

Version 1.0

FIRST



This page left blank to facilitate front/back printing.

a. The Lines page enables you to record transactions that comprise a journal. A single

- 28. Select the tab
- 29. Confirm that is selected in the drop down
- 30. Select the tab
- 31. Select in the drop down and click the button
- 32. The journal has been routed to an approver's worklist for approval and posting

- 7. In the drop down, select and click the button
- 8. Select the tab and confirm that your appears as the approver



- 9. Select the tab
- 10. In the drop down, select and click the button

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- 11. The posting confirmation message appears every time you post a journal from the Lines page. Click the button
- 12. Confirm that the journal status is
- 13. Note: You can also navigate to the Journal Entry through General Ledger > Journals > Journal Entry > Create/Update Journal Entries link
 - a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved

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Entering and Maintaining Appropriation Budgets

- 1. Navigation:
- 2. Enter/verify your
- 3. defaults to current date
- 4. Click the button
- 5. In the field, enter or select
 - a. In the , select the appropriate entry: Original, Adjustment or Permanent Adjustment
 - b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year's budget within the Budget Prep module
- 6. In the field, enter a description
- 7. Select the tab
- 8. Enter a value in the field
 - a. If the account value specified is not stored at the appropriate level in the translation tree, the budget post process will reject the journal.

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- 9. Enter a value in the field
- 10. Enter a value in the field
- 11. Enter a value in the field
- 12. Enter a value in the field
- 13. Enter the current budget year in the

field (2016 or beyond)

- a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field
- 14. Enter a value in the field
 - a. Enter a positive amount to increase the budget
 - b. Enter a negative amount to decrease the budget
- 15. Add additional lines if necessary
- 16. Click the button
- 17. Select one of the following in the drop down:
 - a. : Copies the current journal
 - b. : Deletes the current journal
 - c. : Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly,

- 6. In the
- field, enter a description
- 7. Parent Budget Options:
 - a. Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child-to-parent budget layers there might be.
 - b. The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type

Click the button.

Approving and Posting a Budget Journal Entry

- 1. Navigation:
- 2. Seleypethe to approve from the Worklist
- 3. Seleype
- 4. Review journal
- 5. The Approval Status should be "
- 6. Seleypethe tab
- 7. In the drop down, seleyt and click the button
- 8. Seleypethe tab and yonfirm that your appears asethe approver
- 9. Seleypethe tab
- 10. In the drop down, seleyt and ylick the button
- 11. The posting confirmation message appears every time you post a journal from the Lines page. Click the button
- 12. Confirm that the journal status is
- 13. Note: You yan also navigate to the Journal Entry through Commitment Control > Budget Journals > Enter Budget Journals
 - a. Find an Existing Value by entering your BusinieBusinie Unk o yliUnirnals

In PSFIN v9.2, only grants, or items that have a Fund Code of 20000, will feed into REVEST. This is due to the fact that the Project ID field is being added to REVEST as an optional field. For items with a Fund Code of 20000, the Project ID field becomes required and will be logged in both REVEST and PRMST_REV. For items with a Fund Code that is not 20000, the Project ID field is optional and will be logged in just REVEST.

- 5. Click the button
- 6. Enter a description for the project in the field
- 7. Select the for the project (if the status is inactive, financials transactions that include this project will not pass edit)
- 8. Enter or select the of the project
- 9. Enter or select the of the project
 - a. Note that for projects, the start and end date will not govern whether an expense can be charged to the project. Rather, the availability of spendable funds determines whether an expense will pass budget checking.
- 10. Enter the of the appropriate Project Manager in the field
- 11. Select the tab
- 12. Enter a description in the field
- 13. Select the tab
- 14. Enter the of the Project
- 15. Select in the drop down list
- 17. Once a project is created, it must be funded via budget journals or budget transfers in order to spend.
 - а.

GL/KK Delta Training for PSFIN v9.2

5.	In the Proi)	drop down, select to run for		r or for a	(Spec.		
	a. If running for a specific grant, enter the Project ID						
7.	Click th	e button					

- 8. Click
- 9. Select the
- 10. Periodically select until the process has a run status of Success.

link

- 5. Select the Template ID with a checkmark
- 6. Go to the tab
- 7. Ensure that the checkbox is selected

8. Click

9. Back on the page, click the information (at the end of the row)

link to display the T-Account

10. After reviewing, click

- 6. Go to the tab:
 - a. In the drop down, select (a fixed amount will be
 - charged per phone)
 - b. With this selection of Fixed Amount, all other fields will be grayed out

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11. Go to the

- a. This page indicates the temporary tables that are used during the Allocations process.
- b. No changes need to be made to this page.

tab:

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TB_TAO			Target Balance ALC_GL_					
g tao			Calculation Log ALC CLC					

12. Go to the tab:

a. In the

field, enter the fixed pool amount indicating the cost per

phone

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	Fixed Pool Amount	20.120		+ =
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13. Select the button

- 1. Navigation: > > >
- 2. Select
- 3. Enter or select your
- 4. Enter a . It is suggested that you use some sort of mask to easily identify this journal as your phone journal (i.e., prefix the journal ID with "PH").
- 5. In the field, enter or select
- 6. In the field, enter or select ALO (for allocations)
- 7. Go to the tab
- 8. In the section, enter the lines detail for each department
 - a. In the field, enter the number of phones that are in that department (this value will be multiplied by the fixed amount you entered earlier when defining the allocation step)

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- 9. the journal entry
- 10. In the Process drop down, select and click the button
- 11. Once the journal has a valid header and budget status, select

If you have sugBTN6htta902mg foW fva7(em)9(ai.)4(Alltho S)11y Use sug902m

BOR CHK BUD REF FISCAL YEAR o Budget Ref greater than FY BOR_CHK_CASH_ENCUMB o Verify No Encumbrance 118200 BOR_CHK_DETL_ACTLS o Reconcile Detail to Actuals BOR_CHK_DTL_ENC o Reconcile Detail EN to Encumb BOR_CHK_ERROR_ENCUMB o Verify No Bal Sht or Revenue BOR CHK FDM CAPITAL CF o Verify Chartfields Populated BOR_CHK_JE_PENDING **o** Journal Status Inquiry BOR_CHK_KKLEDG_ACTV o Ledger KK to ActivityLog Recon BOR_CHK_KKLEDG_BUD o Budg Ledger to Journal Recon BOR_CHK_LEDG_JRNL o Reconcile Jrnl Lines to Ledger BOR_CHK_NEG_ENCUMB o Verify No Negative Encumbrance BOR_CHK_PERIODO_POPULATED **o** Verify Year End Close Process BOR_CHK_PERSERV_ENCUM o BOR - Verify no 5X Encumb BOR_CHK_PROJ_ENC_LEG o Reconcile Project Ledger Encum BOR CHK PROJ EXP LEG o Reconcile Project Expense ledg BOR_CHK_PROJ_REV_LEG

o Old v8.9 Name: BOR_KK_AVAIL_BALREV

o Revenue Available Balance

BOR_KK_BUDGT_EXCPTION_OVERRIDE

o Budget Exception Overrides

BOR_KK_ENC_BAL_AS_OF_PD

o DETAIL_EN ledger balance

BOR_KK_ENCUMB_AS_OF_PD

o ENCUMB ledger balance

BOR_KK_EXCEPTIONS

o KK Exception Detail (Error)

BOR_KK_EXCLOSE_RECON

o EXCLOSE Source Tran to KK

BOR_KK_EXSHEET_RECON

o EXSHEET Source Trans to KK

BOR_KK_LEDGER_ACTIVITY

- o Old v8.9 Name: BOR_KK_LEDGER_BALANCES
- o KK Ledger Balances with Prompt

BOR_KK_OPEN_TAUTH_ENC

• Combined with BOR_KK_OPEN_TAUTH_ENC_CLS

o Open TAuth Encumbrances and Hanging TAuth Enc – Closures

BOR_LEDGER_SURPLUS

o Surplus/Deficit Query

BOR_LEDGER_SURPLUS_DET_W_REF

o Detail Trans - Surplus Analysis

BOR_LEDGER_SURPLUS_DETAIL

o Detail Trans - Surplus Analysis

BOR_MANUAL_ENCUMB

o Manual Encumbrances

BOR_NET_ASSET_ACCOUNT

o Year End Net Asset Accounts

BOR_OI_BY_ACCOUNT

- o Old v8.9 Name: BOR_OI_ACCOUNT_ID
- o OpenItem Bal by Account only

BOR_OI_TRANS_DETAIL

o Old v8.9 Name: BOR_OI_TRANS_ID

o OpenItem Transactions

BOR_TIGA_PERDIEMS_RECON

- o Old v8.9 Name: BOR_PERDIEMS_CONT_AUDIT_RECON
- o Ledger Bal PerDiem Cont Audit

BOR_QFR

BOR_REVBYFUND_VAR

o Revenue by Fund – Variance

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BOR_REVEXP_RSA_PGLT

o Rev to Expense RSA Calculation

- BOR_TIGA_SALARY_RECON
 - o Old v8.9 Name: BOR_SALARY_CONT_AUDIT_RECON
 - o To Recon Salaries & Cont Audit
- BOR_SURPLUSABLE_POS
 - o Detail Trans Surplus Analysis
- BOR_SURPLUSABLE_POS_PGLET
 - o BOR PO's impact surplus deficit
- BOR_SURPLUSABLE_TAUTHS
 - o Detail Trans Surplus Analysis
- BOR_TIGA_TRAVEL_RECON
 - o Old v8.9 Name: BOR_TRAVEL_CONT_AUDIT_RECON
 - o Ledger Bal Travel Cont Audit
- BOR_TRIAL_BALANCE
 - o Actuals Ledger Trial Balance
- BOR_TIGA_VENDOR_OBLIG_VALIDATE
 - o Old v8.9 Name: BOR_VENDOR_OBLIGATION_VALIDATE

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