

# FISCAL YEAR END 2009 – GENERAL LEDGER



## Tasks that must be completed

- All journals must be valid (edits and budget check) and approved in order to be posted
- Deadlines (journals must be valid and submitted for approval)
  - Period 12: 2:00 pm; Monday, July 13
  - Period 913: 2:00 pm; Tuesday, July 28
- Journals that are no longer needed should be deleted
- Chart of Accounts (COA) deadlines for adding new values
  - FY09 only values: Thursday, June 25<sup>th</sup>
  - FY10 values (i.e. needed for 1<sup>st</sup> FY10 payroll or FY10 budgets): Friday, June 5
- Submit year-end forms by Tuesday, July 14

## Hints/Tips

- Journals in Period 913 – must be dated 6/30/2009. You will receive a warning message that this period is not open; click 'OK' to bypass this message. On the next screen (Header), select "Adjusting Entry" and Period 913.
- If you want a Period 913 journal to reverse, click on the "Reversal" link on the bottom of the Header page. Choose reversal option and click 'OK'. When the original journal is posted, the reversing entry will automatically be posted. The reversing entry will have the same journal ID as the original entry, but will have a different date.
- Allowable Transactions in Period 913: Only non-sponsored transactions can be processed in Period 913. Only expense corrections, transfers and accruals can be recorded. Endowment and internal sales transactions cannot be recorded in Period 913. Sponsored and unallowable non-sponsored transactions will be denied or reversed.
- When a journal is denied, it can still be used. If the original date is in a closed period, the journal can be copied (and the date changed). If the date falls within an open period, the journal can be changed and re-saved. In both cases, the journals must be re-edited, re-budget checked and re-submitted for approval.
- Journals must be submitted for approval by the preparer. Journals are not automatically entered into the workflow process.
- It is the departments' responsibility to ensure that journals are fully processed.
- Batch posting of journals happens once per day, during the nightly processes, around midnight.
- There are several tools available to help determine which journals are not posted. The Journal Inquiry screen can be used to look up journals by User (ID). There are also two queries: UM\_FGL\_JRNL\_BY\_CLASS and UM\_FGL\_JRNL\_BY\_X500 that can be used to look up journals by Journal Class (DeptID) and User(ID). See next pages for details.
- In PeopleSoft, the status of 'Unposted' is not the same as a journal not being posted. To search for journals that are not posted, generally you need to look for journals with a status not equal to 'Posted to Ledger', or for a status equal to something such as 'Has Errors'.

## **Contact Information (Accounting Services)**

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**Processing Journal Entries that are Not Posted**

Finding Journals that are not posted

1) Queries (Available in the Reporting (RPT) environment): Reporting Tools > Query > Query Viewer

*By User (ID) – UM\_FGL\_JRNL\_BY\_X500*

Click on the link in the ‘Run to Excel’ column. Enter X.500 user ID (of journal preparer) in prompt screen and click ‘View Results’.

UM X.500:

Unit	X500 ID	Journal Date	Journal ID	Ledger Grp	Journal Class	Source	Journal Header Status	Budget Checking Header Status	Journal Approval Status	Year	Period	Period Status	Debits	Description
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Results will be displayed in an Excel spreadsheet document:

Unit	X500 ID	Journal Date	Journal ID	Ledger Grp	Journal Class	Source	Journal Header Status	Budget Checking Header Status	Journal Approval Status
UMN01	OCONN044	6/30/2008	CNVAJECOR1	ACTUALS	10006	AS	Valid Journal - Edits Complete	Valid Budget Check	Not Submitted
UMN01	OCONN044	6/30/2008	CNVK000041	ACTUALS	10006	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	OCONN044	6/30/2008	CNVK000042	ACTUALS	10006	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	OCONN044	6/30/2008	CNVK000043	ACTUALS	10006	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	OCONN044	7/31/2008	0000009216	ACTUALS	10006	AS	Valid Journal - Edits Complete	Valid Budget Check	Not Submitted
UMN01	OCONN044	1/31/2009	0000053530	ACTUALS	10006	AS	Valid Journal - Edits Complete	Not Budget Checked	Not Submitted
UMN01	OCONN044	3/18/2009	0000064563	ACTUALS	10006	AS	Valid Journal - Edits Complete	Valid Budget Check	Pending Approval

Other columns (not displayed here) show Period, Period status – whether the period in which the journal was entered is open or closed, total Debits and a short version of the head description.

By Class (DeptID) – UM\_FGL\_JRNL\_BY\_CLASS

Click on the link in the 'Run to Excel' column. Enter DeptID (or range of DeptIDs) in prompt screen and click 'View Results'.

From Journal Class:

To Journal Class:

[View Results](#)

Unit	Journal Class	Journal Date	Journal ID	Ledger Grp	X500 ID	Source	Journal Header Status	Budget Checking Header Status	Journal Approval Status	Year	Period	Period Status	Debits	Description
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Unit	Journal Class	Journal Date	Journal ID	Ledger Grp	X500 ID	Source	Journal Header Status	Budget Checking Header Status	Journal Approval Status
UMN01	10006	6/30/2008	CNVAJECOR1	ACTUALS	OCONN044	AS	Valid Journal - Edits Complete	Valid Budget Check	Not Submitted
UMN01	10006	6/30/2008	CNVK000041	ACTUALS	OCONN044	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	10006	6/30/2008	CNVK000042	ACTUALS	OCONN044	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	10006	6/30/2008	CNVK000043	ACTUALS	OCONN044	AS	Journal Has Errors	Not Budget Checked	Not Submitted
UMN01	10006	7/31/2008	0000007034	ACTUALS	SKALL008	AS	Valid Journal - Edits Complete	Valid Budget Check	Not Submitted
UMN01	10006	7/31/2008	0000009216	ACTUALS	OCONN044	AS	Valid Journal - Edits Complete	Valid Budget Check	Not Submitted
UMN01	10006	9/30/2008	0000018258	ACTUALS	J-EBNE	ONN	Journal Entry Incomplete	Not Budget Checked	Not Submitted

Other columns (not displayed here) show Period, Period status – whether the period in which the journal was entered is open or closed, total Debits and a short version of the head description.

2) Journal Inquiry (General Ledger > Review Financial Information > Journals)

### Journal Inquiry

**Ledger Criteria**

<b>Inquiry</b> KELLY	<b>*Unit</b> UMN01	<b>*Ledger</b> ACTUALS	<b>*Year</b> 2009	<b>*From Period</b> 1	<b>*To Period</b> 12	<b>Suspense Status</b> 
<b>Journal ID</b> 	<b>Status</b> 	<b>Source</b> 	<b>Currency</b> 	<b>Stat</b> 	<b>Document Type</b> 	
<b>User</b> 	<b>Document Sequence</b> 	<b>Sort By</b> Journal Id	<b>Max Rows</b> 100			

The search can be done for a single Journal ID, a certain status, or a particular user ID (preparer). Below are some sample search results, based on a search done on a user ID (Note: the user ID must be entered in all upper case) and 'V' (valid) status:

### Journal Inquiry

**Ledger Criteria**

<b>Inquiry</b> KELLY	<b>*Unit</b> UMN01	<b>*Ledger</b> ACTUALS	<b>*Year</b> 2009	<b>*From Period</b> 1	<b>*To Period</b> 12	<b>Suspense Status</b> 
<b>Journal ID</b> 	<b>Status</b> V	<b>Source</b> 	<b>Currency</b> 	<b>Stat</b> 	<b>Document Type</b> 	
<b>User</b> OCONN044	<b>Document Sequence</b> 	<b>Sort By</b> Journal Id	<b>Max Rows</b> 100			

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
<a href="#">000009216</a>	07/31/2008	UMN01	Valid	AS	No Susp	OCONN044	07/31/2008	Suspense correction of payroll
<a href="#">0000053530</a>	01/31/2009	UMN01	Valid	AS	No Susp	OCONN044	01/31/2009	Correct offset chartfield stri
<a href="#">0000061561</a>	03/09/2009	UMN01	Valid	AS	No Susp	OCONN044	03/09/2009	To move converted balance shee
<a href="#">0000064563</a>	03/18/2009	UMN01	Valid	AS	No Susp	OCONN044	03/18/2009	Move converted credit A/R bala

Determining Why Journals are not Posted

The first step is to determine why a journal is not posted. Enter the journal ID on the Create/Update Journal Entries (Find an Existing Value) screen.

- Has the journal been entered into workflow – i.e. submitted for the first approval?
- Has the journal been fully approved?
- Has the journal been denied?
- Is the accounting period closed?
- Does the journal have errors?

To answer the approval questions, click on the Approval tab:

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	03/18/2009 3:40:01PM	OCONN044
01	A	Pending	03/18/2009 3:40:01PM	

This particular journal was submitted for the first approval – it has a status of Initiated. However, it has not been fully approved – it has a subsequent status of Pending. If a journal has not been submitted for any approvals, the Approval History section will be blank. If a journal is fully approved, the Approval History section will have a final status of Approved or Skipped and the Approval Status will be Approved to Post. If a journal has been denied, the final status in the Approval History section will be Denied.

To answer the journal status and accounting period questions, click on the Lines tab:

Select	Line	*Ledger	SpeedType	Fund	DeptID	Program	PC Bus Unit	Project	Activity	An Type	Account
<input type="checkbox"/>	1	ACTUALS		1150	12006	CONVR					110005
<input type="checkbox"/>	2	ACTUALS		1150	10303	21072					110011
<input type="checkbox"/>	3	ACTUALS		1150	12006						109900
<input type="checkbox"/>	4	ACTUALS		1150	10303						109900

  

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMN01	4	736.86	736.86	V	V

This particular journal is completely valid – both the Journal Status and Budget Status are ‘V’. If either of these statuses is not ‘V’, a journal cannot be posted. If either of these statuses are something other than ‘V’, corrections must be made to the journal and it must be re-edited and re-submitted for approval before it can be posted.

This journal has a date of 3/18/09; this falls into accounting period 9. If this journal were to be fully approved (i.e. approval status of Approved to Post) it still could not be posted, since accounting period 9 has been closed.

## What to do with Journals that are not Posted

The first step is to determine if the entry is still needed. If the answer is 'yes', there are several possible actions, as shown in the diagram below.

Processing the original journal may mean submitting it for approval, or making corrections to chartfield data on the lines, or establishing a \$0 budget line on the KK\_EXPENSE ledger. If any changes are made to the journal itself, it must be re-edited and re-submitted (from the beginning) for approval.

If a journal is copied, a new journal is created, with the current date. This journal must be edited and submitted for approval.

