

# CAPPS General Ledger

## 1. CAPPS\_PPT\_FIN\_PPT\_General\_Ledger

### **1.1 GL Introduction**

CAPPS Financials

End-User Training (EUT)

Module: General Ledger

Course Name: General Ledger

Course Number: 205

This course does NOT contain audio

Recommended Users Agency GL Personnel

### **1.2 Welcome**

Hello,

Welcome back to the CAPPS Financials training.

Before taking this course you should have already completed the CAPPS Financials Fundamentals course.

### **1.3 Duration**

This course will take approximately three and half hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

### **1.4 Preparation**

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

### **1.5 Navigation**

Be sure you use the Next and Prev navigation buttons only when directed to view information in this course.

## **1.6 Course Outline**

### Course Outline

This course is organized into 7 sections. Learn how to use CAPPs General Ledger functionality in each of the following sections:

Section 1 - Creating Journals

Section 2 - Processing Journals

Section 3 - Managing Monthly Open Periods

Section 4 - Managing Year-End Closing Rules

Section 5 - Running CAPPs General Ledger Reports

Section 6 - Reconciling CAPPs to USAS General Ledger

Section 7 - Review

## **1.7 Course Objectives**

### Course Objectives

After completing this course you will be able to:

- Create Manual and Standard Journals
- Copy a Journal
- Mark a Journal for Posting and Unposting
- Run the Post Process
- Edit a Journal
- View and Update Open Periods
- Manage Year-End Closing Rules
- Run CAPPs General Ledger Reports
- Reconcile CAPPs to USAS General Ledger

## **2. Section 1**

### **2.1 Section 1-GL Overview**

Section 1

General Ledger Overview

### **2.2 S1-Objectives**

Section 1 - Objectives

After completing this section you will be able to:

- Describe the purpose of the General Ledger module and how it is used.
- Recognize and explain CAPPs General Ledger terms.

### **2.3 S1-Outline**

Section 1, Lesson 2 - Outline

Lesson 1 - General Ledger Introduction - 15 minutes

Lesson 2 - Key Terms and Definitions - 5 minutes

### **2.4 S1-L1, Key Terms**

Section 1, Lesson 1

General Ledger Introduction - 15 minutes

### **2.5 S1-L1 Cont.**

Key Terms and Definitions

- Accounting Transaction- A business event having a monetary impact on the financial statements
- ACTUALS Ledger - All budgetary transactions affecting cash are posted to this ledger. The basis for this ledger is the Modified Accrual basis.

- Basis - The method of recognizing revenues and expenses (accrual, modified accrual, cash, tax, etc.)
- Budget Ledger - Budget Ledger enables you to check source transactions from many PeopleSoft and third-party applications against your control budgets.
- Chartfields - ChartFields are fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data.

## **2.6 S1-L1 Cont.**

Key Terms and Definitions continued

- Chartfield Value Sets - A grouping of ChartField values used for selecting values for closing rules.
- Journal - A journal is used to post accounting transactions to a ledger.
- Journal Date - Journal Date identifies the date that a journal is effective (Accounting date).
- Journal Header - The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date) and the options that enable you to quickly set up adjusting and reversing entries.
- Journal ID - Journal ID is used to uniquely identify a journal. It is a key field in the journal header.

## **2.7 S1-L1 Cont.**

Key Terms and Definitions continued

- Journal Lines - Journal Lines record the monetary and statistical amounts and the ChartField values associated with each transaction.
- Ledger and Ledger Group - A Ledger Group consists of ledgers that share a common physical structure based on the ledger template, as well as unique characteristics such as its own base currency and when combined represent accrual basis and cash basis accounting.

- Posting - This is the process that posts journal data to the LEDGER table.
- SpeedTypes - SpeedTypes are shortcut keys for frequently used combinations of ChartFields. They can be used to minimize keying, greatly increase journal efficiency, and reduce errors.

## **2.8 S1-L2 Outline**

Section 1, Lesson 2

Key Terms and Definitions - 5 minutes

## **2.9 S1-L2 What is GL?**

What is General Ledger in CAPPs?

The General Ledger is the heart of an agency financial system. It is the central repository for accounting activity.

## **2.10 S1-L2 Cont.**

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.

[View CAPPs Module & Integration \(opens in a browser\)](#)

## **2.11 S1-L2 Cont.**

How does General Ledger work?

In order for General Ledger to record business activity accurately three (3) components need to be setup, they are:

- A) Chart of Accounts
- B) Combination Editing Rules
- C) Trees and ChartField Attributes

Let's review each component separately. Select next to begin with the Chart of Accounts.

## **2.12 S1-L2 Chart of Accounts**

### A) Chart of Accounts

- Step 1 - Review this short presentation on Chart of Accounts. Then see if you can match the account name with its purpose.
- Step 2 - Drag and Drop

Place the ChartField name on the applicable line definition.

Chartfields - 1-Account, 2-Fund, 3-Appn/PCA, 4-Budget Reference

Line Options:

- Line A - Required by USAS
- Line B - Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.
- Line C - Appropriation Year
- Line D - The source of money related to a transaction.

Answers:

Line A - 3-Appn/PCA

Line B - 1-Account

Line C - 4-Budget Reference

Line D - 2-Fund

## **2.13 S1-L2 Combination Edits**

### B) Combination Edits

Combination editing rules are used to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values. ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that you define. For example, when you assign what PeopleSoft calls the anchor ChartField a value, and then associate it with nonanchor ChartFields and their values, ChartField Combination Editing uses something like an if-then test to ensure that entries conform to the ChartField combination rules and definitions. ChartField combinations can be set up for valid or invalid conditions.

For end-users the combination edits are pre-defined and already setup

## **2.14 S1-L2 Trees & ChartFields**

### How Does GL Work?

#### Chart of Accounts

In order for GL to record business activity accurately, the chart of accounts needs to be set-up; combination editing rules need to be in place for data validation and other configuration considerations need to be addressed. For more information on the chart of accounts, link to [\(demo Chart of Accounts\)](#).

#### Combination Edits

Combination editing rules are used to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values. ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that you define. For example, when you assign what PeopleSoft calls the anchor ChartField a value, and then associate it with nonanchor ChartFields and their values, ChartField Combination Editing uses something like an if-then test to ensure that entries conform to the ChartField combination rules and definitions. ChartField combinations can be set up for valid or invalid conditions depending on which is more efficient at precluding unwanted entries.

## Other Configuration Considerations

Trees (pull the slides from KK Overview regarding trees), ChartField attributes (pull definition from the KK Overview for ChartField attributes).

## Journals

Once the combination edits rules are established, trees are setup and any ChartField attributes have been established, GL Journals can be created. A journal is used to post accounting transactions to a ledger. There are different types of Journals. For example there are journals in the GL system, Spreadsheet Journals, Journals from Journal Generator used to create journals from other modules, etc.

### **2.15 S1-L2 Cont.**

Components A, B, & C are Complete

Once the combination edits rules are established, trees are setup and any ChartField attributes have been established, GL Journals can be created. A journal is used to post accounting transactions to a ledger. There are different types of Journals. For example there are journals in the GL system, Spreadsheet Journals, Journals from Journal Generator used to create journals from other modules, etc.

### **2.16 S1-L2 Basic Journal Functions**

#### BASIC JOURNAL FUNCTIONS

There are three basic journal functions: creating, processing and posting journals.

In addition there are other features that impact CAPPS journal processing. For example, you can create a journal online, via an upload from an external source or interfaced from another CAPPS subsystem (e.g. Accounts Payable, Asset Management, or Billing). In addition, you can process and post a journal online, manually submit a batch process request or have the process scheduled to run automatically.



## **3. Section 2**

### **3.1 Section 2-Creating Journals**

Section 2

Creating Journals

### **3.2 S2-Objectives**

Section 2 Objectives

After completing this section you will be able to:

- Create a Manual Journal, Edit the Journal and Post the Journal.
- Create a recurring Standard Journal Entry.
- Copy a posted or unposted journal and change the header and detail lines as needed.
- Set up a SpeedType with No User ID and no Primary Permission List.
- Use the SpeedType to create a journal.

### **3.3 S2-Introduction**

Section 2 - Overview

Creating Journals

Journal entries primarily record the financial transactions of a business and are used to produce balance sheets, cash flow statements, income statements and other reports and inquiries necessary to manage agency business through analysis, planning and forecast. Journal entries are made in a double-entry system in which debits equal credits, according to Generally Accepted Accounting Principles (GAAP). Debits and credits are posted to ChartFields (accounts, departments, products and so on) in the General Ledger. Unbalanced journal entries can be used only to post budget or statistical data.

### **3.4 S2-Outline**

Section 2 Outline

Lesson 1 - Creating and Posting a Manual Journal Entry - 15 minutes

Lesson 2 - Creating and Posting a Standard Journal Entry - 15 minutes

Lesson 3 - Copying a Journal - 10 minutes

Lesson 4 - Creating a SpeedType and Using it to Create a Journal - 15 minutes

### ***3.5 S2-L1 Manual Journal Entry***

Section 2 - Lesson 1

Creating and Posting a Manual Journal Entry

- Enter the information for the journal on the Header page.
- Use the Attachments link to attach a file when needed.
- Use the Lines page to record the transaction lines that make up the journal. When the amount in the Total Debits column equals the amount in the Total Credits column the journal is balanced. Edit and save the journal.

### ***3.6 S2-L1 Exercise***

Creating Journals

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.

Exercise

The exercise below provides step-by-step instructions on how to perform the following tasks in CAPPS:

Creating Journals

Scenario 1: Creating and Posting a Manual Journal Entry

When you are ready select this link [Creating Journals](#) and complete the following exercise:

Creating and Posting a Manual Journal Entry

After completing the exercise, close the browser tab and return to the course.

### ***3.7 S2-L2 Standard Journal Entry***

Section 2 - Lesson 2

Creating and Posting a Standard Journal Entry

- Standard Journal Entries (SJE) enable you to automate the entry of similar or identical journals.
- The three types of SJE are Recurring, Template and Spread.
- All SJE and their models must be for the same business unit.
- To create a Standard Journal Entry you must create a Model journal entry or use an existing journal.
- The Model ID or Journal ID that you create becomes the high-level key for all journal entries that are generated using this definition.

### ***3.8 S2-L2-4 Exercises***

Section 2 - Exercises for Lessons 2 - 4.

The exercises below provide step-by-step instructions on how to perform the following tasks in CAPPS:

Creating Journals

Scenario 2: Creating and Processing a Standard Journal Entry

When you are ready select this link [Creating Journals](#) and complete the following exercise:

Creating and Processing a Standard Journal Entry

After completing the exercise, close the browser tab and return to the course.

### ***3.9 S2-L3-Copy Journal***

Section 2 - Lesson 3

Copying a Journal

- Copying a journal saves time because you can use an existing journal entry as the basis for a new journal entry.
- You can also copy posted or unposted journals and then change the header and detail lines as needed.
- Use the Lines page to modify values for various journal entry fields, such as ChartField values etc.

### **3.10 S2-L2-4 Exercises**

Section 2 - Exercises for Lessons 2 - 4.

The exercises below provide step-by-step instructions on how to perform the following tasks in CAPPS:

Creating Journals

Scenario 3: Copying a Journal

When you are ready select this link [Creating Journals](#) and complete the following exercise:

Copying a Journal

After completing the exercise, close the browser tab and return to the course.

### **3.11 S2-L4 Speed Type**

Section 2 - Lesson 4

Creating a SpeedType and Using it to Create a Journal

- Often, different journal entries use the same ChartField combinations. 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.

### **3.12 S2-L2-4 Exercises**

Section 2 - Exercises for Lessons 2 - 4.

The exercises below provide step-by-step instructions on how to perform the following tasks in CAPPS:

Creating Journals

Scenario 4: Creating a SpeedType and Using it to Create a Journal

When you are ready select this link [Creating Journals](#) and complete the following exercise:

Creating a SpeedType and Using it to Create a Journal

After completing the exercise, close the browser tab and return to the course.

## **4. Section 3**

### ***4.1 Section 3-Processing Journals***

Section 3

Processing Journals

### ***4.2 S3-Objectives***

Section 3 Objectives

After completing this section you will be able to:

- Edit a Journal before posting
- Mark a journal for posting and run the posting process.
- Mark a journal for unposting and run the posting process.
- View the status of a journal
- Check the Error Message Log for errors

### ***4.3 3-Outline***

Section 3 Outline

Lesson 1 - Editing a Journal - 10 minutes

Lesson 2 - Marking a Journal for Posting and Running the Post Process - 10 minutes

Lesson 3 - Marking a Journal for Unposting and Running the Post Process - 15 minutes

Lesson 4 - Viewing Journal Entry Status and Error Message Log - 15 minutes

#### **4.4 S3-L1 Processing Journals**

Processing Journals

After a journal entry has been created, the entry is ready for processing in CAPPs General Ledger. Journal processing involves entering journals and saving data to the header and line tables, editing journals and marking journals for posting to the ledger. 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 and the journal is ready for posting to CAPPs General Ledger. Journals with errors either are recycled or suspended, depending on the options selected.

#### **4.5 S3-L1 Edit Journal**

Section 3 - Lesson 1

Editing a Journal

- A journal must be edited before it can be posted.
- 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.

#### **4.6 S3-L2 Posting Journals**

Section 3, Lessons 2-4 Introduction

Posting Journals

After a journal entry has been created, the entry is ready for processing in CAPPs General Ledger. Journal processing involves entering journals and saving data to the header and line tables, editing journals and marking journals for posting to the ledger. 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 and the journal is ready for posting to CAPPs General Ledger. Journals with errors either are recycled or suspended, depending on the options selected.

## ***4.7 S3-L2 Posting***

Section 3 - Lesson 2

Marking a Journal for Posting and Running the Post Process

- Manually post journals or mark them for automatic posting.
- Marking journals for posting is necessary only if you use the Process Scheduler for posting. After you mark a journal for posting, you can run the Journal Post process.
- After journal posting, you can no longer edit the entry.

## ***4.8 S3-L3 Unposting***

Section 3 - Lesson 3

Marking a Journal for Unposting and Running the Post Process

- After a journal is posted, the journal has an error. 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.

## ***4.9 S3-L4 Error Message Log***

Section 3 - Lesson 4

Viewing Journal Entry Status and Error Message Log

- View the Message Log to verify the status of your journal posting request. View the header information and line details on the Journal Header and Lines pages. The Header page displays some journal information. However, journal errors are displayed on the Lines page.

- Journals with errors either are recycled or suspended, depending on the options selected.

## **4.10 S3-Exercises**

### Section 3 - Exercises

The exercises below provide step-by-step instructions on how to perform the following tasks in CAPPS:

#### Exercises for Processing Journals

- Scenario 1: Editing a Journal
- Scenario 2: Marking a Journal for Posting and Running the Post Process
- Scenario 3: Marking a Journal for Unposting and Running the Post Process
- Scenario 4: Viewing Journal Entry Status and Error Message Log

When you are ready select this link [Processing Journals](#) and complete the following exercises:

Editing a Journal, Marking a Journal for Posting and Running the Post Process, Marking a Journal for Unposting and Running the Post Process, and Viewing Journal Entry Status and Error Message Log

After completing the exercise, close the browser tab and return to the course.

## **5. Section 4**

### **5.1 Section 4-Journal Generation**

#### Section 4

#### Journal Generation

### **5.2 S4-Objectives**

After completing this section you will be able to:

- Explain the Journal Generation process



- Identify the CAPPs modules that use Journal Generation to format their accounting entries into journal entries
- Describe the purpose of the Journal Generation Template
- Run the Journal Generation process
- Perform inquiries

### ***5.3 S4-Subsystem Accounting Entries***

#### Subsystem Accounting Entries

The CAPPs General Ledger module includes calendar management features as well as reporting and reconciliation processes used to reconcile CAPPs to USAS General Ledgers.

#### Managing Monthly 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.

### ***5.4 S4-Journal Generation***

#### Journal Generation

Journal Generation picks up the accounting entries from the subsystem (AP, AM, etc.), summarizes the details based on established configuration rules, and converts them to journal entries.

Note: This does not apply to the Cash Receipts module. A separate process called 'Send to GL' is used to send the Cash Receipts' accounting entries to the General Ledger.

During this process, CAPPs assigns journal attributes such as a Journal Source, Journal ID, Journal Date, Journal Description, Journal Status and Budget Status.

These journal entries are saved to the GL Ledger where they await further processing.

## ***5.5 S4-Journal Generator Templates***

### Journal Generator Templates

The Journal Generator Templates plays an important role during the Journal Generation process. These templates tell the system what a journal entry should look like, including the numbering format and date options to use as well as the summarization rules to follow.

#### Summarization

- The template determines how to summarize accounting entries when it generates journals.
- For example, it can summarize accounting entries at the Account or ChartField level. It can also be set to retain detail.

## ***5.6 S4-Journal Generator Templates Cont.***

### Journal Generator Templates Cont...

This template is used when posting voucher accounting entries to the General Ledger.

The template's Defaults tab indicates the following:

- The journal entries do not reverse
- The journal source will be AP
- The journal date will match the accounting entry date
- The journal header's description will appear as Accounts Payable
- The journal ID will be assigned a number during processing that will have a prefix of 'AP.

## ***5.7 S4-Journal Generator Templates Cont.***

### Journal Generator Templates Cont...

The template's Summarization tab indicates the following:

All accounting entries will be summarized based on all chartfields entered on the accounting entry.

If two accounting entry lines shared the same set of chartfield values (i.e. same account, fund, dept, etc.), they will be summarized into a single journal entry line that will have a prefix of 'AP.

## **5.8 S4-Exercise**

Section 4 - Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Journal Generation

Scenario: Journal Generation Processing

When you are ready select this link [Journal Generation](#) and complete the following exercise:

Journal Generation Processing

After completing the exercise, close the browser tab and return to the course.

## **6. Section 5**

### **6.1 Section 5-Mo. Open Periods**

Section 4

Managing Monthly Open Periods

### **6.2 S5-Objectives**

Section 1, Lesson 2 - Outline

Lesson 1 - General Ledger Introduction - 15 minutes

Lesson 2 - Key Terms and Definitions - 5 minutes

### **6.3 S5-Introduction**

Monthly Open Periods

The CAPPS General Ledger module includes calendar management features as well as reporting and reconciliation processes used to reconcile CAPPS to USAS General Ledgers.

## Managing Monthly 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.

### **6.4 S5-L1 Mo. Open Periods**

#### Section 4 - Lesson 1

## Managing Monthly 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.
- 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.

### **6.5 S5-Exercise**

#### Section 4 - Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

#### Exercises for Managing Monthly Open Periods

#### Scenario: Viewing and Updating Open Periods 9.2

When you are ready select this link [Managing Monthly Open Periods](#) and complete the following exercise: Viewing and Updating Open Periods 9.2

After completing the exercise, close the browser tab and return to the course.

## 7. Section 6

### **7.1 Section 6-Manage Year-End Close**

Section 5

Managing Year-End Closing Rules

### **7.2 S6-Objectives**

Section 1, Lesson 2 - Outline

Lesson 1 - General Ledger Introduction - 15 minutes

Lesson 2 - Key Terms and Definitions - 5 minutes

### **7.3 S6-L1 Introduction**

Managing year end closing

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. 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.

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.

### **7.4 S6-L1 YE Closing Rules**

Section 5 - Lesson 1

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.

- 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.

## **7.5 S6-Exercises**

Section 5 - Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Exercise for Managing Year-End Closing Rules

Scenario: Specifying and Processing Closing Rules 9.2

When you are ready select this link [Managing Year-End Closing Rules](#) and complete the following exercise: Specifying and Processing Closing Rules 9.2

After completing the exercise, close the browser tab and return to the course.

## **8. Section 7**

### **8.1 Section 7-GL Reports**

Section 6

Running CAPPS General Ledger Reports

### **8.2 S7-Objective**

Section 6 - Objective

Run General Ledger Standard Reports

### **8.3 S7-L1 GL**

Section 6 - Lesson 1

Running CAPPS General Ledger Reports

Running a report using Process Scheduler is simple. 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 Crystal 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.

## **8.4 S7-Exercise**

Section 6 - Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

Exercise for Running CAPPs General Ledger Reports

Scenario: Running CAPPs General Ledger Reports 9.2

When you are ready select this link: [Running CAPPs Standard General Ledger Reports](#) and complete the following exercise: Running CAPPs General Ledger Reports 9.2

After completing the exercise, close the browser tab and return to the course.

## **9. Section 8**

### **9.1 Section 8-Recon. CAPPs to USAS**

Section 7

Reconciling CAPPs to USAS General Ledger

### **9.2 S8-Objectives**

Section 7 Objectives

After completing this section you will be able to:

- Navigate to the USAS Archive IN Browser

- 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.
- Run the Interface Exception report.
- Run the CAPPs/USAS Reconciliation Report.
- Locate a record in the HX Recycle table (Browser) and mark it for deletion.

### ***9.3 S8-Introduction***

Section 7 - Introduction

Reconciling CAPPs General Ledger to USAS

Process Overview

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.

During nightly USAS batch processing, the daily HX file is created containing transactions that processed in USAS. For example, transactions where the Payment Due Date is met, interagency transfers, etc.

### ***9.4 S8-Intro. cont.***

In an effort to keep CAPPs and USAS in balance and in sync, a nightly batch process is run that merges the daily HX transactions with corresponding transactions in the HX Recycle Browser.

The merged 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 is applied. Transactions that process successfully will be sent back to CAPPs to reflect the completion of the transaction cycle. Transactions in error will be reflected in error reports and available for further processing and/or correction.



## **9.5 S8-Outline**

Section 7 Outline

Lesson 1 - Interface CAPPs to USAS Archive IN Browser - 10 minutes

Lesson 2 - Matching and Comparing Interfaced CAPPs Transactions to the Daily USAS HX File - 25 minutes

Lesson 3 - Reporting Errors from the CAPPs to USAS Interface Process and Running the USAS Reconciliation Report - 15 minutes

## **9.6 S8-L1 Cont.**

Section 7 - Lesson 1

Interface CAPPs to USAS Archive IN Browser

Interface 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.
- 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.

## **9.7 S8-L1 Archive IN Browser**

Section 7, Lesson 1 Introduction

Interface CAPPs to USAS Archive IN Browser

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.

### **9.8 S8-L2 cont.**

Section 7 - Lesson 2

Match & Compare Interfaced CAPPS Transactions to Daily USAS HX File

Matching and Comparing Interfaced CAPPS Transactions to the Daily USAS HX File

- In a nightly batch process, the daily HX transactions are merged with corresponding transactions in the HX Recycle Browser .
- The merged transactions that find a match during the Matching Phase will flow to the Comparison Phase where processing logic by DOC\_Type will be applied.

### **9.9 S8-L2 Interfaced Transactions**

Section 7, Lesson 2 Introduction

Match & 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)

### **9.10 S8-L2 Continued**

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.).

### **9.11 S8-L2 Continued**

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" or "Delete From Archive IN Table". 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.

### **9.12 S8-L2 Continued**

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 "Un-archive".

### **9.13 S8-L3 Cont.**

Section 7 - Lesson 3

Managing CAPPs to USAS Interface Error Process

- At the conclusion of the Inbound processes (ISUS01B, ISUS02B, ISUS04B) and Outbound processes (USIS01B, USIS02B, USIS05B), 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.

## **9.14 S8-L3 Reporting Errors**

Section 7, Lesson 3 Introduction

Reporting Errors

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 Statewide Reports menu.

The SQL report, CAPPs GL/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 GL/USAS Reconciliation Report is generated via the Reporting Tools menu.

## **9.15 S8-Exercises**

Section 7 - Exercises

The exercises below provide step-by-step instructions on how to perform the following tasks in CAPPs:

Exercises for Reconciling CAPPs to USAS General Ledger

Scenario 1: Interface CAPPs to USAS Archive IN Browser 9.2

Scenario 2: Match and Compare Interfaced CAPPs Transactions to Daily USAS HX File 9.2

Scenario 3: Report Errors from CAPPs to USAS Interface & Run the USAS Recon Rpt 9.2

When you are ready select this link: [Running CAPPs Standard General Ledger Reports](#) and complete the following exercise: Interface CAPPs to USAS Archive IN Browser 9.2, Match and

Compare Interfaced CAPPs Transactions to Daily USAS HX File 9.2, and Report Errors from CAPPs to USAS Interface & Run the USAS Recon Rpt 9.2

After completing the exercise, close the browser tab and return to the course.

## **10. Section 9**

### ***10.1 Section 9-Review***

Section 8

Review

### ***10.2 S9-Course Summary***

Course Summary

Congratulations, you have completed this course. You learned the following regarding CAPPs

General Ledger:

- How to create and post a journal entry
- How to unpost a journal entry.
- How to edit a journal.
- How to view and update open periods.
- How to manage year-end closing.
- How to reconcile CAPPs with USAS general ledger.
- You are now ready to move on to your next course, see you there!

### ***10.3 S9-Congratulations***

I hope you enjoyed your training!

This course is almost complete.

It's now time to review what you've learned in this course.