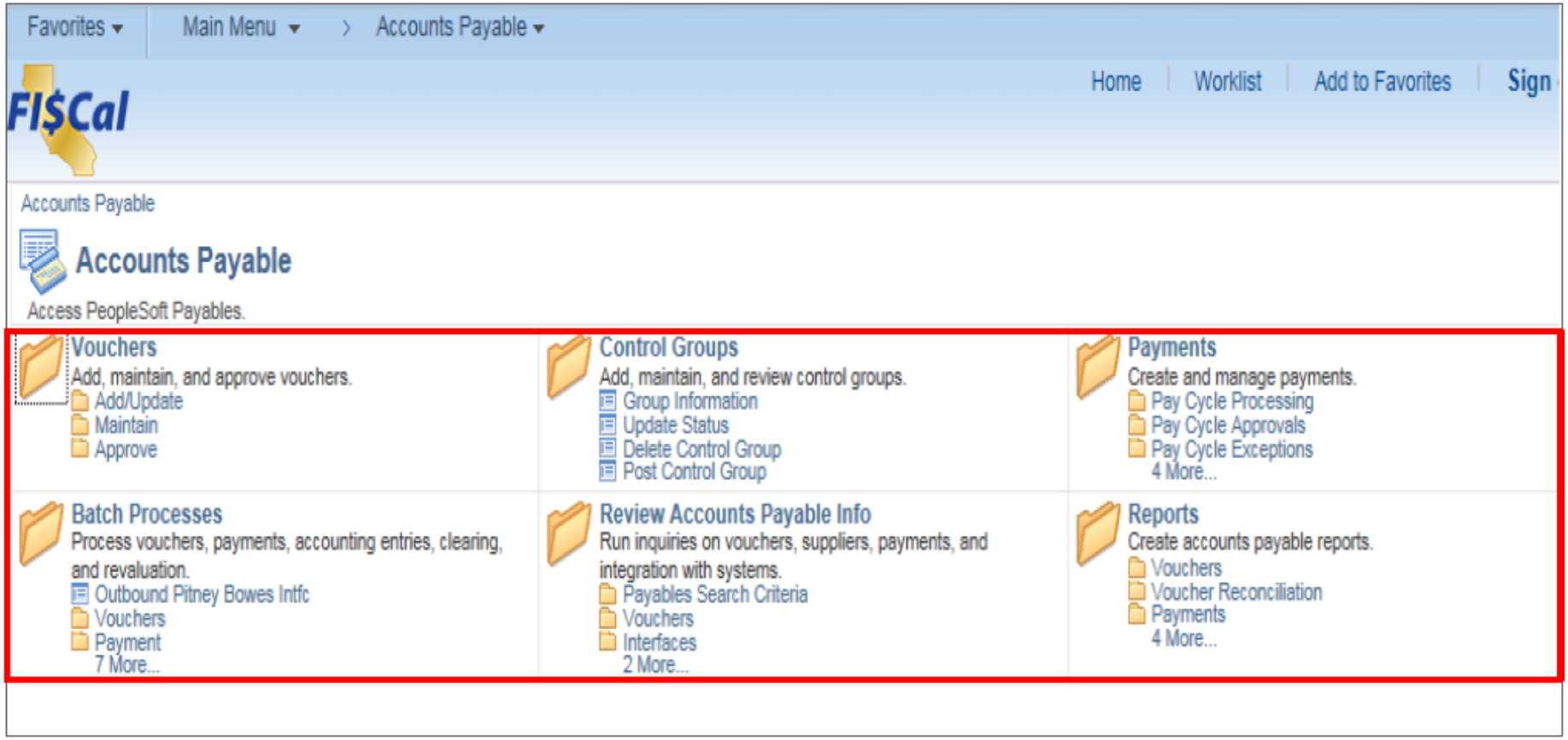
- **See Job Aid 061 (Creating a PO Voucher), FTA AP 102 and ELearning for more details.**

Navigation to Voucher Creation

Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry



New Navigation AP Menu in 9.2



Voucher Creation

Voucher Header

(Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry)

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Business Unit:	8860
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Supplier Name:	GRANITE DATA SOLUTIONS
Short Supplier Name:	GRANITEDAT-001
Supplier ID:	0000000253
Supplier Location:	MAIN
Address Sequence Number:	1
Invoice Number:	171102
Invoice Date:	06/19/2016
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Sales Tax Amount:	0.00
Misc Charge Amount:	0.00
PO Business Unit:	
PO Number:	
Tax Exempt Flag	☐
Estimated No. of Invoice Lines:	1

Add

Voucher Creation

Voucher information should be copied from the PO Receipt.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Invoice Information | Payments | Voucher Attributes

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/19/2016
Invoice Received

GRANITE DATA SOLUTIONS

Supplier ID 0000000253
ShortName GRANITEDAT-001
Location MAIN
*Address 1

Invoice No 171102
Accounting Date 08/02/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
☐ Tax Exempt

Control Group

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	0.00
Difference	0.00

☐ Incomplete Voucher

Save | Save For Later | Action | Run | Calculate | Print

Copy From Source Document

PO Unit 8860 PO Number 0000000751 LPA Contract ID Copy PO Copy From PO Receipt Go

Voucher Creation

Copy Selected Lines

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Copy Worksheet

Business Unit 8860 | Voucher ID NEXT | Back to Invoice

Receiver Lookup Criteria

PO Business Unit	8860	PO Number	
*PO Date Option	No Date	PO Date	
Ship To			
Receipt Unit			
Receipt Number From		Receipt Number To	
*Recv Dt Opt	No Date	Receipt Date	
Receiver Line From		Receiver Line To	
Pro Number		Packing Slip	
Carrier ID		Bill of Lading	

Reset

Additional Search Criteria

Max Rows to Return | Search | Copy Selected Lines

Voucher Creation

Copy Selected Lines

Max Rows to Return | Search | Copy Selected Lines

Select Receiver Lines — Find | View All — First 1 of 1 Last

PO Business Unit	8860	PO Number	0000000751	PO Date	06/09/2016
Receipt Unit	8860	Receipt Number	0000000934	Receipt Date	08/02/2016
Ship To	8860000001	Pro Number			
Carrier ID		Packing Slip			
Supplier ID	0000000253	Bill of Lading			

GRANITE DATA SOLUTIONS

Select All | Deselect All

Select Receiver Lines — Personalize | Find | View All | First 1 of 1 Last

Main Information | Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (VU
☑	1	1		HPE Ultrium RW Data Cartridge	15.0000	EA	22.99	344.85	USD		

Select All | Deselect All

Voucher is populated with the Receipt Information

Copy From Source Document

PO Unit | PO Number | LPA Contract ID | Copy PO | Copy From: None | Go

Invoice Lines — Find | View All — First 1 of 1 Last

Line 1 — Copy Down
*Distribute by: Quantity
Item:
Quantity: 15.0000
UOM: EA
Unit Price: 22.99000
Line Amount: 344.85

Calculate

SpeedChart:
Ship To: 8860000001
Description: HPE Ultrium RWData Cartridge
Packing Slip:

Purchase Order
8860|0000000751|1|1
Associate Receiver(s)
Force Price
Adjust PO Percentage
Allocate by Percentage

One Asset
Sales/Use Tax

Distribution Lines — Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bu Unit
☐	1	100.0000	100.0000	344.85	15.0000	8860	001	0001	2015	5368025	0000000000	9999	

Since the Voucher is copied from a PO receipt, Sales Tax may need to be added.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Invoice Information | Payments | Voucher Attributes

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/19/2016
Invoice Received

GRANITE DATA SOLUTIONS

Supplier ID 0000000253
ShortName GRANITEDAT-001
Location MAIN
*Address 1

Invoice No 171102
Accounting Date 08/02/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
☐ Tax Exempt

Control Group

☐ Incomplete Voucher

Invoice Total

Line Total 344.85
*Currency USD
Miscellaneous
Freight
Sales Tax 29.31
Use Tax 0.00

Total 344.85
Difference 29.31

Save | Save For Later | Action | Run | Calculate | Print

Click the Calculate Button to make sure the invoice line amounts match the total.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Invoice Information | Payments | Voucher Attributes

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/19/2016
Invoice Received

GRANITE DATA SOLUTIONS

Supplier ID 0000000253
ShortName GRANITEDAT-001
Location MAIN
*Address 1

Invoice No 171102
Accounting Date 08/02/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
☐ Tax Exempt

Control Group

☐ Incomplete Voucher

Invoice Total

Line Total	344.85
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	29.31
Use Tax	0.00
Total	374.16
Difference	29.31

Save | Save For Later | Action | Run | Calculate | Print

Voucher is ready for the Matching Process!!

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Invoice Information | Payments | Voucher Attributes

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 06/19/2016
Invoice Received

GRANITE DATA SOLUTIONS

Supplier ID 0000000253
ShortName GRANITEDAT-001
Location MAIN
*Address 1

Invoice No 171102
Accounting Date 08/02/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
☐ Tax Exempt

Control Group

Invoice Total

Line Total	344.85
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	29.31
Use Tax	0.00
Total	374.16
Difference	0.00

☐ Incomplete Voucher

Save | Save For Later | Action | Run | Calculate | Print

Save Voucher

(See Checklist Before Saving Voucher for tips.)

Line 1 Copy Down
*Distribute by Quantity
Item
Quantity 15.0000
UOM EA
Unit Price 22.99000
Line Amount 344.85

Calculate

SpeedChart
Ship To 8860000001
Description HPE Ultrium RWData Cartridge
Packing Slip

Purchase Order
8860|0000000751|1|1
Associate Receiver(s)
Force Price
Adjust PO Percentage
Allocate by Percentage

One Asset
Sales/Use Tax

Distribution Lines
Personalize | Find | View All | First 1 of 1

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program
☐	1	100.0000	100.0000	344.85	15.0000	8860	001	0001	2015	5368025	0000000000	9999

Save | Save For Later

New Feature in 9.2 - Save for Later

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 8860
Voucher ID 00004191
Voucher Style Regular Voucher
Invoice Date 08/02/2016
Invoice Received

COMCAST CABLE SERVICES

Supplier ID 0000004876
ShortName COMCASTCAB-001
Location MAIN
*Address 1

Invoice No Test0802
Accounting Date 08/02/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
Tax Exempt

Control Group

Invoice Total

Line Total	1,000.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	1,000.00
Difference	0.00

Incomplete Voucher

Save | Save For Later | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Find | View A

Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 1,000.00

Calculate

SpeedChart
Ship To 8860000001
Description
Packing Slip

The Save For Later button allows incomplete vouchers to be saved. The voucher can be completed at another time. Save Later vouchers will not budget check or be submitted to the AP Approver.

Find an Existing Voucher

Main Menu>Accounts Payable>Vouchers>Add/Update>Regular Entry

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Voucher

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit:	=	8860
Voucher ID:	begins with	%
Invoice Number:	begins with	
Invoice Date:	=	
Short Supplier Name:	begins with	
Supplier ID:	begins with	
Supplier Name:	begins with	
Voucher Style:	=	
Related Voucher:	begins with	
Entry Status:	=	
Voucher Source:	=	
Incomplete Voucher:	=	

☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Type in Voucher ID, Wildcard Symbol %, Invoice Number or Supplier Name

Find Existing Voucher – (Continued)

Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
00004191	Test0802	1000	1000	08/02/2016	COMCASTCAB-001	0000004876	COMCAST CABLE SERVICES	Regular	(blank)	Recycle	Online	Incomplete
00004190	Proctoring Session	30	30	08/01/2016	WASHTENAWC-001	0000050074	WASHTENAW COMMUNITY COLLEGE	Regular	(blank)	Postable	Online	Complete
00004189	7162	8	8	07/22/2016	TAXIBILLIN-001	0000008310	TAXI BILLING SERVICES INC	Regular	(blank)	Postable	Online	Complete
00004188	1033AA-38546-Personnel	1368.5	1368.5	06/30/2016	DEPTOFHUMA-001	DEPT750100	DEPT OF HUMAN RESOURCES	Regular	(blank)	Postable	Online	Complete
00004187	2045205-A	6.94	6.94	06/29/2016	CALTRONICS-001	0000000296	CALTRONICS BUSINESS SYSTEMS	Regular	(blank)	Postable	Online	Complete
00004186	DG1082	1752.28	1752.28	07/25/2016	CALOFFICEF-001	0000000470	CALIFORNIA OFFICE FURNITURE INC	Regular	(blank)	Postable	Online	Complete
00004185	1137866-0	36.84	36.84	07/11/2016	BLAISDELLS-001	0000000358	BLAISDELL'S BUSINESS PRODUCTS	Regular	(blank)	Postable	Online	Complete
00004184	1137866-1	249.44	249.44	07/12/2016	BLAISDELLS-001	0000000358	BLAISDELL'S BUSINESS PRODUCTS	Regular	(blank)	Postable	Online	Complete
00004183	BK 81122746	25100.75	25100.75	07/22/2016	PEARSONEDU-001	0000009581	PEARSON EDUCATION	Regular	(blank)	Postable	Online	Complete
00004182	7164	15	15	07/22/2016	TAXIBILLIN-001	0000008310	TAXI BILLING SERVICES INC	Regular	(blank)	Postable	Online	Complete
00004181	71416 8155 60 038 0687320	1342.17	1342.17	07/14/2016	COMCASTCAB-001	0000004876	COMCAST CABLE SERVICES	Regular	(blank)	Postable	Online	Complete
00004180	5-489-01059	11.54	11.54	07/22/2016	FEDEXCORPO-001	0000000158	FEDEX CORPORATION SERVICES INC	Regular	(blank)	Postable	Online	Complete
00004179	000008347296	2.83	2.83	07/16/2016	AT&TCORP-001	0000000536	AT&T CORP	Regular	(blank)	Postable	Online	Complete
00004178	000008365131	506.9	506.9	07/20/2016	AT&TCORP-001	0000000536	AT&T CORP	Regular	(blank)	Postable	Online	Complete
00004177	000008365132	96.31	96.31	07/20/2016	AT&TCORP-001	0000000536	AT&T CORP	Regular	(blank)	Postable	Online	Complete
00004176	1133444-0	1367.48	1367.48	07/13/2016	BLAISDELLS-001	0000000358	BLAISDELL'S BUSINESS PRODUCTS	Regular	(blank)	Postable	Online	Complete
00004175	033654	112.04	112.04	07/25/2016	OFFICEPRO-001	0000007368	OFFICE PRO	Regular	(blank)	Postable	Online	Complete

Voucher Inquiry Query

Main Menu>Accounts Payable>Review Accounts Payable Info> Vouchers >Voucher

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher

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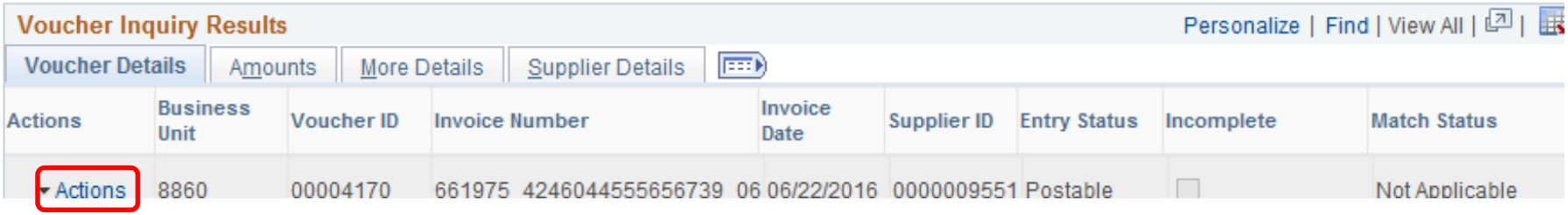
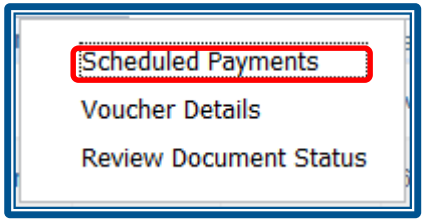
Voucher Inquiry

Search Criteria

Search Name	ALL	
	From	**To**
Business Unit	8860	8860
Voucher ID	00004170	00004170
Invoice Id		
Supplier SetID	STATE	
Short Name		
Supplier Name		
Additional Name		
Supplier ID		
Supplier Location		
Entry Status		
Incomplete Voucher		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		

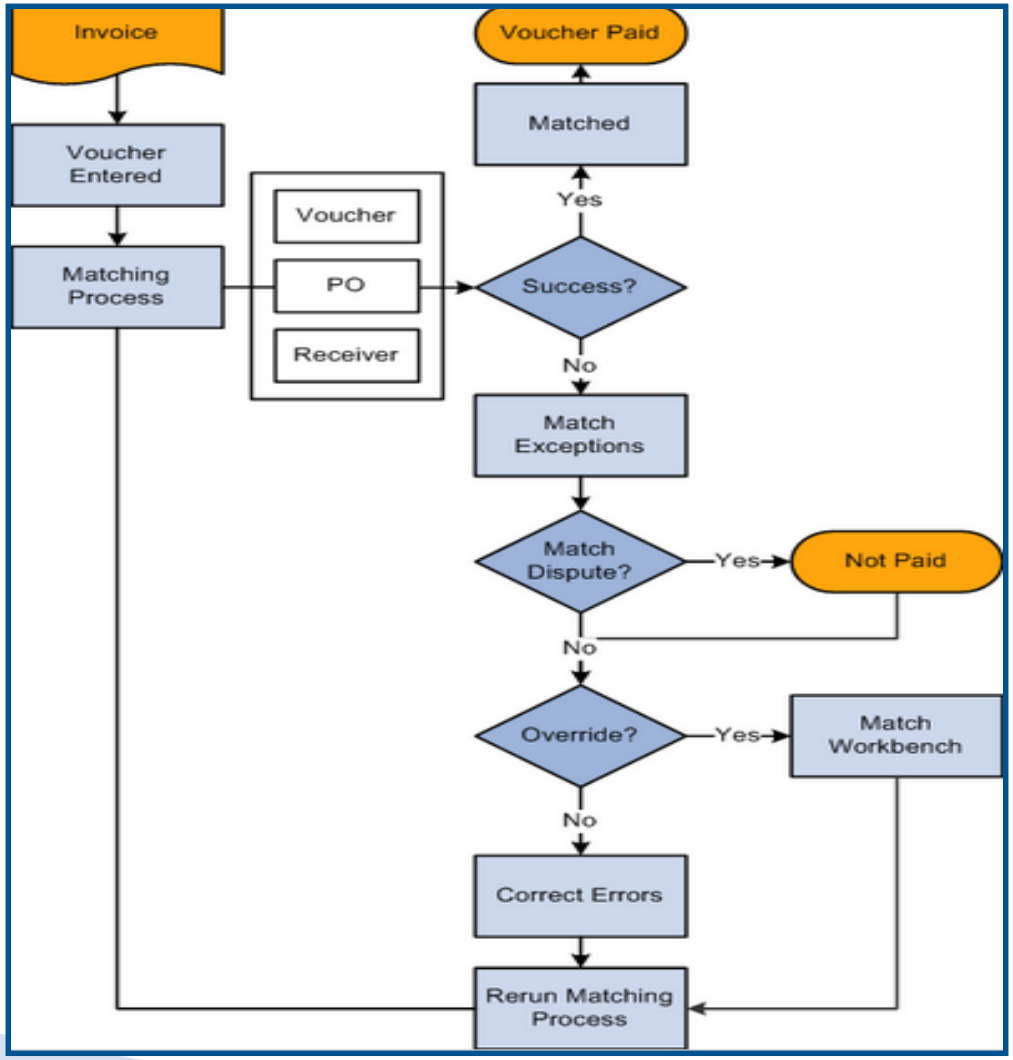
Voucher Inquiry Query - Continued





To get scheduled payments information (tentative warrant date), click the Actions Pull Down Menu.

Three-way matching process compares vouchers, purchase orders, and receipts.



Match Exceptions

Line Details

Find | View All First 1 of 1 Last

Voucher Line Number:	1	Voucher Line Match Action:	Apply
PO Business Unit:	8860	PO Number:	0000000520
Line Number:	2	Schedule Number:	1
		View Document:	Purchase Order
Line Document Details		Document Id:	8860 0000000520 Go

Match Rules

Personalize |

Rules | Override Options

Details	Match Rule	Voucher	Purchase Order	Receiver
	Voucher line amt > Sum of received amount	50.00		47.99
	Life to date voucher amount is greater than PO amt	50	47.99	
	Life to Date Voucher Amount > PO Schedule Amount +	50.00	47.99	
	Life to Date Voucher Amount > Receipt Schedule Amo	50.00		47.99

Action: Run

Save

Match Exceptions – (Continued)

Match Exceptions can occur during the Match Process, if there are inconsistencies with the voucher matching the receipt or purchase order. The Match Workbench will provide error details.

Match Exceptions must be corrected before the voucher can be processed.

If the payment is an expedite, the AP Processor or AP Maintainer can ***override*** the matching process and correct the coding. The override will allow the voucher to continue through the AP Workflow and will still reduce the encumbrance.

Voucher Build Errors and Exceptions

- **Voucher Build Error** – errors related to the CALATERS interface and P-Card creation.

  - Daily review Voucher Build Error. The most common errors are related to blank or incorrect Vendor IDs associated with CALATERS Vouchers or a duplicate reference (warrant) number.

  - P-Card errors are normally related to accounting date or chartfield errors.

- **Voucher Exceptions –** errors normally related to PO Voucher chartfields.

Voucher Management Roles

- Voucher Approval (AP Approver)
- Voucher Deletion (AP Processor)
  - Close (FI$CAL Service Ctr.)
  - Unpost (SCO Claim Audits - Warrants)
  - (FSC – Manually recorded vouchers)
- Voucher Correction (AP Processor or (AP Maintainer)
- Open Item Accounting (AP Processor) (AR Payment Processor)

Voucher Approval

Vouchers are approved through the AP Approval Framework. The AP Processor submits vouchers for approval. The Approval Framework detects these transactions and sends emails to AP Approvers notifying them that items are awaiting review.

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers

FI$Cal

Voucher Approval AF

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

Find an Existing Value

Search Criteria

Business Unit:	=	8860
Voucher ID:	begins with	00004189
Invoice Number:	begins with	
Short Supplier Name:	begins with	
Supplier ID:	begins with	
Supplier Name:	begins with	
Approval Status:	=	

☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-77 of 77 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Approval Status
8860	00004189	7162	8	07/22/2016	TAXIBILLIN-001	0000008310	TAXI BILLING SERVICES INC	Approved
8860	00004188	1033AA-38546-Personnel	1368.5	06/30/2016	DEPTOFHUMA-001	DEPT750100	DEPT OF HUMAN RESOURCES	Pending
8860	00004187	2045205-A	6.94	06/29/2016	CALTRONICS-001	0000000296	CALTRONICS BUSINESS SYSTEMS	Pending
8860	00004186	DG1082	1752.28	07/25/2016	CALOFFICEF-001	0000000470	CALIFORNIA OFFICE FURNITURE INC	Pending
8860	00004185	1137866-0	36.84	07/11/2016	BLAISDELLS-001	0000000358	BLAISDELL'S BUSINESS PRODUCTS	Pending
8860	00004184	1137866-1	249.44	07/12/2016	BLAISDELLS-001	0000000358	BLAISDELL'S BUSINESS PRODUCTS	Pending
8860	00004183	BK 81122746	25100.75	07/22/2016	PEARSONEDU-001	0000009581	PEARSON EDUCATION	Pending
8860	00004182	7164	15	07/22/2016	TAXIBILLIN-001	0000008310	TAXI BILLING SERVICES INC	Approved

Voucher Approval (continued)

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

FI$Cal

Approval | Line Information | Charge Information

Business Unit	8860	Invoice Number	7162
Voucher	00004189	Supplier	TAXI BILLING SERVICES INC
Invoice Date	07/22/2016	ID	0000008310

Voucher Details

Transaction Currency	USD	Terms	Net 20
Total	8.00	Approval Status	Approved
Misc Amt	0.00	Added By	10009191
Freight	0.00		Fue Moua
Sales Tax	0.00	Audit Communications	Attachments (1)
Use Tax	0.00	Cash Type	Warrant
Entered VAT	0.00		

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Nam
STATE	0000008310	Remitting Address	08/11/2016	8.00	USD	TAXI BILLIN

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00004189:Approved

Voucher Approval :: Warrant

Approved	Auto Approved
Jerome Tribble Department AP Approver 1 08/01/16 - 3:34 PM	Jerome Tribble Department AP Approver 2 08/01/16 - 3:34 PM

SCO APPROVED - 08/02/16

Review Accounting Entries

How can I review my accounting entries?

- After SCO approves the voucher, the AP Journal posts to the General Ledger. At this point, the accounting entries can be viewed in Voucher Summary tab by clicking on the View Related pull down menu. Select Accounting Entry Inquiry and click on the GO link to see the accounting entries.

Account	
Debit	Credit

Review Accounting Entries

How can I review my accounting entries? (continued)

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

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Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit	8860	**Invoice Date**	07/22/2016
Voucher ID	00004189	**Invoice No**	7162
Voucher Style	Regular	**Invoice Total**	8.00 USD
Supplier Name	TAXI BILLING SERVICES INC	**Pay Terms**	Net 20
	PO BOX 953	**Voucher Source**	Online
	WEST SACRAMENTO, CA 95691-0953	**Origin**	ONL
Entry Status	Postable	**Created On**	08/01/2016 12:15PM
Match Status	No Match	**Created By**	10009191
Approval Status	Approved	**Last Update**	08/01/2016 12:17PM
Post Status	Posted	**Modified By**	10009037
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		

Approval History

*View Related: Accounting Entries Inquiry — Go

Return to Search | Notify | Refresh | Add | Updat

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Review Accounting Entries

How can I review my accounting entries? (continued)

Voucher Accounting Entries

*Business Unit 8860

Voucher ID 00004189

Invoice Number 7162

*Accounting Line View Option Standard

Invoice Date 07/22/2016

Show Foreign Currency

Supplier ID 0000008310

*Sort By Posting Process

Supplier Name TAXI BILLING SERVICES INC

Search Reset

Accounting Information

Posting Process AP Accrual

GL Dist Status None

Posting Date 08/02/2016

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account
Accounts Payable	-8.00	USD	MODACCRL	8860	08/01/2016		001	0001	2015	2000000
Taxi	8.00	USD	MODACCRL	8860	08/01/2016		001	0001	2015	5320420

Accounting Entries for Regular Vouchers

AP PURCHASES (Regular Voucher)

i. Voucher is Approved by SCO

DR	53xxxxx	Operating Expense and Equipment
CR	2000000	Accounts Payable

ii. Voucher is Paid by SCO

DR	2000000	Accounts Payable
CR	1109200	Pending Cash-AP

Pay Cycle

What is Pay Cycle and why is it important?

- Pay Cycle is the process of creating Office Revolving Fund payments in the Accounts Payable (AP) module. (In the CALSTARS legacy system, this is equivalent to Check Issuance and Processing)

- To run a Pay Cycle, the AP Payment Processor needs to specify Payment Selection Criteria - a criteria, based on which AP Vouchers would be picked by the Pay Cycle. The Criteria includes Payment Dates (From Date, To Date), Business Unit, Payment Bank, etc. Once the 'Payment Selection Criteria' is set, the Pay cycle is ready to be run through the Pay Cycle Manager.

- The Pay Cycle Manager initiates the Pay Cycle process by selecting, creating and sending ORF payments to a printer or a PDF file.

Pay Cycle (continued)

***Payment Selection**

Pay Cycle Processor defines the payment selection criteria (e.g. process Travel Advance, but exclude Salary Advance).

Payment Creation

After the Voucher(s) have been selected, the Payment Creation process creates payments. Payments are created into PDF files. These PDF files can be retrieved in the Report Manager.

***Payment Selection and Creation can run simultaneously, however it is recommended that the processes be run separately.**

Payment Selection

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

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Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting

Pay Cycle: 8860PC 8860 PAYCYCLE

Pay Cycle Manager

Pay Cycle Selection Dates

Pay From Date:	01/01/1901	Tue	*Next Pay Through Date:	11/30/2015	Mon
Pay Through Date:	11/30/2015	Mon	*Next Payment Date:	11/30/2015	Mon
Payment Date:	11/30/2015	Mon			

Change Selection Dates: 1 Day(s) Increment Decrement

Accounting Date

*Accounting Date: 11/30/2015 Current Date

Withholding Date

*Withholding Date: 11/30/2015 Current Date

Business Day Validation

- (●) No Validation
- ( ) Use Standard Week
- ( ) Use Holiday Calendar:

- [ ] Validate Pay Through Dates
- [ ] Validate Payment Dates

Save | Return to Search | Notify | Refresh

Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting

Pay Cycle Manager

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria > Pay Cycle Manager

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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Pay Cycle Manager

Pay Cycle: 8860PC 8860 PAYCYCLE

Selection Criteria | Approve | Trial Register | Reference Confirmation | Draft Staging Approval

Pay Cycle Status

Status: Completed | Refresh | Process Monitor

Pay From Date: 01/01/1901

Pay Through Date: 11/30/2015

Payment Date: 11/30/2015

Schedule Payments Selected: 1 | Summary | Details

Details

Process	Server	Step Name
Process		Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server: | Reset

Pay Cycle Exceptions

Pay Cycle Error | Discount Lost | Discount Denied | Withholding | Bank Replacement | Financial Sanctions Exceptions

Pay Cycle Results

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

Main Information | Additional Info

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Recreate	Print Checks	STATE	244	Completed	PSUNX	Web	

Save | Return to Search | Notify

Accounting Entries for ORF Vouchers

SALARY ADVANCES (ORF) REGULAR Voucher				
i.	Voucher is Approved			
		DR	1301300	Salary Advance
		CR	2000000	Accounts Payable
EXPENSE ADVANCES (ORF) PREPAID Voucher				
i	Voucher is Approved			
		DR	1301100	Expense Advance
		CR	2000000	Accounts Payable
ii	Voucher Replenishment			
		DR	53xxxxx	Operating Expense and Equipment
		CR	2000000	Accounts Payable
	and			
		DR	2000000	Accounts Payable
		CR	1301100	Expense Advance
TRAVEL ADVANCE (ORF) PREPAID Voucher				
i	Voucher is Approved			
		DR	1301200	Travel Advance
		CR	2000000	Accounts Payable
ii	Voucher Replenishment			
		DR	53xxxxx	Operating Expense and Equipment
		CR	2000000	Accounts Payable
	and			
		DR	2000000	Accounts Payable
		CR	1301200	Travel Advance

AP Reports

- Encumbrance Status Report
  - **ZZ_Encumbrance_Status_AP**
- AP Voucher Activity Report
  - **APSX8001**
- AP Accounting Entries to GL Report
  - **ZZ_AP_ACCT_Entries_Sent_To_GL**
- Outstanding Vouchers
  - **ZZ_OUTSTANDING_VOUCHER**

Encumbrance Status Report

- The Encumbrance Status Report is based on the Purchase Order activity from the Purchasing Module.
- The report displays Purchase Order number, PO Date, Accounting Date, Original Encumbrance Amount, Remaining Encumbrance Balance and Chartfields.
- Run the report from the Inception Date (1/1/1901) to current date to review all remaining balances.
- The Accounting Date determines the encumbrance fiscal period.
- This report can be useful for encumbrance reconciliation and for budget projections.

Encumbrance_Status_AP Report

ZZ_ENCUMBRANCE_STATUS_AP - Encumbrance Status Report.

Business Unit: 8860

PO ID:

PO Date From: 1/1/1901

PO Date To: 06/30/2016

View Results

Business Unit	PO No.	PO Date	Acctg Date	PO Status	Vendor	Name	Line	Line Item Description	Approp Ref	Fund

Note: The **PO Date From** should be Inception Date **1/1/1901**.

Encumbrance Status Report

PO No.	PO Ref	Acctg Date	PO Date	PO Status	Name	Line Item Description	Enc Amount	Enc Balance	Expensed Amount	ENY	Finalized
0000000247	Door Stops	5/19/2015	5/19/2015	Dispatched	THE HOME DEPOT	Door stops	**29.69**	**29.69**	**0.00**	2014	N
0000000257	iPhone 5S	6/5/2015	6/5/2015	Dispatched	VERIZON WIRELESS	iPhone 5S Space Gray	2386.96	2386.96	0.00	2014	N
0000000257	iPhone 5S	6/5/2015	6/5/2015	Dispatched	VERIZON WIRELESS	Discount: $ -450.00 per device Full Price of pho	-1800.00	-1800.00	0.00	2014	N
							586.96	**586.96**	**0.00**		
0000000097		6/25/2015	10/23/2014	Complete	FUTURE DATA SYSTEMS INC	Freight	**60.00**	**60.00**	**0.00**	2014	Y
0000000274		6/30/2015	6/29/2015	Dispatched	BENDER ROSENTHAL	Value RDA properties-Per FSCU, creating PO to	**5000.00**	**5000.00**	**0.00**	2014	N
0000000261		7/1/2015	7/1/2015	Dispatched	CAPITAL DATACORP	Printer repair/maintenance	9999.98	9999.98	0.00	2014	N
0000000261		7/1/2015	7/1/2015	Dispatched	CAPITAL DATACORP	Printer repair/maintenance	4999.99	4999.99	0.00	2015	N
							14999.97	**14999.97**	**0.00**		
0000000262		7/1/2015	6/30/2015	Approved	DEPARTMENT OF TECHNOLOGY	Consolidated Data Center Services-Per FSCU, (	**35000.00**	**35000.00**	**0.00**	2014	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Server License (Price for first sever. Incl	1167.89	1167.89	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Inbound/Outbound First Fax Port	1249.14	1249.14	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Inbound/Outbound Additional Fax Port	1249.14	1249.14	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Voice Mail Enterprise 4 Calls / 10 UM - F	1096.72	1096.72	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	License for Additional Two Concurrent Ports for	8530.70	8530.70	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Tadiran User License (includes one user	330.06	330.06	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Non-Tadiran User License (includes Non	583.95	583.95	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix IP-Net (Qnet) License (Per Channel)	1777.23	1777.23	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Coral Qnet Support over UGW (per channel)	4739.28	4739.28	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	SAU Access S/W Processing Fee	162.75	162.75	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Software Support - 1 Year	2048.48	2048.48	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Labor and Installation (Set-up Server Software, I	7200.00	7200.00	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Travel, Perdiem, Car Rental, Hotel	2020.00	2020.00	0.00	2015	N
							32155.34	**32155.34**	**0.00**		

Encum with Balance | All Encumbrances

The Accounting Date on a Purchase Order determines the fiscal period (fiscal month) the encumbrance will post.

AP Voucher Activity Report

- The AP Voucher Activity Report can be run by date range, and chartfield values.
- The report can be used as a month end tool to see what vouchers were created and the gross amount of payments.
- The report does not show deleted vouchers.
  (To see deleted vouchers, use ZZ_AP_VCHR_DELETED Report)

Voucher Activity Report

Main Menu>Accounts Payable> Report>Vouchers>Voucher Activity

Favorites | Main Menu > Accounts Payable > Reports > Vouchers > Voucher Activity

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Voucher Activity Report

Run Control ID: Voucher_Activity Report Manager Process Monitor Run

Language: English

Report Request Parameters

Business Unit: 8860

Account:

Rptg Structure:

Remaining Amount:

Due Date:

Accounting Date From: 06/01/2016 Accounting Date To: 06/30/2016

Agency Location:

Report Request Parameters Personalize

Approp Ref	Fund	ENY	Program	PC Bus Unit	Project	Activity	Source Type	Category	Su
			9999						

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

AP Voucher Activity Report

ORACLE

Report ID: APSX8001

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 2
Run Date 8/20/2014
Run Time 11:27:07 AM

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	Account:	ALL	Department:	ALL	Project:	ALL	GL Business Unit:	8860
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
Remaining Amount:	ALL			Due Date:	ALL	Accounting Date:	ALL		

Business Unit	Voucher	Invoice	Purchase Order	Vendor	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
8860	00000019	48672		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000020	47855		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000021	49260		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000022	2-729-10028		0000000158	USD	31.74	0.00	0.00	0.00	31.74
8860	00000023	2-735-66307		0000000158	USD	52.35	0.00	0.00	0.00	52.35
8860	00000024	15741651		0000005744	USD	199.00	0.00	0.00	0.00	199.00
8860	00000025	15700266		0000005744	USD	99.00	0.00	0.00	0.00	99.00
8860	00000026	2652-201407		0000009557	USD	158.10	0.00	0.00	0.00	158.10
8860	00000027	9728898067		0000000204	USD	3,625.80	0.00	0.00	0.00	3,625.80
8860	00000028	07012014		0000000069	USD	45.60	0.00	0.00	0.00	45.60
8860	00000029	000005588831		0000000536	USD	463.31	0.00	0.00	0.00	463.31
8860	00000030	027660	0000000022	0000007368	USD	41.11	0.00	0.00	0.00	41.11
				Totals for Business Unit 8860 Currency USD		303,991.84	0.00	0.00	22,233.43	281,758.41

End of Report

AP Accounting Entries Sent to GL Report

- The AP Accounting Entries Sent to GL Report will:
  - Display the AP Journal entries that have posted in GL.
  - Associates the AP voucher to AP Journal.
  - Provide Supplier name, chartfields, accounting date.

AP Accounting Entries Sent to GL Report

A	B	E	F	I	J	K	L	M	N	R	U	V	W	AA	AC	AD
Unit	Voucher	GL Unit	Journal ID	REF	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Invoice	Date	Name	Acctg Date	Period
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-3.000	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		0.070	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770010		1.640	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		0.080	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		1.770	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001789	8860	AP00020235		0001		6510000	9999999999			-5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001789	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001790	8860	AP00020235		0001		6510000	9999999999			-50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001790	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001791	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001791	8860	AP00020235		0001		6510000	9999999999			-13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001793	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001793	8860	AP00020235		0001		6510000	9999999999			-161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001794	8860	AP00020235		0001		6510000	9999999999			-15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT.	6/19/2015	12
8860	00001794	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT.	6/19/2015	12
8860	00001795	8860	AP00020235		0001		6510000	9999999999			-18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001795	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235		0001		6510000	9999999999			-42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001797	8860	AP00020235		0001		6510000	9999999999			-3663.590	9745907383	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001797	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		3663.590	9745907383	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001798	8860	AP00020235	001	0001	2014	2000000	9999999999	6800		45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001798	8860	AP00020235		0001		6510000	9999999999			-45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001799	8860	AP00020235	001	0001	2014	2000000	9999999999	6780		3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-7.420	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235	001	9740	2014	2000000	9999999999	6780		2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		9740		6510000	9999999999			-2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12

Accounts Payable

Supplemental Material for this segment:

1. AP – On-demand Budget Checking Voucher
2. AP – Voucher Life Cycle Statuses
3. AP - Record Manual Payments in FI$CAL
4. AP – Checklist Before Saving Vouchers
5. AP – UNDO Matching PO Voucher Process
6. AP – AP_Journal Entries
7. AP - Reports
8. AP - Glossary
9. AP - Tip

Labor Distribution

Labor Distribution

This segment will cover:

- Labor Transactions & Configurations
- Journal Entries
- Reports and Queries
- Reconciliation
- Tips

Labor Distribution

- Labor Distribution (LD) process creates accounting entries to record a department's payroll transactions at a lower level of detail, including fund split.

- LD process can be run as many times as needed to fully distribute payroll costs.

Labor Distribution

Departmental Labor Tasks / Process Flow

1. Validate configurations
2. Process configuration adds or changes
3. Enter Personal/Group Activity Sheets
4. Begin initial reconciliation using payroll queries
5. Make any necessary configuration changes
6. Run Labor Distribution
7. Final reconciliation
8. Enter Initial Payroll Journal
9. Review Labor Distribution system generated journals

Labor Distribution Handout #5

LD Configurations – Validation (Initial & Ongoing)

Reviewing Configurations:

- ZZ_EMP_OPTIONS
- ZZ_EMP_DEFAULTS
- ZZ_EMP_GROUP_DEFAULTS

Labor Distribution Handout #3

LD Configurations – Validation (Initial & Ongoing)

- LD looks for the correct Gross Pay *Account* and *Alternate Account* based on the following configurations*, in order:
  1. Serial Number Options
  2. Earnings Type
  3. Payment Type Options (*with* Payment Type Suffix)
  4. Payment Type Options (*without* Payment Type Suffix)
  5. Class Type Options
  6. Employee Options
  7. Business Unit Options

*FI$Cal.171 – Description of Hierarchy that Determines Gross Amount Acct/Alt Acct

Labor Distribution Handout #1

LD Configurations – Validation (Initial & Ongoing)

- Assigns ChartField combinations to payroll costs*:
  - Costs Distributed by Employees
    - Personal Activity Sheet
    - Employee Defaults
    - Employee Group Defaults
  - Costs Not Distributed by Employees
    - Retroactive benefit – the *Distribute Retroactive Benefits by Employee* indicator in the Business Unit Options record is used.
    - Non-retroactive benefit – the *Distribute by Employee* indicator in the Payment Type Options (Payment Type/Payment Type suffix) is used.

*FI$Cal.172 – How the Labor Distribution Process Determines Chartfield Combinations for Distribution of Labor Costs 1.0

Labor Distribution Handouts #1 and 2

LD Configurations – Validation (Initial & Ongoing)

- Personal / Group Activity Sheets
  - Refer to Job Aid FI$Cal 183 “Using the Personal Activity Sheet Page 1.0”

LD Queries

Reviewing Status of Labor Distribution:

- ZZ_LD_PAYROLL_HEADERS
- ZZ_LD_PAYROLL_BENEFITS
- ZZ_PAYROLL_ERR
- ZZ_BUDGET_ERR_ONLY
- ZZ_CHARTFLD_ERR

*In addition, use the *Activity Sheet Error* report and the *Missing Activity Sheet* report as applicable.

Labor Distribution Handout #3

LD Reconciliation

LD - RECONCILIATION SAMPLE				
1	***LD Payroll Queries - Filtered to EXCLUDE Clearance Type "5" and "9" for PARs and non-payroll items***			
	ZZ_LD_PAYROLL_HEADERS	3,100,000.00	Total "*Gross Amount*"	
	ZZ_LD_PAYROLL_BENEFITS	1,300,000.00	Total "*Benefit Amount*"	
		4,400,000.00	**Total LD to Distribute**	Tie Point 1
2	***SCO Agency Reconciliation (Tab Run) - Total CLOs***			
	2015 - Total CLOs	4,125,000.00	Total	Tie Point 2
	2014 - Total CLOs	275,000.00	Total	Tie Point 3
		4,400,000.00	**Total Payroll Paid**	Tie Point 1
3	***LD Accounting Entries - Filtered to EXCLUDE BU Clearing & Reversal Entries***			
	ZZ_LD_ACCT_ENTRIES			
	ENY 2015	4,125,000.00	Total "*Amount*" for ENY 2015	Tie Point 2
	ENY 2014	275,000.00	Total "*Amount*" for ENY 2014	Tie Point 3
		4,400,000.00	**Total Labor Distributed**	Tie Point 1

Labor Distribution Handouts #4 and 5

Run Labor Distribution / Final Recon

Favorites | Main Menu > FI$Cal Processes > FI$Cal Extension > LD > Labor Distribution Process

FI$Cal

Labor Distribution Process

Run Control ID rn_LaborDistribution Report Manager Process Monitor Run

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency Always

Run Specified Business Units

*Business Unit 8860 Override PAS Requirement Yes

Last Run On

Last Run On 07/07/16 2:03:53PM

Process Instance 629779

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

LD Journals – Initial & Manual

LD - JOURNAL ENTRIES (Initial & Manual)					
A.	**INITIAL MANUAL LABOR ENTRY INTO GL**				
	*Source = **PAY***				
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) fund split			
			DR	5100000	Personal Services
			CR	1109100	Pending Cash Transfers - GL
B.	**OTHER/ADJUSTMENT MANUAL LABOR ENTRIES INTO GL - Between Funds/ChartFields**				
	*Source = **ONL** or **SPJ***				
	i.	Entries Reversed/Labor Distributed to correct (final) ChartFields			
			DR	51xxxxx	Personal Services
				1109100	Pending Cash Transfers - GL
			CR	51xxxxx	Personal Services
				1109100	Pending Cash Transfers - GL
C.	**OTHER/ADJUSTMENT MANUAL LABOR ENTRIES INTO GL - Single Fund (Between ChartFields)**				
	*Source = **ONL** or **SPJ***				
	i.	Entries Reversed/Labor Distributed to correct (final) ChartFields			
			DR	51xxxxx	Personal Services
			CR	51xxxxx	Personal Services

Labor Distribution Handout #1

LD Journals – System Generated

LD - JOURNAL ENTRIES (System Generated)					
A.	**LABOR DISTRIBUTION - Between Funds/ChartFields**				
	*Source = **LD***				
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) ChartFields			
			DR	51xxxxx	Personal Services
				1109600	Pending Cash Transfers - Labor Distribution
			CR	51xxxxx	Personal Services
				1109600	Pending Cash Transfers - Labor Distribution
B.	**LABOR DISTRIBUTION - Single Fund (Between ChartFields)**				
	*Source = **LD***				
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) ChartFields			
			DR	51xxxxx	Personal Services
			CR	51xxxxx	Personal Services

Labor Distribution Handout #1

LD Reports

LD - REPORTS		
A.	**RUNNING LABOR DISTRIBUTION**	
	1	Activity Sheet Error Report
	2	Missing Activity Sheet Report
B.	**REVIEWING ACCOUNTING ENTRIES GENERATED**	
	1	Labor Details by ChartField Combination
	2	Labor Details by Employee
C.	**FSC USE ONLY**	
	1	Reconcile Payroll Clearance

Labor Distribution Handout #3

LD Reports – Missing Activity Sheet

Favorites | Main Menu > FI$Cal Processes > FI$Cal Report > LD Reports > Missing Activity Sheet Report

FI$Cal

Missing Activity Sheet Report

Run Control ID: rpt Report Manager Process Monitor Run

Report Request Parameters

Selection Parameters Find | View All First 1 of 1 Last

***GL Business Unit:** 8860

***Reporting Structure:** Yes

Pay Period Options

- (●) **Prior Month**
- ( ) **Pay Period Range**

Pay Period From Month: **From Year:**

Pay Period To Month: **To Year:**

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

LD Reports – Missing Activity Sheet

Report ID: RPTGL100

FI$Cal
Missing Activity Sheet Report
AS OF 11/30/2015

Run Date: 11/30/2015
Run Time: 11:17:10

Business Unit	Reporting Structure	Pay Period Year	Pay Period Month	Employee ID	Agency Code	PRU	Name(Last, First, Middle Init)/ Description
8860		2015	10	########			DOE, JANE, A

LD Reports - Labor Details by CF Combo

Labor Details by Chartfield Combination

Run Control ID: rpt_8860 Report Manager Process Monitor Run

Report Request Parameters

*Unit:

Fiscal Year:

From Period: To Period:

Employee ID: Payroll Agency Code: Reporting Unit: Class Code:

☐ Include Employee ID ☐ Include Transaction Detail ☐ Include Pay Period

☐ Include Clearance Number ☐ Include Hours ☐ Include Journal Detail

Refresh

ChartField Selection Personalize | Find | First 1-16 of 16 Last

Sequence	ChartField Name	Include CF	Summarize	Value From	Value To
1	Appropriation Reference	☐	☐		
2	Fund	☐	☐		
3	Year of Enactment	☐	☐		
4	Account	☐	☐		
5	Alternate Account	☐	☐		
6	Program	☐	☐		
7	PC Business Unit	☐	☐		
8	Project	☐	☐		
9	Activity	☐	☐		
10	Source Type	☐	☐		
11	Category	☐	☐		
12	Subcategory	☐	☐		
13	Reporting Structure	☐	☐		
14	Service Location	☐	☐		
15	Agency Use	☐	☐		

LD Reports - Labor Details by CF Combo

Report ID: ZGL116

FI$Cal
LABOR DETAILS BY CHARTFIELD COMBINATION

Page No. 1
Run Date 07/14/2016
Run Time 09:15:30

Bus. Unit: 8860 - Department of Finance
For Fiscal Year: 2015 Period: 3 to: 3
Employee ID: All values Payroll Agency Code: All values Rept Unit: All values Class Code: All values
Approp Ref: All values Fund: All values Budget Period: All values Project: All values Activity: All values
Alt Acct: All values Program: All values Account: All values PC Bus Unit: All values ENY: All values
Rptg Structure: All values

Approp Ref PC Bus Unit	Fund ENY	Budget Period Rptg Structure	Project LD ID	Activity LLine	Alt Acct Trans Dt	Program	Account	Amount
001	0001	2014			0000000000	6770010	5108200	1.89
	2014	88602500	32184	1	10/19/2015			
001	0001	2014			0000000000	6770010	5108200	-12.98
	2014	88602500	32184	10	10/19/2015			
001	0001	2014			0000000000	6770010	5108200	1.89
	2014	88602500	32185	1	10/19/2015			
001	0001	2014			0000000000	6770010	5108200	-12.98
	2014	88602500	32185	10	10/19/2015			
001	0001	2014			0000000000	6770010	5108200	1.89
	2014	88602500	32187	1	10/19/2015			
001	0001	2014			0000000000	6770010	5108200	-12.98
	2014	88602500	32187	10	10/19/2015			
001	0001	2014			0000000000	6770010	5150210	832.86
	2014	88602000	32137	19	10/19/2015			
001	0001	2014			0000000000	6770010	5150450	-16.85
	2014	88602500	31867	17	10/19/2015			
001	0001	2014			0000000000	6770010	5150450	16.85
	2014	88602500	31867	44	10/19/2015			
001	0001	2014			0000000000	6770010	5150500	-72.06
	2014	88602500	31867	9	10/19/2015			
001	0001	2014			0000000000	6770010	5150500	72.07
	2014	88602500	31867	36	10/19/2015			

LD Tips

- Log *every* update/configuration change to Employees, Employee Groups, etc.
- Log *every* Adjustment Activity Sheet
- *Know* your configurations and if it meets any applicable Allocation Step pool requirements
- Review the Suggested Business Process (Handout #5)

LD Tips

- Understand the Queries
- Run Queries *before* the first LD run
- Run Queries *after each* LD run
- Log *every* LD run process instance with description (which month(s) are being distributed, PAS, Adjusted PAS, override, etc.)

Labor Distribution Handout #3

Labor Distribution

Supplemental Material for this segment:

1. Helpful Job Aids
2. Additional Information in Understanding Configuration Screens
3. Helpful Queries & Reports
4. Reconciliation Sample
5. Suggested Business Process
6. Presentation Screenshots

Lunch

Allocations

Allocations

This segment will cover:

- Allocation Concept
- Allocation Configuration Overview
- Process to Run Allocations
- Journal Generated Transactions
- Allocation Reports & Tips

Allocations

Direct costs are costs that can easily be identified to a program. Examples of direct costs are personal services for project staff, consultants, travel, and training.

Indirect costs do not have a direct relationship to the program and are assigned through the use of a formula. Examples of indirect costs are costs for administration and legal units, utilities, and rent.

Allocations

Costs with one or more characteristics in common are accumulated into cost pools. For example, Administration is one type of cost pool that would be allocated out to multiple programs or units.

The Allocations Process in FI$Cal will allocate out the indirect costs from the various cost pools to the programs, and then create GL journal entries to post those expenditures based on the specified rules.

Allocations

Department Allocation Tasks / Process Flow

- Validate Configurations
- Run Allocations
- Update Tracking Sheet
- Review & Validate Calculation Logs
  - If errors, delete journals
  - Update configurations if needed
  - Correct originating entries causing errors (i.e. voucher)
  - Re-run allocations and validate
- Post Journals

Allocation Example - Pool

Administration (Program 9900100) allocates to a department's three programs based on percentages.

The allocation Pool (cost center) can be defined by various ChartFields. For this example, any transaction (vouchers, GL journals, labor, etc.) with Program 9900100 is the pool.

Pool:

9900100 $100

Allocation Example - Basis

The allocation Basis is how the pool costs are to be distributed. For example, three different programs will receive percentages of the pool.

Basis:

Program 1100	50%
Program 2100	30%
Program 3100	20%

Allocation Example - Target

The allocation Target is where the distributed pool costs are to be posted. For example, three different programs will receive the costs.

Target:

Program 1100	$50
Program 2100	$30
Program 3100	$20

Allocation Example - Offset

The allocation Offset is how we want to clear the pool costs. The pool costs live in 9900100 and the three programs, doubling expenses. The offset could be the pool or another program.

For example, Program 9900200, Distributed Administration.

Offset:

Program 9900200 ($100)

Allocation Configuration Overview

- Allocation (ALO) configurations will be used by the ALO process to generate the transactions automatically. This is a critical step to determine how your costs are allocated.

- Configurations:
  1. Define/Create ALO Steps (Work with FSC)
  2. Create ALO Groups (Work with FSC)

     *Please Refer to Handout ALO 03 – CMR Allocation

ALO Configurations (Allocation Steps)

- Define the **TYPE** of allocation
  - Allocate on a Fixed Basis
  - Arithmetic Operation
  - Copy
  - ProRata with Record Basis
  - Spread Evenly

ALO Configurations (Allocation Steps) TYPE

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

FI$Cal

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 Step: DOFENCAL_1

Effective Date Find | View All First

Effective Date: 07/01/2015 Status: Active

Description: Allocate Dept of Technol ENC

Allocation Type: Prorata with Record Basis Extension opcode: Add

Transaction Code: GL General Ledger Transaction

Save | Return to Search | Previous in List | Next in List | Notify

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations (Allocation Steps)

- Define the **POOL** Record
  - Any Table
  - Fixed Amount
  - Ledger Group

ALO Configurations (Allocation Steps) POOL

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

FI$Cal

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 Step: DOFENCAL_1

Effective Date — Find | View All — First 1 of 1 Last

Effective Date: 07/01/2015 Status: Active Description: Allocate Dept of Technol ENC

Pool Record

Pool Record Type: Any Table Table: ZZ_ALLC_ACT_VW

Time Span: INCTODATE Pool factor: 100.0000

Zero Pool Amount Option: Select Next Pool

Pool Fields — Find | View All — First 1 of 4 Last

Field Name: Account

How Specified

Selected Detail Values | Selected Tree Nodes | Range of Values

Specify Values/Range of Values/Tree Nodes — Find | View All — First 1 of 1 Last

Value	To
5344000	

Save | Return to Search | Previous in List | Next in List | Notify

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations (Allocation Steps)

- Define the **BASIS**
  - This depends on the allocation type you previously selected.

- Define the **TARGET**
  - This determines the destination for the allocation or the target record and target field values.

ALO Configurations (Allocation Steps) BASIS

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

FI$Cal

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 Step: DOFENCAL_1

Effective Date — Find | View All — First 1 of 1 Last

Effective Date: 07/01/2015 Status: Active Description: Allocate Dept of Technol ENC

Basis Record

Basis Record Type: Ledger Group Basis Ledger: STATISTIC

Time Span: YTD+998 Basis factor: 100.0000

Zero Basis: Select Next Basis

Basis Fields — Find | View All — First 1 of 7 Last

Field Name: Appropriation Reference

How Specified

Selected Detail Values | Selected Tree Nodes | Range of Values

Specify Values/Range of Values/Tree Nodes — Find | View All — First 1 of 1 Last

Value	To	%
001		

Save | Return to Search | Previous in List | Next in List | Notify

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations (Allocation Steps) TARGET

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

FI$Cal

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 Step: DOFENCAL_1

Effective Date — Find | View All — First 1 of 1 Last

Effective Date: 07/01/2015 Status: Active Description: Allocate Dept of Technol ENC

Target Record

Target Record Type: Journal Records Target Ledger: MODACCRL

Time Span: PER

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

Specify Field Values — Personalize | Find | View All | First 1-10 of 17 Last

Field Name	Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Basis		
Alternate Account	Pool		
Analysis Type	Value		GLE
Budget Date	Pool	Begin Date	
Budget Period	Pool	Budget Period	
Appropriation Reference	Basis		
Business Unit	Pool		
PC Business Unit	Basis		
Agency Use	Pool		

Save | Return to Search | Previous in List | Next in List | Notify

ALO Configurations (Allocation Steps)

- Define the Offset
  - This will balance the entries defined on the target tab.

- Define the Output Options
  - This will be used if the target or offset record is journals.

ALO Configurations (Allocation Steps) OFFSET

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

FI$Cal

Type | Pool | Basis | Target | **Offset** | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date — Find | View All

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Offset Record

Offset Record Type: Journal Records **Offset Ledger:** MODACCRL

Specify Field Values — Personalize | Find | View All | First 1-10 of

Field Name	Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Alternate Account	Pool		
Analysis Type	Pool		
Budget Date	Pool	Begin Date	
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Value		88609101

Save | Return to Search | Previous in List | Next in List | Notify

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations (Allocation Steps)
OUTPUT OPTIONS

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

FI$Cal

Type | Pool | Basis | Target | Offset | **Output Options** | Round Options | Batch Records | Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date — Find | View All — First

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Journal Options

Journal ID Mask: NEXT
Reference Number:
Journal Date Code: Request As of Date
Document Type:
Journal Source: ALO
☑ **Bypass VAT Processing**
Reversal: Do Not Generate Reversal
Commitment Control

☐ **Post Journal(s)** ☑ **Edit Journal(s)** ☑ **Budget Check Journal(s)**
When No Journals are Created: Issue Error Message

Currency Conversion

Rate Type: CRRNT **Currency Effective Date Code:** Req Date

Save | Return to Search | Previous in List | Next in List | Notify

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations (Allocation Groups)

- Define Allocation Groups
  - You need to work with the FI$Cal Service Center to set up your ALO groups.
  - You need to understand in what order you should run your steps, and which steps can be ran together.

ALO Configurations (Allocation Groups) GROUPS

Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Group

FI$Cal

Define Allocation Group

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

Find an Existing Value

Search Criteria

SetID: = 8860

Allocation Group: begins with DOF

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-13 of 13 Last

Allocation Group	Description
DOF1	DOF1
DOF2	DOF2
DOF2R	DOF Allocation Reversal
DOF3	DOF3
DOF4R	Encumbrance Reversals
DOF998R	DOF 998 Allocation Reversal
DOF998_2	DOF998_2
DOF998_3	DOF998_3
DOF_GRP_0	Allocation Group 0
DOF_GRP_1	Allocation Group 1
DOF_GRP_2	Allocation Group 2
DOF_GRP_3	Allocation Group 3
DOF_GRP_4	Allocation Group 4

ALO Configurations (Allocation Groups) STEPS

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Group

FI$Cal

Allocation Group

SetID: 8860 Group: DOF_GRP_0

Effective date Find | View All First 1 of 1 Last

Effective Date: 07/01/2015 Status: Active

Description: Allocation Group 0

Comments:

Steps Personalize | Find | View All | First 1-4 of 4 Last

Step	Description	Continue
DOFENCREVS	Reverse DOF Encumbrance Alloc	☑
DOFENCAL_1	Allocate Dept of Technol ENC	☑
DOFENCAL_2	Allocate general dept ENC	☑
DOFENCAL_3	Allocate all Info Servi ENC	☑

Save | Return to Search | Previous in List | Next in List | Notify

Run Allocations

- Run Cost Allocations using Handout #2 Run Cost Allocation Guide

Run Allocations

- Run Cost Allocation Guide ***(ALO Handout #2)***
  - Steps 1 - 2 Request Allocation
  - Steps 3 - 5 Process Request Parameters
  - Step 6 Process Scheduler Page
  - Step 7 Process Instance Number
  - Step 8 Tracking Sheet
  - Steps 9 - 11 Process Monitor Page / Status
  - Steps 12 - 18 View Log/Trace

ALO Transactions

- During the ALO run, accounting entries are generated to be sent to the General Ledger.

- Types of Transactions:
  1. Normal Monthly ALO process

- The accounting entries debits and credits are respectively summed by ChartField combinations in Journal Generation to create ALO and RAL (Reverse Allocation) journal(s).

ALO Transactions

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

FI$Cal

Home | Worklist | Add to Favorites | Sign ou

Create/Update Journal Entries

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit:	=	8860
Journal ID:	begins with	
Journal Date:	=	07/31/2015
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	
Entered By:	begins with	10001408
Attachment Exist:	=	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-12 of 12 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	Entered By	Attachment Exist
8860	0000029200	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	1622	359610.81	0	Allocate general dept EXP	10001408	N
8860	0000029201	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	149	1227.15	0	Allocate all Info Servi EXP	10001408	N
8860	0000029203	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	359	855352.21	0	Allocate dept-wide Admin EXP	10001408	N
8860	0000029205	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	762	363062.42	0	Alloc general dept exp to Proj	10001408	N

ALO Transactions

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

FI$Cal

Header | Lines | Totals | Errors | Approval

Unit: 8860
Journal ID: 0000029200
Date: 07/31/2015

Long Description: Allocate general dept EXP

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

Ledger:
Fiscal Year: 2015

*Source: ALO
Period: 1

Reference Number:
ADB Date: 07/31/2015

Journal Class:

Transaction Code: GL
Auto Generate Lines
Save Journal Incomplete Status

SJE Type:
Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)
Commitment Control

Reversal: Do Not Generate Reversal

Entered By: 10001408 Janice Miles

Entered On: 09/11/2015 2:14:27PM

Last Updated On: 09/11/2015 4:39:02PM

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

ALO Transactions

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

FI$Cal

Header | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: 0000029200 Date: 07/31/2015 Errors Only

Template List Search Criteria View Audit Logs

*Process: Edit Journal Process Line: 10

Inter/IntraUnit Groups — Personalize | Find | First 1 of 1 Last

IU Group	Fund	Row Count
1	0001	1622

Lines — Personalize | Find

Select	Line	IU Group	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Progr
	1	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9999
	2	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9900
	3	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
	4	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
	5	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
	6	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
	7	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6800
	8	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9900
	9	1	8860	MODACCRL		001	9740	2014	5150700	0000000000	6770
	10	1	8860	MODACCRL		001	9740	2014	5150700	0000000000	6770

Totals — Personalize | Find | View All | First 1 of 1 Last

ALO Transactions

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

FI$Cal

Header | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: 0000029200 Date: 07/31/2015

Header Errors — Personalize | Find | First 1 of 1 Last

Field Long Name	Message Text
	No journal headers are marked in error.

Line Errors — Personalize | Find | First 1 of 1 Last

Field Long Name	Message Text
	No journal line between line 1 and line 10 is marked in error.

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

ALO Transactions

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

FI$Cal

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Header | Lines | Totals | Errors | Approval

Unit: 8860 Journal ID: 0000029200 Date: 07/31/2015 Submit

Approval Status Find First 1 of 1 Last

Unit: 8860

Approval Check Active: Y

Approval Status: None

Approval Action: Approve

Deny Comments:

Journal Workflow

Unit 8860, ID 0000029200, Date 2015-07-31, Line Unit 8860:Approved

Journal Workflow

Approved

Hazel Miranda
Approver 1
09/11/15 - 4:26 PM

Approval History

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

ALO Reports

- Once allocations have been ran; you will need to order the Allocation Calculation Logs. This log is used to determine if the ALO was performed successfully.

- Refer to the Run Cost Allocation Guide
  - Steps 16 - 19 Run Allocation Calculation Logs
  - Steps 20 – 21 Set report parameters and run

Handout #2 – Run Cost Allocation Guide

ALO Reports

PeopleSoft GL

Report ID: GLS6002 — ALLOCATIONS CALCULATION LOG — Page No. 125

Process Instances: 0000289248 to 0000289248 — Run Date 12/02/2015

Allocation Step: DOFENCAL_8 — Run Time 15:57:45

Process Instance: 0000289248 Allocation Step: DOFENCAL_8

Unit	Approp Ref / Program / Rptg Structure	Fund / PC Bus Unit	ENY / Project	Account / Alt Acct / Activity	Year	Per	Pool Amount	Basis Amount / Basis Total	Target Amount / Target Base Curr Amt	
8860	001	0001	2014	5900000						
	6785019	8860	000000000000653	000000000000001						
	88604550				2015	4	0.00	0.00	0.00	USD
								0.00	0.00	USD
8860	001	0001	2014	5900000						
	6785019									
	88604550				2015	4	40.78	0.00	< 40.78>	USD
								0.00	< 40.78>	USD

Total 41,187.26 USD

< 41,187.26> USD

ALO Reports & Tips

- Use of Statistics Journals
  - Statistic Journals can be used to form the basis for allocating certain expenses
  - Following is an example of a journal upload template for the statistic journal
- Tips
  - Statistics Journals = Dept. Control/Flexibility
  - Budgets Overview = Validation Tool

ALO Reports & Tips

JRNL1.xlsm - Microsoft Excel

Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1079	8860	0000028218	7/1/2015	2015 - OPERATING EXPENSES & EQUIPMENT

Journal Lines

Select fields to copy from a previous line by marking the checkboxes under each field.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Fund	ENY	Approp Ref	Program	Rptg Structu	Svc Loc	Agency Use	Budget Date	Amount	Currency	N/R	Rate Type
1079	0000028218	1	8860	STATISTIC	9100000			0001	2015	001	6770010	88600800	OE_E						
1079	0000028218	2	8860	STATISTIC	9100000			0001	2015	001	6770019	88600800	OE_E						
1079	0000028218	3	8860	STATISTIC	9100000			0001	2015	001	6770028	88600800	OE_E						
1079	0000028218	4	8860	STATISTIC	9100000			0001	2015	001	6770037	88600800	OE_E						
1079	0000028218	5	8860	STATISTIC	9100000			9740	2015	001	6770010	88600800	OE_E						
1079	0000028218	6	8860	STATISTIC	9100000			9740	2015	001	6770019	88600800	OE_E						
1079	0000028218	7	8860	STATISTIC	9100000			9740	2015	001	6770028	88600800	OE_E						
1079	0000028218	8	8860	STATISTIC	9100000			9740	2015	001	6770037	88600800	OE_E						
1079	0000028218	9	8860	STATISTIC	9100000			0001	2015	001	6770010	88601500	OE_E						
1079	0000028218	10	8860	STATISTIC	9100000			0001	2015	001	6770019	88601500	OE_E						
1079	0000028218	11	8860	STATISTIC	9100000			0001	2015	001	6770028	88601500	OE_E						
1079	0000028218	12	8860	STATISTIC	9100000			0001	2015	001	6770037	88601500	OE_E						
1079	0000028218	13	8860	STATISTIC	9100000			9740	2015	001	6770010	88601500	OE_E						
1079	0000028218	14	8860	STATISTIC	9100000			9740	2015	001	6770019	88601500	OE_E						
1079	0000028218	15	8860	STATISTIC	9100000			9740	2015	001	6770028	88601500	OE_E						
1079	0000028218	16	8860	STATISTIC	9100000			9740	2015	001	6770037	88601500	OE_E						
1079	0000028218	17	8860	STATISTIC	9100000			0001	2015	001	6770010	88602000	OE_E						
1079	0000028218	18	8860	STATISTIC	9100000			0001	2015	001	6770019	88602000	OE_E						
1079	0000028218	19	8860	STATISTIC	9100000			0001	2015	001	6770028	88602000	OE_E						
1079	0000028218	20	8860	STATISTIC	9100000			0001	2015	001	6770037	88602000	OE_E						
1079	0000028218	21	8860	STATISTIC	9100000			9740	2015	001	6770010	88602000	OE_E						
1079	0000028218	22	8860	STATISTIC	9100000			9740	2015	001	6770019	88602000	OE_E						
1079	0000028218	23	8860	STATISTIC	9100000			9740	2015	001	6770028	88602000	OE_E						
1079	0000028218	24	8860	STATISTIC	9100000			9740	2015	001	6770037	88602000	OE_E						
1079	0000028218	25	8860	STATISTIC	9100000			0001	2015	001	6770010	88602510	OE_E						
1079	0000028218	26	8860	STATISTIC	9100000			0001	2015	001	6770019	88602510	OE_E						
1079	0000028218	27	8860	STATISTIC	9100000			0001	2015	001	6770028	88602510	OE_E						

Allocations

Supplemental Material for this segment:

- ALO 01 - Helpful Job Aids
- ALO 02 – Run Cost Allocation Guide
- ALO 03 – CMR_Allocations
- ALO 04 – FM XX Run & Process Instance Log
- ALO 05 – Presentation Screenshots

Accounts Receivable

Accounts Receivable

This segment will cover:

- Journal Entries (AR Module)
- Queries
- Reports & Reconciliations

Types of Accounts Receivable Transactions

- Abatement
- Reimbursement
- Revenue

Abatement – Payroll Accounts Receivable

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS

NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR A/R # 19706, CLEARANCE # 51186 OF 08-27-2015

---------- AGENCY APPROPRIATION ----------

FUND	AGY	FY	REF/ITM	FEDCATLG	CA	PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000-	8860-	2015-	001	-00000000-		-99-	-		-	-00000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY.	POSITION NUMBER UNIT	CLASS	SER.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
	J DOE	300	775	5432	812	0-08-2015	0	.00

SALARY TYPE	RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62 TOTAL	GROSS
	$.00	$2,815.08CR	$.00

PAYMENT TYPE	RETIREMENT	OASDI	HB PREM	HB ADM
K	$.00	$34.62	$2,839.16CR	$10.54CR

DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	SDI	OTHER DED
$.00	$.00	$.00	$.00	$.00	$418.02CR

$418.02 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION

Abatement – Payroll Accounts Receivable (cont.)

- Refer to Finance website at: http://www.dof.ca.gov/Accounting/Consulting_and_Training/
- for eLearning courses on how to:
- - Create a Customer For Employee (AR1)
- - Record Payroll Accounts Receivable (AR2)
- - Approve Payroll Accounts Receivable (AR3)

Journal Entries for Abatement

Record Payroll AR – Abatement due to department

DR 1200100 – Accounts Receivable - Abatements

CR 5100000 – Earnings - Permanent Civil Service Emp

Journal Entries for Abatement

(AR Module)

Accounts Receivable > Pending Items > Online Items > Group Entry

GL Unit	Appropriation Reference	Fund	ENY	Account	Alternate Account	Program	Reporting Structure	Budget Date	Item Amount	Journal ID	Short Name
8860	001	0001	2015	1200100	0000000000	9999		08/27/2015	418.02	AR00028054	AR
8860	001	0001	2015	5100000	5100000010	9999	88606300	08/27/2015	-418.02	AR00028054	User

Note:

- Verify the **Budget Date** is within the **ENY period**.
- The system will assign the **Journal ID number** after the batch is approved by the AR Item Approver followed by the nightly batch process run.
- **Journal ID number** must be copied into the invoice/billing document for future reference.
- **Journal ID number** will be required if you need to view data in GL Module.

Reimbursement

- Reimbursements are amounts received as repayment for the actual cost of goods and services or for other expenditures made on behalf of another entity.
- Invoices that are generated outside of FI$Cal will be entered in the AR Module.
- Refer to Finance website at: http://www.dof.ca.gov/Accounting/Consulting_and_Training/
- for eLearning courses on how to:
- - Record AR Reimbursement (AR9)
- - Approve AR Reimbursement/Revenue (AR11)

Reimbursement Invoice

State of California
Department of Finance
Office of State Audits and Evaluations
(916) 322-2985

Invoice # ORA 14-15-0815

To: *First 5 California*
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833

Appropriation Information: 4250-0638-501-00-1998

Invoice Date:
September 23, 2015

Billing Period:
August 2015

DIRECT TRANSFER DO NOT PAY

TOTAL TRANSFERRED: $11,368.00

Journal Entries for Reimbursement

Record Billing of Reimbursements

DR 1240000 – Due From Other Funds

DR 1240100 – Due from Other Appropriations

CR 4810000 – Interdepartmental Reimb-From Other State Depts

Journal Entries for Reimbursement (cont.)

(AR Module)

Accounts Receivable > Pending Items > Online Items > Group Entry

GL Unit	Fund	ENY	Account	Alternate Account	Program	PC Business Unit	Project	Activity	Reporting Structure	Affiliate	Fund Affiliate	Budget Date	Item Amount	Journal ID
8860	0001	2015	1240000	0000000000	6780	8860	000000000000652	000000000000001	88606300	4250	0638	09/23/2015	11,368.00	AR00032739
8860	0001	2015	4810000	4810000000	6780	8860	000000000000652	000000000000001	88606300			09/23/2015	-11,368.00	AR00032739

Note:

- When entering a “Due From Other Funds/Appropriations” account (GL 1240000 or 1240100), always fill in the **Affiliate** and **Fund Affiliate** fields.
- When setting up an AR Reimbursement, always include the Project and Activity fields if you are using project activity to track reimbursement.

Revenue

- Revenue are typically the proceeds collected from taxes, licenses, fees, or investment earnings and provide the major source of state government financing.
- Invoices that are generated outside of FI$Cal will be entered in the AR Module.
- Refer to Finance website at:
- http://www.dof.ca.gov/Accounting/Consulting_and_Training/
- for eLearning courses on how to:
- - Record AR Revenue (AR10)
- - Approve AR Reimbursement/Revenue (AR11)

Journal Entries for Revenue

- Record Billing of Miscellaneous Revenue AR

DR 1240000 – Due From Other Funds

CR 4172500 – Miscellaneous Revenue

Journal Entries – Miscellaneous Revenue

(AR Module)

Accounts Receivable > Pending Items > Online Items > Group Entry

GL Unit	Fund	ENY	Account	Affiliate	Fund Affiliate	Budget Date	Item Amount
8860	0001	2015	1240100	3790	0001	03/08/2016	200.00
8860	0001	2015	4172500			03/08/2016	-200.00

Note:

- When entering a “Due From Other Funds/Appropriations” account (GL 1240000 or 1240100), always fill in the **Affiliate** and **Fund Affiliate** fields.

Accounts Receivable Tips

- Always verify that the budget date is within the corresponding ENY. For example, for ENY 2014 the budget date should be from 7/1/14 through 6/30/15.
- When you are entering a “Due From Other Funds/ Appropriations” account (GL 1240000 and GL 1240100), always fill in the Affiliate and Fund Affiliate fields.
- When setting up an AR for Reimbursement, always fill in the Project and Activity fields if you are using project activity to track reimbursement.
- Always write down the **Journal ID number** on the invoice/billing document for future reference.

How to View Data in AR Module

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

FI$Cal

View/Update Item Details

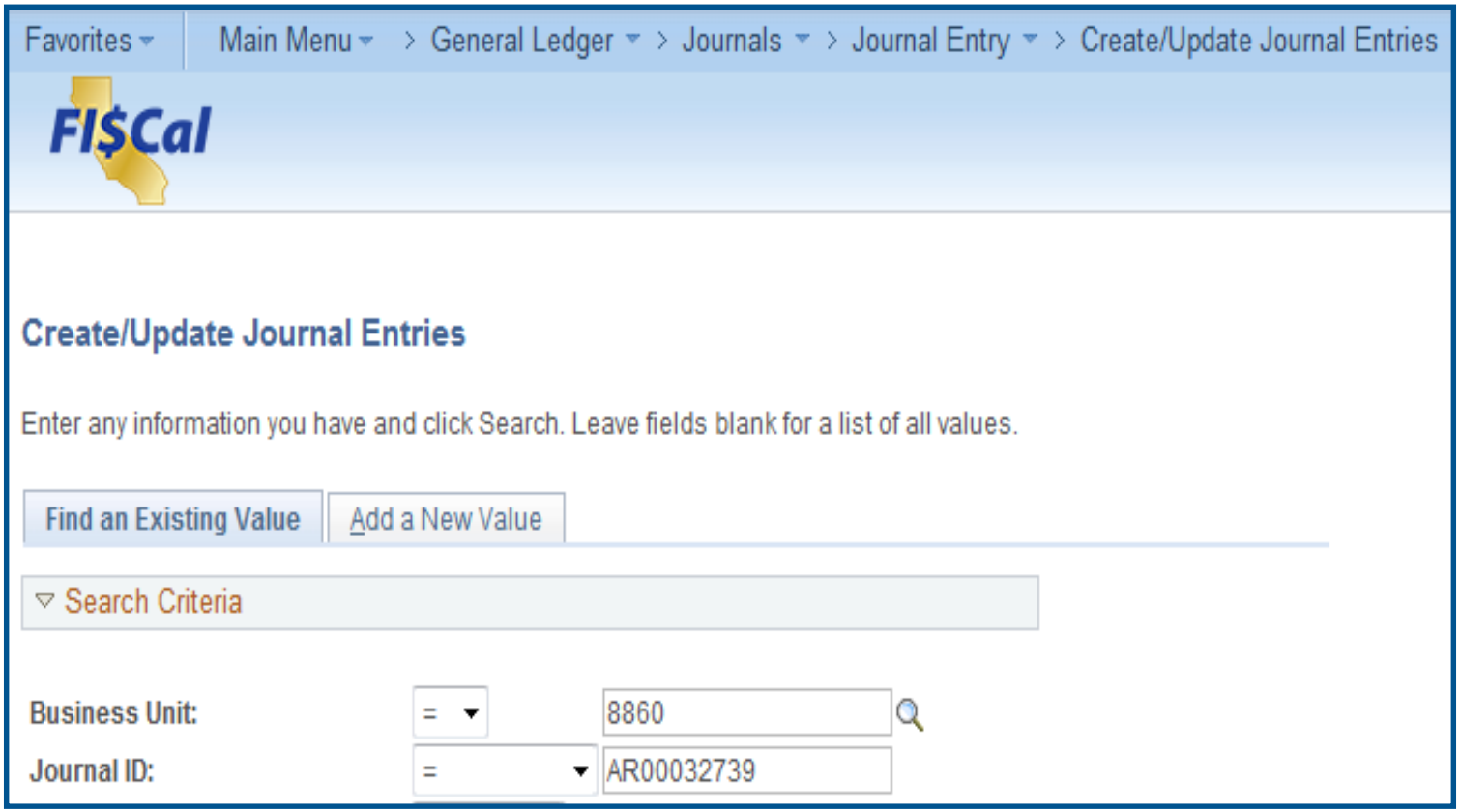
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit:	=	8860
Customer ID:	begins with	
Item ID:	begins with	ORA14150815

How to View Data in GL Module

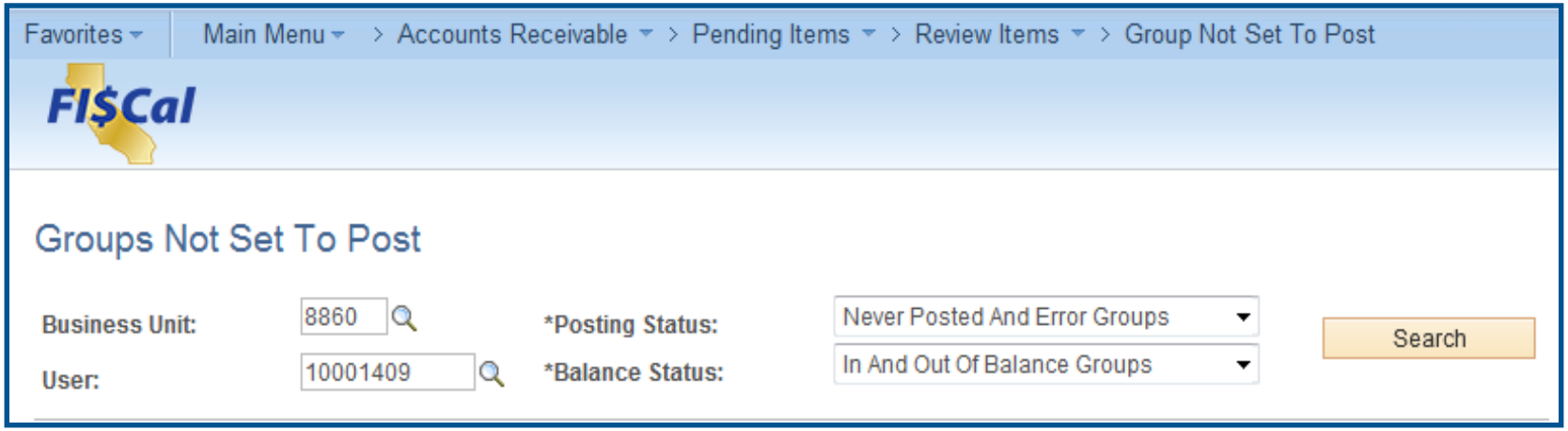


Check for Outstanding Items

AR Items that were entered but not successfully posted to GL.

The following queries to run are:

- ZZ_Outstanding_Items (Job Aid FI$Cal.185 – Using the Outstanding Transaction Queries)
- Groups Not Set to Post



Accounts Receivable Reconciliation

General Ledger > General Reports > Trial Balance

GLS7012	TRIAL BALANCE	Bus. Unit: 8860		Department of Finance			
MODACCRL	Ledger: Modified Accrual Ledger						
As of Year	2015 and Period 3						
Account		ENY	Program	Project	Transaction Debit	Transaction Credit	Balance
1240000	Due From Other Funds	2015	6770028	655	118,750.00	118,750.00	-
			6780	652	861,081.76	386,252.82	474,828.94
			6785019	653	321,901.74	321,901.74	-
			6785055	654	2,380.00	2,380.00	-
4810000	Interdept Reim - Oth St Dept	2015	6770028	655	-	118,750.00	(118,750.00)
				688	-	31,650.00	(31,650.00)
			6780	652	-	979,749.46	(979,749.46)
			6785019	653	-	1,221,901.74	(1,221,901.74)
			6785055	654	-	27,965.00	(27,965.00)

Accounts Receivable Reconciliation

Accounts Receivable > Receivable Analysis > Aging > Aging by Chartfield Rpt

```
                                                                                                PeopleSoft Receivables
 Report ID:  AR30006                                                                              AGING BY CHARTFIELD
 Aging ID: STATE/STAND                                                                                30-SEP-2015
 Chartfield Parameters     ACCOUNT = 1200000-1240900, PRODUCT = 2012-2015
 Display Option: Include All
 Business Unit: 8860
                                                  Total
                                       Entry      Selected
Item          Line   As of     Type  Reason  Terms  Amount        Current       1-30          31-60 Days    61-90 Days
------------- ----   -------- ----- ------  -----  ------------- ------------- ------------- ------------- ------------

        ACCOUNT    1240000
                   Customer ID  DEPT522500                    Customer Name

ORA1140815      0  09/23/2015 DR    MIS     NET30      20,482.00     20,482.00

ORA29150815     0  09/23/2015 DR    MIS     NET30       4,263.00      4,263.00

               Total   Dept of Corrections & Rehab      24,745.00    24,745.00

                   Customer ID  DEPT776000                    Customer Name

ORA20150815     0  09/23/2015 DR    MIS     NET30         882.00        882.00

               Total   Department of General Services      882.00        882.00

Totals for ACCOUNT    1240000                          474,828.94   474,828.94
```

Accounts Receivable Reconciliation

FI$Cal Processes > FI$Cal Report > AR Reports > Customer Account History Rpt

Report ID:RPTAR025

FI$Cal
Customer Account History Report

Original Item Chartfields
Business Unit:8860
Program Code : ALL
Remaining Amount: ALL

Reporting Structure : ALL
Year of Enactment: : 2015
BU Affiliate : ALL
Customer ID: ALL

Project ID : 000000000000653
Fund : ALL
Fund Affiliate : ALL
Date From: 07/01/2015 Date To: 09/30/2015

	Item ID	Acct. Date	Item Amount	Net Receivable Amount	Collected Amount
DEPT750200	Department of Technology				
	CALS201501	09/18/2015	321,901.74	321,901.74	-321,901.74
				Customer Total:	-321,901.74

Accounts Receivable Reconciliation

General Ledger > General Reports > Ledger Activity

Report ID:		GLS7002	GENERAL LEDGER ACTIVITY									
Bus. Unit:		8860	Department of Finance									
Ledger:		MODACCRL	Modified Accrual Ledger									
For Fiscal Year		2015	Period 1 to 3									
Account: 4110200 to 4899999												
		Journal Date	Journal ID	Seq	Line	Fund	ENY	Account	Project	Debit	Credit	Balance
		Beginning Balance:				1	2015	4810000	653			-
		8/3/2015	24835		2			4810000		-	900,000.00	
Period	2	Total:	< 900,000.00>									
		9/18/2015	AR00031823		1			4810000		-	321,901.74	
Period	3	Total:	< 321,901.74>									
		Total Activity:				1	2015	4810000	653			< 1,221,901.74>
		Ending Balance:										< 1,221,901.74>

Accounts Receivable

Supplemental Material for this segment:

- AR – Journal Entries
- AR – Reports/Queries

Cash Receipts
(AR Module)

Cash Receipts

This segment will cover:

1. Key Concepts
2. Cash Receipts Transactions
   - Bank Deposits
   - System Deposits (SCO Journal Entries)
3. Journal Entries (JEs) and Remittance
4. Reports and Queries

Key Concepts

1. Requires two roles to complete a deposit:
   - AR Payment Processor
   - AR Payment Approver

2. The term "**receipts**" is used interchangeably with the term "**payments**"; for example, AR *payments* and miscellaneous *receipts*.

3. Deposits are posted to the cash account **1109300 Pending Cash Transfers – AR**, *not* to the account 1101000 General Cash.

Key Concepts

4. **Cash in State Treasury (ST), 1104000 account**, is no longer at the department level. This is now at the statewide level under Business Unit (BU) 0000.

5. Remittance of receipts to the 1104000 account is now system generated when the reclassification of cash occurs in the Cash Management (CM) Module.

6. Departments must continue to use **eFITs** to remit outside of FI$Cal for SCO records (until SCO begins transacting in FI$Cal). Do *not* post the CRE SCO JE since system has already reclassed the cash.

Cash Receipts Transactions

A. **Bank Deposits**
   1. Abatement
   2. Reimbursement
   3. Revenue
   4. Office Revolving Fund (ORF)
   5. Uncleared Collections

B. **System Deposits** – SCO Journal Entries
   1. Payroll AR (AR0 and APO)
   2. Direct Billing

Cash Receipts Transactions

To post the transactions, refer to Finance website for the **eLearning** courses: http://www.dof.ca.gov/Accounting/Consulting_and_Training/

- **Payroll AR Transactions:**
  - SCO Transfer-State Share - AR0 ***(AR4 and AR5)***
  - SCO Collection of PAR - APO ***(AR6 and AR7)***
- **Billed AR Transactions *(AR12 – AR14)***
- **Misc Receipts (Unbilled AR) Transactions *(AR15 – AR19)***

Bank Deposits Process

1. Determine if the receipt is for an AR payment or a miscellaneous receipt (unbilled AR payment)
   - **AR Payment** – requires AR Item number
   - **Misc Receipt** – requires accounting information (journal entry)

2. Complete **the Batch Header and a Deposit Log (**depending on your department's business process).

3. Post in FI$Cal to the department's **CTS bank account**

Note: Depending on the Cash Type and Fund coding to the CTS bank account, the cash entry will integrate with the Cash Management (CM) Module for bank and ORF reconciliation.

Misc Receipts Bank Deposit

Batch Header Example

SAMPLE

FI$CAL ACCOUNTING ENTRIES

DEPOSIT ID #	393
BATCH TOTAL	1,040.00
BATCH COUNT	2
FM	05 - NOV

BANK DEPOSITS TO 244 CTS ACCOUNT

Pmt #	AMOUNT	TYPE	ENY	REPORTING STRUCTURE	PROGRAM	ACCOUNT	PROJECT	ACTIVITY		
1	800.00	REIMBURSEMENT BOS GOV BUD TRAINING	2015	88604520 BOS/FO	6770028	4810000 interdpt reimb	688	1		REF = 001 FUND = 0001
2	240.00	REVENUE MISC	2015	NA	NA	4172500 misc rev	NA			REF = 001 FUND = 0001
	1,040.00									

AR Payment Processor Notes:

BANK ACCT **244**

Set up on Payment Tab: **Check, Check, GEN CASH**

For non-AR payments, select the **Journal Directly Box**

Bank Deposit Slip #	1244000229
Bank Deposit Date	11/5/2015
Remittance Number	
Remittance Date	

Validation after posting and AR module has been batch processed:

AR > Payments > Review Payments > Incomplete Payments

Note: incomplete items must be researched and resolved in the AR Module

AR Payment Processor	**DATE**
AR Payment Approver	**DATE**
Remittance Processor	**DATE**

Misc Receipts Bank Deposit

Deposit Log Example

CTS Bank Account 244		Department of Finance - ORG 8860 FI$Cal Deposit Log FY 2015-16							SAMPLE
Date Posted to FI$Cal	FI$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Date	Deposit Slip # or SCO JE #	Control Tota	Contro l Cou	EFITS RA #	RA DATE	Comments
10/28/2015	**390**	**4**	10/12/2015	APO1510142	$ 1,160.12	11			PAR SCO JE "AP0" - PART I (FULL PMTS)
10/28/2015	**391**	**4**	10/12/2015	APO1510142	$ 1,466.96	11			PAR SCO JE "AP0" - PART II (PARTIAL PMTS)
10/28/2015	**392**	**4**	10/20/2015	1244000226	$ 1,477.00	3	R00695	10/29/2015	BANK DEPOSIT (deposit less $500 for ORF reimburse)
11/6/2015	**393**	**5**	11/5/2015	1244000229	$ 1,040.00	2	R00696	11/9/2015	BANK DEPOSIT
11/6/2015	**394**	**5**	11/3/2015	AR044870	$ 13.14	1			PAR SCO JE "AR0"
11/6/2015	**395**	**5**	11/3/2015	AR044871	$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	**396**	**5**	11/3/2015	AR045120	$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	**397**	**5**	11/4/2015	VARIOUS	$ 625.00	3			DIRECT BILLING - SCO JE (BOS GB TRAINING)
11/10/2015	**398**	**5**	11/10/2015	1244000230	$ 2,262.50	1	NA		BANK DEPOSIT - ORF TRANSIT

Deposit Screen Example – CTS Bank Account

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

FI$Cal

Totals | Payments

Unit: 8860 Deposit ID: NEXT

Delete Deposit

*Accounting Date:	12/01/2015		Control Currency:	
*Bank Code:	STATE	State Bank	Format Currency:	USD
*Bank Account:	244	244	Rate Type:	CRRNT
*Deposit Type:	R	Regular	Exchange Rate:	1.00000000
Bank Deposit Number:			Identifier:	

Control Totals

Control Total Amount:	0.00	*Count:	0
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data

*Received:	12/02/2015
*Entered:	12/02/2015
Posted:	
Assigned:	10001396
User:	10001396

Save | Notify | Refresh | Add | Update/Display

Misc Receipts - Journal Entries (JE)

Example

Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

GL Unit	Line Amount	Approp Ref	Fund	Year of Enactm	Account	Alt Acct	Program	PC Business Unit	Project	Activity	Rptg Structure	Status	Journal ID	Journal Date
8860	-800	1	1	2015	4810000	4810000000	6770028	8860	688	1	88604520	Complete	AR00044225	11/5/2015
8860	800		1		1109300	9999999999		8860	688	1		Complete	AR00044225	11/5/2015
8860	-240	1	1	2015	4172500	0						Complete	AR00044225	11/5/2015
8860	240		1		1109300	9999999999						Complete	AR00044225	11/5/2015

Example shows two miscellaneous receipts posted:

1) $800 Reimbursements (GL account 48100)
2) $240 Revenue (GL account 41725).

Note: Some cells are hidden for display purposes.

Misc Receipts - System Generated Entries
(Reclass of Cash)

Favorites | Main Menu > Cash Management > Treasury Accounting > Cash Accounting > Review Direct Journal Payment

FI$Cal

Direct Journal payment History

Unit: 8860 **Deposit ID:** 393 **Payment ID:** REIMBURSEMENT

Accounting Entries

People Soft Generated Accounting Entries — Personalize | Find | View All | First 1-2 of 2 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Type	Payment Sequence	Distribution Sequence	GL Business Unit	Debit Amount	Credit Amount	Foreign Amount	Foreign Currency Code	Appropriati Reference
	1	1	8860			-800.00	USD	001
	1	2	8860			800.00	USD	

Cash Accounting Reclassification Entries — Personalize | Find | View All | First 1-4 of 4 Last

Main Information | Chartfields | Journal Reference Information | Budget | Bank

	Payment Sequence	Distribution Sequence	Description	Monetary Amount	Tax Authority	GL Business Unit	Currency Code	Ledger
1	1	2	Cash Reclassification	800.000		0000	USD	MODACCRL
2	1	2	Cash Reversal	-800.000		8860	USD	MODACCRL
3	1	2	Inter/IntraUnit Payable	-800.000		0000	USD	MODACCRL
4	1	2	Inter/IntraUnit Receivable	800.000		8860	USD	MODACCRL

Misc Receipts – Journals

AR Module – Miscellaneous Receipts

DR 1109300 – Pending Cash Transfers – AR	$1,040	*BU8860*
CR 41XXXXX – Revenue and	$ 240	*BU8860*
48XXXXX – Reimbursements	$ 800	*BU8860*

CM Module – Reclassification of Cash

DR 6520000 – Unapp. InterUnit Transfers In	$1,040	*BU8860*
CR 1109300 – Pending Cash Transfers – AR	$1,040	*BU8860*
DR 1104000 – Cash in State Treasury	$1,040	*BU0000*
CR 6510000 – Unapp. InterUnit Transfers Out	$1,040	*BU0000*

Refer to Handout CR-1 for summary of journal entries

Summary of Journal Entries

Miscellaneous Receipts *(AR Module)*

DR 1109300 Pending Cash Transfers – AR

CR 41XXXXX Revenue *BU8860*

48XXXXX Reimbursements *BU8860*

5XXXXXX Abatements *BU8860*

AR Payments *(AR Module)*

DR 1109300 Pending Cash Transfers – AR *BU8860*

CR 12XXXX Accounts Receivable *BU8860*

Cash Reclassification – "Remittance"

CM Module - system generated entries

DR 6520000 Unapp. InterUnit Transfers In *BU8860*
CR 1109300 Pending Cash Transfers – AR *BU8860*

DR 1104000 Cash in State Treasury *BU0000*
CR 6510000 Unapp. InterUnit Transfers Out *BU0000*

To summarize, "Remittance" occurs in the system when the cash is posted to account 1104 under the statewide BU0000; however, departments must continue to use eFITS process outside of FI$Cal for SCO records.

ORF – JE Summary

Salary Advance Example

AR Module – ORF Salary Advance Payment

DR 1109300 – Pending Cash Transfers – AR *BU8860*

CR 1301300 – Salary Advances *BU8860*

CM Module – Reclassification of Cash

DR **1101200** – Revolving Fund Cash *BU8860*

CR 1109300 – Pending Cash Transfers – AR *BU8860*

System Deposits - *SCO JEs*

1. **Review SCO JE** to determine transaction type and DR/CR to 1140 Cash in ST account
2. Complete **the Batch Header and a Deposit Log (**depending on your department's business process)
3. Post to Internal Transaction **Bank Account "9999"**

Note: These transactions do not go through the department's general checking account so reclassification of cash does not occur.

Bank Account 9999

- Bank Account 9999 is an account designated by FI$Cal for internal transactions. These transactions are SCO JEs such as payroll ARs and direct transfers.
- Does not impact CTS bank balance (general checking account).
- Transactions post directly to the 1104 Cash in ST account.

Deposit Screen Example – Bank Acct 9999

Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

FI$Cal

Totals | Payments

Unit: 8860 Deposit ID: NEXT

Delete Deposit

*Accounting Date:	12/01/2015		Control Currency:	
*Bank Code:	STATE	State Bank	Format Currency:	USD
*Bank Account:	9999	9999999	Rate Type:	CRRNT
*Deposit Type:	R	Regular	Exchange Rate:	
Bank Deposit Number:			Identifier:	

Control Totals

Control Total Amount:	0.00	*Count:	0
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data

*Received:	12/02/2015
*Entered:	12/02/2015
Posted:	
Assigned:	10001396
User:	10001396

Save | Notify | Refresh | Add | Update/Display

Payroll AR – SCO JE "AR0" Example

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS

NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR A/R # 19706, CLEARANCE # 51186 OF 08-27-2015

---------- AGENCY APPROPRIATION ----------

FUND	AGY	FY	REF/ITM	FEDCATLG	CA	PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000-	8860-	2015-	001	-00000000-		-99-	-		-	-00000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY.	POSITION NUMBER UNIT	CLASS	SER.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
	J DOE	300	775	5432	812	0-08-2015	0	.00

SALARY TYPE	RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62 TOTAL	GROSS
	$.00	$2,815.08CR	$.00

PAYMENT TYPE	RETIREMENT	OASDI	HB PREM	HB ADM
K	$.00	$34.62	$2,839.16CR	$10.54CR

DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	SDI	OTHER DED
$.00	$.00	$.00	$.00	$.00	$418.02CR

$418.02 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION

Payroll AR - SCO JE "AR0" Example

Misc Receipt (Unbilled AR)

```
MAIL CODE 8860
      ROUTE TO AGENCY                    STATE CONTROLLER'S OFFICE                    DOCUMENT NO

  DEPT OF FINANCE                         DIVISION OF ACCOUNTING                     AR021945
                                          SACRAMENTO, CALIFORNIA
REPORT NO: FC-145-10-D            TC-38   NOTICE OF TRANSFER                        DATE: 08/27/2015

 FUND   AGCY  FY   REF/   FEDERAL  CT PG EL COM TSK TYP SOURCE  ACCOUNT NO
                   ITEM   CATALOG                 -------DESCRIPTION-------          DEBITS          CREDITS

0675                                                          1140                  3,233.10
0675                                                          7002                                  3,233.10
                                          JDOE              CLO51186


TO FUND      STATE PAYROLL REVOLVING                                                 3,233.10


0001                                                          9010                  3,233.10
0001    8860 2015  001                          C               000                 3,233.10
0001    8860 2015  001                99        C               000                 3,233.10
0001    8860 2015  001                99        D               000                 3,233.10
                                          JDOE              CLO51186
0001                                                          1140                                  3,233.10


FROM FUND    GENERAL FUND                                                                           3,233.10

                                          TOTALS                                  3,233.10          3,233.10
      REASON FOR ABOVE ACTION.
   PS STATE PAYROLL REVOLVING FUND:
      TO SET UP AN ACCOUNTS RECEIVABLE DUE FROM EMPLOYEE FOR
      SALARY OVERPAYMENT AND TO TRANSFER TO THE AGENCY'S
      APPLICABLE APPROPRIATION OR REFUNDS TO REVERTED
      APPROPRIATIONS ANY EMPLOYEE DEDUCTIONS THAT MAY HAVE
      BEEN WITHHELD FROM EMPLOYEE'S EARNINGS AND ANY EMPLOYER
      SHARE OF OASDI, RETIREMENT AND HEALTH PREMIUMS THAT MAY
      HAVE BEEN CHARGED TO THE AGENCY APPROPRIATION AT THE
      TIME OF OVERPAYMENT.
```

Payroll AR – "AR0" JE Summary

System Deposit Transaction (for Health Benefits entry)

DR	5150350 – Health & Welfare Insurance	*BU8860*
CR	6510000 – Unapp. InterUnit Trans Out	*BU8860*
DR	6520000 – Unapp. InterUnit Transfers In	*BU0000*
CR	1104000 – Cash in State Treasury	*BU0000*

Note: There is no 1109300 account because this transaction does not hit the CTS bank account. Posting details of the journal lines are available in the eLearning courses AR4 and AR5.

Direct Billing - Example

State of California
Department of Finance
Office of State Audits and Evaluations
(916) 322-2985

Invoice # ORA 14-15-0815

To: *First 5 California*
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833

Appropriation Information: 4250-0638-501-00-1998

Invoice Date:
September 23, 2015

Billing Period:
August 2015

DIRECT TRANSFER DO NOT PAY

TOTAL TRANSFERRED: $11,368.00

Direct Billing – SCO JE Example
AR Payment

```
MAIL CODE 8860
      ROUTE TO AGENCY.                    STATE CONTROLLER'S OFFICE                          DOCUMENT NO

  DEPT OF FINANCE                          DIVISION OF ACCOUNTING                           DOF2015033
                                           SACRAMENTO, CALIFORNIA
 REPORT NO: FC-145-10-D            TC-39  NOTICE OF TRANSFER                                DATE: 10/05/2015

  FUND   AGCY  FY   REF/   FEDERAL  CT PG EL COM TSK TYP SOURCE  ACCOUNT NO
                    ITEM   CATALOG              -------DESCRIPTION-------                  DEBITS            CREDITS

 0638                                                          9010                        11,368.00
 0638    4250 1998  501                            C              000                       11,368.00
 0638    4250 1998  501                            D              000                       11,368.00
                                          AUG 2015  BILLING PERIOD
 0638                                                          1140                                          11,368.00



 FROM FUND    ADMINISTRATION ACCT                                                                            11,368.00


 0001                                                          1140                        11,368.00
 0001                                                          9010                                          11,368.00
 0001    8860 2015  001                            C              000                                          11,368.00
 0001    8860 2015  001                 20         C              000                                          11,368.00
 0001    8860 2015  001              90 20         F  0001        000                                          11,368.00
                                          AUG 2015  BILLING PERIOD
```

Direct Billing – JE Summary

System Deposit Transaction – AR Payment

DR	6520000 – Unapp. InterUnit Transfers In	*BU8860*
CR	12XXXXX – Accounts Receivable	*BU8860*
DR	1104000 – Cash in State Treasury	*BU0000*
CR	6510000 – Unapp. InterUnit Transfers Out	*BU0000*

Cash Receipts Tips

- Always verify that the **budget date** is within the corresponding **ENY**. For example, for ENY 2014 the budget date should be from 7/1/14 through 6/30/15.

- **Deposit ID number** should be referenced on the source documents/deposit log for researching or navigating to specific data.

- **Account 1109300** debits and credits should net to zero; any balance at month end should be researched and will be a reconciling item until resolved.

Cash Receipts Tips

- **Accounts 6510000 and 6520000** net balance of these two accounts is the department's ending balance for the account **1104000 Cash in ST**.

- Be sure to select the **correct Bank Account** for the transaction (CTS Bank Account vs 9999 Bank Account); otherwise, it becomes a bank reconciliation issue.

- Do **not** post the ORF Replenishment SCO JE – the system generates the entries for the replenishment.

How to View Payment Data in AR Module

Navigations Available to *Cash Receipts Report*

- Main Menu > Reporting Tools > Query > Query Viewer > ZZ_CASH_RECEIPTS_REPORT
- Main Menu > FI$Cal Processes > FI$Cal Report > AR Reports > Cash Receipts Report
- Main Menu > Accounts Receivable > Payments > Reports > Cash Receipts Report

Refer to Handout CR-2 Reports and Queries

Cash Receipts Report - Example

Accounts Receivable > Payments > Reports > Cash Receipts Reports

Revenue and Posted Direct Journal Transactions

Fiscal Year - 2015
Fund Code - 0001
Enactment Year - 2015

Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
3860	393	11/05/2015	STATE	244	1244000229	BANK DEP	$1,040	2	REVENUE	11/05/2015	$240	CHK	MISC REVENUE	0001	4172500	2015	001	Directly Journalled

Reimbursements and Posted Direct Journal Transactions

Fiscal Year - 2015
Fund Code - 0001
Enactment Year - 2015

Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
3860	393	11/05/2015	STATE	244	1244000229	BANK DEP	$1,040	2	REIMBURSEMENT	11/05/2015	$800	CHK	BOS GOV BUDGET TRAINING	0001	4810000	2015	001	Directly Journalled

Note: Some cells are hidden for display purposes.

Cash Receipts Report Queries

Use these four main queries to validate your deposit entries periodically

1. ZZ_ARItem_Entries_NotSentTo_GL
2. ZZ_ARMisc_Entries_NotSentTo_GL
3. ZZ_Outstanding_Deposits
4. Accounts Receivable > Payments > Review Payments > Incomplete Payments

Refer to Handout CR-2 Reports and Queries for the navigation path for the Queries

Cash Receipts

Supplemental Material for this segment:

1. **Handout CR-1** Cash Receipts – Journal Entries
2. **Handout CR-2** Cash Receipts – Reports and Queries

ORF Reconciliation

ORF Reconciliation

This segment will cover:

- Journal Entries
- Reports
- Reconciliation

ORF Journal Entries:

VOUCHER AND CASH RECLASS				
i.	Expense Advances (ORF)			
		DR	1301100	Expense Advances
		CR	2000000	Accounts Payable
ii.	Cash Reclass			
		DR	2000000	Accounts Payable
		CR	1109200	Pending Cash Transfers-AP
		DR	1109200	Pending Cash Transfers-AP
		CR	1101200	Revolving Fund Cash

Voucher Creation

System Generated

ORF Journal Entries (continued)

VOUCHER REPLENISHMENT				
i.	JE Replenishment			
		DR	2000000	Accounts Payable
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1109200	Pending Cash Transfers-AP
		CR	2000000	Accounts Payable
		DR	1101200	Revolving Fund Cash
		CR	1109200	Pending Cash Transfers-AP

SCO generated replenishment

ORF Journal Entries (continued)

DEPOSITS AND CASH RECLASS				
i.	Deposit Made			
		DR	1109300	Pending Cash Transfers-AR
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1101200	Revolving Fund Cash
		CR	1109300	Pending Cash Transfer-AR

Deposit Creation

System Generated

ORF Reconciliation per SAM section 7965

Department Name & Business Unit Number
CTS/ORF or Office Revolving Fund Reconciliation

As of Date

	Detail	Total
Cash:		
Cash book balance (1101200)		7,500.00
General Cash –CTS Account (1101000)		150.00
Cash on Hand:		
Petty Cash or/and Cash Purchase Funds (1100000)	500.00	
Undeposited Receipts (1100000)	50.00	550.00
Advances:		
Expense (1301100)	950.00	
Travel (1301200)	600.00	
Salary (1301300)	400.00	1,950.00
Uncleared Collections (2090100)		- 150.00
Amount of revolving fund withdrawn from appropriation or authorized pursuant to statute		10,000.00

June 2016 ORF Reconciliation					
GLAN	Account Title	Balances per Trial Balances		Total Balance Forward	Comments
1100000	Cash on Hand (Petty Cash allocation $100)	100.00			
1101000	General Cash	75.00			
1301100	Expense Advances	10,959.44			
1301200	Travel Advances	0.00			
1301300	Salary Advances	636.42			
2090100	Uncleared Collections	(75.00)			
	Totals	11,695.86		11,695.86	
	Reconciling Items:				
1101200	Cash Book Balance			188,304.14	
	TOTAL - Amount of revolving fund withdrawn from appropriation			**200,000.00**	
	Performed by:_____	_____	Date:	_____	
	Reviewed by:_____	_____	Date:	_____	

ORF Handout 1

Main Menu > FI$Cal Processes > FI$Cal Report > GL Reports > Trial Balance Report by Period

Report ID: ZGL111

FI$Cal
DEPARTMENT OF FINANCE Trial Balance Report by Period
As Of:06/30/16

Page No: 1

Business Unit: 8860
Ledger: MODACCRL
Fiscal Year: 2015
Period From: 12 To Period: 12
000000244 to 000000244

Run Date: 07/19/2016
Run Time 07:41:25

Fund: 0000 General Checking/Rev Fund
244

ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$ 100.00	$ 0.00	$ 0.00	$ 100.00
1101000	General Cash - CTS Accounts	$ 2,575.00	$ 23,673.43	$ 26,173.43	$ 75.00
1101200	Revolving Fund Cash	$ 195,025.25	$ 12,091.00	$ 18,812.11	$ 188,304.14
1109100	Pending Cash Transfers - GL	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1109200	Pending Cash Transfers - AP	$ 0.00	$ 51,740.91	$ 51,740.91	$ 0.00
1109300	Pending Cash Transfers - AR	$ 0.00	$ 28,959.06	$ 28,959.06	$ 0.00
1240000	Due From Other Funds	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1301100	Expense Advances	$ 4,853.75	$ 18,150.69	$ 12,045.00	$ 10,959.44
1301200	Travel Advances	$ 21.00	$ 0.00	$ 21.00	$ 0.00
1301300	Salary Advances	$ 0.00	$ 636.42	$ 0.00	$ 636.42
2000000	Accounts Payable	$ 0.00	$ 36,455.54	$ 36,455.54	$ 0.00
2010000	Due to Other Funds - Current	$ -200,000.00	$ 0.00	$ 0.00	$ -200,000.00
2021000	Due to Local Governments	$ 0.00	$ 6,005.00	$ 6,005.00	$ 0.00
2023000	Local Sales Taxes Payable	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2090100	Uncleared Collections	$ -2,575.00	$ 26,173.43	$ 23,673.43	$ -75.00
6510000	Unapp InterUnit Transfers Out	$ -150.00	$ 0.00	$ 0.00	$ -150.00
6520000	Unapp InterUnit Transfers In	$ 150.00	$ 0.00	$ 0.00	$ 150.00
Total Fund:	000000244	$ 0.00	$ 203,885.48	$ 203,885.48	$ 0.00
Total:			$ 203,885.48	$ 203,885.48	

ORF Handout 2

Main Menu > General Ledger > General Reports > Ledger Activity

Ledger Activity Report

Run Control ID: Ledger_Activity_244 | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

Unit: 8860

Ledger: MODACCRL

Fiscal Year: 2015 | Currency: USD

From Period: 12 | To Period: 12 | Date Code: All

Include Adjustment Periods

	Adjustment Period
1	

☐ Show Discrepancies Only ☑ Show Journal Detail ☐ Display Full Numeric Field

Refresh

ChartField Selection

Personalize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☑	☐	☐	000000244	000000244
2	Account	☑	☑	☑	☑		
	Fund Affiliate	☐	☐	☐	☐		
	Alternate Account	☐	☐	☐	☐		

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Report ID: GLS7002
Bus. Unit: 8860--Department of Finance
Ledger: MODACCRL -- Modified Accrual Ledger
For Fiscal Year 2015 Period 12 to 12
Fund: 000000244 to 000000244 Currency Code: USD

Page No. 1
Run Date 07/19/2016
Run Time 07:49:37

Cur	Journal Date	Journal ID	Seq	Line	Fund	Account	Debit	Credit	Balance
USD	Beginning Balance:				000000244	1100000			100.00
	Total Activity:								0.00
	Ending Balance:								100.00
USD	Beginning Balance:				000000244	1101000			2,575.00
	06/02/2016	CRD0133272	4			1101000	25.00	0.00	
	06/15/2016	CRD0140687	5			1101000	20,903.84	0.00	
	06/15/2016	CRD0140687	6			1101000	2,290.86	0.00	
	06/17/2016	CRD0140688	2			1101000	0.00	2,500.00	
	06/22/2016	CPP0142485	15			1101000	0.00	157.14	
	06/22/2016	CPP0142485	16			1101000	0.00	2,505.33	
	06/22/2016	CPP0142485	17			1101000	0.00	43.09	
	06/22/2016	CPP0142485	18			1101000	0.00	9,446.86	
	06/22/2016	CPP0142485	19			1101000	0.00	556.94	
	06/22/2016	CPP0142485	20			1101000	0.00	1,543.77	
	06/22/2016	CPP0142485	21			1101000	0.00	718.26	
	06/22/2016	CPP0142485	22			1101000	0.00	1,402.42	
	06/22/2016	CPP0142485	23			1101000	0.00	291.09	
	06/22/2016	CPP0142485	24			1101000	0.00	3,067.15	
	06/22/2016	CPP0142485	25			1101000	0.00	643.92	
	06/22/2016	CPP0142485	26			1101000	0.00	527.87	
	06/22/2016	CPP0142485	27			1101000	0.00	1,018.94	
	06/22/2016	CPP0142485	28			1101000	0.00	1,271.92	
	06/29/2016	CRD0145839	5			1101000	453.73	0.00	
	06/30/2016	0000147181	2			1101000	0.00	25.00	
	06/30/2016	CPP0146229	8			1101000	0.00	453.73	
								Period 12 Total: <	2,500.00>
USD	Total Activity:				000000244	1101000		<	2,500.00>
	Ending Balance:								75.00
USD	Beginning Balance:				000000244	1101200			195,025.25
	06/03/2016	CPP0132012	17			1101200	65.00	0.00	

ORF Handout 3

Main Menu > Reporting Tools > Query > Query Manager

Query Manager

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

Find an Existing Query | Create New Query

*Search By Query Name begins with ZZ_AP_ACCT_ENTRIES

Search Advanced Search

Search Results

*Folder View -- All Folders --

Check All Uncheck All *Action -- Choose -- Go

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

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	ZZ_AP_ACCT_ENTRIES_SENT_TO_GL	Recon-AP_AcctEntries_SentTo_GL	Public		Edit	HTML	Excel	XML	Schedule

1	Recon-AP_AcctEntries_SentTo_GL												
2	Unit	Voucher	Vendor	Name	Journal ID	Date	Approp Ref	Fund	ENY	Account	Amount	Invoice	Period
27	8860	00003817	0000008310	TAXI BILLING SERVICES INC	AP00128079	6/3/2016		0001		6510000	(8.00)	6582	12
28	8860	00003817	0000008310	TAXI BILLING SERVICES INC	AP00128079	6/3/2016		0001		6510000	(7.00)	6582	12
29	8860	00003817	0000008310	TAXI BILLING SERVICES INC	AP00128079	6/3/2016	001	0001	2015	2000000	7.00	6582	12
30	8860	00003817	0000008310	TAXI BILLING SERVICES INC	AP00128079	6/3/2016	001	0001	2015	2000000	8.00	6582	12
31	8860	00003818	0000005982	KRONICK MOSKOVITZ TIEDEMANN	AP00134996	6/3/2016	001	0001	2015	5340510	863.62	282653	12
32	8860	00003818	0000005982	KRONICK MOSKOVITZ TIEDEMANN	AP00134996	6/3/2016	001	0001	2015	2000000	(863.62)	282653	12
33	8860	00003848	0000000028	SACRAMENTO REGIONAL TRANSIT DIST	AP00131096	6/3/2016		0001		1109200	(2,025.00)	Replenish-00003716	12
34	8860	00003848	0000000028	SACRAMENTO REGIONAL TRANSIT DIST	AP00131096	6/3/2016		000000244	2015	1301100	(2,025.00)	Replenish-00003716	12
35	8860	00003848	0000000028	SACRAMENTO REGIONAL TRANSIT DIST	AP00131096	6/3/2016	001	0001	2015	2021000	2,025.00	Replenish-00003716	12
36	8860	00003848	0000000028	SACRAMENTO REGIONAL TRANSIT DIST	AP00131096	6/3/2016	001	0001	2015	5150900	2,025.00	Replenish-00003716	12

ORF Handout 4

ORF Reconciliation

Supplemental Material for this segment:

1. ORF Reconciliation – Journal Entries
2. ORF Reconciliation – List of Reports
3. ORF Reconciliation – Report Samples
4. ORF Reconciliation - Tips

Bank Reconciliation

Bank Reconciliation

This segment will cover:

- Reports
- Reconciliation
  - Use of department manual logs
- Common problems for both ORF and Bank Reconciliation
- Overview of tips for both ORF and Bank Reconciliation

Bank Statement Register (Job Aid FI$Cal.154)

Report ID:RPTCM007

FI$Cal
Bank Statement Register

Page no : 1
Run Date: 07/19/2016
Run Time: 09:26:02

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit: 8860
Bank Number: 121113423
Bank Account: 244
From Date: 06/01/2016
Recon Status: All
Through Date: 06/30/2016

Beginning Balance: $12,576.19

Total Deposit: $7,278,571.17
Total Withdrawal: $7,262,962.47
Ending Balance: $28,184.89

Deposits

Bank Date	Bank Stmt Code	Description	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
06/02/2016	175	CHECK DEPOSIT PACKAGE	1244000263	000	$1,346,113.49	Deposits	Reconciled
06/09/2016	175	CHECK DEPOSIT PACKAGE	1244000265	000	$2,354.38	Deposits	Reconciled
06/09/2016	175	CHECK DEPOSIT PACKAGE	1244000264	000	$227,765.81	Deposits	Reconciled
06/09/2016	191	INDIVIDUAL INCOMING INTERNAL MONEY TRANSFER	001500025		$4,434.12	General Transaction	Reconciled
06/15/2016	175	CHECK DEPOSIT PACKAGE	1244000266	000	$481,324.59	Deposits	Reconciled
06/15/2016	191	INDIVIDUAL INCOMING INTERNAL MONEY TRANSFER	00R00708		$500.00	General Transaction	Amounts Not Equal
06/16/2016	191	INDIVIDUAL INCOMING INTERNAL MONEY TRANSFER	001500027		$4,846.25	General Transaction	Reconciled
06/29/2016	175	CHECK DEPOSIT PACKAGE	1244000270	000	$4,717,951.00	Deposits	Reconciled
06/29/2016	175	CHECK DEPOSIT PACKAGE	1244000269	000	$490,750.28	Deposits	Reconciled
06/29/2016	175	CHECK DEPOSIT PACKAGE	1244000267	000	$431.25	Deposits	Reconciled
06/29/2016	175	CHECK DEPOSIT PACKAGE	1244000268	000	$2,100.00	Deposits	Reconciled

Transaction Amount for Deposits : $7,278,571.17 Transactions : 11

Disbursements

Bank Date	Bank Stmt Code	Description	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
06/02/2016	475	CHECK PAID	1000422		$65.00	Check	Reconciled

Report ID:RPTCM007

FI$Cal
Bank Statement Register

Page no : 1
Run Date: 07/25/2016
Run Time: 08:54:58

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	**Recon Status:**	All
Bank Number:	121113423		
Bank Account:	244		
From Date:	06/01/2016	**Through Date:**	06/30/2016

Beginning Balance:	$12,576.19
Total Deposit:	$7,278,571.17
Total Withdrawal:	$-7,262,962.47
Ending Balance:	$14,554,109.83

ACCOUNT NO. 244

MAIL CODE: 8860

GENERAL CHECKING/REV FUND
DEPARTMENT OF FINANCE

BALANCE FORWARD	DEPOSITED IN TREASURY THIS PERIOD	CHECKS PAID THIS PERIOD	NEW BALANCE
$200,352.80	$7,278,571.17	$7,262,962.47-	$215,961.50

CHECK LISTING ACCOUNT NO. 244

MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
06	03	01000410		$45.00-	06	02	01000422		$65.00-	06	02	01000427		$66.25-
06	10	01000430		$25.00	06	16	01000431		$35.00	06	16	01000432		$900.00

Main Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: 121113423
Account #: 244
Statement ID: %
From Date: 06/01/2016
Thru Date: 06/30/2016
*Reconciliation Status: Unreconciled
From Amount:
To Amount:
Currency Code: USD
Search
Advanced Search

Bank Transactions

Personalize | Find | View All | First 1-4 of 4 Last

Select	Reference	Bank Date	Tran Amt	Type
☐	00R00718	06/21/2016	-206,861.97	U
☐	00R00717	06/21/2016	-479,033.73	U
☐	00R00720	06/30/2016	-490,296.55	U
☐	00R00708	06/15/2016	500.00	G

System Transactions

Personalize | Find | View All | First 1-23 of 23 Last

Select	Reference	Tran Date	Tran Amt	Type	Source
☐	1000451	06/22/2016	-9,446.86	CHK	Payables
☐	134484	06/15/2016	151,643.85	U	Cash Accounting - Remittance
☐	134485	06/15/2016	49,886.00	U	Cash Accounting - Remittance

Report No. 11

AGENCY NAME AND NUMBER
GENERAL CHECKING ACCOUNT RECONCILIATION, NO. ____
For Period Ending June 30, 20 ____

	Beginning Balance as of May 31, 20 __	Receipts ADD	Disbursements DEDUCT	Ending Balance as of June 30, 20 __
PER CONTROLLER'S STATEMENT:	**$440,000.00**	**$5,000,000.00**	**$5,100,000.00**	**$340,000.00**
Deposits in Transit:				
May 31, 20 __	50,000.00	-50,000.00		0.00
June 30, 20 __		80,000.00		80,000.00
Outstanding Checks:				
May 31, 20 __	-40,000.00		-40,000.00	0.00
June 30, 20 __			120,000.00	-120,000.00
SCO Reconciling Items:				
1. Ck #452-671110 for $50,000.00, Redeemed for $40,000.00			10,000.00	-10,000.00
ADJUSTED SCO BALANCE	**$450,000.00**	**$5,030,000.00**	**$5,190,000.00**	**$290,000.00**
Detail of Agency Records				
General Cash Accounts				
Fund ####	$123,400.00	$3,123,200.00	$3,198,100.00	$48,500.00
Fund ####	217,800.00	1,833,300.00	1,946,900.00	104,200.00
Revolving Fund Cash	8,800.00	8,500.00	10,000.00	7,300.00
Agency Trust Fund Cash	100,000.00	65,000.00	35,000.00	130,000.00
TOTAL BOOK BALANCE	**450,000.00**	**5,030,000.00**	**5,190,000.00**	**290,000.00**
Cash Reconciling Items:				0.00
ADJUSTED BOOK BALANCE	**$450,000.00**	**$5,030,000.00**	**$5,190,000.00**	**$290,000.00**

Prepared by: _____ *Date:* _____
Reviewed by: _____ *Date:* _____

DEPARTMENT OF FINANCE GENERAL CHECKING ACCOUNT RECONCILIATION FOR PERIOD ENDING JUNE 30, 2016 (PERIOD 12)				
ORG CODE: 8860				
ACCT NO: 244	**A**	**B**	**C**	**D**
	Beginning Balance as of 5/31/2016	**DEPOSITS**	**CHECKS**	**Ending Balance as of 6/30/2016**
PER TREASURY STATEMENT:	**200,352.80**	**7,278,571.17**	**(7,262,962.47)**	**215,961.50**
Outstanding Checks:				
5/31/2016	(3,252.55)		3,252.55	0.00
6/30/2016			(27,582.36)	(27,582.36)
SCO Reconciling Items:				
				0.00
ADJUSTED BAL	**197,100.25**	**7,278,571.17**	**(7,287,292.28)**	**188,379.14**

ACCOUNT NO. 244

MAIL CODE: 8860

GENERAL CHECKING/REV FUND
DEPARTMENT OF FINANCE

Bank Rec Handout 1

BALANCE FORWARD	DEPOSITED IN TREASURY THIS PERIOD	CHECKS PAID THIS PERIOD	NEW BALANCE
$200,352.80	$7,278,571.17	$7,262,962.47-	$215,961.50

CHECK LISTING ACCOUNT NO. 244

MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
06	03	01000410		$45.00-	06	02	01000422		$65.00-	06	02	01000427		$66.25-
06	10	01000430		$25.00	06	16	01000431		$25.00	06	16	01000432		$900.00

Bank Rec Handout 2

CHECK LISTING ACCOUNT NO. 244

MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
06	03	01000410		$45.00-	06	02	01000422		$65.00-	06	02	01000427		$66.25-
06	10	01000430		$25.00-	06	16	01000431		$35.00-	06	16	01000432		$900.00-
06	15	01000433		$1,067.50-	06	20	01000434		$458.75-	06	16	01000435		$5.00-

Check Log Summary

Check #	Payee	Check Amou	Check Request Da	Received by FSCU	Check Date	Release Da	Brief Description	Voucher
244-1000431	California Association of State Auditor	$35.00	6/7/2016	6/8/2016	6/8/2016	6/8/2016	Training	00003872
244-1000432	California Association of State Auditor	$900.00	6/7/2016	6/8/2016	6/8/2016	6/8/2016	Training	00003875
244-1000433	Sacramento Regional Transit	$1,067.50	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003902

Detail Payments by Report

Unit	Acctg Date	Reference	Invoice	Voucher	Descr	Vendor	Name	Amount	Account
8860	6/7/2016	1000430	81591616-455 Key Card Replace	00003862	81591616-455 Key Card Replace	0000007204	STANDARD PARKING	25.00	2090100
8860	6/8/2016	1000431	Training-ProfessionalEducation	00003872	Training-ProfessionalEducation	0000008513	CAL ASSOCIATION OF STATE AUDITORS	35.00	1301100
8860	6/8/2016	1000432	Training.ProfessionalEducation	00003875	Training.ProfessionalEducation	0000008513	CAL ASSOCIATION OF STATE AUDITORS	900.00	1301100
8860	6/9/2016	1000433	Jun 2016 Transit DOF SacRT	00003902	Jun 2016 Transit DOF SacRT	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRIC	1,067.50	1301100

DEPARTMENT OF FINANCE GENERAL CHECKING ACCOUNT RECONCILIATION FOR PERIOD ENDING JUNE 30, 2016 (PERIOD 12)				
ORG CODE: 8860				
ACCT NO: 244	**A**	**B**	**C**	**D**
	Beginning Balance as of 5/31/2016	**DEPOSITS**	**CHECKS**	**Ending Balance as of 6/30/2016**
PER TREASURY STATEMENT:	**200,352.80**	**7,278,571.17**	**(7,262,962.47)**	**215,961.50**
Outstanding Checks:				
5/31/2016	(3,252.55)		3,252.55	0.00
6/30/2016			(27,582.36)	(27,582.36)
SCO Reconciling Items:				
				0.00
ADJUSTED BAL	**197,100.25**	**7,278,571.17**	**(7,287,292.28)**	**188,379.14**

Bank Reconciliation General Ledger Accounts

Deposits and Remittances through the AR Module post to Account:
1109300-Pending Cash Transfer-AR

Checks issued and ORF Replenishments post to Account:
1101200-Revolving Fund Cash

Change Funds post to Account:
1100000-Cash on Hand

Uncleared or Advance Collections post to Account:
1101000-General Cash

Run your Trial Balance Report for each fund receiving deposits and your CTS fund to obtain the balances in each account.

Main Menu > FI$Cal Processes > FI$Cal Report > GL Reports > Trial Balance Report by Period

Report ID: ZGL111

FI$Cal
DEPARTMENT OF FINANCE Trial Balance Report by Period
As Of:06/30/16

Page No: 1

Run Date: 07/19/2016
Run Time 07:41:25

Business Unit: 8860
Ledger: MODACCRL
Fiscal Year: 2015
Period From: 12 To Period: 12
000000244 to 000000244

Fund: 0000 General Checking/Rev Fund
244

ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$ 100.00	$ 0.00	$ 0.00	$ 100.00
1101000	General Cash - CTS Accounts	$ 2,575.00	$ 23,673.43	$ 26,173.43	$ 75.00
1101200	Revolving Fund Cash	$ 195,025.25	$ 12,091.00	$ 18,812.11	$ 188,304.14
1109100	Pending Cash Transfers - GL	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1109200	Pending Cash Transfers - AP	$ 0.00	$ 51,740.91	$ 51,740.91	$ 0.00
1109300	Pending Cash Transfers - AR	$ 0.00	$ 28,959.06	$ 28,959.06	$ 0.00
1240000	Due From Other Funds	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1301100	Expense Advances	$ 4,853.75	$ 18,150.69	$ 12,045.00	$ 10,959.44
1301200	Travel Advances	$ 21.00	$ 0.00	$ 21.00	$ 0.00
1301300	Salary Advances	$ 0.00	$ 636.42	$ 0.00	$ 636.42
2000000	Accounts Payable	$ 0.00	$ 36,455.54	$ 36,455.54	$ 0.00
2010000	Due to Other Funds - Current	$ -200,000.00	$ 0.00	$ 0.00	$ -200,000.00
2021000	Due to Local Governments	$ 0.00	$ 6,005.00	$ 6,005.00	$ 0.00
2023000	Local Sales Taxes Payable	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2090100	Uncleared Collections	$ -2,575.00	$ 26,173.43	$ 23,673.43	$ -75.00
6510000	Unapp InterUnit Transfers Out	$ -150.00	$ 0.00	$ 0.00	$ -150.00
6520000	Unapp InterUnit Transfers In	$ 150.00	$ 0.00	$ 0.00	$ 150.00
Total Fund:	000000244	$ 0.00	$ 203,885.48	$ 203,885.48	$ 0.00
Total:			$ 203,885.48	$ 203,885.48	

Bank Rec Handout 3

PER FI$CAL LEDGER ACTIVITY		DEBIT	CREDIT	
Fund 0001 1109300-Pend Cash Trfr-AR	0.00	2,577,128.60	(2,577,128.60)	0.00
Special Deposit Fund 094200119 (Pending Cash Transfers-AR/ GL 1109300)	0.00	4,715,000.00	(4,715,000.00)	0.00
CTS/ORF 000000244 1100000-Cash on Hand	100.00	0.00	0.00	100.00
CTS/ORF 000000244 1101000-General Cash	2,575.00	23,673.43	(26,173.43)	75.00
CTS/ORF 000000244 1101200-Revolving Fd Cash	195,025.25	12,091.00	(18,812.11)	188,304.14
TOTAL FI$CAL	**197,700.25**	**7,327,893.03**	**(7,337,114.14)**	**188,479.14**

DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING JUNE 30, 2016 (PERIOD 12)

ORG CODE: 8860				
ACCT NO: 244	**A**	**B**	**C**	**D**
	Beginning Balance as of 5/31/2016	**DEPOSITS**	**CHECKS**	**Ending Balance as of 6/30/2016**
PER TREASURY STATEMENT:	**200,352.80**	**7,278,571.17**	**(7,262,962.47)**	**215,961.50**
Outstanding Checks:				
5/31/2016	(3,252.55)		3,252.55	0.00
6/30/2016			(27,582.36)	(27,582.36)
SCO Reconciling Items:				
				0.00
ADJUSTED BAL	**197,100.25**	**7,278,571.17**	**(7,287,292.28)**	**188,379.14**
PER FI$CAL LEDGER ACTIVITY		**DEBIT**	**CREDIT**	
Fund 0001 1109300-Pend Cash Trfr-AR	0.00	2,577,128.60	(2,577,128.60)	0.00
Special Deposit Fund 094200119 (Pending Cash Transfers-AR/ GL 1109300)	0.00	4,715,000.00	(4,715,000.00)	0.00
CTS/ORF 000000244 1100000-Cash on Hand	100.00	0.00	0.00	100.00
CTS/ORF 000000244 1101000-General Cash	2,575.00	23,673.43	(26,173.43)	75.00
CTS/ORF 000000244 1101200-Revolving Fd Cash	195,025.25	12,091.00	(18,812.11)	188,304.14
TOTAL FI$CAL	**197,700.25**	**7,327,893.03**	**(7,337,114.14)**	**188,479.14**
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**	

Main Menu > General Ledger > General Reports > Ledger Activity

Ledger Activity Report

Run Control ID: Ledger_Activity_244 | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

Unit: 8860

Ledger: MODACCRL

Fiscal Year: 2015 | Currency: USD

From Period: 12 | To Period: 12 | Date Code: All

Include Adjustment Periods

	Adjustment Period
1	

☐ Show Discrepancies Only ☑ Show Journal Detail ☐ Display Full Numeric Field

Refresh

ChartField Selection

Personalize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☑	☐	☐	000000244	000000244
2	Account	☑	☑	☑	☑		
	Fund Affiliate	☐	☐	☐	☐		
	Alternate Account	☐	☐	☐	☐		

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Report ID: GLS7002
Bus. Unit: 8860--Department of Finance
Ledger: MODACCRL -- Modified Accrual Ledger
For Fiscal Year 2015 Period 12 to 12
Fund: 000000244 to 000000244 Currency Code: USD

Run Date 07/19/2016
Run Time 07:49:37

Cur	Journal Date	Journal ID	Seq	Line	Fund	Account	Debit	Credit	Balance
	06/03/2016	CPP0132012		25		1101200	203.12	0.00	
	06/03/2016	CPP0132012		26		1101200	1,282.50	0.00	
	06/03/2016	CPP0132012		27		1101200	260.00	0.00	
	06/03/2016	CPP0132012		28		1101200	2,025.00	0.00	
	06/03/2016	CPP0132012		29		1101200	397.50	0.00	
	06/03/2016	CPP0132012		30		1101200	180.00	0.00	
	06/03/2016	CPP0132012		31		1101200	21.00	0.00	
	06/07/2016	CPP0133886		1		1101200	0.00	25.00	
	06/08/2016	CPP0135312		17		1101200	0.00	35.00	
	06/08/2016	CPP0135312		18		1101200	0.00	900.00	
	06/09/2016	CPP0135934		8		1101200	0.00	5.00	
	06/09/2016	CPP0135934		9		1101200	0.00	1,067.50	
	06/09/2016	CPP0135934		10		1101200	0.00	382.50	
	06/09/2016	CPP0135934		11		1101200	0.00	458.75	
	06/09/2016	CPP0135934		12		1101200	0.00	206.25	
	06/09/2016	CPP0135934		13		1101200	0.00	2,155.00	
	06/09/2016	CPP0135934		14		1101200	0.00	1,325.00	
	06/10/2016	CPP0135935		2		1101200	0.00	225.00	
	06/10/2016	CRD0140686		2		1101200	2,354.38	0.00	
	06/15/2016	CPP0137868		39		1101200	225.00	0.00	
	06/15/2016	CPP0137868		40		1101200	458.75	0.00	

Bank Rec Handout 4

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Query Manager

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

Find an Existing Query | Create New Query

*Search By Query Name begins with ZZ_CPP

Search Advanced Search

Search Results

*Folder View -- All Folders --

Check All Uncheck All *Action -- Choose -- Go

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

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	ZZ_CPP_CRD_XREF		Public		Edit	HTML	Excel	XML	Schedule

1	ZZ_CPP_CRD_XREF										
2	Unit	Acctg Da	Year	Peri	Journal ID	Date	Voucher	Account	Fund	Amount	Journal ID
3	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003855	1101200	000000244	65.00	AP00131096
4	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003854	1101200	000000244	203.12	AP00131096
5	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003849	1101200	000000244	1,282.50	AP00131096
6	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003852	1101200	000000244	260.00	AP00131096
7	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003848	1101200	000000244	2,025.00	AP00131096
8	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003850	1101200	000000244	397.50	AP00131096
9	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003853	1101200	000000244	180.00	AP00131096
10	8860	6/3/2016	2015	12	CPP0132012	6/3/2016	00003851	1101200	000000244	21.00	AP00131096
11	8860	6/8/2016	2015	12	CPP0135312	6/8/2016	00003872	1101200	000000244	(35.00)	AP00134294
12	8860	6/8/2016	2015	12	CPP0135312	6/8/2016	00003875	1101200	000000244	(900.00)	AP00134294
13	8860	6/9/2016	2015	12	CPP0135934	6/9/2016	00003905	1101200	000000244	(206.25)	AP00134993
14	8860	6/9/2016	2015	12	CPP0135934	6/9/2016	00003903	1101200	000000244	(382.50)	AP00134993
15	8860	6/9/2016	2015	12	CPP0135934	6/9/2016	00003901	1101200	000000244	(5.00)	AP00134993
16	8860	6/9/2016	2015	12	CPP0135934	6/9/2016	00003902	1101200	000000244	(1,067.50)	AP00134993

Bank Rec Handout 5

Main Menu > Reporting Tools > Query > Query Manager

Query Manager

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

Find an Existing Query | Create New Query

*Search By Query Name begins with ZZ_PAYMENT

Search Advanced Search

Search Results

*Folder View -- All Folders --

Check All Uncheck All *Action -- Choose -- Go

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

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	ZZ_PAYMENT_STATUS	Detail Payments by Report	Public		Edit	HTML	Excel	XML	Schedule

1	Detail Payments by Report									
2	Unit	Acctg Date	Reference	Invoice	Voucher	Descr	Vendor	Name	Amount	Account
3	8860	6/7/2016	1000430	81591616-455 Key Card Replace	00003862	81591616-455 Key Card Replace	0000007204	STANDARD PARKING	25.00	2090100
4	8860	6/8/2016	1000431	Training-ProfessionalEducation	00003872	Training-ProfessionalEducation	0000008513	CAL ASSOCIATION OF STATE AUDITORS	35.00	1301100
5	8860	6/8/2016	1000432	Training.ProfessionalEducation	00003875	Training.ProfessionalEducation	0000008513	CAL ASSOCIATION OF STATE AUDITORS	900.00	1301100
6	8860	6/9/2016	[illegible]	Jun 2016 Transit DOF SacRT	00003902	Jun 2016 Transit DOF SacRT	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRIC	1,067.50	1301100
7	8860	6/9/2016	1000434	Jun 2016 Transit DOF Yolo	00003904	Jun 2016 Transit DOF Yolo	0000005444	YOLO COUNTY TRANS DISTRICT	458.75	1301100
8	8860	6/9/2016	1000435	Training - State Leadership	00003901	Training - State Leadership	0000008513	CAL ASSOCIATION OF STATE AUDITORS	5.00	1301100
9	8860	6/9/2016	1000436	Jun 2016 Transit DOF SacRT.	00003906	Jun 2016 Transit DOF SacRT.	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRIC	2,155.00	1301100
10	8860	6/9/2016	1000437	Jun 2016 Transit EMP SacRT	00003903	Jun 2016 Transit EMP SacRT	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRIC	382.50	1301100

Bank Rec Handout 6

1	Check Log Summary									
2	Cleared	Check #	Payee	Check Amount	Check Request Date	Received by FSCU	Check Date	Release Date	Brief Description	Voucher ID
233		[illegible]	California Association of State Aud	$35.00	6/7/2016	6/8/2016	6/8/2016	6/8/2016	Training	00003872
234		244-1000432	California Association of State Aud	$900.00	6/7/2016	6/8/2016	6/8/2016	6/8/2016	Training	00003875
235		[illegible]	Sacramento Regional Transit	$1,067.50	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003902
236		244-1000434	Yolo County Transit District	$458.75	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003904
237		244-1000435	California Association of State Aud	$5.00	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Training	00003901
238		244-1000436	Sacramento Regional Transit	$2,155.00	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003906
239		244-1000437	Sacramento Regional Transit	$382.50	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003903
240		244-1000438	Yolo County Transit District	$206.25	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003905
241		244-1000439	Sacramento Regional Transit	$1,325.00	6/7/2016	6/9/2016	6/9/2016	6/9/2016	Transit	00003907
242		244-1000440	California Association of State Aud	$225.00	6/9/2016	6/9/2016	6/10/2016	6/10/2016	Training	00003910
243		244-1000441	Governor's Office of Emergency Se	$643.92	6/6/2016	6/8/2016	6/22/2016	6/23/2016	Refund	00004023

Bank Rec Handout 7

BALANCE FORWARD	DEPOSITED IN TREASURY THIS PERIOD	CHECKS PAID THIS PERIOD	NEW BALANCE
$200,352.80	$7,278,571.17	$7,262,962.47-	$215,961.50

CHECK LISTING ACCOUNT NO. 244

MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
06	03	01000410		$45.00-	06	02	01000422		$65.00-	06	02	01000427		$66.25-
06	10	01000430		$25.00-	06	16	01000431		$35.00-	06	16	01000432		$900.00-
06	15	01000433		$1,067.50-	06	20	01000434		$458.75-	06	16	01000435		$5.00-
06	15	01000436		$2,155.00-	06	15	01000437		$382.50-	06	20	01000438		$206.25-
06	15	01000439		$1,325.00-	06	16	01000440		$225.00-	06	30	01000441		$643.92-
06	29	01000445		$1,543.77-	06	29	01000449		$718.26-	06	29	01000450		$1,402.42-
06	29	01000452		$2,505.33-	06	30	01000453		$556.94-	06	30	01000454		$3,067.15-
06	29	01000455		$178.75-	06	30	01000456		$195.00-	06	27	01000459		$21.69-
06	29	01000460		$151.25-	06	30	01000461		$185.00-	06	08	00R00715		$1,346,088.49-
06	17	00R00716		$2,500.00-	06	21	00R00717		$479,033.73-	06	21	00R00718		$206,861.97-
06	30	00R00719		$2,100.00-	06	30	00R00720		$490,296.55-	06	30	00R00721		$2,951.00-
06	30	00R00722		$4,715,000.00-										

TOTAL CHECKS COUNT 34 AMOUNT $7,262,962.47-

Bank Rec Handout 2

Account #244
DEPOSITS

Department of Finance - ORG 8860
FI$Cal Deposit Log

FY 2015-16

Date Posted to FI$Cal	FI$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Dat	Deposit Slip # or SCO JE #	Control Total	Control Cou	EFITS RA #	RA DATE	Comments
6/2/2016	526	12	6/2/2016	1244000263	$ 1,346,113.49	13	R00715	6/8/2016	BANK DEPOSIT - U/C $25; INV4008, 4012, 4015; Cal Card Rebate; Abatement (Training)
6/7/2016	527	12	6/3/2016	DOF2015155:66	$ 372,770.90	12	NA	NA	DIRECT BILLING
6/17/2016	528	12	6/10/2016	APO1606138	$ 1,710.01	22	NA	NA	PAR SCO JE "APO"
6/17/2016	529	12	6/6/2016	AR134532	$ (601.00)	1	NA	NA	PAR SCO JE "AR0"
6/17/2016	530	12	6/6/2016 6/15/2016	DOF2015167:9	$ 425,749.34	3	NA	NA	DIRECT BILLING
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	$ [illegible]	[illegible]	[illegible]	[illegible]	REVERSE U/C; POST CASH TO DONATION
6/17/2016	532	12	6/10/2016	1244000265	$ 2,354.38	1	NA	NA	BANK DEPOSIT - ORF TRANSIT
6/17/2016	533	12	6/15/2016	1244000264	$ 227,765.81	5	R00718	6/21/2016	BANK DEPOSIT - REIMBURSEMENT; $20,903.84 IN UC DUE TO OVERBILLING ON INV4012. REFUNDS DUE
6/17/2016	534	12	6/15/2016	1244000266	$ 481,324.59	9	R00717	6/21/2016	BANK DEPOSIT - BILLED& UNBILLED REIMBURSEMENT; $2,290.86 IN UC DUE TO OVERBILLING ON INV4012. REFUNDS DUE
6/17/2016	535	12	6/13/2016	VARIOUS	$ (250.00)	2	NA	NA	PAR SCO JE "AR0", AR136101 (REVERSING AR134532) & AR136370

Bank Rec Handout 8

ZZ_CPP_CRD_XREF										
Unit	Acctg Da	GL Uni	Ye	Perio	Journal ID	Deposit	Accou	Fund	Amount	Journal ID
8860	6/2/2016	8860	2015	12	CRP0134682	526	1109300	0001	(98,598.88)	AR00133806
8860	6/2/2016	8860	2015	12	CRP0134682	526	1109300	0001	(6,912.87)	AR00133806
8860	6/2/2016	8860	2015	12	CRD0133272	526	1101000	000000244	25.00	AR00131988
8860	6/2/2016	8860	2015	12	CRD0133272	526	1109300	000000244	(25.00)	AR00131988
8860	6/2/2016	8860	2015	12	CRD0133272	526	1109300	0001	(45.00)	AR00131988
8860	6/17/2016	8860	2015	12	CRD0140688	531	1101000	000000244	(2,500.00)	AR00139236
8860	6/17/2016	8860	2015	12	CRD0140688	531	1109300	000000244	2,500.00	AR00139236
8860	6/17/2016	8860	2015	12	CRD0140688	531	1109300	0001	(2,500.00)	AR00139236
8860	6/10/2016	8860	2015	12	CRD0140686	532	1109300	000000244	(2,354.38)	AR00139232
8860	6/10/2016	8860	2015	12	CRD0140686	532	1101200	000000244	2,354.38	AR00139232
8860	6/15/2016	8860	2015	12	CRP0140728	533	1109300	0001	30,998.84	AR00139194
8860	6/15/2016	8860	2015	12	CRP0140728	533	1109300	0001	(151,643.85)	AR00139194
8860	6/15/2016	8860	2015	12	CRP0140728	533	1109300	0001	(30,846.81)	AR00139194

Bank Rec Handout 9

06/02/2016	AR00131988	2	1109300	25.00	0.00
06/02/2016	CRD0133273	1	1109300	0.00	25.00
06/10/2016	AR00139232	2	1109300	2,354.38	0.00
06/10/2016	CRD0140686	1	1109300	0.00	2,354.38
06/15/2016	AR00139235	2	1109300	23,194.70	0.00
06/15/2016	CRD0140687	3	1109300	0.00	20,903.84
06/15/2016	CRD0140687	4	1109300	0.00	2,290.86
06/17/2016	AR00139236	4	1109300	0.00	2,500.00
06/17/2016	CRD0140688	3	1109300	2,500.00	0.00
06/29/2016	AR00145282	4	1109300	884.98	0.00
06/29/2016	CRD0145839	7	1109300	0.00	431.25
06/29/2016	CRD0145839	8	1109300	0.00	453.73

06/09/2016	CPP0135934	11	1101200	0.00	458.75
06/09/2016	CPP0135934	12	1101200	0.00	206.25
06/09/2016	CPP0135934	13	1101200	0.00	2,155.00
06/09/2016	CPP0135934	14	1101200	0.00	1,325.00
06/10/2016	CPP0135935	2	1101200	0.00	225.00
06/10/2016	CRD0140686	2	1101200	2,354.38	0.00
06/15/2016	CPP0137868	39	1101200	225.00	0.00
06/15/2016	CPP0137868	40	1101200	458.75	0.00
06/15/2016	CPP0137868	42	1101200	5.00	0.00
06/15/2016	CPP0137868	43	1101200	2,155.00	0.00
06/15/2016	CPP0137868	44	1101200	35.00	0.00
06/15/2016	CPP0137868	47	1101200	900.00	0.00
06/15/2016	CPP0137868	48	1101200	1,067.50	0.00
06/23/2016	CPP0142486	10	1101200	0.00	195.00

Bank Rec Handout 4

Manual Logs

- Check Log
- Deposit Log
- Remittance Log
- Claim Schedule Log

Examples of problems

- ORF replenishment JE's and ORF warrant deposits are not posted
- If you find Cash Reclass (i.e., account 1109200) has a balance, you may need to work w/FSC to resolve
  - Cash reclass should net to zero
  - Multiple corrections to a voucher will cause issues that may not completely clear out
- Difficult to identify some reconciling item details on the ORF Rec. The only way you may find them is during the Bank Rec process (i.e., can only find if there was a duplicate check while reconciling your bank account)
- Research may only be good as some of the manual logs used (i.e., information provided, if/when updated)

Tips

- Use of Manual Logs to reconcile
  - Manual check log: identifies check #'s to voucher ID
  - Manual deposit log helps identify on bank statement which items are for which fund
  - Remittance Log
  - Claim Schedule Log
- On ORF Rec, identify reconciling items by voucher ID if more than one item to keep track of when they clear
- ORF replenishment JE's and ORF warrant deposits are not posted

Tips (continued)

- Order Trial Balance for each fund receiving deposits and your CTS fund
- To research transactions remember that each transaction will have its own Journal ID (JID) number.
  - Initial **Voucher Payment** JID will start with AP
  - The Cash Reclass to 1109200 JID will start with AP
  - The Cash Reclass to 1101200 JID will start with CPP
  - Initial **Deposit** transaction JID will start with AR
  - The Cash Reclass to 1101200 JID will start with CRD or CRP

Bank Reconciliation

Supplemental Material for this segment:

1. Bank Reconciliation – List of Reports
2. Bank Reconciliation – Report Samples
3. Bank Reconciliation – Screenshots
4. Bank Reconciliation - Tips

Asset Management

Asset Management (AM)

This segment will cover:

- Asset Transactions
  - Capital Asset Addition
  - Non-Capital Asset Addition
- Journal Entries
- Reconciliation
- Reports

Statewide Policy

SAM section 8602, Capital Assets:

- Capitalized for accounting and financial reporting when cost is at least $5,000; useful life is > 1 year; and used to conduct state business

SAM section 8603, Non-Capital Assets:

- Non-Capital property (cost <$5,000) is recorded in the property register and accounted as an expenditure

Asset Tracking/Accounting in AM

Capital Assets:

- Recorded
- Tracked
- Depreciated
- Reported on year-end financial reports (Report 18 and 19)

Non-Capital Assets:

- Recorded
- Tracked

Asset Concepts

Accrual Adjustment Ledger records:

- Asset Additions
- Asset Dispositions
- Asset Depreciation

State and Capital Books track:

- Capital Assets (Capital book)
- Non-Capital Asset (State book)

Asset Profiles standardize:

- Useful life
- Asset classification

Asset Transactions in AM – Converted Assets

- Beginning balance on financial reports will be derived from converted capital assets. Run GL reports to validate beginning balance on financial reports

- Run AM reports to validate converted assets (capital and non-capital assets)

Asset Transactions in AM – New Assets

1. Assets are created from information on the:
   - Purchase Order (PO)
   - Receipt (PO)
   - Voucher (AP)

   (Refer to Job Aid FI$Cal.246 - Purchase Order (PO) to Accounts Payable (AP) to Asset Management (AM) for Capital Asset 1.0)

2. Assets can be added directly in AM

   (Refer to FTA courses for Entering Assets using Express and Basic Add)

Capital Asset PO - Purchase IT Hardware

Example 1

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

PO Line shows item description and UNSPSC code for Network Service Equip

Lines

Line		Item Description	Category
1		Fluke Optiview S3 to XG Trade-	43222600

PO Distribution Chartfields shows Account 5362240- Computers & Computer Equipment

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2014	5362240	9999

Capital Asset PO - Purchase IT Hardware

Example 1 (continued)

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

Asset Information tab of Distribution/Chartfields page shows:

- AM Unit 8860
- Profile ID – COMP_EQUIP

Distributions

Chartfields | Details/Tax | Asset Information

Dist	AM Unit	Profile ID		CAP #
1	8860	COMP_EQUIP		

Non-Capital Asset PO - Purchase a Table

Example 2

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

The PO Line shows item description and UNSPSC code for Office Furniture

Lines

Line		Item Description	Category
1		Table, Conference, Boat Shape,	56101700

The PO Distribution Chartfields shows Account 5368045 - Furniture

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2014	5368045	9999

Non-Capital Asset PO - Purchase a Table

Example 2 (continued)

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

Asset Information tab of Distribution/Chartfields page shows:

- AM Unit 8860
- Profile ID – NONCAP

Distributions

Chartfields | Details/Tax | Asset Information

Dist	AM Unit	Profile ID	CAP #	Sequence
1	8860	NONCAP		

ASSET Related Accounts

(Handout- AM Related Accounts)

- Capital Assets use 5362 series of accounts
- Non-Capital Assets use 5368 series of accounts
- Tangible Asset account series 160xxxx and Intangible Asset account series 162xxxx are used in the Accrual Adjustment Ledger only.
- Depreciation and Amortization expense accounts are used in the Accrual Adjustment Ledger only.

Profile IDs
(Handout - AM Statewide Asset Profile IDs)

- 65 Capital Asset Profile ID's and 1 Non-Capital Asset Profile.
- Statewide Asset Profiles standardize useful lives and asset classification for CAFR reporting purposes.
- Asset Profile ID's function as templates to enter the depreciation criteria for assets.
- Depreciation – is the systemic allocation of the cost of an asset over its useful life.
- Example 1 Asset-IT Hardware has Profile ID " COMP_EQUIP".
- User will enter the correct Profile ID in lieu of entering:

Method	Convention	Book
Straight Line	Actual Month	Capital Book

each time.

Receipt and Voucher Information for Assets

- A Receipt is created from the PO. The receipt provides Physical Information for AM. The asset "shell" is created in AM with physical information from the receipt such as: Description, Acquisition Date, Acquisition Code and Quantity.

- A Voucher is created by copying from the PO receipt. The Asset Expenditure Account and the Profile ID that was entered on the PO will appear on the Voucher.

- Once the asset is vouchered in AP, the financial information is sent to AM and the cost information is recorded.

Capital Asset in AM

Example 1

Asset Management > Asset Transactions > Owned Assets >Basic Add

General Information | Operation/Maintenance | Asset Acquisition Detail

Unit: 8860 Asset ID: 000000007076 Fluke Optiview S3 to

Asset Information

Description: Fluke Optiview S3 to XG Trade-

CAP #:

☑ Taggable Asset

Asset Class:

Asset Type: IT Hardware

Asset Subtype: NETWORK

*Asset Status: In Service

Acquisition Date: 01/05/2015

Placement Date: 01/05/2015

Capital Asset in AM

Example 1 (continued)

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation

Asset | Depreciation | Period Depreciation

Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3 to XG Trade-

Asset Information

Profile ID: COMP_EQUIP COMPUTERS & COMPUTER EQUIPMENT

Asset Class:

Tag Number: 999999999999

Acquisition Code: P

Acquisition Date: 01/05/2015

	Book	Description	Method	Convention
1	STATE	Statewide Book	Straight Line	AM
2	CAPITAL	Capital Book	Straight Line	AM

Non-Capital Asset in AM

Example 2

Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Acquisition Detail

Unit: 8860 Asset ID: 000000007102 Table, Conference,

Asset Information

Description:	Table, Conference, Boat Shape,
CAP #:	
	☑ Taggable Asset
Asset Class:	
Asset Type:	Furniture
Asset Subtype:	TABLE
*Asset Status:	In Service
Acquisition Date:	03/30/2015
Placement Date:	03/30/2015

Non-Capital Asset in AM

Example 2 (continued)

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation

Asset | Depreciation | Period Depreciation

Unit: 8860 **Asset ID:** 000000007102 Table, Conference, Boat Shape,

Asset Information

Profile ID: NONCAP NONCAP

Asset Class:

Tag Number: 55419

Acquisition Code: P

Acquisition Date: 03/30/2015

	Book	Description	Method	Convention
1	STATE	Statewide Book	Straight Line	AM

Journal Entries

MODIFIED ACCRUAL LEDGER (AP Journals)

Capital Asset – Voucher is approved

DR 5362240 – Computers & Computer Equipment

CR 2000000 – Accounts Payable

Non-Capital Asset – Voucher is approved

DR 5368045 – Furniture

CR 2000000 – Accounts Payable

Financial Entries in AM – Capital Assets

Example 1

Asset Management > Accounting Entries > Review Financial Entries

List | Detail

Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3 to XG Trade-

Book

Book Name: CAPITAL Capital Book **Base**

Accounting Entries

Accounting Lines | Chartfields | **Journal**

	Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account
1	01/05/2015	ADD	001	0001	2014	1605000
2	01/05/2015	ADD	001	0001	2014	5362399

Accounting Entries for financial transactions are created nightly in batch and automatically sent to GL.

Financial Entries in AM - Non-Capital Assets

Favorites | Main Menu > Asset Management > Accounting Entries > Review Financial Entries

FI$Cal

List | Detail

Unit: 8860 Asset ID: 000000007102 Table, Conference, Boat Shape, Tag: 55419 In Service

Book — Find | View All

Book Name: Base Currency:

Accounting Entries — Personalize | Find

Accounting Lines | Chartfields | Journal

	Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program
1								

No Accounting Entries are created for Non-Capital Assets.

Annual Depreciation – Capital Assets

Example 1

Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset | **Depreciation** | Period Depreciation

Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3

Book

Book Name: STATE Statewide Book

Depreciation Attributes

Method: Straight Line

Useful Life: 60 Periods

Yearly Depreciation

Year	Depreciation Amt	Approp Ref	Fund	ENY
2014	1,505.44	001	0001	2014
2015	3,010.88	001	0001	2014

Accounting Entries for financial transactions are created nightly in batch and automatically sent to GL.

Period Depreciation – Capital Assets

Example 1

Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset | Depreciation | Period Depreciation

Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3 to XG Trade- **Status:**

Book

Book Name: STATE Statewide Book

Get Period Depreciation

☑ **Expense** ☑ **Accum**

Depr. Ac

Period Depreciation

Person

Year	Period	Trans Type	Depreciation Amount	Approp Ref	Fund	ENY
2015	1	DPR	250.91	001	0001	2014
2015	2	DPR	250.91	001	0001	2014

Journal Entries – Capital Assets

ACCRUAL ADJUSTMENT LEDGER (AM Journals)

Capital Asset Addition:

DR 1605000 – Equipment

CR 5362399 – Capitalized Equipment Purchase*

*(*Expenditure Contra Account exists for each Asset account)*

Capital Asset Depreciation:

DR 5424400 – Depreciation - Equipment

CR 1605900 – Accumulated Depreciation Equipment

Accounting Entries for depreciation are created as part of the month end depreciation close process and posted to GL.

Modified Accrual Ledger + Accrual Adjustment Journals = Accrual Basis Ledger

Non-Capital Asset			Capital Asset		
1109200	Pending Cash AP	$(500)	1109200	Pending Cash AP	$ (5000)
5368045	Furniture	500	5362240	Computers & Computer Equipment	5000
			1605000	Equipment	5000
			5362399	Capitalized Equipment Purchases	(5000)
			5424400	Depreciation Expense – Equipment	1000
			1605900	Accumulated Depreciation – Equipment	(1000)

Accrual Basis Ledger

1109200	**Pending Cash AP**	**$(5000)**
1605000	Equipment	5000
1605900	Accumulated Depreciation – Equipment	(1000)
5424400	Depreciation Expense – Equipment	1000

Reconciling Assets in FI$Cal and Tips

- It is important to determine a purchase is an “Asset” in the procurement stage. Buyers should talk to Accounting and use the correct accounts and profiles. See Tips handout.
- The Asset Audit Report is a custom report which shows accounts and profiles used on PO’s and voucher journals (similar to CALSTARS H11 report).
- Review GL accounts as well, such as office supplies for misposting. Use Journal Vouchers to correct.
- Review GL Activity Report (MODACRL)to reconcile asset journals and amounts to PO’s and Vouchers.
- Review GL Activity and journals (ACCADJ) to reconcile depreciation expense journals to subsidiary reports.

Reports – Asset History Sheet

ORACLE

PeopleSoft Asset Management

Page No:
Run Date:
Run Time:

Report ID: AMDE1002

Asset History Sheet Summary

Business Unit: 8860 **From** 2014 Period 1
Asset Book: CAPITAL **Thru** 2014 Period 12
Account: 1605000 Equipment

Asset	Description	In Serv	Depr.Mth	UL	Cost	Additions	Acc.Depr	Deprec
000000007002	COPIER, SHARP MX-	10/08/2014	Strt Line	60	0.00	10,173.53	1,526.03	1,526.03
000000007076	Fluke Optiview S3 to XG	01/05/2015	Strt Line	60	0.00	15,054.38	1,505.44	1,505.44
Total Account:	1605000 Equipment				2,059,973.58	86,269.09	1,526,361.48	251,209.67

Reports – Net Book Value Detail

PeopleSoft AM						
Report ID:	AMDP2100-1	NET BOOK VALUE DETAIL				
Bus. Unit:	8860		Department of Finance			
Book:	STATE		Statewide Book			
Acct :	1605000		Equipment			
As of Year 2014 Period 12						
Fund	ENY	Asset Id	Description	Cost Balance	YTD Depr	LTD Depr
1	2014	7076	Fluke Optiview S3 to XG Trade-	15,054.38	1,505.44	1,505.44
1	2014	7094	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7095	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7096	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7101	Panel End Table Empire Mahogan	516.00	129.00	129.00
1	2014	7102	Table, Conference, Boat Shape,	454.62	151.54	151.54
1	2014	7108	Kensington Series Midback Chai	394.00	65.67	65.67
1	2014	7109	Kensington Series Midback Chai	394.00	131.33	131.33
1	2014	7110	Kensington Series Midback Chai	394.00	131.33	131.33

Asset Management

Supplemental Material for this segment:

1. Asset Related Accounts
2. AM – Statewide Asset Profile IDs
3. AM – Journal Entries
4. AM - Reports
5. AM - Tips

Closing

- Contacts
- Feedback
- Questions

Finance Contacts

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