PeopleSoft User Group

January 16, 2013
 Finance Impact Department
PeopleSoft User Group

• Review 1099 process created
• Review Budget Upload process - best practices
• Review how to update Month End & JTE
• Review Year-End Close process
• Functionality updates
1099 Process Review

Kent Spanier
Fiscal Management Specialist
Review 1099 process created

- Overview of PeopleSoft 1099 process and delivered reports
- Council Preparation Steps
  - Process to identify, select or unselect 1099 vendors
  - Vendor setup requirements
  - Process to identify vouchers designated as 1099 applicable
  - Queries available to manage process
- Electronic Filing / IRS Form 4419
- 1099 Webinar Schedule
Budget Process

• Queries to use for budget
  – LC_BUDGET_FISCAL_YR
  – LC_ACTUAL_SPREADSHEET_FIS_YR

• Two excel tools to use
  – Journal.Upload_And_Budget.Upload_Gathering_Spreadsheet.xlsx
  – From Jump Drive – JE Uploads for Production
Budget Gathering Tool

Fill in the two cells below:

**PeopleSoft Business Unit (usually L999 - Council Number)**

USD

Currency (USD unless otherwise directed by user)

<table>
<thead>
<tr>
<th>Data Preparation Steps:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
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<tr>
<td><strong>Step 2</strong></td>
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<td><strong>Step 3</strong></td>
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<td><strong>Step 4</strong></td>
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<tr>
<td>Then add Row numbers in the upload template so they match your data and there is a row number in the grey portion for each.</td>
</tr>
</tbody>
</table>
Budget Gathering Tool

<table>
<thead>
<tr>
<th>Header</th>
<th>GL Account</th>
<th>Periods</th>
<th>Enter Debits as a Positive</th>
<th>Enter Credits as a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Unit</td>
<td>Ledger</td>
<td>Fund</td>
<td>Account Project</td>
<td>Class</td>
</tr>
<tr>
<td>0</td>
<td>BUDGET</td>
<td>0</td>
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</table>

Paste your Data here beginning with Cell C4 across the months you are entering now. USE THE PAST SPECIAL - VALUES setting.
### Journal Upload Tool

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<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Compressed size</th>
<th>Password</th>
<th>Size</th>
<th>Ratio</th>
<th>Date modified</th>
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</thead>
<tbody>
<tr>
<td>JRNL1_LC.xls.xls</td>
<td>Microsoft Excel 97-2003</td>
<td>305 KB</td>
<td>No</td>
<td>2,454 KB</td>
<td>88%</td>
<td>9/21/2012 1:58 PM</td>
</tr>
<tr>
<td>JnlLog.xls</td>
<td>Microsoft Excel 97-2003</td>
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<td>No</td>
<td>11 KB</td>
<td>30%</td>
<td>9/21/2012 1:58 PM</td>
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<tr>
<td>JRNLMCRO.xla</td>
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<td>No</td>
<td>410 KB</td>
<td>63%</td>
<td>9/21/2012 1:58 PM</td>
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</table>
Journal Upload Tool

- General
  - Setup
  - Notes

- Journal Sheets
  - New
  - Edit
  - Delete
  - Copy

- Import Journals
  - Import Now
  - Write File
Journal Upload Tool

<table>
<thead>
<tr>
<th>B</th>
<th>E</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
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<th>N</th>
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**Spreadsheet Journal Import**

**Journal Header**
- Sys ID
- Unit
- Journal ID
- Date

**Journal Lines**
- Sys ID
- Journal ID
- Line #
- Unit
- Ledger
- Account
- Fund
- Class
- Project
- Currency
- Amount
- Description

Select fields to copy from a previous line by marking the checkboxes under each field.
Budget Questions?
Month End – JTE

Cornelia Ellis
Fiscal Management Specialist
Month-End – JTE Update

• In order for PeopleSoft council data to be reflected Journey to Excellence the council must transmit to the national database.
Month-end transmit

At the point of closing the month submit balances using the following breadcrumb:
Enter a Run Control and Click Add

Run Control ID: BSA-GL-Period-Balances

Add
Enter Business Unit, Fiscal Year, Period
Process Scheduler Request

User ID: CELLIS
Run Control ID: BSA-GL-Period-Balances

Server Name: PSNT
Recurrence: 
Run Date: 11/29/2012
Run Time: 2:21:46PM

Time Zone: 

Process List

Select  Description  Process Name  Process Type  *Type  *Format  Distribution
✓  GL Period Balances  BSA_LC_GL007  Application Engine  Web  TXT  Distribution

OK  Cancel
Closing the Year in PeopleSoft

Sherry McFall
Fiscal Management Specialist
• Make sure Asset Management is closed for December
• Make sure Accounts Payable is closed for December
• Run December Allocations
• Generate Year End Reports
• Close December
• Run Year End Close Process (GLUG sec 7.3)
Making Adjustments after Year End Close and before the audit process begins

1. Undo the Year End Close (GLUG sec. 7.5.3.1)
2. Re-Open December 2012
3. Make adjusting journal entries using source code CA
5. Run December Allocations
6. Generate Year End Reports
7. Close the Year
For Auditor Proposed and Accepted Journal Entries

Use same process except use source code AA for the journal entries.
Functionality updates

- Add Account for PAS
- Revised Section 6 of GL User Guide
- Simplification of Menu items
- BSA Tree Manager Moved
Add Account for PAS
Add Account for PAS
Add Account for PAS
Simplification of Menu Items
PeopleSoft Information Updates
Questions ??