

A banner with a green and blue abstract background featuring glowing lines and particles. The text "CAPPS Financials" is in white and "End-User Training (EUT)" is in dark red.

CAPPS Financials

End-User Training (EUT)

205 General Ledger

PeopleSoft 9.2
February 2021

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General Ledger 9.2

The **General Ledger** is the heart of an agency financial system. It is the central repository for accounting activity. An agency records its business activity through journal entries (or through subsystem accounting entries, such as Payables), which are posted to the General Ledger using a collection of accounts, departments and so on. This collection of accounts is often referred to as a chart of accounts, which enables an agency to classify financial and statistical data that is used for reporting.

Journal entries for actual transactions are made in a double entry system, in accordance with Generally Accepted Accounting Principles (GAAP), where debits equal credits. Agencies can, however, choose to enter budget or statistical data as one-sided entries.

CAPPS General Ledger provides journal entry formats that enable you to enter any type of transaction quickly and easily without losing the control needed to ensure accuracy.

CAPPS General Ledger also includes other aspects, such as allocating shared assets and expenses, maintaining budgets and reporting.

Upon completion of this module, you will be able to:

- Review General Ledger preferences.
- Set up user preferences.
- Create, reverse and post a manual journal entry.
- Add an attachment to a journal entry.
- Create a standard journal entry.
- Create a journal entry using SpeedTypes.
- Process journals.
- Process allocations.
- Manage monthly and year-end closing processing.
- Manage year-end closing rules.
- Run General Ledger reports.

Creating Journals

Section Exercises: Creating Journals

Creating a Manual Journal Entry

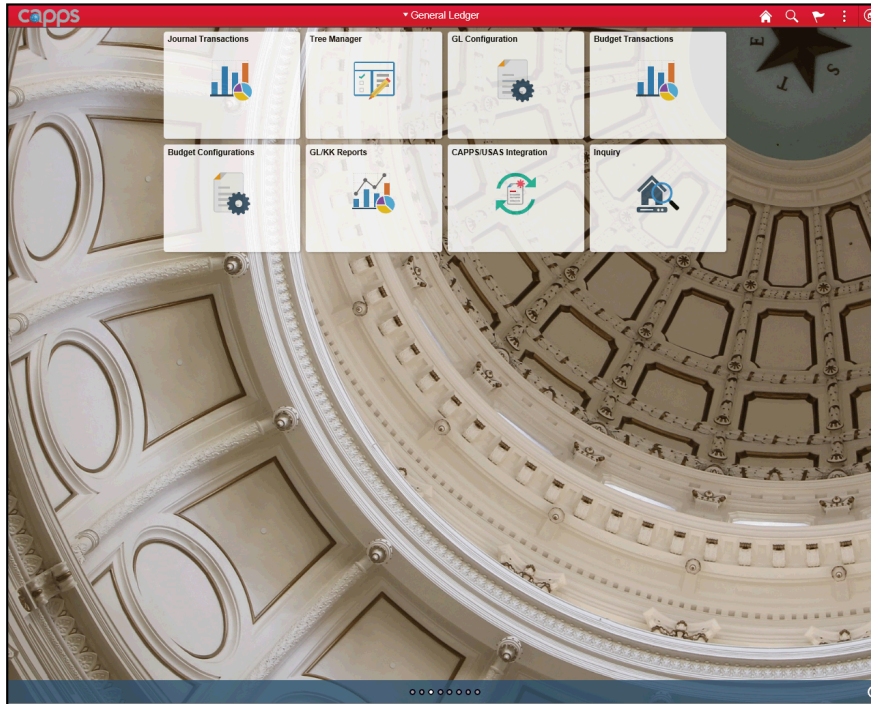
Creating and Posting a Manual Journal Entry

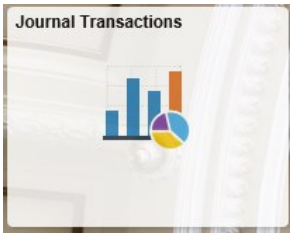

Journal entries in CAPPS consist of a header, which records the information that uniquely identifies the journal entry, and detail lines, which record the individual transactions and the affected ChartFields.


Procedure

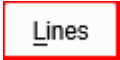



Upon the completion of this topic, you will be able to:






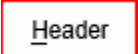
- Create a journal entry manually
- Save the journal in an incomplete status





Step	Action
1.	Click the Journal Transactions tile. 
2.	Click the Activity Guide Navigation Area button to minimize the navigation collection. 
3.	The Add a New Value tab appears.
4.	CAPPS will auto populate the Business Unit, Journal ID, and Journal Date fields. If necessary, these values can be updated. For example, instead of having CAPPS assign the Next sequential journal number, you can assign an ID.

Step	Action
5.	Click the Add button. 
6.	Proceed with entering a description (up to 254 characters) for the journal entry. Enter " Creating a manual journal entry " into the Long Description field. Long Description <input data-bbox="607 520 1386 575" type="text"/>
7.	When CAPPS is assigning the Journal ID , the word NEXT appears until the journal is saved.
8.	The Ledger Group indicates the ledger group to which the journal will be posted. A value defaults based on your User Preference settings.
9.	The Source field reflects the origination of the entry and determines various options for entering and editing journals. Examples include ONL for journals that originate through online entry within the General Ledger, AP for entries that originate in Accounts Payable and are then sent to the General Ledger via Journal Generation.
10.	USAS details reflect whether the entry has been passed to USAS, the USAS Doc number assigned and the date the activity occurred. USAS Processing Statuses include: Y: Send to USAS N: Do not send to USAS U: Sent to USAS P: Processed X: Deleted in USAS
11.	Use the Save Journal Incomplete Status to flag a journal entry that is not ready for posting. This allows you the ability to save an entry but prevent it from getting picked up during batch processing. For example, you would use this option if you have entered a journal but need to verify some details prior to having it posted during batch processing.
12.	Use the Add DLT Comments link and/or the Attachments link to enter any required comments or attach supporting documentation.
13.	For most journals, you will not need to generate a reversal entry, so the default option on the Journal Entry Reversal page is set to Do Not Generate Reversal . If you need to generate a reversal entry, click the Reversal link displayed here and select the appropriate time to indicate when the reversal should happen. When that date is reached, the system will automatically generate the reversing journal entry.

Step	Action
14.	<p>After entering the journal header information, you will move to the journal lines page.</p> <p>Click the Lines tab.</p> 
15.	<p>Each line will be populated with chartfield values (e.g. account, fund, dept., etc.) and debit/credit amount. CAPPS uses this information to classify the transaction.</p>
16.	<p>The Template List link can be used to control which fields appear in the Lines grid below and whether the value in a field is copied to additional lines when they are inserted.</p>
17.	<p>The Change Values link allows you to make a change to multiple lines at once.</p> <p>For example, if you are working with a multiple line journal entry and you need to replace the Dept for all the lines, you can manually update each line one at a time or use the Change Values option to make a mass change.</p>
18.	<p>The Lines to add field allows you to indicate the number of additional lines you wish to insert.</p> <p>For example, if this journal entry is going to be a total of four lines, you can enter 3 in this field to insert three additional lines all at once to the journal entry.</p>
19.	<p>The Totals section reflects the summed total debits and credits. It also displays the Journal Status and Budget Status.</p>
20.	<p>Now that you have reviewed key information and options that appears on the Lines page, let's proceed with entering the journal line details.</p> <p>Begin by entering the account number.</p> <p>Enter "7300" into the Account field.</p> 
21.	<p>Enter "0002" into the Fund field.</p> 
22.	<p>Enter "2000" into the Dept field.</p> 
23.	<p>Click the Horizontal scrollbar to scroll right.</p>
24.	<p>Enter "20104" into the Appn/PCA field.</p>
25.	<p>Enter "2020" into the Appn Year field.</p>
26.	<p>Click the Horizontal scrollbar to scroll further right.</p>

Step	Action
27.	Enter " 100 " into the Amount field. 
28.	You have completed entry for the first journal line and are ready to enter the next line. Scroll back to the left side of the page. Click the Horizontal scrollbar.
29.	Only one additional line will be added for this journal entry. Click the Insert Lines button. 
30.	A new line has been inserted. Notice most of the chartfield values are copied from the previous line.
31.	In addition to the values defaulting, CAPPS also auto populated the Amount field (not pictured) with an amount equal to but opposite (i.e. negative amount) of Line 1's amount. In this example, Line 1 was for \$100 so CAPPS auto populated Line 2 with -\$100.
32.	At this point, you will need to review the auto populated details and update if needed. You also need to fill in any missing information (e.g. account) Enter " 0045 " into the Account field. 
33.	Save your entry once the journal line details are entered. Click the Save button. 
34.	A save confirmation message appears. Click the OK button. 
35.	For this scenario, we don't want this journal to get picked up during batch processing so we need to flag the entry as incomplete. Click the Header tab. 

Step	Action
36.	Click the Save Journal Incomplete Status option. <input type="checkbox"/> Save Journal Incomplete Status
37.	Click the Save button. 
38.	A save confirmation message appears. Click the OK button. 
39.	Congratulations! You have successfully completed this lesson. End of Procedure.

Creating and Processing a Standard Journal Entry

Creating and Posting a Standard Journal Entry

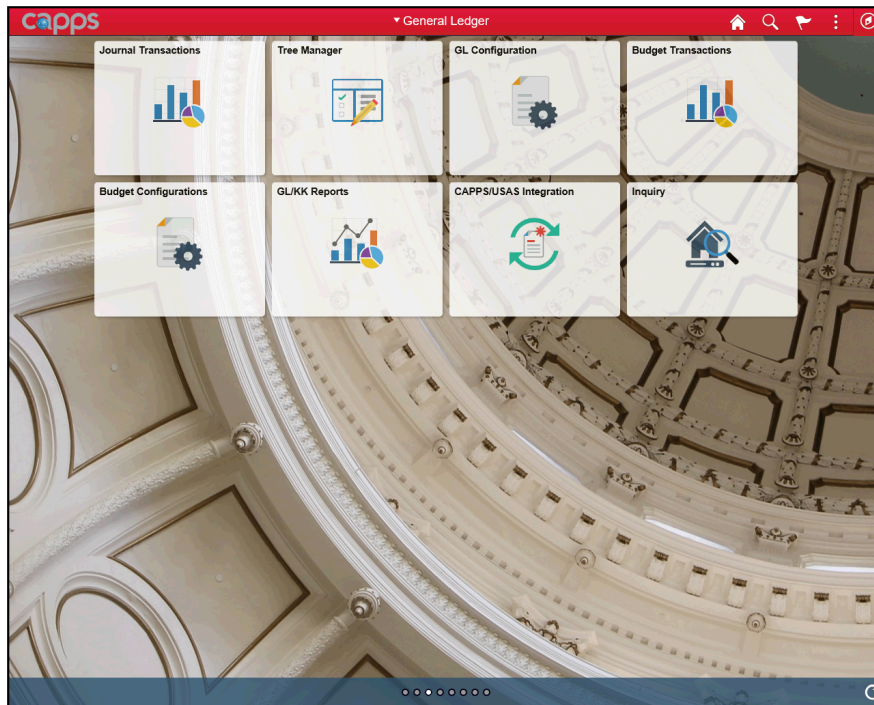
In this lesson, you will learn to create SJE's. You must create a Model journal entry or use an existing journal to create SJE's. The SJE Model ID or journal ID that you create becomes the high-level key for all journal entries that are generated using this definition.



Standard journal entries may not be used if a vendor ID is needed e.g. rent, insurance payments as these need to go through Accounts Payable. If you have recurring transfers, you can use Standard Journal entries for those items.


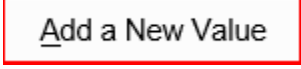
Procedure




Upon completion of this topic, you will be able to:

- Define a Standard Journal Entry (SJE).
- Create a Standard Journal Entry (SJE).
- Review a Standard Journal Entry (SJE).













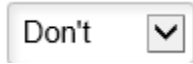







Step	Action
1.	<p>Standard journal entries allow you to automate the entry of similar or identical entries. There are three types of standard journals:</p> <p>1) Recurring: Used to create repetitive transaction for the same amount to the same chartfield combination.</p> <p>2) Template: Used to create repetitive transactions for varying amounts to the same chartfield combination.</p> <p>3) Spread: Used to spread amount across a specified time.</p> <p>The creation of a Recurring entry will be demonstrated during this lesson. Let's get started.</p>
2.	<p>You must use the Navigator to access the pages used to create and process standard journals.</p> <p>Click the NavBar button.</p> 
3.	<p>Click the Navigator button.</p> 






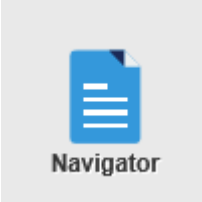


Step	Action
4.	Click the General Ledger menu. 
5.	Click the Journals menu. 
6.	Click the Standard Journals menu. 
7.	Click the Define Standard Journals menu. 
8.	Click the Add a New Value tab. 
9.	Enter an identifier for your standard journal to distinguish this one from others that may exist. Enter " S21GL " into the Standard Journal field. Standard Journal: <input data-bbox="625 1251 839 1312" type="text"/>
10.	Click the Add button. 
11.	Enter a brief description for this standard journal to identify its purpose in the Description field.. Enter " S21 Std Jrm for GL Trng " into the Description field. Description <input data-bbox="532 1617 1091 1677" type="text"/>
12.	Repeat the description in the second Description field. Enter " S21 Std Jrnl " into the Description field. Description <input data-bbox="537 1806 1094 1866" type="text"/>




Step	Action
13.	<p>Next, select the standard journal type to be created.</p> <p>Click the SJE Type list.</p> <p>SJE Type <input style="border: 1px solid red;" type="text" value="Template to be Completed"/> </p>
14.	<p>Click the Recurring on a Schedule list item.</p> <p>Recurring on a Schedule</p>
15.	<p>Next, identify the source journal entry that will be used as the model for the recurring entries.</p> <p>Click the Look up Journal ID (Alt+5) button.</p> <p></p>
16.	<p>A list of eligible entries appears. Locate and select the desired entry.</p> <p>Click the 0000108409 link.</p> <p>0000108409</p>
17.	<p>Enter the model journal entry's date.</p> <p>Click the Look up Journal Date (Alt+5) button.</p> <p></p>
18.	<p>Click the 05/12/2020 link.</p> <p>05/12/2020</p>
19.	<p>CAPPS defaults in the journal ID that will be assigned to each recurring entry created during processing.</p> <p>Note: Regardless of the number of entries generated based on the model, CAPPS assigns the same Journal ID to all entries created during processing. In this example it will be S21GL1. Take this into consideration for entries that are sent to USAS. USAS does not allow the same Journal ID for multiple transactions within the same fiscal year.</p>
20.	<p>Verify the Allow Lines to be Modified checkbox is selected.</p> <p>This option allows you the flexibility to edit the recurring journal entry once it is created from the model.</p>

Step	Action
21.	<p>In the previous lesson, you learned that a saved journal can be flagged as incomplete. In doing so, the journal will be excluded from the batch posting processes so you can continue to edit the details.</p> <p>If you anticipate needing to make changes to the recurring entry once it is created, you may want to consider selecting this checkbox to prevent it from being posted before you have a chance to make edits.</p>
22.	<p>Next, you will need to populate the schedule details. This includes selecting a Schedule, entering the date range (From Date and To Date) for when the recurring entries should be generated, and lead days (Journal Creation Lead Days) to say how far in advance an entry can be created.</p>
23.	<p>The Schedule defines how frequently (e.g. weekly, monthly, etc.) a recurring journal should be created and what day of the time period (every Wednesday, on the 15th day of each month, etc) it should be created. The Schedule can also specify if any dates should be skipped.</p>
24.	<p>Click the Schedule list.</p> <p>Schedule <input data-bbox="505 869 768 932" type="text"/></p>
25.	<p>Click the GL_TRAIN list item.</p> <p>GL_TRAIN</p>
26.	<p>Enter "t" into the From Date field.</p> <p>From Date <input data-bbox="518 1094 761 1157" type="text"/></p>
27.	<p>Click the Calendar To Date (Alt+5) button.</p> <p><input data-bbox="355 1220 401 1266" type="button"/></p>
28.	<p>Click the list.</p> <p>May <input data-bbox="355 1331 613 1394" type="text"/></p>
29.	<p>Click the December list item.</p> <p>December</p>
30.	<p>Click the 13 button.</p> <p><input data-bbox="355 1562 418 1625" type="button"/></p>
31.	<p>Click in the Journal Creation Lead Days field.</p> <p>Journal Creation Lead Days <input data-bbox="761 1688 865 1751" type="text"/></p>
32.	<p>Press [Delete].</p>

Step	Action
33.	Enter "90" into the Journal Creation Lead Days field. Journal Creation Lead Days <input data-bbox="857 327 963 390" type="text"/>
34.	Click the Save button. 
35.	Congratulations you have set up the standard journal details. Based on the schedule selected, a recurring entry modeled after journal 0000108409 can be created during the 5/13/20 to 12/13/20 time period. In addition, entries can be created 90 days in advance. You are now ready to run the Create Standard Journal process.
36.	Click the NavBar button. 
37.	Click the Navigator button. 
38.	Click the General Ledger menu. 
39.	Click the Journals menu. 
40.	Click the Standard Journals menu. 
41.	Click the Create Standard Journals menu. 

Step	Action
42.	Click the Add a New Value tab. 
43.	Enter " GL_Train " into the Run Control ID field. Run Control ID: 
44.	Click the Add button. 
45.	Click the Process Frequency list. 
46.	Click the Always list item. Always
47.	Click the Look up Unit (Alt+5) button. 
48.	Click the 09900 link. 
49.	Click the Look up From SJE (Alt+5) button. 
50.	Click the S21GL link. 
51.	Enter " Create Standard Journals Example " into the Description field. *Description 
52.	Click the Save button. 
53.	Click the Run button. 

Step	Action
54.	Verify the Standard Journal Entry process is selected and click the OK button. 
55.	Proceed with checking the status of the process. Click the Process Monitor link. 
56.	The process has been added to the queue to run.
57.	Click the Refresh button. 
58.	The processing has been started.
59.	Continue to refresh the page until the Run Status displays Success. Click the Refresh button. 
60.	The process is now complete. At this point, you can review the recurring journals created during processing.
61.	Click the NavBar button. 
62.	Click the Navigator menu. 
63.	Click the General Ledger menu. 
64.	Click the Journals menu. 

Step	Action
65.	Click the Standard Journals menu. 
66.	Click the Review Standard Journals menu. 
67.	Locate the standard journal you wish to review. Click the Search button. 
68.	The process to create these journals was run on 5/13/2020.
69.	During processing, three journals were created - one for June, July and August. Recall, our standard journal had a 90 day lead time specified so journals were created for 90 days out from the run date.
70.	Also notice, that all three journals have different dates but share the same ID. Remember, USAS does not allow the same journal ID so this should be taken into consideration when deciding whether to use the standard journal functionality.
71.	At this point, you can navigate to the Create/Update Journal Entries page to edit these journals. Note: If your agency is using approval workflow, the entries may need approval as well.
72.	Congratulations! You have successfully completed this lesson. End of Procedure.

Copying a Journal

Copying a Journal

CAPPS General Ledger enables you to copy information in an existing journal. Copying a journal saves time because you can use an existing journal entry as the basis for a new journal entry. You also can copy posted or unposted journals and then change the header and detail lines as needed.

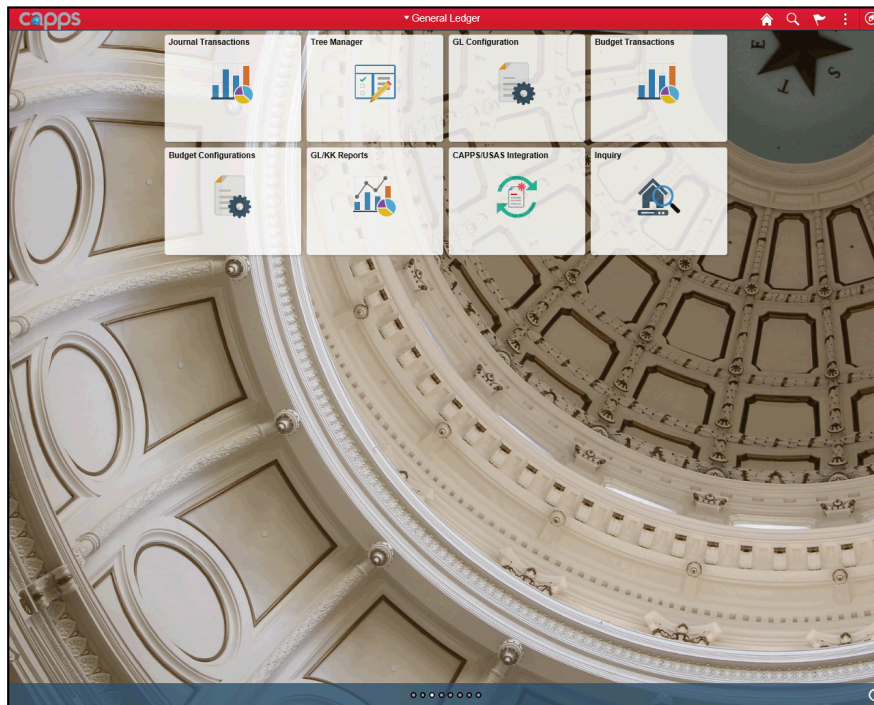
Consider this scenario: Your agency Director wants you to create new journal entries. However, you find that the new journal entries are similar to ones you have made in the past. To avoid entering the same information again, you can create a new journal


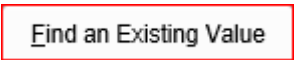


entry based on an existing journal. You will use the Copying Journals process to do this.

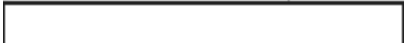

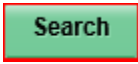




Procedure




Upon completion of this topic you will be able to:

- Create a new journal using the Copy Journal feature



Step	Action
1.	Click the Journal Transactions tile.
2.	Click the Activity Guide Navigation Area button to hide the navigation collection. 
3.	Begin by locating the journal you wish to copy. Click the Find an Existing Value tab. 
4.	Click the Journal Header Status list. Journal Header Status: =  

Step	Action
5.	<p>In this example, we do not want to search based on journal status so you will need to set the status to blank.</p> <p>Click the Blank list item.</p> 
6.	<p>The journal you are copying from has a 5/12/20 journal date.</p> <p>Click the Calendar Journal Date (Alt+5) button.</p> 
7.	<p>Click the 12 button.</p> 
8.	<p>Click the Search button.</p> 
9.	<p>Multiple journals share the same journal date. Review the list and select the appropriate journal to copy.</p> <p>Click the 0000108409 link.</p> 
10.	<p>Verify the journal you wish to copy appears.</p> <p>Click the Lines tab.</p> 
11.	<p>Click the Process list.</p> <p>Process </p>
12.	<p>Click the Copy Journal list item.</p> <p>Copy Journal </p>
13.	<p>Click the Process button.</p> 
14.	<p>At this point, you can accept the default Journal ID and date or manually assign values.</p>
15.	<p>If this entry needs to be reversed, you can select the appropriate reversal date.</p> <p>If it does not need to be reversed, then accept the default selection 'Do Not Generate Reversal' and continue.</p>
16.	<p>You can also save the new journal with the Incomplete Status flag selected.</p>

Step	Action
17.	Once the updates are made (if any are needed), you are ready to proceed with the creation of the new journal. Click the OK button. 
18.	The new journal appears, including the journal ID that has been assigned.
19.	You can make any necessary changes to the newly created journal (e.g. add lines, modify chartfields, etc.). Once finished, click the Save button. 
20.	A save confirmation message appears. Click the OK button. 
21.	Congratulations! You have successfully completed this lesson. End of Procedure.

Creating a SpeedType and using it to Create a Journal

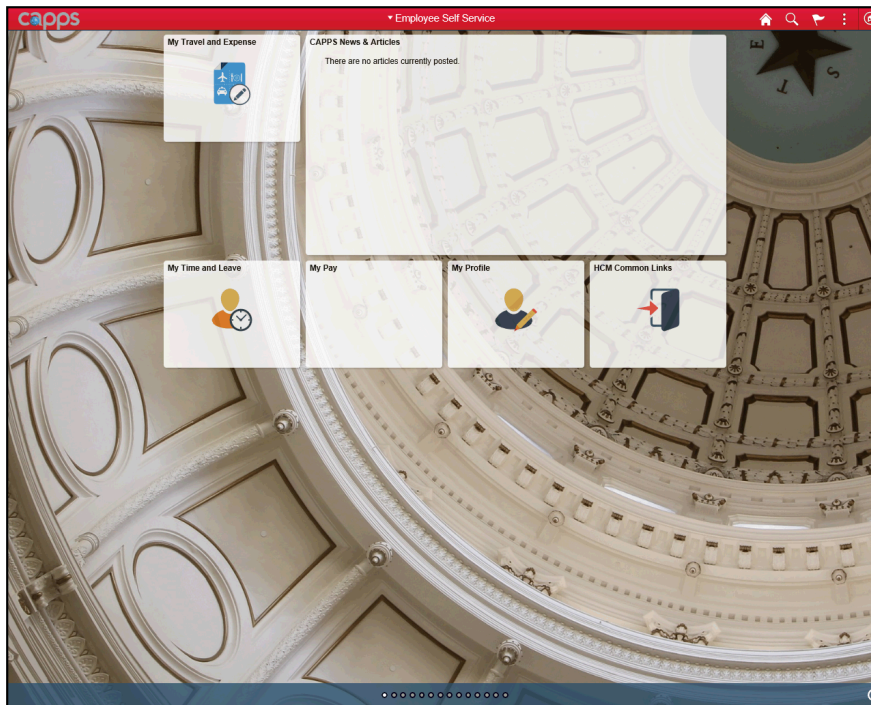
Creating a SpeedType and Using it to Create a Journal






Often, different journal entries use the same ChartField combinations. For example, miscellaneous travel expenses may often post to the same Account, Department and Product. Instead of filling in all three ChartField values each time you enter a miscellaneous travel expense, you can define a **SpeedType** key to fill in the values automatically. After you define a SpeedType key for a SetID, you may use it any time you enter that ChartField combination on any journal entry line for a business unit that is tied to the SetID.











Procedure





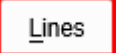

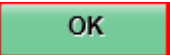
Upon completion of this topic you will be able to:




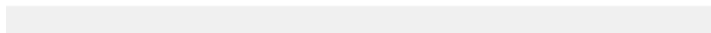



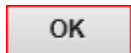
- Create a SpeedType
- Enter a journal using a SpeedType to populate chartfield values



Step	Action
1.	<p>This lesson begins with the set up of a new SpeedType.</p> <p>Note: Your ability to add SpeedTypes depends on your user's security.</p> <p>Click the NavBar button.</p> 
2.	<p>Click the Navigator button.</p> 
3.	<p>Click the Set Up Financials/Supply Chain menu.</p> 
4.	<p>Click the Common Definitions menu.</p> 
5.	<p>Click the Design ChartFields menu.</p> 

Step	Action
6.	Click the Define Values menu. 
7.	Click the SpeedTypes menu. 
8.	Click the Add a New Value tab. 
9.	Begin by assigning an identifier to the SpeedType. Enter " S21Train " into the SpeedType Key field. SpeedType Key: 
10.	Click the Add button. 
11.	Enter " Sample Training SpeedType " into the Description field. Description 
12.	Proceed with entering the chartfields you wish to assign to this SpeedType. Remember, only populate the values that are re-occurring. If for example, the Account is always different but the Fund and Dept are typically the same, then leave the Account field blank.
13.	Also remember, the SpeedType is used to default a set of chartfield values onto the journal lines. When entering the journals, you will still need to enter the line amounts.
14.	Enter " 002 " into the Fund Code field. Fund Code 
15.	Enter " 200 " into the Department field. Department 
16.	Enter " 20214 " into the Appropriation/PCA field. Appropriation/PCA 
17.	Enter " 2020 " into the Appropriation Year field. Appropriation Year 

Step	Action
18.	Click the Save button when finished. 
19.	Congratulations! You have successfully added a SpeedType. Next, you will enter a new journal using this SpeedType.
20.	Click the Journal Transactions tile. 
21.	Click the Activity Guide Navigation Area button. 
22.	Click the Add button. 
23.	Enter a description for the journal. Enter " S21 To deposit professional fees " into the Long Description field. Long Description <input data-bbox="513 1163 1289 1220" type="text"/>
24.	Click the Lines tab. 
25.	Next, populate the journal line details. In this example you will use the SpeedType created in the first part of the lesson. Click the Speed Type Look Up button. 
26.	Locate and select the SpeedType. Click the Selected option for the S21TRAIN SpeedType <input data-bbox="358 1709 383 1740" type="checkbox"/> S21TRAIN
27.	Click the OK button. 

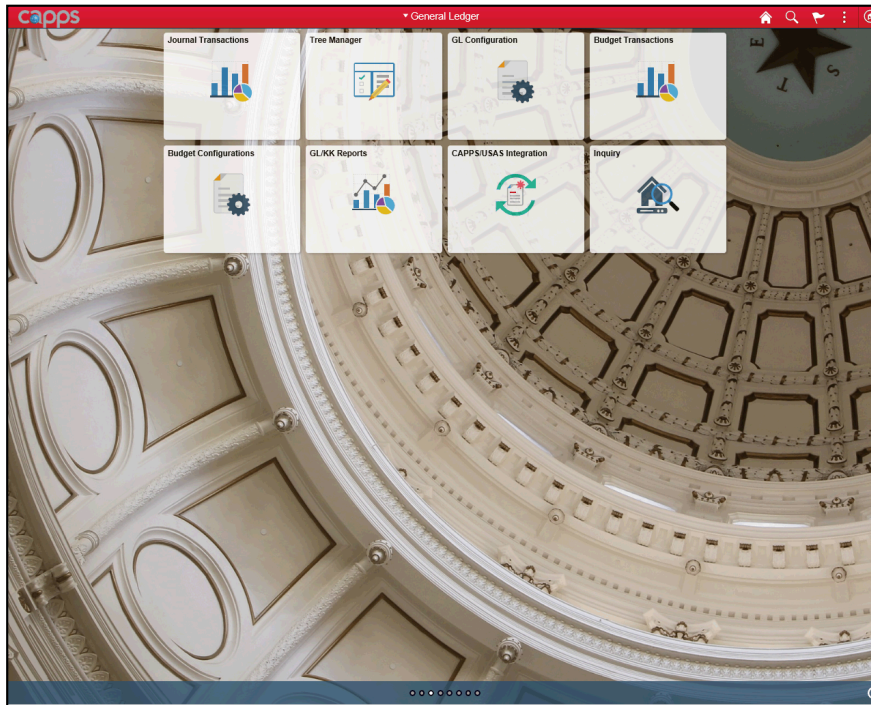
Step	Action
28.	The chartfields associated with the selected SpeedType appear.
29.	Proceed with entering any missing values. Enter " 3970 " into the Account field. 
30.	Click the Insert Lines button. 
31.	Enter " 0045 " into the Account field. 
32.	Click the Horizontal scrollbar to scroll right.
33.	Continue scrolling. Click the Horizontal scrollbar. 
34.	Proceed with entering the journal line amounts. Enter " 1500 " into the Amount field. 
35.	Enter " -1500 " into the Amount field. 
36.	The entry is complete and ready to be saved. Return to the left side of the page. Click the Horizontal scrollbar.
37.	Click the Save button. 
38.	A confirmation message appears. Click the OK button. 
39.	Congratulations! You have successfully completed this lesson. End of Procedure.



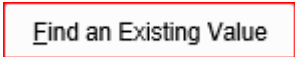
Deleting a Journal

Procedure



Upon completion of this topic you will be able to:

- Delete an unposted journal



Step	Action
1.	Click the Journal Transactions tile. 
2.	Click the Activity Guide Navigation Area button. 
3.	Click the Find an Existing Value tab. 
4.	Journals that have been created in error or that are no longer required can be deleted from CAPPS as long as they have not been posted.

Step	Action
5.	To begin, locate the journal to be deleted. Click the Journal Header Status list. Journal Header Status: = <input type="button" value="v"/> No Status - Needs to be Edited <input type="button" value="v"/>
6.	Click the list item.
7.	Click the Journal ID list. Journal ID: begins with <input type="button" value="v"/>
8.	Click the contains list item. contains
9.	Enter the desired information into the Journal ID field. Enter "407". Journal ID: <input type="button" value="contains"/> <input type="button" value="v"/>
10.	Click the Search button. Search
11.	Review the list of journals displayed and select the entry that needs to be deleted.
12.	Click the 0000108407 link. 0000108407
13.	Click the Lines tab. Lines
14.	Click the Process list. Process Edit Journal <input type="button" value="v"/>
15.	Click the Delete Journal list item. Delete Journal
16.	Click the Process button. Process
17.	Click the Yes button. Yes
18.	Click the OK button. OK

Step	Action
19.	Click the Return to Search button. 
20.	As a final step, let's refresh the page and verify the journal's status is deleted. Click the Search button. 
21.	CAPPS displays the journal entry in the search results. Notice, the Journal Header Status has been updated to Deleted.
22.	Click the 0000108407 link. 0000108407
23.	The deleted journal details can be still be viewed but you are not able to make any edits.
24.	End of Procedure.

Processing Journals

Section Exercises: Processing Journals

After creation, journal entries are ready for processing and then posting to CAPPS General Ledger. Journal processing updates balance sheet and income statement accounts for reporting purposes. This is necessary for the proper accounting of assets, liabilities, equity, income and expenses. Journal posting maintains the correct balance in the balance sheet accounts with subsidiary ledgers so that they reconcile. Journal processing involves entering journals and saving data to the header and line tables, editing journals, marking journals for posting and posting journals to the ledger.

In addition to generating GL Journals directly from the GL Module, GL Journals are also generated from other source modules such as Billing, Accounts Payable and Asset Management. Accounting entries are generated from these modules and the Journal Generate process validates and posts the entries to GL.

During the journal edit process, the system checks journals for errors and validates the journals before posting them. When a journal successfully completes the edit process, the system changes its status to Valid. Journals with errors either are recycled or suspended, depending on the options selected.

You can manually post journals or mark them for automatic posting. Marking journals for posting is necessary only if you use the Process Scheduler for posting. If journals meet the selection criteria of the process, then the marked journals are included in the next posting process.

The posting process only posts those journal entries that are marked for posting. Posting journal entries records the transactions in General Ledger.

Editing a Journal

Editing a Journal

You must edit a journal before you can post it. If errors occur during the editing process, then you can either recycle the journal or post it to your suspense account.

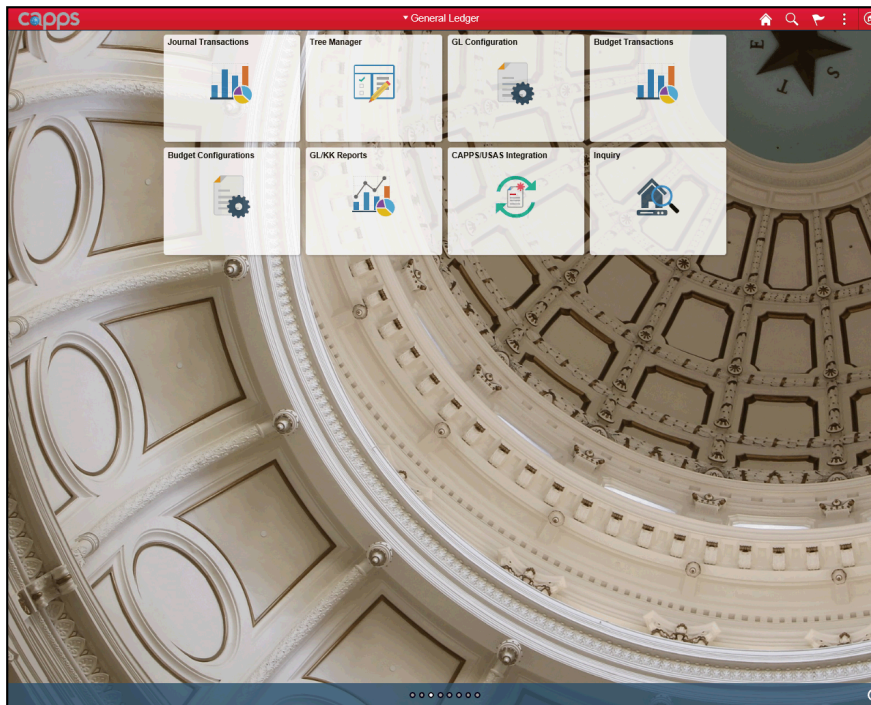
You can edit journals online or through the batch edit process. You can edit a large number of journal entries through the batch edit process. To do this, enter a process request.



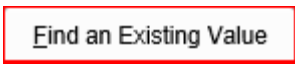
The Journal Edit process ensures that ChartField values are valid, that debits equal credits and that journal entries are flagged for posting to the target ledger. This topic explains how the Journal Edit process checks journals for errors to ensure that the journals are valid before you post them.

Procedure


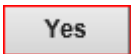
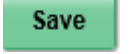
Upon completion of this lesson, you will be able to:

- Edit a journal.
- View status, header and line information for a journal.



Step	Action
1.	Click the Journal Transactions tile. 
2.	Click the Activity Guide Navigation Area button. 
3.	Click the Find an Existing Value tab. 
4.	Locate the journal to be edited. Click the Journal Header Status list. Journal Header Status: = <input type="text" value="="/> <input type="button" value="v"/> No Status - Needs to be Edited <input type="button" value="v"/>
5.	We will not search based on the journal's status. Click the Blank list item.

Step	Action
6.	Instead, we will search based on the journal ID. Click the Journal ID list. Journal ID: <input type="text" value="begins with"/>
7.	Click the contains list item. contains
8.	Enter "409" into the Journal ID field. Journal ID: <input type="text" value="contains"/> <input type="text"/>
9.	Click the Search button. <input type="button" value="Search"/>
10.	A list of journals matching the search criteria appears. Click the 0000108409 link. 0000108409
11.	Your journal entry appears. Navigate to the Lines tab. Click the Lines tab. <input type="button" value="Lines"/>
12.	Notice the Total Debits and Total Credits are equal.
13.	The Journal Status is T (Incomplete) and the Budget Status N (Not Checked)
14.	Use the Process list field to run the Journal Edit process for a single journal entry. Click the Process list. Process <input type="text" value="Edit Journal"/>
15.	There are several actions that can be taken. In this lesson, you are editing the journal. Click the Edit Journal list item. <input type="button" value="Edit Journal"/>
16.	Click the Process button after selecting an action from the list. <input type="button" value="Process"/>

Step	Action
17.	<p>CAPPS automatically saves your entry.</p> <p>Click the OK button.</p> 
18.	<p>Next, indicate if you want to wait (i.e. remain on this page) while the edit process runs in the background.</p> <p>In this lesson we will wait. Click the Yes button.</p> 
19.	The process may take a few minutes to run.
20.	The journal's Journal Status and Budget Status will be updated once the processing is completed.
21.	<p>Both statuses display a V indicating that they are valid.</p> <p>Important: You cannot post a journal until you have run the Edit Journal process and the statuses are Valid.</p>
22.	<p>Click the Save button.</p> 
23.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Marking a Journal for Posting and Running the Post Process

Marking a Journal for Posting and Running the Post Process

Journals must complete the edit process before they can be marked for posting. To be marked for posting, journals must be valid and must be selected on the **Mark Journals for Posting** page. After you mark a journal for posting, you can run the Journal Post process.

Journal posting is the last step of journal entry processing. After journal posting, you can no longer edit the entry. You can post a journal only after you have successfully edited and marked the journal for posting.

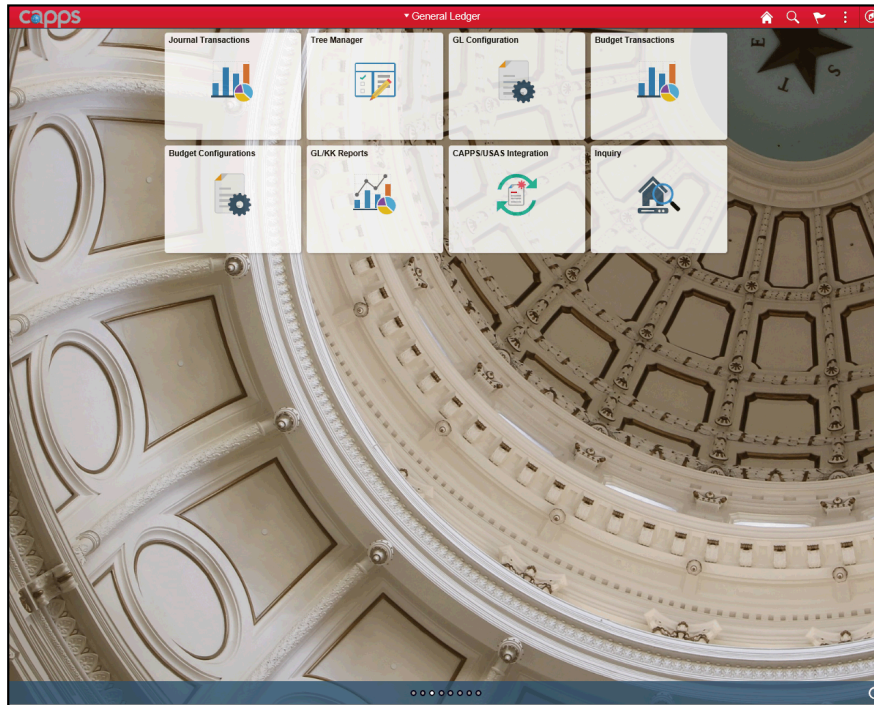
You may exclude certain journals from posting until you review and approve them. When you run the posting process, the system posts only those journals marked for posting.





Consider this scenario: You have entered and edited a journal entry. You need to mark this journal entry for processing and complete the posting process. Once it completes, you will review the journal status to ensure it processed correctly.


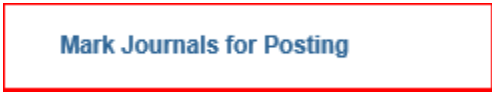





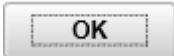
Procedure



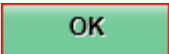



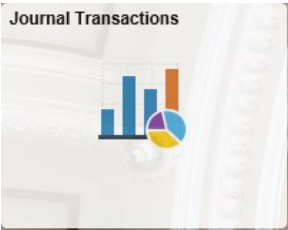
Upon completion of this lesson, you will be able to:





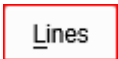
- Mark a journal for posting and run the Journal Post batch process.
- View status, header and line information for a journal.



Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the General Ledger menu. 
4.	Click the Journals menu. 

Step	Action
5.	Click the Process Journals menu. 
6.	Click the Mark Journals for Posting menu. 
7.	Begin by locating the journal(s) to be posted. Since we are using the 'batch' method, you are able to post multiple journals at once. Click the Look up Journal ID (Alt+5) button. 
8.	For this lesson, we will demonstrate posting one journal. Click the 0000108409 link. 
9.	Click the Search button. 
10.	The system displays the journal identified in the above search criteria. Click the Process option for the journal that appears. Note: When posting multiple journals, you will need to select the option checkbox next to each journal to be processed. <input data-bbox="363 1289 391 1314" type="checkbox"/>
11.	Click the Save button. 
12.	Click the Post Selected Journals link to continue. 
13.	Before continuing, you receive a journal post confirmation message. Review the message and click the OK button. 
14.	You are brought to the Post Journals Request process page.
15.	Information for the journal(s) selected on the previous page appears.

Step	Action
16.	<p>In our lesson, we are only posting one journal.</p> <p>If you had selected multiple journals, the system would create a separate row for each one and the next row/previous row buttons, View All link, etc would be active and used to view the details.</p>
17.	<p>Click the Run button to proceed.</p> 
18.	<p>Click the Select option for the GL Journal Posting process.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>We will check on the status of the process using the Process Monitor page.</p> <p>Click the Process Monitor link.</p> 
21.	<p>The process appears to be queued to run.</p> <p>Since the statuses do not update automatically, you will need to periodically refresh the page to see an updated status.</p>
22.	<p>Click the Refresh button.</p> 
23.	<p>The processing is now complete.</p>
24.	<p>Congratulations! You have successfully run the Journal Posting process to post the selected journal(s).</p> <p>Next in this lesson, we will navigate to the Create/Update Journal Entries page to verify the journal has posted.</p>
25.	<p>Click the Home menu.</p> 
26.	<p>Click the Journal Transactions tile.</p> 

Step	Action
27.	Click the Activity Guide Navigation Area button. 
28.	Click the Journal Header Status list. Journal Header Status: =  No Status - Needs to be Edited 
29.	Click the Posted to Ledger(s) list item. Posted to Ledger(s)
30.	Click the Search button. 
31.	Journal 0000108409 appears. Note: Typically, you will need to enter additional search criteria on the previous page to locate the journal. Since this is a training environment, only one journal has a status of 'posted' so it was displayed.
32.	Click the Lines tab. 
33.	Posted journals will have a Journal Status of P and Budget Status of V. Also notice the fields are no longer editable. When journals are posted the pages become 'view only'. In this example, our journal has been posted.
34.	Congratulations! You have successfully completed this lesson. End of Procedure.

Marking a Journal for Unposting and Running the Post Process

Marking a Journal for Unposting and Running the Post Process

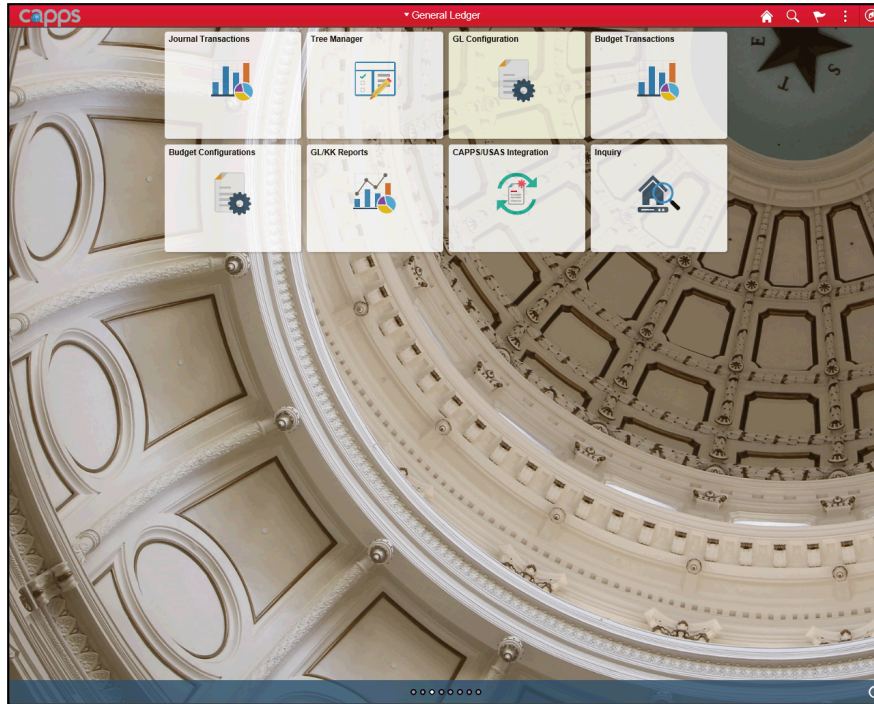
After a journal is posted, you realize that the journal has an error. You can mark the journal entry for unposting and then unpost it. CAPPS General Ledger automatically creates an audit trail by posting a reverse entry for the unposted journal. However, you can unpost a journal only once, and you cannot edit or re post an unposted journal.




Consider this scenario: You posted a journal that is booked to an inappropriate coding block(ChartFields). You need to unpost the journal so that you can book the entry to the correct coding block. When the process completes, you will review the journal status to ensure it processed correctly.


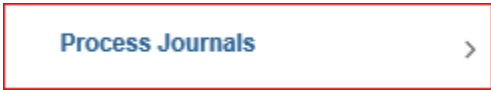




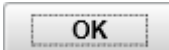
Procedure






Upon completion of this lesson, you will be able to:



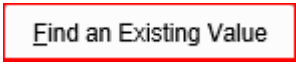
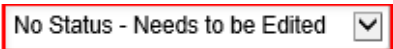
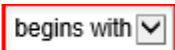


- Mark journals to be unposted
- Run the unpost process
- Verify journals are unposted



Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the General Ledger menu. 

Step	Action
4.	Click the Journals menu. 
5.	Click the Process Journals menu. 
6.	Click the Mark Journals for Unposting menu. 
7.	Begin by setting search criteria to locate the journal(s) to be unposted.
8.	In this lesson, we are searching for all entries with a journal date between May 1, 2020 through May 31, 2020.
9.	After entering the search criteria, click the Search button. 
10.	A confirmation message appears. Review the message and click the OK button to continue. 
11.	The journals that matched the search criteria are displayed. In this example only one journal matched the search criteria. Click the Process option to select it. <input type="checkbox"/>
12.	Click the Save button. 
13.	After selecting the journals to unpost, you will need to navigate to the Post Journal Request page. Click the Unpost Selected Journals link. Unpost Selected Journals
14.	A confirmation message appears. Review the message and click the OK button. 

Step	Action
15.	You are brought to the Post Journals Request process page.
16.	Information for the journal(s) selected on the previous page appears.
17.	<p>In our lesson, we are only unposting one journal.</p> <p>If you had selected multiple journals, the system would create a separate row for each one and the next row/previous row buttons, View All link, etc would be active and used to view the details.</p>
18.	<p>Click the Run button to proceed.</p> 
19.	<p>Click the Select option for the GL Journal Posting process.</p> <input type="checkbox"/> GL Journal Posting
20.	<p>Click the OK button.</p> 
21.	<p>We will check on the status of the process using the Process Monitor page.</p> <p>Click the Process Monitor link.</p> 
22.	<p>The process appears to be queued to run.</p> <p>Since the statuses do not update automatically, you will need to periodically refresh the page to see an updated status.</p>
23.	<p>Click the Refresh button.</p> 
24.	The processing is now complete.
25.	<p>Congratulations! You have successfully ran the Journal Posting process to unpost the selected journal(s).</p> <p>Next in this lesson, we will navigate to the Create/Update Journal Entries page to verify the journal has unposted.</p>
26.	<p>Click the Home button.</p> 

Step	Action
27.	Click the Journal Transactions tile. 
28.	Click the Activity Guide Navigation Area button. 
29.	Click the Find an Existing Value tab. 
30.	Click the Journal Header Status list. Journal Header Status: = <input type="button" value="v"/> 
31.	Click the Blank list item.
32.	Click the Journal ID list. Journal ID: 
33.	Click the contains list item. contains
34.	Enter "409" into the Journal ID field. Journal ID: contains <input type="button" value="v"/> <input type="text" value=""/> 
35.	Click the Search button. 
36.	When the journal was unposted, CAPPS automatically created a reversing entry. The search results show the original 'posted' entry and the reversing entry created during the 'unpost' process. Neither of these entries can be modified.
37.	Congratulations! You have successfully completed this lesson. End of Procedure.

Viewing Journal Entry Status and Error Message Log

Viewing Journal Entry Status and Error Message Log

When a background process executes, it generates informational and error messages. CAPPS allows you to view any messages generated by the process and the time of the process. Process-generated messages are logged into system tables, and all processes share the same tables.

After you post a journal, you should verify whether the journal posted successfully. You can view the message log to verify the status of your journal posting request.

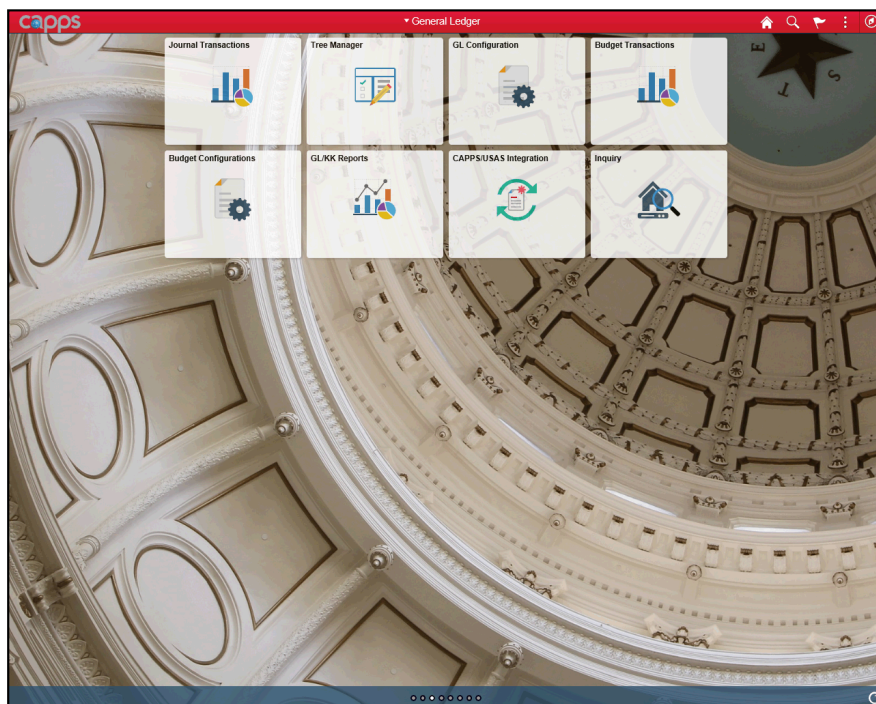
After creating an entry for a journal, you can view the status, header information and line details. In this topic, you will view the status of a journal on two different pages: the **Journal Header** page and the **Journal Lines** page.



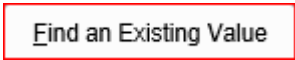

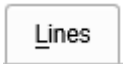
Consider this scenario: You created a journal entry and now want to view the header details, including journal status. You also want to view the line details of the same journal.

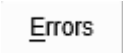
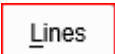
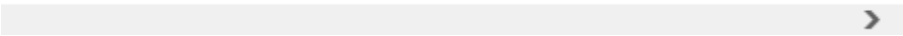

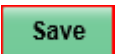
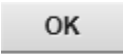
Procedure




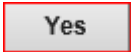



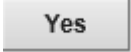
Upon completion of this lesson, you will be able to:

- Review the Journal Entry Status and Error Message



Step	Action
1.	Click the Journal Transactions tile. 
2.	Click the Activity Guide Navigation Area button. 
3.	Click the Find an Existing Value tab. 
4.	When retrieving journals, you can search based on the journal's header status. Click the Journal Header Status list. Journal Header Status: = <input type="text"/> <input type="button" value="v"/> No Status - Needs to be Edited <input type="button" value="v"/>
5.	For example, you can search for journals that have errors using the Journal Status field. Click the Journal Has Errors list item. Journal Has Errors
6.	Click the Search button. 
7.	There was only one journal that has an error status so CAPPS displays it immediately. If there were multiple entries, a list of journals would appear and you would need to select which one you wanted to view.
8.	You can use a combination of the Lines tab and Errors tab to review error messages. Click the Lines tab. 
9.	Notice the Journal Status displays an E. This indicates the journal has at least one error. Errors can exist at the header level and/or the line level.

Step	Action
10.	<p>An X appears for each line that has a line level error (i.e. issue with a particular line vs the overall journal entry).</p> <p>In this example, the journal has an error associated with the header level and there are no line level errors.</p>
11.	<p>Go to the Errors tab to review the error messages.</p> <p>Click the Errors tab.</p> 
12.	<p>Proceed with reviewing the error message.</p> <p>In this example, we attempted to post a journal that is not balanced (i.e. total debits do not equal the total credits). During the posting process CAPPS determined the entry was out of balance and flagged the error.</p>
13.	<p>Return to the Lines tab to correct the entry.</p> <p>Click the Lines tab.</p> 
14.	<p>Click the Horizontal scrollbar to move to the right side of the journal line.</p> 
15.	<p>Notice the total debits is \$100 and the total credit is \$125.</p> <p>After some research you determined the correct amount is \$100. Proceed with updating the amount field to balance the entry.</p>
16.	<p>Enter "-100.00" into the Amount field.</p> 
17.	<p>Then return to the left side of the page and save your work.</p> <p>Click the Horizontal scrollbar.</p>
18.	<p>Click the Save button.</p> 
19.	<p>A confirmation message appears.</p> <p>Review the message and click the OK button.</p> 

Step	Action
20.	Now that the entry is corrected you can edit and post the journal. Click the Process list. Process <input type="text" value="Edit Journal"/> 
21.	Click the Edit Journal list item. 
22.	Click the Process button. 
23.	You will wait for the process to complete. Click the Yes button. 
24.	Click the Process list a second time. Process <input type="text" value="Edit Journal"/> 
25.	Click the Post Journal list item. Post Journal
26.	Click the Process button. 
27.	A confirmation message appears. Review the message and click the OK button. 
28.	Click the Yes button. 
29.	Congratulations! You have successfully completed this lesson. End of Procedure.

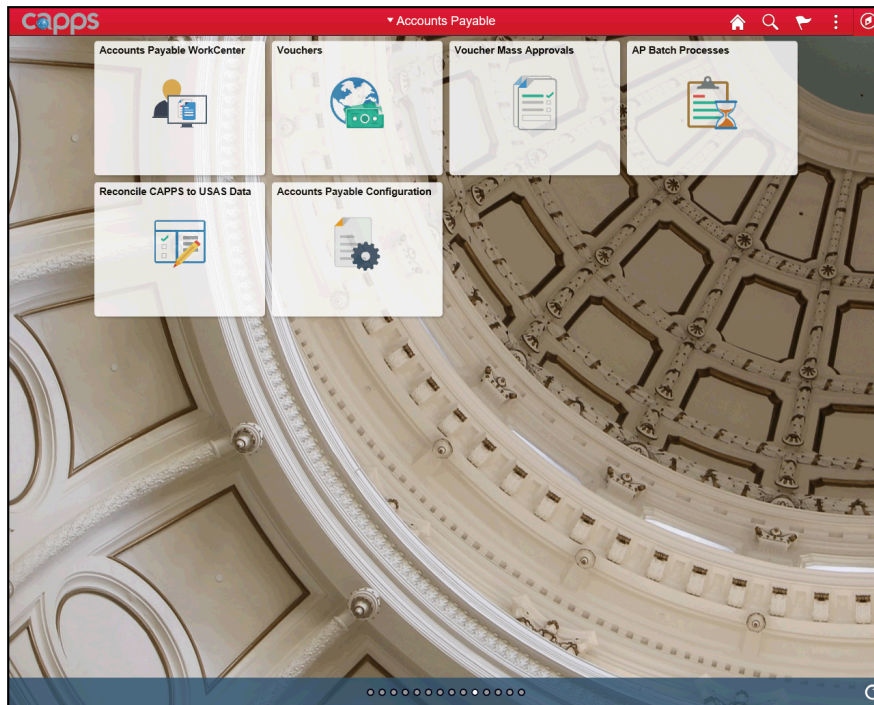
Journal Generation


Journal Generation







Procedure

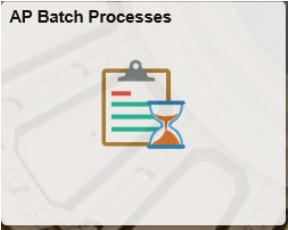
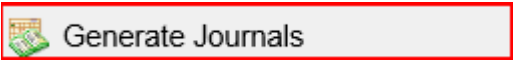



Upon completion of this lesson, you will be able to:









- Review subsystem's accounting entries and recognize whether they have been sent to the General Ledger
- Run the Journal Generation process
- Retrieve journals created during the Journal Generation process

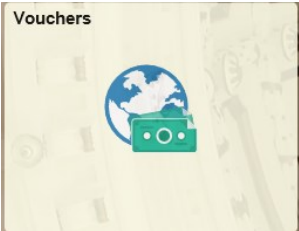








Step	Action
1.	<p>This lesson includes multiple parts. The first part includes a review of an AP accounting entry before the journal generation process runs (i.e. before accounting is converted to a journal entry and sent to the GL).</p> <p>The lesson then has you run the journal generation process for Accounts Payable transactions.</p> <p>The final portion of the lesson is a review of the journal entry created during the journal generation process and the updated accounting entry.</p> <p>Let's begin.</p>
2.	<p>Click the Vouchers tile.</p> 

Step	Action
3.	Click the Accounting Entries menu. Accounting Entries
4.	Click the Activity Guide Navigation Area button. 
5.	Proceed with retrieving the voucher's accounting entry. Click the Look up Invoice Number (Alt+5) button. 
6.	Click the 00000162 link. 
7.	Click the Search button. 
8.	The voucher's accounting entry is displayed.
9.	Accounting entries that <i>have not been sent to the GL</i> (i.e. Journal Generated), will have a GL Dist Status of None .
10.	At this point, you can review the voucher's accounting entries. In this example, you see a two line entry.
11.	Click the Chartfields tab to view the chartfield details for each accounting entry line. Click the Chartfields tab. 
12.	The chartfield values used to create the accounting entry come from the information entered for the voucher.
13.	Click the Journal tab to view the journal entry details. Click the Journal tab. 
14.	Notice the journal details are not populated. Remember, this information is only available after the journal generation process runs.

Step	Action
15.	Now that you have reviewed the accounting entry, the next part of this lesson will focus on running the Journal Generation process. Let's continue.
16.	You will need to navigate to the Journal Generation processing page. From the Accounts Payable dashboard, click the AP Batch Processes tile. <div data-bbox="451 541 737 768" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
17.	Click the Generate Journals menu. <div data-bbox="451 831 961 890" style="border: 1px solid red; padding: 5px; margin: 10px 0;">  </div>
18.	Click the Activity Guide Navigation Area button. <div data-bbox="451 961 506 1054" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
19.	Click the Add a New Value tab. <div data-bbox="451 1117 750 1188" style="border: 1px solid red; padding: 5px; margin: 10px 0;">  </div>
20.	Enter " JrnlGen " into the Run Control ID field. <div data-bbox="451 1251 1243 1314" style="border: 1px solid red; padding: 5px; margin: 10px 0;"> Run Control ID: <input style="width: 400px; height: 25px;" type="text"/> </div>
21.	Click the Add button. <div data-bbox="451 1377 662 1444" style="border: 1px solid red; padding: 5px; margin: 10px 0;">  </div>
22.	When journals are created as part of the Journal Generation process, you can choose to have them edited only, edited and budget checked, or edited, budget checked and posted in the GL. Remember, editing validates the journal entry details but the journal can still be modified. If you decide to post the journal, the journal created during Journal Generation will not be editable when processing is finished.
23.	For this lesson, we will choose to post the entry. Click the Post option. <div data-bbox="451 1822 571 1864" style="margin: 10px 0;"> <input type="checkbox"/> Post </div>

Step	Action
24.	Click the Always option. 
25.	Click the Look up Accounting Definition Name (Alt+5) button. 
26.	The Accounting Definition identifies which subsystem you are processing (e.g. Accounts Payable, Asset Management, etc.). In this lesson we are only processing voucher accounting entries. Click the Payables Definition link. 
27.	Click the Run button after entering the processing parameters. 
28.	Click the Select option for FS_JGEN. <input type="checkbox"/> FS_JGEN
29.	Click the OK button. 
30.	The process has been initiated. Click the Process Monitor link. 
31.	Notice, the process is queued. Remember, this page does not refresh automatically. You will need to click the Refresh button periodically until the Run Status is Success.
32.	Click the Refresh button. 
33.	The process is now processing. Click the Refresh button again. 

Step	Action
34.	<p>The process has completed and the Run Status is Success.</p> <p>You have completed the Journal Generation processing.</p> <p>The final portion of this lesson includes a review of the newly created journal entry and of the updated accounting entry.</p>
35.	<p>We will begin by reviewing the voucher's accounting entry.</p> <p>Click the Vouchers button.</p> 
36.	<p>Click the Accounting Entries menu.</p> <p>Accounting Entries</p>
37.	<p>Click the Activity Guide Navigation Area button.</p> 
38.	<p>Proceed with retrieving the voucher's accounting entry.</p> <p>Click the Look up Invoice Number (Alt+5) button.</p> 
39.	<p>Locate and select the voucher.</p> <p>Click the 00000162 link.</p> <p>00000162</p>
40.	<p>Click the Search button.</p> 
41.	<p>The voucher's accounting entry is displayed.</p>
42.	<p>Notice, the GL Dist Status changes to Distributed once an <i>entry is posted to the General Ledger</i>.</p> <p>Recall, the status is None prior to Journal Generation.</p>

Step	Action
43.	<p>You can view the journal ID, journal date, budget status and posting status on the Journal tab.</p> <p>Click the Journal tab.</p> 
44.	<p>Take a moment to review the journal details.</p> <p>Remember, journal information appears after the Journal Generation process runs. Prior to processing, the tab will be blank.</p>
45.	<p>Now that you have reviewed the updated accounting entry, we will wrap up this lesson by reviewing the newly created journal entry.</p> <p>From the General Ledger dashboard, click the Journal Transactions tile.</p> 
46.	<p>Click the Activity Guide Navigation Area button.</p> 
47.	<p>Click the Find an Existing Value tab.</p> 
48.	<p>Recall the Journal ID begins with a prefix of 'AP'.</p> <p>Enter "AP" into the Journal ID field.</p> <p>Journal ID: <input type="text" value="begins with"/> <input type="text"/></p>
49.	<p>When we ran the Journal Generation process we chose to 'post' the journal in GL so we will search for posted journals.</p> <p>Click the Journal Header Status list.</p> <p>Journal Header Status: <input type="text" value="="/> <input type="text" value="No Status - Needs to be Edited"/></p>
50.	<p>Click the Posted to Ledger(s) list item.</p> <p>Posted to Ledger(s)</p>

Step	Action
51.	<p>Also recall, the Journal Generator template assigns a source code. The 'Accrual' template, which is used for AP vouchers, assigns 'AP' as the source code.</p> <p>Let's clear the default value.</p> <p>Click in the Source field.</p> <p>Source: <input type="text" value="="/> <input type="text" value="ONL"/> <input type="button" value="Q"/></p>
52.	<p>Click in the X field to delete the field's value.</p> <p><input type="text" value="x"/></p>
53.	<p>Now that you have entered your criteria, click the Search button to locate the matching journals.</p> <p>Click the Search button.</p> <p><input type="button" value="Search"/></p>
54.	<p>There are two journals that match the criteria.</p>
55.	<p>The second journal ID matches the one we saw assigned to our voucher's accounting entry.</p>
56.	<p>Let's review its details.</p> <p>Click the AP00108412 link.</p> <p>AP00108412</p>
57.	<p>The journal header displays. Recall, the Journal Generator template determined attributes such as the prefix to assign to the Journal ID, Journal Date, Long Description, and whether the journal will auto reverse.</p>
58.	<p>Let's take a look at the Lines tab.</p> <p>Click the Lines tab.</p> <p><input type="button" value="Lines"/></p>
59.	<p>The details appear.</p> <p>Take a moment to review the information.</p>
60.	<p>Click the Horizontal scrollbar to scroll right and continue your review.</p>
61.	<p>Click the Horizontal scrollbar to continue scrolling right.</p>

Step	Action
62.	You have completed the review of the journal entry created during the journal generation process. Since it was posted during processing, you cannot make any changes.
63.	Congratulations! You have successfully completed this lesson. End of Procedure.

Managing Monthly Open Periods

Section Exercises: Managing Monthly Open Periods

View and Update Open Periods

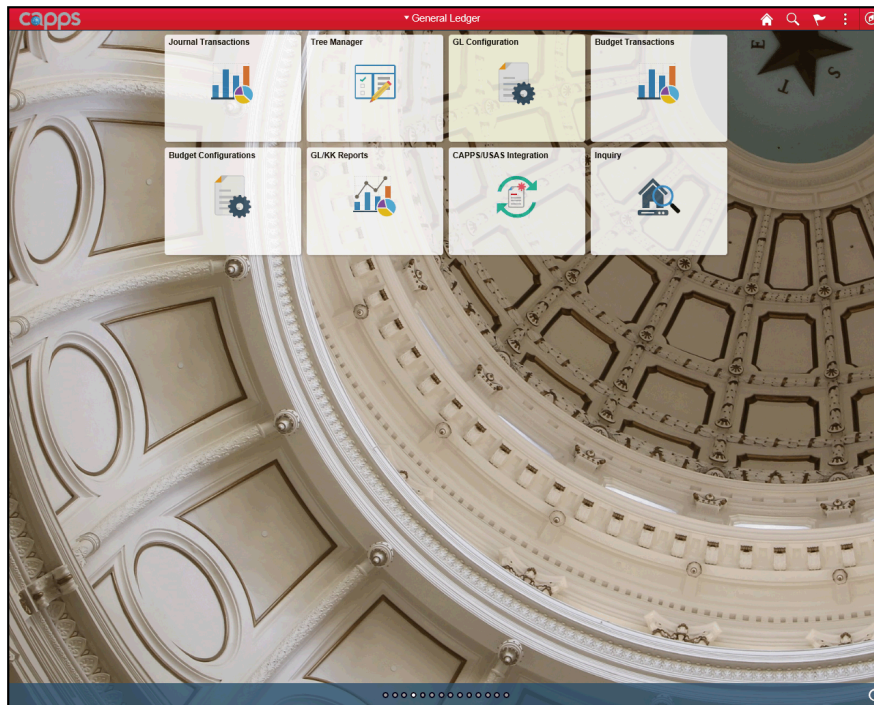
View and Update Open Periods


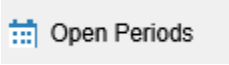



CAPPS uses the Open Period Update page (OPEN_PERIOD_SINGLE) to define and maintain open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types. You can post journal entries only to the open periods that you specify on the Open Period Update page.


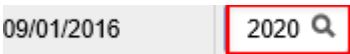
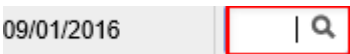
Procedure

In this topic you will:

- Review open periods.
- View adjustment periods.



Step	Action
1.	Click the GL Configuration tile. 
2.	Click the Open Periods menu. 
3.	Click the Look up PeopleSoft Product (Alt+5) button. 
4.	Open periods are defined for several modules in CAPPS. You will begin by selecting the module to be updated. Click the General Ledger link. 
5.	Enter " actuals " into the Ledger Group field. 

Step	Action
6.	Click the Search button. 
7.	The Open Period Update appears and displays a list of transactions types along with the open period range.
8.	In this lesson, you will update the To Year so transactions can be entered with dates from 9/1/2016 through 8/31/2021. Double-click in the To Year field. 
9.	Press [Delete] .
10.	Enter " 2021 " into the To Year field. 
11.	After refreshing the page, CAPPS will update the Last Open date based on the To Year and To Period selected. At this point, you can proceed with updating the rest of the transaction types.
12.	For this lesson, they have been updated for you.
13.	You are also able to update the Adjustment Period and Year fields. These periods are used during the year end processing.
14.	Congratulations! You have successfully completed this lesson. End of Procedure.

Managing Year-End Closing Rules

Section Exercise: Managing Year-End Closing Rules

The **Year-End closing rules** define how CAPPS General Ledger calculates retained earnings from income and expense accounts and carry balance sheet balances forward into the next fiscal year. You have tremendous flexibility in how your retained earnings are calculated. You can define any number of closing rules for different contingencies. You can identify the profit and loss (P/L) ChartField value sets and the retained earnings ChartFields for the closing. You can specify a default Retained Earnings account, but you have the ability to specify additional retained earnings accounts to use by ChartField value sets. In addition, you can specify if you want to create journal entries for the Year-End close and identify whether or not to roll forward accounts with zero balances. You can also define journal options for the system-generated journals created during the close.

Once you have defined your closing rules, you create closing process groups that specify the closing rule (or rules) to include in the scope for your Year-End close. You specify the closing process group that you want to run in the closing request.

CAPPS General Ledger allows you to run closing as frequently as you need through interim closings. Interim close is similar to Year-End close, but it does not create the carry-forward balances. Furthermore, you can close out only part of your chart of accounts, rather than the entire ledger, during an interim close.

You can transfer net income to retained earnings as often as needed by performing an interim close. You can identify the specific accounts you want to close and the retained earnings accounts to which they should be distributed. These can be the same as, or different from, the retained earnings accounts you use for Year-End close. The interim closing process provides flexibility in tracking profit and loss.

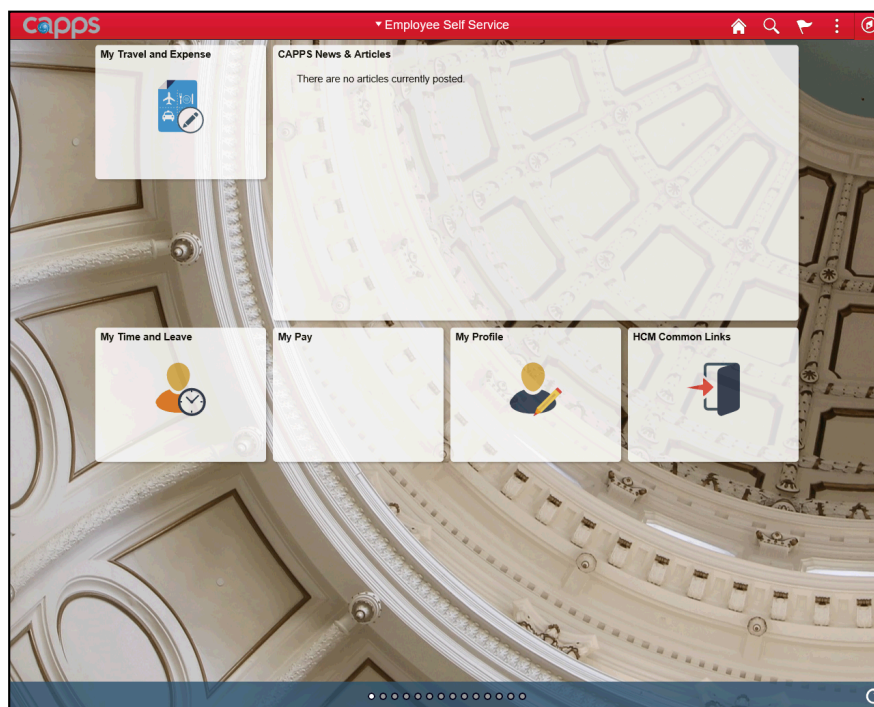
A **Closing Process Group** includes one or more closing rules that you define. You select the applicable closing process group in the **Ledger Close Request** to run the year end closing process. Typically, profit and loss accounts are closed to earnings accounts directly. Since the closing process group can include more than one closing rule, it facilitates the generation of additional accounting entries (beyond the usual retained earnings accounts) for a given close request.






Specify & Process Closing Rules


Procedure

Upon completion of this lesson, you will be able to:

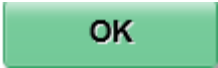
- Specify closing rules for Year-End close.
- Specify closing process groups.
- Run the closing process



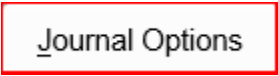
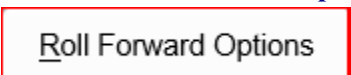
Step	Action
1.	<p>In this topic, you will review the rules for Year-End closing and will identify the P/L ChartField Value Sets and the retained earnings ChartFields for the closing.</p> <p>You will also review how to create journals during the close, review the journal options for the system-generated journals and specify closing rules for interim close.</p> <p>Additionally, you will review the P/L ChartField Value Sets, review how to retain ChartFields for the interim closing and review the journal options for the system-generated journals created during the close. You will also create a Closing Process Group.</p> <p>Finally, you will run a process to complete the ledger closing process. Click the NavBar button to navigate to the Closing Rules page to specify and process Year-End closing rules to close out the year.</p> 
2.	<p>Click the Navigator button.</p> 
3.	<p>Click the scrollbar.</p>
4.	<p>Click the General Ledger menu.</p> 
5.	<p>Click the Close Ledgers menu.</p> 
6.	<p>Click the Closing Rules menu.</p> 


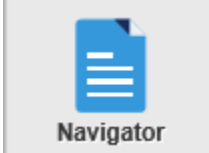

Step	Action
7.	<p>On the Closing Rules page, since you want to find existing closing rules that you used before, stay on the Find an Existing Value tab.</p> <p>If you wanted to create new closing rules, you would click the Add a New Value tab.</p> <p>The SetID field is automatically populated with the default SetID that you designated on the User Preferences - Overall Preferences page.</p> <p>Click the Search button to find all closing rules for SetID 09900.</p> 
8.	<p>If there were many closing rules for 09900, they would be listed for your selection.</p> <p>However, if there is only one closing rule, it is automatically displayed, as in this case.</p> <p>The Closing Options tab allows you to define the closing scope and other closing rules.</p>
9.	<p>The SetID, Closing Rule and Closing Type are displayed at the top of the page.</p>
10.	<p>You may add or remove closing rules by using the plus or minus sign.</p>
11.	<p>The Effective Date specifies the date from which the closing rule is valid.</p> <p>You may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the Choose a Date (Alt+5) button to select a date.</p>
12.	<p>Status indicates if the closing rule is either active or inactive.</p> <p>An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.</p>
13.	<p>The Description will appear on screens and reports. It briefly describes the closing rule.</p>
14.	<p>Use the Ledger Template field to enter the ledger template associated with the ledger to be closed.</p> <p>This template determines the ChartFields that are listed in the selection fields for this closing rule.</p> <p>Only the ChartFields defined for the selected ledger template can be included in the closing rules.</p>






Step	Action
15.	Click the Year End Closing Options link. Year End Closing Options
16.	<p>You may perform Year-End close on either the Account ChartField or the Alternate Account ChartField.</p> <p>You may define a year end closing rule on the Alternate Account only. In this case, no Account ChartField is required for retained earnings, P/L ChartField value sets or roll-forward ChartField value sets.</p> <p>Closing populates the Account ChartField with the default values for the particular Alternate Account ChartField. However, you can enter an Account ChartField to accompany the Alternate Account ChartField if you want.</p>
17.	<p>To perform a Year-End close by Alternate Account ChartField only, you would select ALTACCT in the Close by field.</p> <p>In the close sequence, you typically perform a currency translation from the local ledger to a reporting ledger. You then close and report the local ledger by Alternate Account ChartField. You may then close and report the translated reporting ledger by the Account ChartField.</p>
18.	<p>Select the Set Default Retained Earnings checkbox if you want to use the default retained earnings selection that you define on the Closing Options page.</p> <p>If not selected, you must use the Net Income/Retained Earnings page to define all accounts to be closed. If you do not select this checkbox, no default retained earnings account exists for P/L accounts that may have inadvertently been omitted on the Net Income/Retained Earnings page.</p> <p>When you use the balance sheet indicator option at the installation level, this option is set to off, and it is display-only.</p>
19.	<p>Select the Create Jnl by RE Group checkbox if you want to have Year-End close create separate journals for each P/L ChartField value set group and retained earnings pair; that is, one journal for one ChartField value group number.</p> <p>For example, to have a separate journal for each department, you might enter DEPTID in the ChartField value set criteria, as well as in the retained earnings ChartFields on the Net Income/Retained Earnings page, and then select this option.</p>
20.	Select the Close the G/L Open Periods checkbox if you want to close all open General Ledger periods for the business-unit-and-ledger-group combination and year being closed. This prevents any additional journals from being entered for the year that is being closed.
21.	Select the Close Adjustment Periods checkbox if you want to close all open adjustment periods for the business-unit-and-ledger-group combination and year being closed.







Step	Action
22.	<p>Select the Store P/L Reversal Entries check box if you want to store P/L offsets in period 999 (where the closing entries for all accounts are stored).</p> <p>If you select this option, the system inserts ledger rows for the entries made to period 999 to close revenue and expense accounts. You may access these amounts using the General Ledger inquiry pages.</p> <p>If this option is not selected, offsets are not stored in period 999. If you select period 999 for reports, the ledger will be out of balance.</p>
23.	<p>Select the Initialize DR/CR with Net Bal checkbox if you want to begin the year with net balances of debits and credits, instead of carrying forward separate balances for debits and credits.</p> <p>This option is available only if you have enabled separate debits/credits (DR/CR) on the database. When separate DR/CR is enabled, the period 999 entries for profit and loss accounts offset not only the net ending balances, but also the debit and credit ending balances. This option enables you to begin the year with net balances of debits/credits, instead of carrying forward separate balances for debits and credits.</p> <p>If selected, the debit or credit balances are initialized with the net period zero balance. If the net balance is positive, this amount is placed in the DR column for period 0; if the net balance is negative, this amount is placed in the CR column for period 0.</p> <p>If not selected, the system moves the ending debit balance and ending credit balance forward to become the beginning balances of the following year. The DR column in period 0 is the sum of DR through the previous year. The CR column in period 0 is the sum of CR through the previous year.</p>
24.	<p>Select the Close DR/CR with Net Balance checkbox if you are using the separate debit/credit modification and want to net the separated debit and credit amounts during Year-End closing for the equity—profit and loss accounts before posting a single net amount to period 999.</p>
25.	<p>To save any edits, click the OK button.</p> <div data-bbox="451 1472 667 1539" style="text-align: center;">  </div>
26.	<p>Fund Accounting is a self-balancing set of accounts that is focused on accountability rather than profitability. It is important that the correct ChartFields are selected. Use the ChartField field to specify the Account ChartField required for Year-End closing.</p>
27.	<p>You may add or remove the closing ChartField and ChartField Values by clicking the plus or minus sign on the appropriate ChartField line.</p>
28.	<p>The Retain CFV (ChartField Value) field retains the system ChartField values from the related ledger.</p>







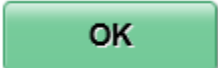


Step	Action
29.	The Retain CFV field is not allowed if the ChartField field is set to Account.
30.	If the Retain CFV checkbox is blank, then you must specify a value in the ChartField Value field.
31.	If the Retain CFV checkbox is selected then the ChartField Value field must be blank.
32.	<p>To display the values of the net income/retained earnings, click the Net Income/Retained Earnings tab.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <u>Net Income/Retained Earnings</u> </div>
33.	To display the values of the net income/retained earnings, click the Net Income/Retained Earnings tab.
34.	<p>Click the Close To Multiple Ret Earnings box to close to multiple retained earnings accounts.</p> <p>If this box is unchecked (Year-End closings only), the system uses the default account for retained earnings defined on the Closing Options page. All P/L accounts will close to the default retained earnings account.</p> <p>This option is required when the Book Code option, the Balance Sheet option or the Off- Balance Sheet option is selected at installation.</p>
35.	<p>The system uses the values in the ChartField Value Set field to identify the P/L accounts that close to the retained earnings account that you enter in the Retained Earnings group box.</p> <p>For best system performance, select ChartField value sets that have the same ChartField combinations. For example, if you select ChartField value sets 1, 2 and 3, and ChartField value set 1 includes the Department ChartField and the Project ChartField, then the other ChartField value sets should also include Department and Project. If they included different ChartFields (for example Product and Project), then processing the close may take longer and be less efficient.</p> <p>In Production, you would select the ChartField Value Set for the P/L accounts to be closed.</p>
36.	If there are other P/L ChartField value sets that close to the same retained earnings account, click the Add Row button (plus sign) and select the appropriate ChartField value set.
37.	In the Profit/Loss section, click the Update/New link to access the Setup ChartField Value Sets page, where you can create or update a ChartField value set to use as the P/L ChartField value set.
38.	The Retained Earnings section defines the mapping of P/L accounts to the retained earnings accounts.
39.	In the Retained Earnings section, use this ChartField Value field to enter the retained earnings account value that will be used for the specified value set.

Step	Action
40.	<p>To review journal options, click the Journal Options tab.</p> <p></p>
41.	<p>The Journal Options page defines journal options for system-generated journals created during the close.</p>
42.	<p>The Journal ID Mask field is used to enter a prefix for naming closing journals. Journals are identified by a 10 character alphanumeric ID. The system automatically appends the prefix that you specify here to the journal IDs. For example, if you specify the journal ID mask as YEC, the year-end closing journal IDs might be YEC0000001, YEC0000002 and so on.</p> <p>Alternatively, the value NEXT causes the system to assign the next available journal ID number automatically, without including the mask. (This option makes it more difficult to identify the closing journals.)</p> <p>Reserve a unique mask value for closing to ensure that no other process creates identical journal IDs.</p>
43.	<p>The Source field identifies the originating responsibility for the journal entries being created.</p> <p>CLO is the code for the Closing Journal Source.</p>
44.	<p>The Closing Doc Type field is a predefined closing document type for the closing journals.</p> <p>The Document Sequencing feature requires that you identify a document type for all created journal entries.</p>
45.	<p>The OpenBal Doc Type field selects a predefined Open Balance Document Type for your journals.</p>
46.	<p>Adding information in the Description field helps other users identify the journals.</p>
47.	<p>Make sure that the Create Journal Entries box contains a checkmark. This will create journal entries for Year-End close transactions.</p>
48.	<p>Click the Roll Forward Options tab.</p> <p></p>
49.	<p>The Roll Forward Options page indicates whether or not to roll forward none, some, or all of your profit and loss accounts and zero balances.</p> <p>Normally, only balance sheet accounts are rolled forward.</p>
50.	<p>Select the Do Not Roll Forward Zero Bal option to prevent the system from creating balance-forward amounts (period 0) for accounts with a zero ending balance.</p>

Step	Action
51.	<p>The P/L to Roll Forward to Next Yr field determines how P/L will be rolled forward.</p> <p>Options are:</p> <ul style="list-style-type: none"> • Do Not Roll Forward: Do not roll forward any amounts from prior year accounts with the Balance Forward field on the Account Type page set to the value Not Carry Forward. • Partial Roll Forward 1 Year: For selected ChartField Value Sets, closing rolls forward the amounts from the first period through 998 of the year being closed to period 0 of the new year. • Partial Roll Forward Cumulative: For selected ChartField Value Sets, closing rolls forward amounts from periods 0, and periods 1 through 998 of the year being closed to period 0 of the new year. • Roll Forward All 1 Year: Closing rolls forward all account with the Balance Forward field equal to Not Carry Forward balances from period 1 through 998 for the year being closed to period 0 of the new year. • Roll Forward All Cumulative: Closing rolls forward all accounts with the Balance Forward field equal to Not Carry Forward balances for period 0, and 1 through 998 for the year being closed to period 0 of the new year.
52.	<p>If you elect to roll forward in the P/L to Roll Forward to Next Yr field, use the ChartField Value Set field in the Roll Forward Profit/Loss section to select the P/L accounts that you want to roll forward.</p>
53.	<p>To roll forward or remove other ChartField value sets, click the Add Row button (plus or minus signs) and select the other ChartField value sets.</p>
54.	<p>After all the closing rules have been set up on the different tabs, navigate to the Closing Process Group page to group all the rules together.</p> <p>Click the NavBar button.</p> 
55.	<p>Click the Navigator button.</p> 
56.	<p>Click the Closing Process Group menu.</p> 

Step	Action
57.	<p>Since you are looking for a Closing Process Group that already exists, click the Search button on the Find an Existing Value tab to find all the Closing Group rules in Business Unit 09900 with a Closing Type of Year End.</p> <p>Click the Search button.</p> 
58.	<p>The Closing Process Group page specifies the closing rule (or rules) to be used by a given ledger close request.</p> <p>Typically, you include one closing rule to close profit and loss accounts to earnings account directly.</p> <p>However, the Closing Process Group allows you the flexibility to include more than one closing rule to accommodate Year-End reporting requirements.</p> <p>Note that if the Closing Type is an Interim Closing, then you should include only one closing rule for the process group.</p>
59.	<p>In the Closing Group Steps section, select the Closing Rule that makes up the Closing Process Group.</p>
60.	<p>After closing rules have been set up and a ledger has been associated with a Closing Process Group, you are ready to close out the year.</p> <p>Click the NavBar button.</p> 
61.	<p>Click the Navigator button.</p> 
62.	<p>Click the Request Ledger Close menu.</p> 
63.	<p>Click the Add a New Value tab.</p> 
64.	<p>Enter "Close" into the Run Control ID field.</p> <p>Run Control ID: <input data-bbox="683 1818 1243 1881" type="text"/></p>

Step	Action
65.	Click the Add button. 
66.	The Ledger Close Request selects the Closing Group and specifies closing parameters for the process.
67.	Click the Always option. 
68.	The Close Request Type field specifies whether this request is to Close or Undo a process. In this example, accept the default value of Close to close the year end. If you close a year end by mistake, you may rectify it by selecting Undo in the Close Request Type box. Note: An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.
69.	The Business Unit for Prompting field is used to determine which ledger groups and closing rules may be selected. This does not determine which business unit to close.
70.	The Check only, Do not process option only performs a validation check during the close. If this option is checked, the system will not calculate retained earnings or balance forward amounts.
71.	Click the Look up Closing Group (Alt+5) button. 
72.	In the Closing Group field, select CLOSE as the closing process group containing the closing rule (or rules) to be processed for this request. Click the CLOSE link. 
73.	Enter " 2019 " into the Fiscal Year field. Fiscal Year 
74.	Click the Look up Ledger Group (Alt+5) button. 

Step	Action
75.	Click the ACTUALS link. 
76.	Click the Look up Ledger (Alt+5) button. 
77.	Click the ACTUALS link. 
78.	<p>The Selections window specifies the business units to be closed. You may specify selected business units, or you may use trees to identify which business units you want to close.</p> <p>If you select the Selected Detail Values option, you may enter a specific business unit value or values in the Business Unit to Close region.</p> <p>If you select the Detail - Selected Parents option, you may enter a tree SetID, a tree and a parent node level of units to process for closing.</p>
79.	Click the Look up Select Value (Alt+5) button. 
80.	Click the 09900 link. 
81.	Click the Run button to initiate the year end close process. 
82.	<p>On the Process Scheduler Request page, accept the defaults.</p> <p>Note: You may change the Run Date and Run Time, if you want to run the process later.</p> <p>Click the Select option.</p> <p><input type="checkbox"/> PS/GL Yearend Ledger Close</p>
83.	Click the OK button. 
84.	Click the Process Monitor link. 
85.	Click the Refresh button. 

Step	Action
86.	The process completed successfully.
87.	Congratulations! You have successfully completed this lesson. End of Procedure.

Running CAPPS Standard General Ledger Reports

Section Exercise: Running Standard Reports

Use the **Process Scheduler** to run CAPPS processes, such as programs, batch programs and reports. Examples of these processes include running reports, posting journal entries, etc. The CAPPS system performs all of these processes behind the scenes.

This lesson focuses on running reports, not on any other types of process. Because a report is a type of process, we use the terms *report* and *process* interchangeably based on context.

Users do not need to know the syntax for running a report or any other process. Workstations can remain available for other tasks while a report/process runs in the background on a server.

Running CAPPS Standard General Ledger Reports

Running CAPPS Standard General Ledger Reports

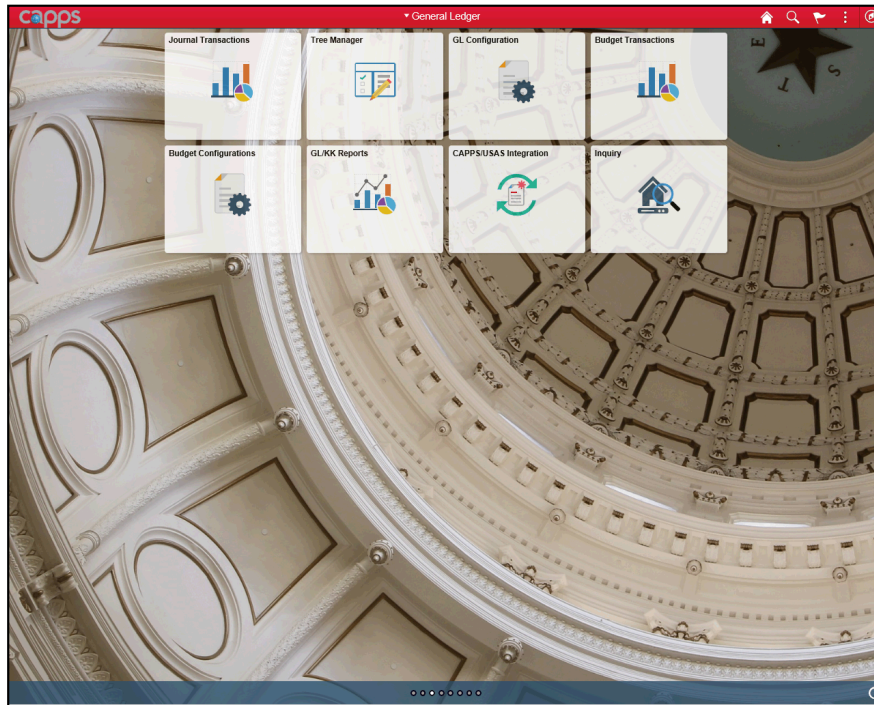
In this topic, you will learn the basics of running and displaying General Ledger reports. Before beginning, you must understand these basic terms used in Process Scheduler:


- A **Process Request** is a single run request, such as an SQR or Business Intelligence (BI) Publisher report.
- A **Run Control ID** is a unique ID that associates each operator with his or her own run control table entries.
- A **Process Instance** is a unique number that identifies each process request. The system increments this value automatically and assigns it to each requested process when the process is submitted to run. The Process Instance number allows you to track the status of the report as it runs, e.g. Queued, Initialed, Processing, Success.





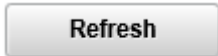
Procedure



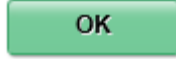


In this topic, you will learn how to:

- Run a report
- View a report



Step	Action
1.	Click the GL/KK Reports object. 
2.	Click the Step Label Journal Entry Detail Report object. 
3.	Click the Activity Guide Navigation Area button. 
4.	Click the Add a New Value tab. 
5.	Enter " GL_Rpt " into the Run Control ID field. Run Control ID: <input data-bbox="639 1829 1084 1881" type="text"/>

Step	Action
6.	Click the Add button. 
7.	Click the Calendar From Date (Alt+5) button. 
8.	Click the 1 button. 
9.	Enter " t " into the To Date field. To Date 
10.	Click the Refresh button. 
11.	Click the Include CF option to include the Operating Unit value. Operating Unit <input type="checkbox"/>
12.	Click the Include CF option to include the Account value. Account <input type="checkbox"/>
13.	Click the Include CF option to include the Fund Code value. Fund Code <input type="checkbox"/>
14.	Click the Include CF option to include the Appropriation/PCA value. Appropriation/PCA <input type="checkbox"/>
15.	Click the Include CF option to include the Appropriation Year value. Appropriation Year <input type="checkbox"/>
16.	If you decide that a chartfield should not be included, then you can deselect it. Click the Include CF option for the Operating Unit to deselect it. Operating Unit <input checked="" type="checkbox"/>
17.	You also have the option to include the description. For this report, let's include both the account number/ID and its description. Click the Descr option for Account . Account <input checked="" type="checkbox"/> <input type="checkbox"/>
18.	Click the Vertical scrollbar to navigate to the bottom of the page.

Step	Action
19.	Click the Save button. 
20.	Click the Vertical scrollbar to return to the top of the page.
21.	Click the Run button to display the Process Scheduler Request window. 
22.	Verify the Journal Entry Detail Report is selected.
23.	Click the OK button to initiate processing. 
24.	Once the processing is initiated, you will see a Process Instance number assigned.
25.	You can monitor the status of the process using the Process Monitor page. Click the Process Monitor link. Process Monitor
26.	The process appears to be queued to run. Since the statuses do not update automatically, you will need to periodically refresh the page to see an updated status.
27.	Click the Refresh button. 
28.	The processing is now complete.
29.	Congratulations! You have successfully ran the process to generate the Journal Detail report. Next in this lesson, we will navigate to the Report Manager to review the report output.
30.	Click the Report Manager link. Report Manager
31.	Click the Administration tab. 
32.	Click the Journal Entry Detail Report link. Journal Entry Detail Report

Step	Action
33.	The report is displayed. At this point you can save the file to a folder on your computer, send it to the printer, etc.
34.	Congratulations! You have successfully completed this lesson. End of Procedure.

Reconciling CAPPS to USAS General Ledger

Section 7 Exercises

In this section, you will:

- View transactions in the USAS Archive IN Browser
- Locate a record in the HX Recycle table (Browser) and mark it for deletion
- Use the HX Recycle Mass Archive/Archive Setup screens
- Run the Interface Exception Report
- Run the CAPPS/USAS Reconciliation Report.
- Compare the data generated and posted to these reports.

The selection criteria used to generate these reports highlights a transaction that matches at the summary level.

Interfacing CAPPS to USAS Archive IN Browser

Section 7 Exercises - Scenario 1: Interfacing CAPPS to USAS Archive IN Browser

The CAPPS to USAS Interface programs are designed to read CAPPS daily activity and translate the data into a readable, and sometimes, summarized format for USAS. For example, information is entered into CAPPS at a detailed level necessary for agencies to meet their administrative and reporting requirements. The data is then translated and summarized to meet USAS coding block requirements.

The following CAPPS to USAS interface programs run daily (agency may choose when to run these programs during the day or during nightly batch processing) to format the incoming CAPPS records into a readable USAS format and sends the records to USAS as well as the **USAS Archive IN Browser** (TX_US_ARCH_MAT Table):

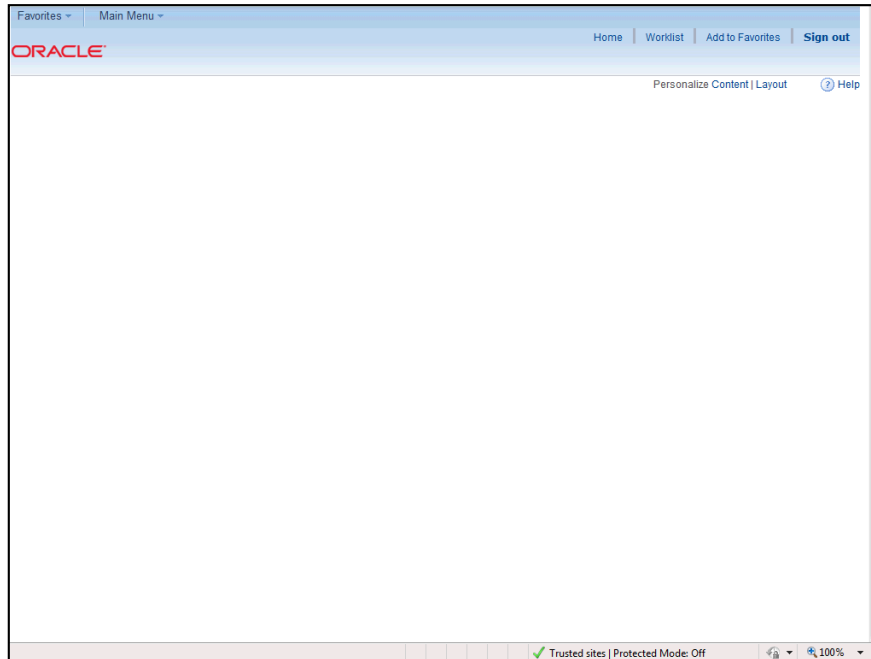
- ISUS02B (CAPPS General Ledger journal transactions)
- ISUS01B (CAPPS Accounts Payable voucher transactions)
- ISUS04B (CAPPS USAS Budget transactions)

During nightly CAPPS/USAS batch processing, the **USAS Archive IN Browser** (TX_US_ARCH_MAT Table) is updated with new transaction data from CAPPS (AP, GL, Bud) data.




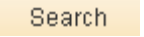


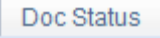
Procedure



In this topic, you will navigate to the USAS Archive IN Browser to:

- View an incoming CAPPS Multi-Vendor Accounts Payable transaction record waiting for the USAS Interface Process.
- Display the three available Change Status options
- View the next transaction record in the USAS Archive IN Browser



Step	Action
1.	<p>In this topic, you will:</p> <ul style="list-style-type: none"> - Inquire on incoming CAPPS Accounts Payable transaction records with Current Statuses of "Not Yet Processed by Interface" and "Error in Matching." - Display the three available Change Status To options. - View the next transaction record in the USAS Archive IN Browser. <p>Click the Main Menu button to navigate to the USAS Archive IN Browser page.</p> <p>Main Menu ▾</p>
2.	<p>Click the CAPPS Statewide menu.</p> <p>📁 CAPPS Statewide ▶</p>
3.	<p>Click the Statewide Interfaces menu.</p> <p>📁 Statewide Interfaces ▶</p>

Step	Action
4.	Click the USAS Archive IN Browser menu.  USAS Archive IN Browser
5.	You will search for transactions in Business Unit 31300. Click the Look up Set Control Value (Alt+5) button. 
6.	Click the 31300 link. 
7.	You are not sure of the exact USAS Agency Number but know it begins with 313. Enter 313 into the USAS Agency Number begins with field.
8.	Enter 14 into the USAS Document Year begins with field.
9.	Click the Search button. 
10.	A list of USAS Document Numbers is displayed. Click the 20007625 link to display one of the Accounts Payable incoming records to USAS. Note: The ISAS Interface "ISUS01B" indicates the program processes CAPPS incoming Accounts Payable records.
11.	Click the Show all columns button. 
12.	Click the right arrow on the horizontal scroll bar to display more fields.
13.	The Current Status is "Not Yet Processed by Interface" indicating that this record has not yet updated USAS. One of the reasons that a document may be in this status is because its payment due date may be several days in the future.
14.	Click the left arrow on the horizontal scrollbar to display the Show tabs button.
15.	Click the Show tabs button. 
16.	The USAS Doc Information and the Doc Status tabs are displayed. Click the Doc Status tab to display the document status of the USAS Document Number. 

Step	Action
17.	<p>You may manually change the Current Status, if necessary.</p> <p>Click the Change Status To list to display available options.</p> <div data-bbox="451 457 834 504" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> <input type="text"/> ▼ </div>
18.	<p>Valid statuses are:</p> <ul style="list-style-type: none"> - Corrected Error - Delete from Archive IN table - Deleted from USAS <p>In this example, click the empty Change Status To list.</p> <p>This leaves the Change Status To blank so the Current Status remains Not Yet Processed by Intfc.</p> <div data-bbox="451 863 834 909" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> <input type="text"/> ▼ </div>
19.	<p>Click the USAS Doc Information tab to display details of the USAS document.</p> <div data-bbox="451 972 737 1018" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> USAS Doc Information </div>
20.	<p>Click the Next in List button to display the next USAS Document in the USAS IN Browser.</p> <div data-bbox="451 1115 656 1161" style="border: 1px solid gray; padding: 2px; margin: 10px 0;">  Next in List </div>
21.	<p>20007626 is displayed as the next USAS Document Number.</p> <p>Click the Return to Search button to complete your inquiry of incoming CAPPS Accounts Payable transactions (residing on the USAS Archive IN Browser) that have been assigned USAS identifying information and that are waiting to be processed in USAS.</p> <div data-bbox="451 1377 711 1423" style="border: 1px solid gray; padding: 2px; margin: 10px 0;">  Return to Search </div>
22.	<p>Click the 90007208 USAS document link.</p>
23.	<p>Click the Doc Status tab.</p> <div data-bbox="451 1535 613 1581" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> Doc Status </div>
24.	<p>The Current Status of this USAS document is Error in HX Matching.</p> <p>As shown before, you may manually change this status by selecting from the Change Status To options.</p> <p>Click the USAS Doc Information tab.</p> <div data-bbox="451 1839 737 1885" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> USAS Doc Information </div>

Step	Action
25.	Click the right arrow on the horizontal scroll bar to display more fields.
26.	Click the left arrow on the horizontal scroll bar.
27.	Congratulations! You have successfully completed this lesson. End of Procedure.

Match and Compare Interfaced CAPPS Transactions to Daily USAS HX File

Section 7 Exercises - Scenario 2: Match and Compare Interfaced CAPPS Transactions to Daily USAS HX File

In a nightly batch process, the daily HX transactions are merged with corresponding transactions in the HX Recycle Browser (TX_US_HX_RECYC Table). The following programs run nightly to extract and merge the HX transactions and perform the matching and comparison process:

- USIS01B (CAPPS Accounts Payable voucher transactions)
- USIS02B (CAPPS General Ledger journal transactions)
- USIS05B (CAPPS USAS Budget transactions)

The merged transactions (e.g. AP, GL, and Budget transactions) that find a match during the Matching Phase of the CAPPS HX/IN Match and Comparison Process will flow to the Comparison Phase where processing logic by DOC_Type will be applied. **Note:** DOC_Type "A" comparison performed on VID, Mail Code, BY, Fund, Appropriation, PCA, Object, Trans Amount. DOC_"B" comparison performed on Fund, BY, Appropriation, PCA, Object, Trans Amount.

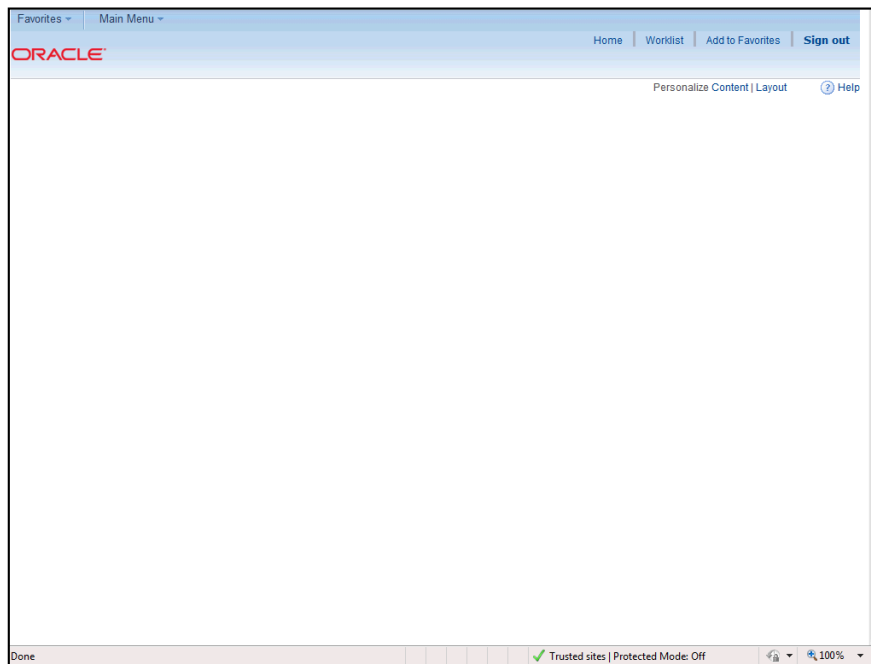
- If no errors are found, data will be moved to the Archive Arc Table and CAPPS will be updated (e.g. USAS Doc Numbers, Processing Dates, etc.).
- If errors are found, transactions will be marked with "E" and displayed in the USAS Archive IN Browser with the Current Status indicating "Error in HX Matching".

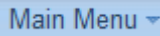







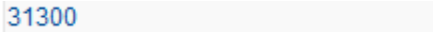
Note: The user may **Change Status To:** "Corrected Error", "Deleted from USAS", "Delete From Archive IN Table" or "Manually Reconciled". If the status is changed to "Correct Error", the transaction will be available for re-matching. If the status is changed to "Deleted from USAS" or "Delete From Archive IN Table", the transaction will be moved to the Archive Arc Table to serve as an historical record of an unmatched or manually reconciled transaction. Transactions entered directly into USAS that do not find a match in the Matching Process will be written to HX Recycle table (Browser) where they will reside until either a corresponding transaction is processed in CAPPS or a correcting transaction is processed in USAS. These transactions are subject to future matching or they will be available for archiving. If the user marks transactions for deletion in the HX Recycle Browser, the transactions will be deleted from the HX Recycle Browser and moved to the HX Archive Browser and will not be available to "Unarchive".

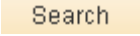


Procedure

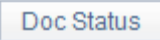


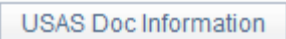
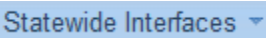
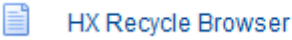
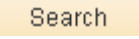
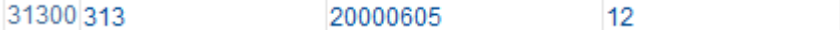
In this topic, you will:

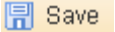
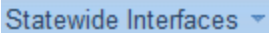


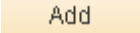



- Inquire on records stored in the USAS Archive IN table (Browser)
- Select a record that failed the HX Matching process and display the three available "Change Status" options
- Locate a record in the HX Recycle table (Browser) and mark it for deletion
- Use HX Recycle Mass Archive/Archive Setup screens to "Archive" the record selected for deletion; Review results; Attempt to unarchive the deleted record
- Use HX Recycle Mass Archive/Archive Setup screens to "Archive" a group of records; Review results; Unarchive the selected group



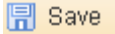

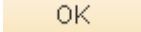



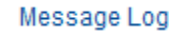
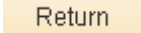



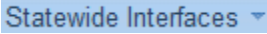

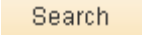
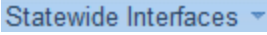

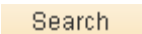
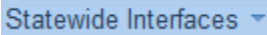

Step	Action
1.	<p>In this topic, you will:</p> <ul style="list-style-type: none"> - Inquire on records stored in the USAS Archive IN Browser - Select a record that failed the HX Matching process and demonstrate the ability to "Change Status" (three options) - Locate a record in the HX Recycle Browser and mark it for deletion - Use HX Recycle Mass Archive/Archive Setup screens to: <ul style="list-style-type: none"> - "Archive" the record selected for deletion - Review results - Attempt to unarchive the deleted record - Use HX Recycle Mass Archive/Archive Setup screens to: <ul style="list-style-type: none"> - "Archive" a group of records - Review results - Unarchive the selected group <p>Click the Main Menu button to navigate to the USAS Archive IN Browser page.</p> 
2.	<p>Click the CAPPS Statewide menu.</p>  CAPPS Statewide 
3.	<p>Click the Statewide Interfaces menu.</p>  Statewide Interfaces 
4.	<p>Click the Scroll Down button.</p> 
5.	<p>Click the USAS Archive IN Browser menu.</p>  USAS Archive IN Browser
6.	<p>Click the Look up Set Control Value (Alt+5) icon.</p> 
7.	<p>Click the 31300 link.</p> 







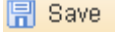


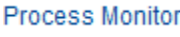


Step	Action
8.	<p>Click the Search button to retrieve a list of documents that were not successfully processed in USAS and are therefore still in the USAS Archive IN Browser.</p> <p>Note: A variety of documents reside in the USAS Archive IN Browser.</p> <p>For example, some documents may have errors identified during the HX/IN Matching and Comparison process.</p> <p>Other documents may be error-free and waiting for a future payment date in order to process through USAS.</p> <p></p>
9.	Click the 20000133 USAS Document Number link.
10.	<p>In this part of the scenario, you are looking for a document in an error status.</p> <p>Notice this document is dated July 31, 2011 indicating that it may be in an error status since it was placed in the Archive IN Browser a long time ago.</p>
11.	<p>Click the Show all columns button.</p> <p></p>
12.	Click the right arrow on the horizontal scrollbar to see more fields.
13.	<p>Notice the Current Status indicates that this record encountered an error in the HX Matching process.</p> <p>Click the right arrow on the horizontal scroll bar to see more fields.</p>
14.	<p>Click the Change Status To list to display the status changes that you may make manually.</p> <p><input data-bbox="451 1251 833 1293" type="text"/></p>
15.	<p>Depending on the type of error associated with this document, the user may change the status to one of three options:</p> <ul style="list-style-type: none"> - Corrected Error - Delete from Archive IN table - Deleted from USAS <p>In this example, click the empty Change Status To list so that no selection is made.</p> <p><input data-bbox="451 1619 833 1661" type="text"/></p>
16.	Click the left arrow on the horizontal scrollbar to display the Show tabs button.
17.	<p>Click the Show tabs button.</p> <p></p>

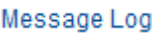




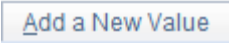



Step	Action
18.	For a shortcut to the Change Status To list, click the Doc Status tab. 
19.	Click the Change Status To list to display the status changes that you may make manually. 
20.	Depending on the type of error associated with this document, the user may change the status to one of three options: <ul style="list-style-type: none"> - Corrected Error - Delete from Archive IN table - Deleted from USAS In this example, click the empty Change Status To list so that no selection is made. 
21.	Click the USAS Doc Information tab. 
22.	In this part of the scenario, you will mark a record for deletion on the HX Recycle Browser and use the HX Recycle Mass Archive/Archive Setup screen to "Archive" the record selected for deletion. You will review the results and attempt to unarchive the deleted record. Click the Statewide Interfaces button on the breadcrumbs at the top of the page. 
23.	Click the HX Recycle Browser menu. 
24.	Enter 31300 into the SetID field.
25.	Click the Search button to retrieve records in Business Unit 31300 with a USAS Agency Number beginning with 313 and a USAS Document Year beginning with 12. 
26.	Click the USAS Document Number 20000605 link. 


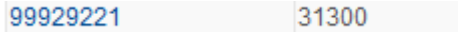
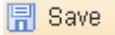


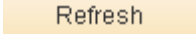

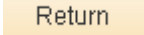

Step	Action
27.	Details of the USAS Document are displayed. Click the right arrow on the horizontal scrollbar to display more fields.
28.	Click the Delete Trans option. <input type="checkbox"/>
29.	Click the left arrow on the horizontal scrollbar to display the Save button.
30.	Click the Save button. 
31.	Now use HX Recycle Mass Archive to archive the record you selected for deletion. Click the Statewide Interfaces button. 
32.	Click the HX Recycle Mass Archive menu. 
33.	If you had already created a Run Control ID to run the HX Recycle Mass Archive process, you would search for it on the Find an Existing Value tab. However, you need to create a new Run Control ID. Click the Add a New Value tab. 
34.	A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter Test_Train_01 into the Run Control ID field.
35.	Click the Add button. 
36.	Click the Look up USAS Doc Start # (Alt+5) icon. 
37.	Click the 20000605 USAS Document Number link.  

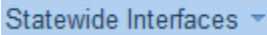

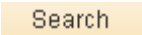
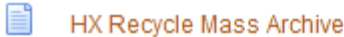


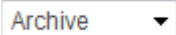

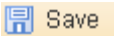

Step	Action
38.	<p>You may enter the end range of the USAS documents to be archived, but you only want to archive USAS document # 20000605.</p> <p>Click the Look up USAS Doc End # (Alt+5) icon.</p> 
39.	<p>Click the 20000605 link.</p> 
40.	<p>Notice the number of matching transactions to be archived is 1 - USAS Document Number 20000605.</p> <p>Click the Save button.</p> 
41.	<p>Click the Run button to initiate the HX Recycle Mass Archive process.</p> 
42.	<p>You may delay the date and time of the process by changing the Run Date and Run Time, if necessary.</p> <p>Click the OK button.</p> 
43.	<p>Jot down the Process Instance number, in this case 17750. This helps you identify the process to check its status.</p> <p>To verify the process has been initiated, click the Process Monitor link.</p> 
44.	<p>Instance 17750 displays on the first line.</p> <p>Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.</p> 
45.	<p>Click the Details link.</p> 
46.	<p>Click the Message Log link.</p> 
47.	<p>Notice that one transaction was deleted from the USAS HX Recycle table and archived over to the HX Archive Browser.</p> <p>Click the Return button.</p> 

Step	Action
48.	Click the OK button. 
49.	You will now verify that USAS Document Number 20000605 was affected by this process. Click the Statewide Interfaces button. 
50.	Click the HX Recycle Browser menu. 
51.	Enter 31300 into the SetID field.
52.	Enter 20000605 into the USAS Document Number field.
53.	Click the Search button. 
54.	Notice that "No matching values were found" indicating that 20000605 is no longer in the HX Recycle Browser.
55.	Now check that document 20000605 was moved to the HX Archive Browser. Click the Statewide Interfaces button. 
56.	Click the HX Archive Browser menu. 
57.	Click the Search button. 
58.	USAS Document Number 20000605 is displayed in the HX Archive Browser. Click the right arrow on the horizontal scroll bar to see more fields.
59.	Click the right arrow on the horizontal scroll bar to see more fields.
60.	You will now verify that USAS Document Number 20000605 cannot be deleted from the HX Archive Browser. Click the Statewide Interfaces button. 
61.	Click the HX Recycle Mass Archive menu. 

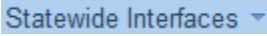

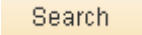
Step	Action
62.	Click the Add a New Value tab. 
63.	Enter test_train_02 into the Run Control ID field.
64.	Click the Add button. 
65.	Click the Request Type list. 
66.	Click the UnArchive list item. 
67.	Click the Look up Process Instance (Alt+5) icon. 
68.	Click the 17750 link since this is the Process Instance number that archived USAS Document Number 20000605. 
69.	Click the Save button. 
70.	Click the Run button to initiate the Unarchive process. 
71.	Click the OK button. 
72.	Jot down the Process Instance number, in this case 17751. This helps you identify the process to check its status. Click the Process Monitor link to verify the Unarchive process has been initiated. 
73.	Instance 17751 displays on the first line. Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. 
74.	The process completed successfully. Click the Details link on the first line. 

Step	Action
75.	Click the Message Log link. 
76.	Notice that zero transactions were unarchived and zero transactions were deleted from the USAS HX Archive table. Click the Return button. 
77.	Click the OK button. 
78.	In the next scenario, you will archive a group of records from the HX Recycle Browser, review the results and then unarchive the group. Unlike the previous scenario where the document was deleted before being archived, these documents will not be deleted before being archived. This will allow them to be unarchived. Click the Main Menu button. 
79.	Click the CAPPS Statewide menu. 
80.	Click the Statewide Interfaces menu. 
81.	Click the HX Recycle Mass Archive link. 
82.	Click the Add a New Value tab. 
83.	Enter test_train_03 into the Run Control ID field.
84.	Click the Add button. 
85.	Click the Look up USAS Doc Start # (Alt+5) icon. 
86.	Click the 90250412 USAS Document Number link. This is the first document in the range to be archived. 

Step	Action
87.	Click the Look up USAS Doc End # (Alt+5) icon. 
88.	Click the 99929221 USAS Document Number link. This is the last document in the range to be archived. 
89.	Enter 12 into the Appropriation Year field.
90.	Click the Save button. 
91.	Click the Run button to initiate the archive process. 
92.	Click the OK button. 
93.	Jot down the Process Instance number, in this case 17752. This helps you identify the process to check its status. To verify the process has been initiated, click the Process Monitor link. Process Monitor
94.	Instance 17752 displays on the first line. Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. 
95.	The archive process completed successfully. Click the Details link on the first line. 
96.	Click the Message Log link. Message Log
97.	Notice that two transactions were archived to the HX Archive Browser table and deleted from the USAS HX Recycle table. Click the Return button. 
98.	Click the OK button. 

Step	Action
99.	Now let's verify that those two transactions were archived to the HX Archive Browser. Click the Statewide Interfaces button. 
100.	Click the HX Archive Browser link. 
101.	Enter 17752 into the Process Instance field.
102.	Click the Search button. 
103.	Notice that the two transactions were archived in the HX Archive Browser.
104.	Now let's unarchive these two transactions. Click the Statewide Interfaces button. 
105.	Click the HX Recycle Mass Archive menu. 
106.	Click the Add a New Value tab. 
107.	Enter test_train_5 into the Run Control ID field.
108.	Click the Add button. 
109.	Click the Request Type list. 
110.	Click the UnArchive list item. 
111.	Enter 17752 into the Process Instance field.
112.	Click the Save button. 
113.	Click the Run button to initiate the unarchive process. 
114.	Click the OK button. 

Step	Action
115.	Notice there are two matching transactions to be unarchived.
116.	<p>Jot down the Process Instance number, in this case 17753. This helps you identify the process to check its status.</p> <p>Click the Process Monitor link to verify the unarchive process for this group of transactions has been initiated.</p> <p>Process Monitor</p>
117.	<p>Instance 17753 displays on the first line.</p> <p>Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.</p> <p>Refresh</p>
118.	<p>The unarchive process completed successfully.</p> <p>Click the Details link on the first line.</p> <p>Details</p>
119.	<p>Click the Message Log link.</p> <p>Message Log</p>
120.	<p>Notice that two transactions were unarchived back to the HX Recycle Browser table and they were also deleted from the HX Archive Browser table.</p> <p>Click the Return button.</p> <p>Return</p>
121.	<p>Click the OK button.</p> <p>OK</p>
122.	<p>Now let's double-check that these transactions were unarchived back to the HX Recycle Browser table.</p> <p>Click the Statewide Interfaces button.</p> <p>Statewide Interfaces ▾</p>
123.	<p>Click the HX Recycle Browser menu.</p> <p> HX Recycle Browser</p>
124.	Enter 31300 into the SetID field.
125.	Enter 313 into the USAS Agency Number field.
126.	Enter 12 into the USAS Document Year field.
127.	<p>Click the Search button.</p> <p>Search</p>

Step	Action
128.	Notice that USAS Document Numbers 90250412 and 99929221 were unarchived back to the HX Recycle Browser table.
129.	Now let's double-check that these transactions were removed from the HX Archive Browser table. Click the Statewide Interfaces button. 
130.	Click the HX Archive Browser menu.  HX Archive Browser
131.	Enter 313 into the USAS Agency Number field.
132.	Enter 17753 into the Process Instance field.
133.	Click the Search button. 
134.	Notice that no matching records were found in the HX Archive Browser for these criteria which proves that the transactions were unarchived.
135.	Congratulations! In this topic, you performed the following: - Inquired on records stored in the USAS Archive IN Browser - Selected a record that failed the HX Matching process and demonstrated the ability to "Change Status" (three options) - Located a record in the HX Recycle Browser and marked it for deletion - Used HX Recycle Mass Archive/Archive Setup screens to: <ul style="list-style-type: none"> - "Archive" the record selected for deletion - Review results - Attempt to unarchive the deleted record - Used HX Recycle Mass Archive/Archive Setup screens to: <ul style="list-style-type: none"> - "Archive" a group of records - Review results - Unarchive the selected group End of Procedure.

Report Errors from CAPPS to USAS Interface & Run the USAS Recon Rpt

Section 7 Exercises - Scenario 3: Report Errors from CAPPS to USAS Interface & Run the USAS Recon Rpt

At the conclusion of the Inbound processes (ISUS01B, ISUS02B, ISUS04B) and Outbound processes (USIS01B, USIS 02B, USIS 05B), the Interface Exception Report table is populated

with those errors and warnings that have occurred during the process. This table stores the records that failed the comparison process.

The Interface Exception Report is automatically generated from the USIS01B, USIS02B, or USIS05B processes; or, can be manually activated via the CAPPS Statewide Reports menu.

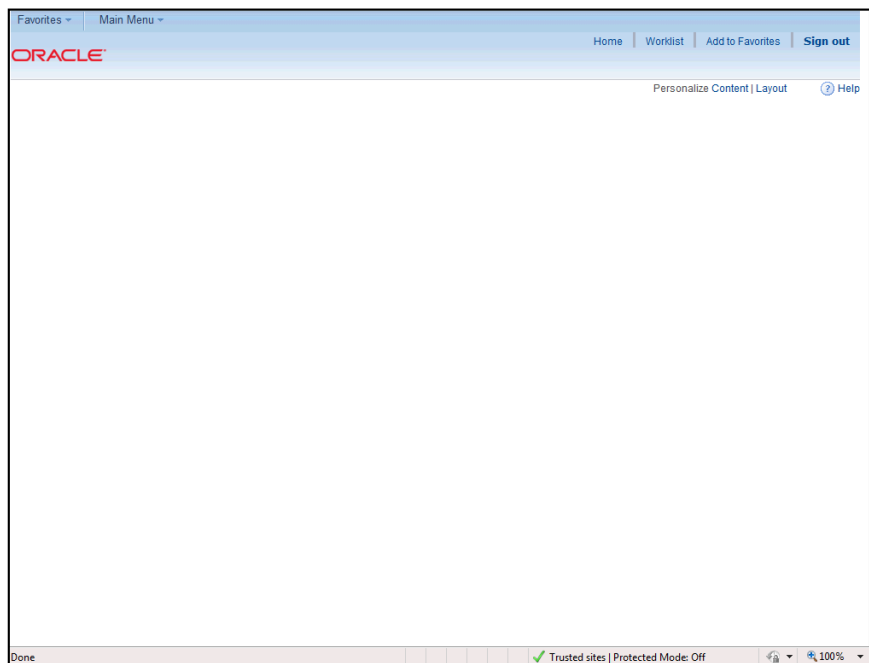
The Query report, CAPPS/USAS Reconciliation Report, is also available to assist with the reconciliation process. This report enhances the Interface Exception Report by providing corresponding information from the HX Recycle Browser and the USAS Archive IN Browser. The CAPPS/USAS Reconciliation Report is generated via the Reporting Tools>Query menu.

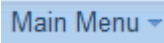



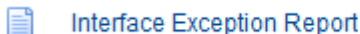

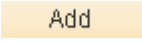


Procedure




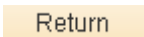




In this topic, you will:


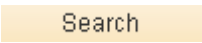



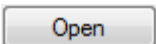
- Run the Interface Exception Report
- Run the CAPPS/USAS Reconciliation Report.
- Compare the data generated and posted to these reports.

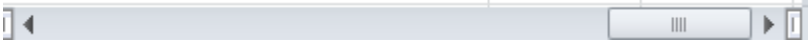
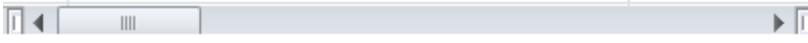


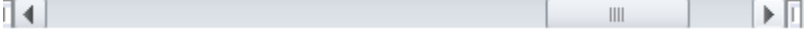
The selection criteria used to generate these reports highlights a transaction that matches at the summary level.



Step	Action
1.	<p>In this topic, you will run a report to list any errors in the CAPPS to USAS Interface Process. You will also run the USAS Reconciliation Report.</p> <p>Click the Main Menu button to navigate to the Interface Exception Report.</p> 
2.	<p>Click the CAPPS Reports menu.</p> 
3.	<p>Click the Statewide Reports menu.</p> 
4.	<p>Click the Interface menu.</p> 
5.	<p>Click the Interface Exception Report link.</p> 
6.	<p>Click the Add a New Value tab.</p> 
7.	<p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter test_interface_except_report into the Run Control ID field.</p>
8.	<p>Click the Add button.</p> 
9.	<p>Enter 31300 into the Set Control Value field.</p>
10.	<p>Enter 31300 into the SetID field.</p>
11.	<p>Click the Look up Batch Module Name (Alt+5) button.</p> 
12.	<p>In this example, ISUS01B was selected. This CAPPS Interface ID indicates the program that processes CAPPS incoming Accounts Payable records.</p>
13.	<p>Enter 06112012 into the Run Date field.</p>
14.	<p>Click the Save button to save these parameters to run for the report.</p> 



Step	Action
15.	Click the Run button to initiate the Interface Exception report. 
16.	You may run the report at a later date/time by changing the Run Date and/or Run Time fields. Click the OK button. 
17.	Jot down the Process Instance number, in this case 17744. This helps you track the status of the report. Click the Process Monitor link. Process Monitor
18.	Instance number 17744 displays on the first line of the Process List. Click the Refresh button until its Run Status is Success and its Distribution Status is Posted. 
19.	The process completed successfully. Click the Details link. Details
20.	Click the View Log/Trace link. View Log/Trace
21.	Since no interface exceptions were found, no pdf exception report was generated. Click the Return button. 
22.	Click the OK button. 
23.	You will now run the USAS Reconciliation report. After clicking the Main Menu button, click the Scroll Down button. 
24.	Click the Reporting Tools menu. 
25.	Click the Query menu. 

Step	Action
26.	Click the Query Manager menu.  Query Manager
27.	Enter capps_tx_gl into the Find an Existing Query field.
28.	Click the Search button. 
29.	Click the Excel link to download the report to Excel. 
30.	Click the Maximize/Restore button. 
31.	Enter 31300 into the Business Unit (% = All) field.
32.	Enter % into the USAS AY (2 DIGITS) field. % represents a wild card for any value.
33.	Enter % into the USAS FY (2 DIGITS) field. % represents a wild card for any value.
34.	You may obtain the USAS Document Number from a number of sources: <ul style="list-style-type: none"> - USAS SIRS Report - USAS SQL Query Report - CAPPS Accounts Payable Inquiry Screen - CAPPS Interface Exception Report - CAPPS Query Report <p>The CAPPS GL/USAS Reconciliation Report assists in the research and reconciliation of items (Documents) that have not been adequately matched between CAPPS and USAS. The USAS Document Number is generated in USAS when an item is processed for payment or held for payment. If it is not fully processed or properly matched between CAPPS and USAS, it will reside on either the HX Recycle Browser or the USAS Archive IN Browser.</p> <p>Enter 90002868 into the USAS Doc# or Type field.</p>
35.	Enter % into the USAS Batch Type field. % represents a wild card for any value.
36.	Click the View Results button. 
37.	Click the Open button. 

Step	Action
38.	The USAS Reconciliation report is displayed in Excel. Click the right arrow on the horizontal scrollbar to display more fields. 
39.	Click the right arrow on the horizontal scrollbar to display more fields. 
40.	Click the right arrow on the horizontal scrollbar to display more fields. 
41.	Click the right arrow on the horizontal scrollbar to display more fields. 
42.	Click the right arrow on the horizontal scrollbar to display more fields. 
43.	This is the end of the report.
44.	Congratulations! You have successfully completed this lesson. End of Procedure.

Knowledge Check GL

Copying a Journal

 Question
On which page do you copy a journal?
 Response
<ul style="list-style-type: none"> A. 1. Header B. 2. Lines C. 3. Copy D. 4. Approval

Creating a SpeedType

? Question
Which field does not default into the journal line from the SpeedType?
📄 Response
<ul style="list-style-type: none"> A. 1. Appropriation Year B. 2. Amount C. 3. Account D. 4. Fund



Creating and Posting a Manual Journal Entry

? Question
What happens to the Journal ID "NEXT" after the Journal is saved?
📄 Response
<ul style="list-style-type: none"> A. 1. The Journal ID remains as NEXT until the Journal is posted. B. 2. You may enter any Journal ID you want. C. 3. CAPPS will assign the next available Journal number. D. 4. CAPPS will assign the next Set ID.



Creating and Posting a Manual Journal Entry

? Question
A journal cannot be deleted after it has been:
📄 Response
<ul style="list-style-type: none"> A. 1. Created B. 2. Edited and Budget checked C. 3. Posted D. 4. Validated



Creating and Posting a Standard Journal Entry

 Question
On which page do you identify the frequency and days of the week/month when a standard journal will be created?
 Response
<ul style="list-style-type: none">A. 1. HeaderB. 2. LinesC. 3. ScheduleD. 4. Approval



Editing a Journal

 Question
Which of the following is true? The Edit Journal process:
 Response
<ul style="list-style-type: none">A. 1. Checks that ChartFields are valid.B. 2. Checks that Total Debits equal Total CreditsC. 3. Changes the Journal Status and Budget Status from N (Not Checked) to V (Valid) or E (Error)D. 4. Must take place before a journal may be postedE. 5. All of the above.



Marking a Journal for Posting and Running the Post Process

 Question
Which page is used to mark a Journal for posting?
 Response
<ul style="list-style-type: none">A. 1. Mark Journals for OverrideB. 2. Budget Check Journals/Header PageC. 3. Mark Journals for UnpostingD. 4. Mark Journals for Posting/Select Journals to Post section



Specifying and Processing Closing Rules

 Question
The Retain CFV field is allowed only if the ChartField field is set to Account.
 Response
<ul style="list-style-type: none">A. TrueB. False

Viewing and Updating Open Periods

 Question
If the check box in the "Is Open" field is not checked, you will not be able to make any adjustments before closing the period.
 Response
<ul style="list-style-type: none">A. TrueB. False

Viewing Journal Entry Status and Error Message Log

 Question
On the Lines page, where is an error indicated?
 Response
<ul style="list-style-type: none">A. 1. Error columnB. 2. Journal StatusC. 3. Errors Only FlagD. 4. Error Column and Error Status