

# **Derivation Business Process Guide**

## Overview

Effective with the implementation of PeopleSoft Financials 8.4, the CSU established principles, modification, and standards for Corporate Data Integrity. CSU campuses in production with Finance 8.4 are required to use the CSU modifications to “derive” campus legal data for submission to the Chancellor’s Office FIRMS (Financial Information Record System) data base. This document is the business process guide for Cal Poly’s month end derivation process. For background on the CDIP project see the Corporate Data Integrity Package PowerPoint (appendix to this BPG).

## Summary of CSU Business Unit Derivation Monthly Business Processing Steps

1. Validate CDIP rules 2, 3 and 4 using custom queries
2. Open the period for the SLCSU Business Unit for the FY/AP being derived
3. Run the SLCSU Business Unit Derivation
4. Journal Generate 4 journals, Actual Dollars, Actual FTE, Budget, and Encumbrances
5. Edit, Budget Check and Post Journals
6. Run the Ledger KK report for SLCSU business unit to validate “in sync”
7. Run the Campus to CSU Business Unit validation report
8. Run Sam 6 and Sam 7 for SLCSU business unit for review and audit
9. Extract SLCSU for FIRMS
10. Submit extract for edit review
11. Run the campus variance analysis report – review for anomalies

## Step 1: Validate CDIP rules 2, 3 and 4 using custom queries

The (CSUFS0167) CSU Attribute Build program updates tables within the campus PeopleSoft Finance applications. The job populates the values used by the CSU Derivation for rules 1, 2 and 3. These values are approved by the Financial Standards Advisory Committee (FSAC). Currently, the approved rules are defined on the spreadsheet “FSAC Approved Derivation Rules as of “. For the most current list of the FSAC approved rules see web link [\[REDACTED\]](#)

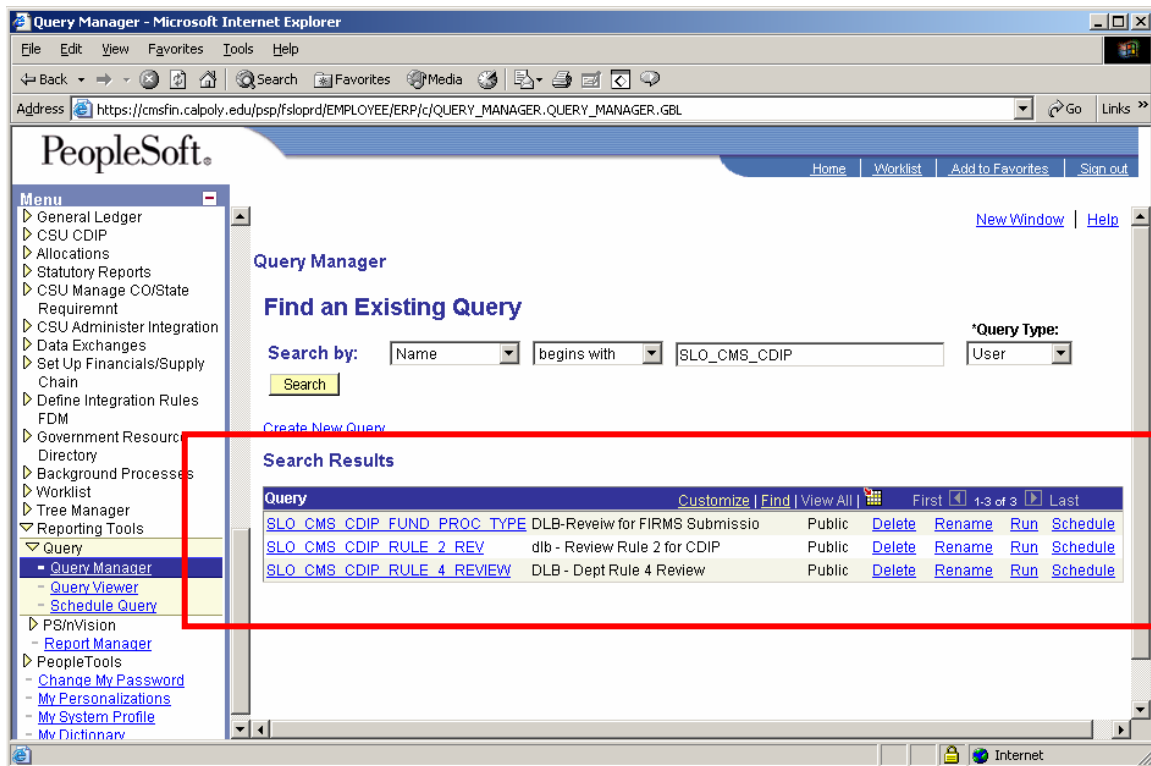
Run the campus custom queries identified below and compare the results of these queries with the most current version of the FSAC approved rule values for rule 2 and rule 3. The values for Rule 4 are assigned by the campus. Review rule 3B and 4 with the campus FIRMS data custodian and campus FSAC representative each new year and quarterly thereafter. [\[REDACTED\]](#)

The custom queries for this review are:

SLO\_CMS\_CDIP\_FUND\_PROC\_TYPE

SLO\_CMS\_CDIP\_RULE\_2\_REV

SLO\_CMS\_CDIP\_RULE\_4\_REVIEW



**WARNING:** Do not run the derivation if there are errors in the rules based on your validation as you will have to do manual journals to correct the errors. Contact the CO staff to correct the rule and re-run the CSU Attribute Build job – re-validate and continue.

## 2. Open the period for the SLCSU Business Unit for the FY/AP being derived

The following panel shot is an example of opening accounting period 9 for *the actuals ledger group* just prior to deriving the March month end campus data. The only required open period Tran Type for the SLCSU business unit is DEF as the only transactions processed within this business unit are actuals and encumbrance journals.

**Open Period**

PeopleSoft Product: GL    Business Unit: SLCSU    Ledger Group: ACTUALS    [Ledgers for a Unit](#)

Default Adjustment Period: 998    Adjustments Year: 2002     Show all transaction types

Open Period(s)    Customize | Find | First 1-6 of 6 Last

Trans Type		From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2003	9	03/01/2004	2003	9	03/31/2004
PCA	Procurement Car	2003	9	03/01/2004	2003	9	03/31/2004
POR	Purchase Order	2003	9	03/01/2004	2003	9	03/31/2004
RCA	Receipt Accrual	2003	9	03/01/2004	2003	9	03/31/2004
REQ	Requisition	2003	9	03/01/2004	2003	9	03/31/2004
UNP	GL Journal Unpost	2003	9	03/01/2004	2003	9	03/31/2004

Customize | Find | First 1 of 1 Last

**Adjustment Period**    **Is Open**

998

The following panel shot is an example of opening accounting period 9 for *the STANBUD ledger group* just prior to deriving the March month end campus data. The only required open period Tran Type for the SLCSU business unit STANBUD ledger group is DEF as the only transactions processed within this business unit are budget journals.

The screenshot shows the 'Ledgers For A Unit' interface in Microsoft Internet Explorer. The browser address bar shows the URL: [https://cmsfin.calpoly.edu/psp/psloprd\\_1/EMPLOYEE/ERP/c/ESTABLISH\\_BUSINESS\\_UNITS.BUSINESS\\_UNIT\\_LED.GBL](https://cmsfin.calpoly.edu/psp/psloprd_1/EMPLOYEE/ERP/c/ESTABLISH_BUSINESS_UNITS.BUSINESS_UNIT_LED.GBL). The PeopleSoft logo is visible at the top left. The 'Open Period' section is active, showing the following configuration:

- PeopleSoft Product: GL
- Business Unit: SLCSU
- Ledger Group: STANBUD
- Default Adjustment Period: 998
- Adjustments Year: 2002
- Show all transaction types:

The 'Open Period(s)' table is displayed below, with the following columns: Trans Type, From Year, From Period, First Open, To Year, To Period, and Last Open. The first row, 'DEF', is highlighted with a red box.

Trans Type		From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2003	9	07/01/2003	2003	9	03/31/2004
PCA	Procurement Car	2003	9	03/01/2004	2003	9	03/31/2004
POR	Purchase Order	2003	9	03/01/2004	2003	9	03/31/2004
RCA	Receipt Accrual	2003	9	03/01/2004	2003	9	03/31/2004
REQ	Requisition	2003	9	03/01/2004	2003	9	03/31/2004
UNP	GL Journal Unpost	2003	9	03/01/2004	2003	9	03/31/2004

Below the table, there is a section for 'Adjustment Period' with a search box containing '998' and an 'Is Open' checkbox.

### 3. Run the SLCSU Business Unit Derivation – CSUFS160

Each month after the SLCMP Business Unit is closed, the CSU BU Derivation should be processed. Cal Poly derives the SLCMP business unit on a monthly basis. The actual submission to the CO is only due quarterly, however, by deriving monthly, edit errors can be alleviated in a timely manner along with monthly validation that all data in SLCSU is equal to data in SLCMP.

The following is a page shot of the run control for the Fiscal Year 2003, Accounting Period 9. Each ledger can be derived separately or all at once. This job runs very quickly, so we run all the ledgers at once. The data labeled Actuals and Budget will populate the accounting line table “CSU\_FIRMS\_AL\_AC” and the data labeled Encumbrance will populate the accounting line table “CSU\_FIRMS\_AL\_EN”

CSU BU Derivation

Run Control ID: CSU\_BU\_DERIVATION      [Report Manager](#)   [Process Monitor](#)   [Run](#)

**Report Request Parameters**

'Business Unit From:	SLCMP	Business Unit To:	SLCSU	Fiscal Year:	2006
Acct Period From:	12	Acct Period To:	12		

	Ledger From	Ledger To
<input checked="" type="checkbox"/> Process Actuals	ACTUALS	ACTUALS
<input checked="" type="checkbox"/> Process Budgets	CONTROL	STANBUD
<input checked="" type="checkbox"/> Process Encumbrances	KK_DTL_ENC	KK_DTL_ENC
<input checked="" type="checkbox"/> Process Assets	ACTUALS	ACTUALS

[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)

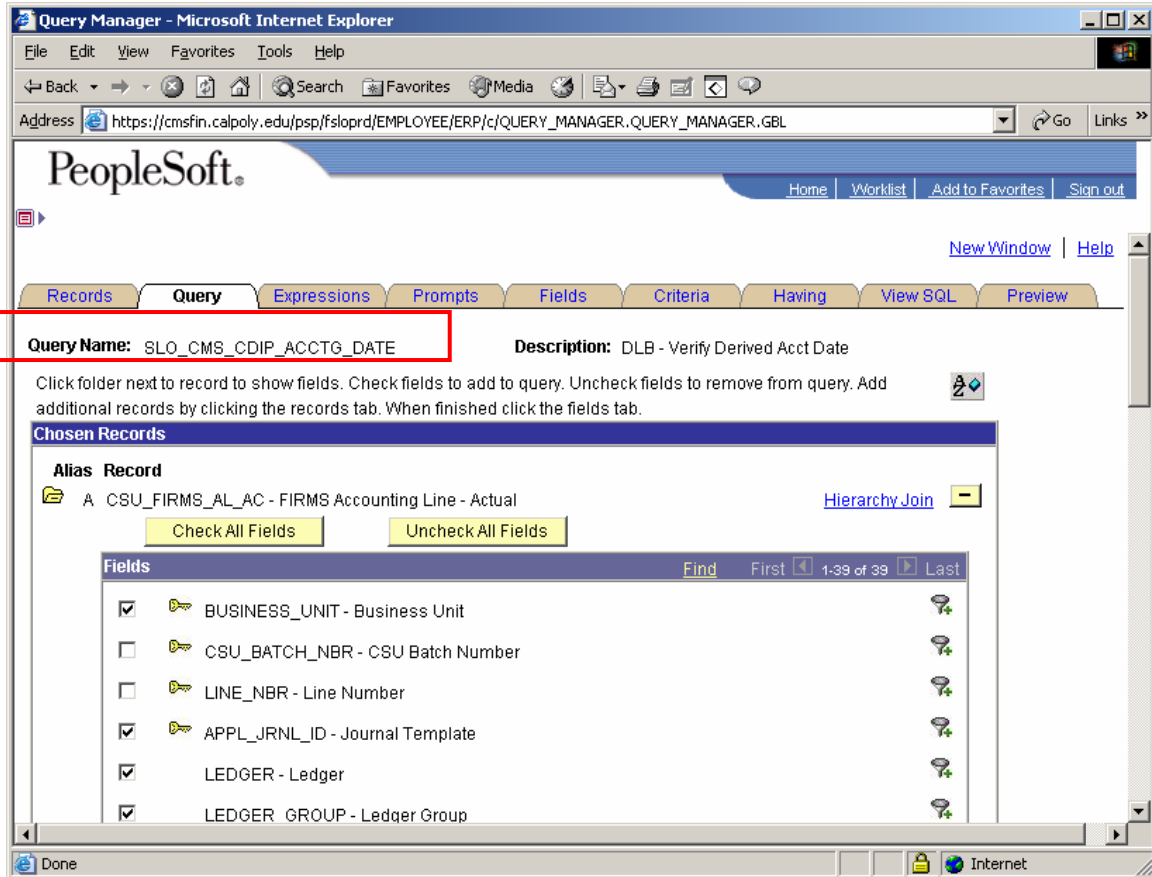
Warning: Make sure and indicate the correct accounting period to be derived. The software will not prevent you from deriving an accounting period twice.

Following is a page shot of the process monitor after the CSU Derivation has successfully completed:

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft process monitor. The address bar shows the URL: https://cmsfin.calpoly.edu/psp/fsloprd/EMPLOYEE/ERP/c/CSU\_CDIP.CSU\_RUN\_CSUF5160.GBL. The page title is 'CSU BU Derivation - Microsoft Internet Explorer'. The PeopleSoft logo is at the top left, and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are at the top right. Below the logo, there are tabs for 'Process List' and 'Server List'. A search section titled 'View Process Request For' includes fields for 'User ID' (DBROTHWE), 'Type', 'Last' (15 Days), 'Server' (PSUNX), 'Name', 'Instance', and 'Run Status'. A 'Refresh' button and a 'Save On Refresh' checkbox are also present. Below the search section is a table of process instances. The first row is highlighted, and the 'Success' status in the 'Run Status' column is enclosed in a red box. The table has columns for Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Details. The status bar at the bottom shows 'Process Instance: 16262'.

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16262		SQR Process	CSUF5160	DBROTHWE	04/07/2004 3:41:56PM PDT	Success	<a href="#">Details</a>
15454		SQR Report	CSUF5163	DBROTHWE	04/03/2004 8:58:19AM PST	Success	<a href="#">Details</a>
15453		SQR Report	CSUF5165	DBROTHWE	04/03/2004 8:55:07AM PST	Success	<a href="#">Details</a>
15450		COBOL SQL	FSPKBDP3	DBROTHWE	04/03/2004 8:47:33AM PST	Success	<a href="#">Details</a>
15446		Application Engine	GL_JEDIT	DBROTHWE	04/03/2004 8:44:29AM PST	Success	<a href="#">Details</a>
15444		COBOL SQL	FSPGJGEN	DBROTHWE	04/03/2004 8:38:24AM PST	Success	<a href="#">Details</a>
15440		SQR R	CSUF5160	DBROTHWE	04/03/2004 8:31:01AM	Success	<a href="#">Details</a>

Using a custom SLO query, verify the data in the accounting lines to be used for the journals generating process. Run the query SLO\_CMS\_CDIP\_ACCT\_DATE to check that the ledgers and accounting dates are correct.



# AFD Finance

This query selects accounting dates greater than July 1 of the current fiscal year (needs to be modified at the beginning of each fiscal year) and displays the distinct values. As you can see from the query results below, the accounting dates for each derivation are displayed. For this sample the derivation has been run once a month for July thru March. Each derivation generated 3 journals from this accounting line table, 2 for actuals, (one for FTE and one for dollars) and 1 for budget. Before the journal generation is run the Journal ID and date will be blank but the accounting date will be populated as a result of the derivation. Make note of the template and the date for journal generating.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Query Manager interface. The browser's address bar shows the URL: https://cmsfin.calpoly.edu/psp/f/sloprd/EMPLOYEE/ERP/c/QUERY\_MANAGER.QUERY\_MANAGER.GBL. The PeopleSoft logo is visible at the top of the page. Below the logo, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. The main content area displays a table with 10 columns: Unit, Template, Ledger, Ledger Grp, Acctg Date, Journal ID, Date, Status, and Stat. The table contains 27 rows of data, representing journal entries for various units (SLCSU) and templates (CSUACTUAL and CSUBUDGET) from July 2003 to March 2004. The 'Stat' column indicates the type of journal, such as FTE or D.

	Unit	Template	Ledger	Ledger Grp	Acctg Date	Journal ID	Date	Status	Stat
1	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	07/31/2003	CSA0017844	07/31/2003	D	FTE
2	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	07/31/2003	CSA0017854	07/31/2003	D	
3	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	08/31/2003	CSA0017858	08/31/2003	D	FTE
4	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	08/31/2003	CSA0017859	08/31/2003	D	
5	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	09/30/2003	CSA0017862	09/30/2003	D	FTE
6	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	09/30/2003	CSA0017863	09/30/2003	D	
7	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	10/31/2003	CSA0017866	10/31/2003	D	FTE
8	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	10/31/2003	CSA0017867	10/31/2003	D	
9	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	11/30/2003	CSA0017879	11/30/2003	D	FTE
10	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	11/30/2003	CSA0017880	11/30/2003	D	
11	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	12/31/2003	CSA0017883	12/31/2003	D	FTE
12	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	12/31/2003	CSA0017884	12/31/2003	D	
13	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	01/31/2004	CSA0017887	01/31/2004	D	FTE
14	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	01/31/2004	CSA0017888	01/31/2004	D	
15	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	02/29/2004	CSA0017891	02/29/2004	D	FTE
16	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	02/29/2004	CSA0017892	02/29/2004	D	
17	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	03/31/2004	CSA0017964	03/31/2004	D	FTE
18	SLCSU	CSUACTUAL	ACTUALS	ACTUALS	03/31/2004	CSA0017965	03/31/2004	D	
19	SLCSU	CSUBUDGET	STANBUD	STANBUD	07/31/2003	CSB0017853	07/31/2003	D	
20	SLCSU	CSUBUDGET	STANBUD	STANBUD	08/31/2003	CSB0017857	08/31/2003	D	
21	SLCSU	CSUBUDGET	STANBUD	STANBUD	09/30/2003	CSB0017861	09/30/2003	D	
22	SLCSU	CSUBUDGET	STANBUD	STANBUD	10/31/2003	CSB0017865	10/31/2003	D	
23	SLCSU	CSUBUDGET	STANBUD	STANBUD	11/30/2003	CSB0017878	11/30/2003	D	
24	SLCSU	CSUBUDGET	STANBUD	STANBUD	12/31/2003	CSB0017882	12/31/2003	D	
25	SLCSU	CSUBUDGET	STANBUD	STANBUD	01/31/2004	CSB0017886	01/31/2004	D	
26	SLCSU	CSUBUDGET	STANBUD	STANBUD	02/29/2004	CSB0017890	02/29/2004	D	
27	SLCSU	CSUBUDGET	STANBUD	STANBUD	03/31/2004	CSB0017963	03/31/2004	D	

## 4. Journal Generate 4 journals, Actual Dollars, Actual FTE, Budget, and Encumbrances

Set up the run control to generate for each template, CSUBUDGET, CSUACTUAL and CSUENCUMB. If the run control is saved and only used for journal generating from the CSU derivation, then each month only the from and to date has to change on the Specify Date Option.

Microsoft Internet Explorer window: Generate Journals - Microsoft Internet Explorer  
Address: https://cmsfin.calpoly.edu/psp/psloprd/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.JRNLGEN\_REQUEST.GBL

PeopleSoft. Home Worklist Add to Favorites Sign out

Once  
 Always  
 Don't Run

\*SetID: SLCSU  
\*Accounting Definition Name: CSUACT

Blank on Business Unit, Ledger Group or Template will cause all values of it to be selected.

Application Business Unit: SLCSU  
Ledger Group: STANBUD  
Template: CSUBUDGET  
\*From Date Option: Specify Date  
\*To Date Option: Specify Date  
From Date: 03/31/2004  
To Date: 03/31/2004

Process Frequency  
 Once  
 Always  
 Don't Run

Request Number: 2  
\*SetID: SLCSU  
\*Accounting Definition Name: CSUACT

Blank on Business Unit, Ledger Group or Template will cause all values of it to be selected.

Application Business Unit: SLCSU  
Ledger Group: ACTUALS  
Template: CSUACTUAL  
\*From Date Option: Specify Date  
\*To Date Option: Specify Date  
From Date: 03/31/2004  
To Date: 03/31/2004

Process Frequency  
 Once  
 Always  
 Don't Run

Request Number: 3  
\*SetID: SLCSU  
\*Accounting Definition Name: CSUENC

Blank on Business Unit, Ledger Group or Template will cause all values of it to be selected.

Application Business Unit: SLCSU  
Ledger Group: ACTUALS  
Template: CSUENCUMB  
\*From Date Option: Specify Date  
\*To Date Option: Specify Date  
From Date: 03/31/2004  
To Date: 03/31/2004

Following is a page shot of the successful completion of the journal generating process

The screenshot shows a web browser window titled "Generate Journals - Microsoft Internet Explorer". The address bar displays the URL: [https://cmsfin.calpoly.edu/psp/fsloprd/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JRNLGEN\\_REQUEST.GBL](https://cmsfin.calpoly.edu/psp/fsloprd/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JRNLGEN_REQUEST.GBL). The page header includes the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

The main content area is titled "Process List" and "Server List". Below this is a "View Process Request For" section with search filters:
 

- User ID: DBROTHWE
- Type: [Dropdown]
- Last: 15 Days
- Server: PSUNX
- Name: [Search]
- Instance: [ ] to [ ]
- Run Status: [Dropdown]
- Save On Refresh

A table displays the process list with the following columns: Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Details. The first row is highlighted with a red box, indicating a successful completion:

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16274		COBOL SQL	FSPGJGEN	DBROTHWE	04/07/2004 3:49:58PM PDT	Success	<a href="#">Details</a>
16262		SQR Process	CSUFS160	DBROTHWE	04/07/2004 3:41:56PM PDT	Success	<a href="#">Details</a>
15454		SQR Report	CSUFS163	DBROTHWE	04/03/2004 8:58:19AM PST	Success	<a href="#">Details</a>
15453		SQR Report	CSUFS165	DBROTHWE	04/03/2004 8:55:07AM PST	Success	<a href="#">Details</a>
15450		COBOL SQL	FSPKBDP3	DBROTHWE	04/03/2004 8:47:33AM PST	Success	<a href="#">Details</a>

The status bar at the bottom of the browser window shows "Process Instance:16274".

## 5. Edit, Budget Check and Post Journals

After journal generating the four different journals they will have to be edited, budget checked and posted depending on the kind of journal. In addition, depending on the size of the journal these processes are best run either batch or on-line. For large journals use the batch process for both editing and budget checking. Usually the actual dollar journal is the largest. All others are small enough to do on-line editing. Also, it is strongly advised that each process be run independently of the other even if the functionality allows multiple types of processes in one job.

Below is a summary of the processing required based on type of journal:

Actual dollar and actual FTE journals (Mask CSA): Edit – Budget Check – Post

Budget Journals (Mask CSB): Edit – Post

Encumbrance Journals (Mask CSE): Edit – Budget Check

**Journal Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Use Saved Search: CSU\_Journals

Business Unit: SLCSU

Journal ID: begins with

Journal Date: 03/31/2004

Line Business Unit: SLCSU

Journal Header Status:

Budget Checking Header Status:

Source:

Search | Clear | Basic Search | Save Search Criteria | Delete Saved Search

**Search Results**  
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code
SLCSU	CSA0017964	03/31/2004	0	SLCSU	Edit Req'd	Not Chk'd	ACTUALS	CSA	USD
SLCSU	CSA0017965	03/31/2004	0	SLCSU	Edit Req'd	Not Chk'd	ACTUALS	CSA	USD
SLCSU	CSB0017963	03/31/2004	0	SLCSU	Edit Req'd	Not Chk'd	STANBUD	CSB	USD
SLCSU	CSE0017966	03/31/2004	0	SLCSU	Edit Req'd	Not Chk'd	ACTUALS	CSE	USD

Following is a sample budget journal before processing

PeopleSoft.

Unit: SLCSU    **Journal ID:** CSB0017963    Date: 03/31/2004    \*Process: Edit Journal    Process

Template List   Search Criteria   Change values   Intra/IntraUnit   Errors Only   Line: 10   Process Pushbutton

Select	Line	Account	Fund	Dept	Program	Class	Project	Scenario	Currency	Amount
<input type="checkbox"/>	1	840000	AD203	CAPOLY	0101			CTLALC	USD	
<input type="checkbox"/>	2	840000	GA002	CAPOLY	0706			CTLALC	USD	
<input type="checkbox"/>	3	840000	GA003	CAPOLY	0706			CTLALC	USD	
<input type="checkbox"/>	4	840000	GA005	CAPOLY	0706			CTLALC	USD	

Lines to add: 1   +   -   [icon]

Unit	Total Lines	Total Debits	Total Credits	Journal Status
SLCSU	4	8,081,556.00	-94,069.00	N

Save   Return to Search   Next in List   Previous in List   Notify   Refresh

# AFD Finance

Edit and Post Budget Journals on-line – they are relatively small journals

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Unit: SLCSU Journal ID: CSB0017963 Date: 03/31/2004 \*Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Errors Only Line: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Scenario	Currency	Amount
<input type="checkbox"/>	1	840000	AD203	CAPOLY	0101			CTLALC	USD	8,042,750.00
<input type="checkbox"/>	2	840000	GA002	CAPOLY	0706			CTLALC	USD	18,292.00
<input type="checkbox"/>	3	840000	GA003	CAPOLY	0706			CTLALC	USD	-94,069.00
<input type="checkbox"/>	4	840000	GA005	CAPOLY	0706			CTLALC	USD	20,514.00

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
SLCSU	4	8,081,556.00	94,069.00	Y

Save Return to Search Next in List Previous in List Notify Refresh

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Unit: SLCSU Journal ID: CSB0017963 Date: 03/31/2004 \*Process: Edit Journal Process

Template List Search Criteria Errors Only Line: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Scenario	Currency	Amount
<input type="checkbox"/>	1	840000	AD203	CAPOLY	0101			CTLALO	USD	8,042,750.00
<input type="checkbox"/>	2	840000	GA002	CAPOLY	0706			CTLALO	USD	18,292.00
<input type="checkbox"/>	3	840000	GA003	CAPOLY	0706			CTLALO	USD	-94,069.00
<input type="checkbox"/>	4	840000	GA005	CAPOLY	0706			CTLALO	USD	20,514.00

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
SLCSU	4	8,081,556.00	94,069.00	P

Save Return to Search Next in List Previous in List Notify Refresh

Edit Encumbrance Journals on-line – they are relatively small journals – there is no posting required for an encumbrance journal.

Unit: SLCSU      Journal ID: CSE0017966      Date: 03/31/2004      Process: Edit Journal      Process

Template List    Search Criteria    Change Values    Inter/IntraUnit    Errors Only    Line: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Stat
<input type="checkbox"/>	1	201899	AD20		9002			USD		
<input type="checkbox"/>	2	201899	AD20		9002			USD		
<input type="checkbox"/>	3	201899	AD20		9002			USD		
<input type="checkbox"/>	4	201899	AD20		9002			USD		
<input type="checkbox"/>	5	201899	BD20		9002			USD		
<input type="checkbox"/>	6	201899	BD20		9002			USD		
<input type="checkbox"/>	7	201899	BD20		9002			USD		
<input type="checkbox"/>	8	201899	BD20		9002			USD		
<input type="checkbox"/>	9	201899	EA00		9002			USD		
<input type="checkbox"/>	10	201899	EA00		9002			USD		

Sample page shot of an encumbrance journal that has been completely processed:

The screenshot shows the 'Create Journal Entries' interface in Microsoft Internet Explorer. The browser address bar shows the URL: [https://cmsfin.calpoly.edu/psp/fsloprdr/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE.GBL](https://cmsfin.calpoly.edu/psp/fsloprdr/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL). The PeopleSoft logo is visible at the top left, and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are at the top right. Below the logo, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active.

Key information displayed includes:
 

- Unit: SLCSU
- Journal ID: CSE0017966
- Date: 03/31/2004
- Process: Edit Journal
- Inter/IntraUnit:  Errors Only:  Line: 10

The 'Lines' table contains 10 entries with the following columns: Select, Line, Account, Fund, Dept, Program, Class, Project, Currency, Amount, and Stat. All entries have a currency of USD and are marked as processed.

Select	Line	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Stat
<input type="checkbox"/>	1	201899	AD200		9002			USD	-993.72	
<input type="checkbox"/>	2	201899	AD201		9002			USD	-246,735.37	
<input type="checkbox"/>	3	201899	AD202		9002			USD	-1,057,412.96	
<input type="checkbox"/>	4	201899	AD203		9002			USD	-3,741,694.02	
<input type="checkbox"/>	5	201899	BD200		9002			USD	726,307.45	
<input type="checkbox"/>	6	201899	BD201		9002			USD	-291,288.92	
<input type="checkbox"/>	7	201899	BD202		9002			USD	-479,105.47	
<input type="checkbox"/>	8	201899	BD203		9002			USD	-809,457.83	
<input type="checkbox"/>	9	201899	EA003		9002			USD	-7,526.78	
<input type="checkbox"/>	10	201899	EA007		9002			USD	-2,913,647.48	

Below the lines table, there is a 'Lines to add' section with a value of 1. A 'Totals' table is also present, which is highlighted with a red box in the original image. The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
SLCSU	595	19,658,095.59	19,658,095.59	✓	✓

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', and 'Refresh'. Navigation links for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' are also visible.

Edit the actual journals with the batch edit process as it normally has a lot of lines in the journal. Below is a page shot of the searching for journals in the CSU Business Unit. You can see the valid status and the 2 journals that still require edit.

**Look Up Journal ID From**

Journal ID:

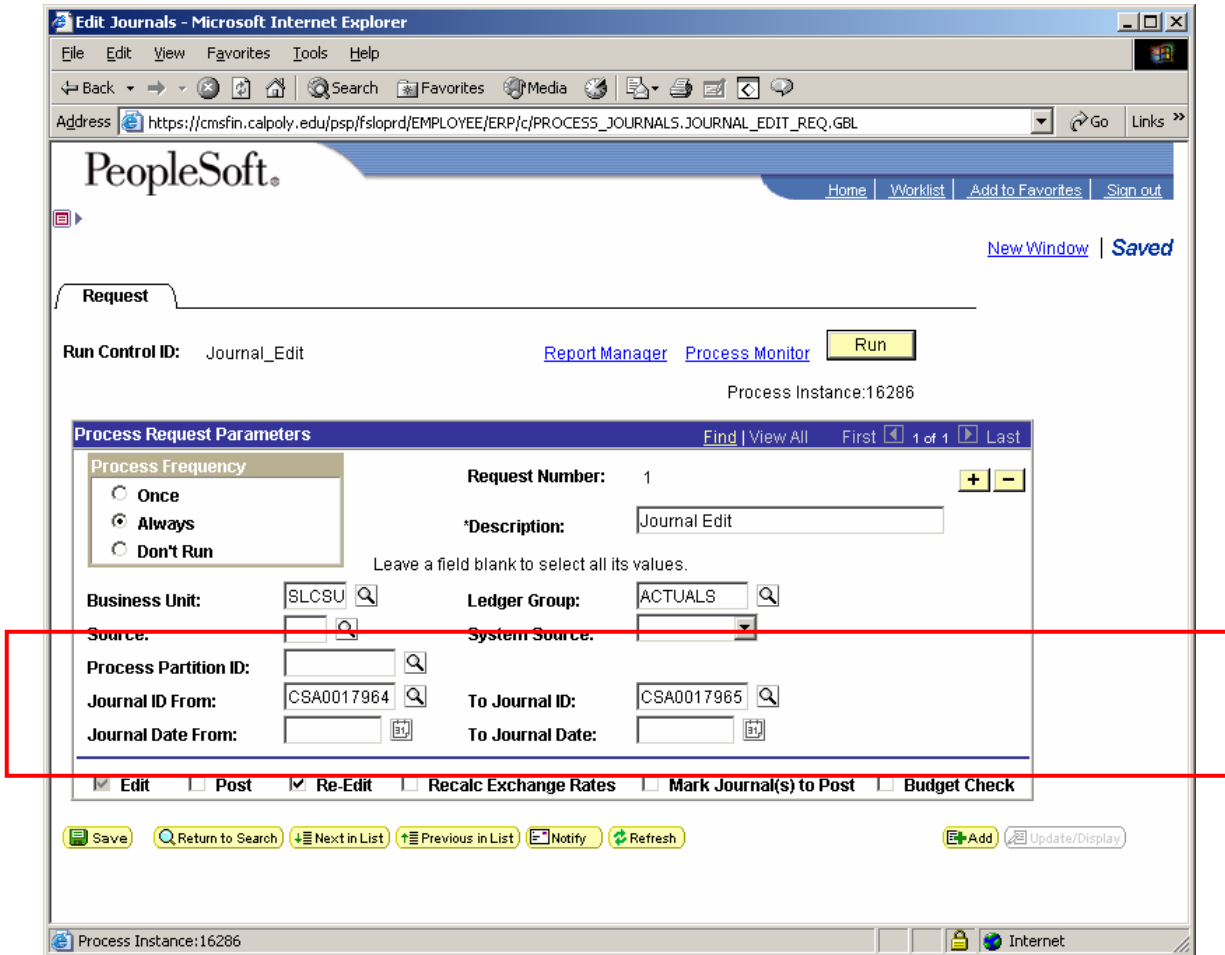
[Basic Lookup](#)

**Search Results**

View All First 1-11 of 11 Last

Journal ID	Business Unit	Journal Date	Ledger Group	Source	System Source	Process ID	Partition	Journal Header	Status	Description
CSA0017964	SLCSU	31-MAR-04	ACTUALS	CSA	JGen-Other	(blank)		Edit Req'd		CSU BU Actuals
CSA0017965	SLCSU	31-MAR-04	ACTUALS	CSA	JGen-Other	(blank)		Edit Req'd		CSU BU Actuals
CSE0017855	SLCSU	31-JUL-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017860	SLCSU	31-AUG-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017864	SLCSU	30-SEP-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017868	SLCSU	31-OCT-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017881	SLCSU	30-NOV-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017885	SLCSU	31-DEC-03	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017889	SLCSU	31-JAN-04	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017893	SLCSU	29-FEB-04	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances
CSE0017966	SLCSU	31-MAR-04	ACTUALS	CSE	JGen-Other	(blank)		Valid		CSU BU Encumbrances

Use the batch journal edit for both the actual dollar and actual FTE journals (or any large journal)



Following is a page shot of the successful completion of the batch journal edit process:

The screenshot shows the 'Edit Journals' page in Microsoft Internet Explorer. The browser address bar displays the URL: [https://cmsfin.calpoly.edu/psp/fsloprdr/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_EDIT\\_REQ.GBL](https://cmsfin.calpoly.edu/psp/fsloprdr/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_EDIT_REQ.GBL). The page header includes the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, Sign out. Below the header, there are tabs for 'Process List' and 'Server List'. A search area titled 'View Process Request For' includes fields for 'User ID' (DBROTHWE), 'Type', 'Last' (15 Days), 'Server' (PSUNX), 'Name', and 'Instance', along with a 'Refresh' button and a 'Save On Refresh' checkbox. A table below the search area lists process instances. The table has columns: Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Details. The status for all listed instances is 'Success'. The status bar at the bottom indicates 'Process Instance: 16286'.

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16286		Application Engine	GL_JEDIT	DBROTHWE	04/07/2004 4:03:48PM PDT	Success	<a href="#">Details</a>
16274		COBOL SQL	FSPGJGEN	DBROTHWE	04/07/2004 3:49:58PM PDT	Success	<a href="#">Details</a>
16262		SQR Process	CSUFS160	DBROTHWE	04/07/2004 3:41:56PM PDT	Success	<a href="#">Details</a>
15454		SQR Report	CSUFS163	DBROTHWE	04/03/2004 8:58:19AM PST	Success	<a href="#">Details</a>
15453		SQR Report	CSUFS165	DBROTHWE	04/03/2004 8:55:07AM PST	Success	<a href="#">Details</a>
15450		COBOL SQL	FSPKBDP3	DBROTHWE	04/03/2004 8:47:33AM PST	Success	<a href="#">Details</a>
15446		Application Engine	GL_JEDIT	DBROTHWE	04/03/2004 8:44:29AM PST	Success	<a href="#">Details</a>
15444		COBOL SQL	FSPGJGEN	DBROTHWE	04/03/2004 8:38:24AM PST	Success	<a href="#">Details</a>
15442		SQR Process	CSUFS160	DBROTHWE	04/03/2004 8:31:01AM PST	Success	<a href="#">Details</a>

Budget check the actual journal (or any large journal) using the Budget Check Journal batch process: Below is a page shot of the run control for the Budget Check Journal process. This run control is set up to budget check the 2 actual journals for March.

Request Budget Check - Microsoft Internet Explorer

Address: https://cmsfin.calpoly.edu/psp/fsloprd/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.JOURNAL\_BGTCHK\_REQ.GBL

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Budget Check Journals

Run Control ID: Budget\_check\_journals Report Manager Process Monitor Run

Process Instance:16290

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

- Don't Run
- Process Once
- Always Process

Request Number: 1

\*Description: Budget Check journals

Business Unit: SLCSU Leave a field blank to select all its values.

InterUnit Business Unit:

Ledger Group: ACTUALS

Source:

System Source:

Journal ID From: CSA0017964 To Journal ID: CSA0017965

Journal Date From: To Journal Date:

Save Return to Search Next in List Previous in List Notify Add Update/Display

Process Instance:16290 Internet

## Post Actuals and Budget journals (no posting process for encumb journals)

Now that all the journals are edited, budget checked, and, in this search the budget journal has already been posted, (on-line), the 2 remaining actual journals now need to be posted. Reminder: there is no posting of the encumbrance journals.

**Search Criteria:**

- Business Unit: SLCSU
- Journal ID: begins with
- Journal Date: 03/31/2004
- Line Business Unit: SLCSU
- Journal Header Status:
- Budget Checking Header Status:
- Source:

**Search Results:**

Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Debits
SLCSU	CSA0017964	03/31/2004	0	SLCSU	Valid	Valid	ACTUALS	CSA	USD	817	0
SLCSU	CSA0017965	03/31/2004	0	SLCSU	Valid	Valid	ACTUALS	CSA	USD	7938	132686
SLCSU	CSE0017963	03/31/2004	0	SLCSU	Posted	Valid	STANBUD	CSE	USD	4	808155
SLCSU	CSE0017966	03/31/2004	0	SLCSU	Valid	Valid	ACTUALS	CSE	USD	595	196580

Following is a page shot of an actual FTE journal that has been completely processed:

**PeopleSoft.** Home Worklist Add to Favorites Sign out

**Create Journal Entries - Microsoft Internet Explorer**

Address: https://cmsfin.calpoly.edu/psp/psloprd\_1/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.JOURNAL\_ENTRY\_IE.GBL

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: SLCSU Journal ID: CSA0017964 Date: 03/31/2004 \*Process: Edit Journal Process

Errors Only Line: 10

Select	Line	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Stat
<input type="checkbox"/>	1	601030	AD203	145000	0601			USD		FTE
<input type="checkbox"/>	2	601100	AD203	100100	0101			USD		FTE
<input type="checkbox"/>	3	601100	AD203	100200	0101			USD		FTE
<input type="checkbox"/>	4	601100	AD203	100300	0101			USD		FTE
<input type="checkbox"/>	5	601100	AD203	100400	0101			USD		FTE
<input type="checkbox"/>	6	601100	AD203	100500	0101			USD		FTE
<input type="checkbox"/>	7	601100	AD203	100600	0101			USD		FTE
<input type="checkbox"/>	8	601100	AD203	100700	0101			USD		FTE
<input type="checkbox"/>	9	601100	AD203	100800	0101			USD		FTE
<input type="checkbox"/>	10	601100	AD203	100801	0101			USD		FTE

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
SLCSU	817	0.00	0.00	P	Y

Save Return to Search Next in List Previous in List Notify Refresh

Microsoft Internet Explorer - Create Journal Entries

Address: https://cmsfin.calpoly.edu/psp/psloprd\_1/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.JOURNAL\_ENTRY\_IE.GBL

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

New Window Saved

Header | **Lines** | Totals | Errors | Approval

Unit: SLCSU    Journal ID: CSA0017965    Date: 03/31/2004    \*Process: Edit Journal    Process

Template List    Search Criteria    Errors Only    Line: 10

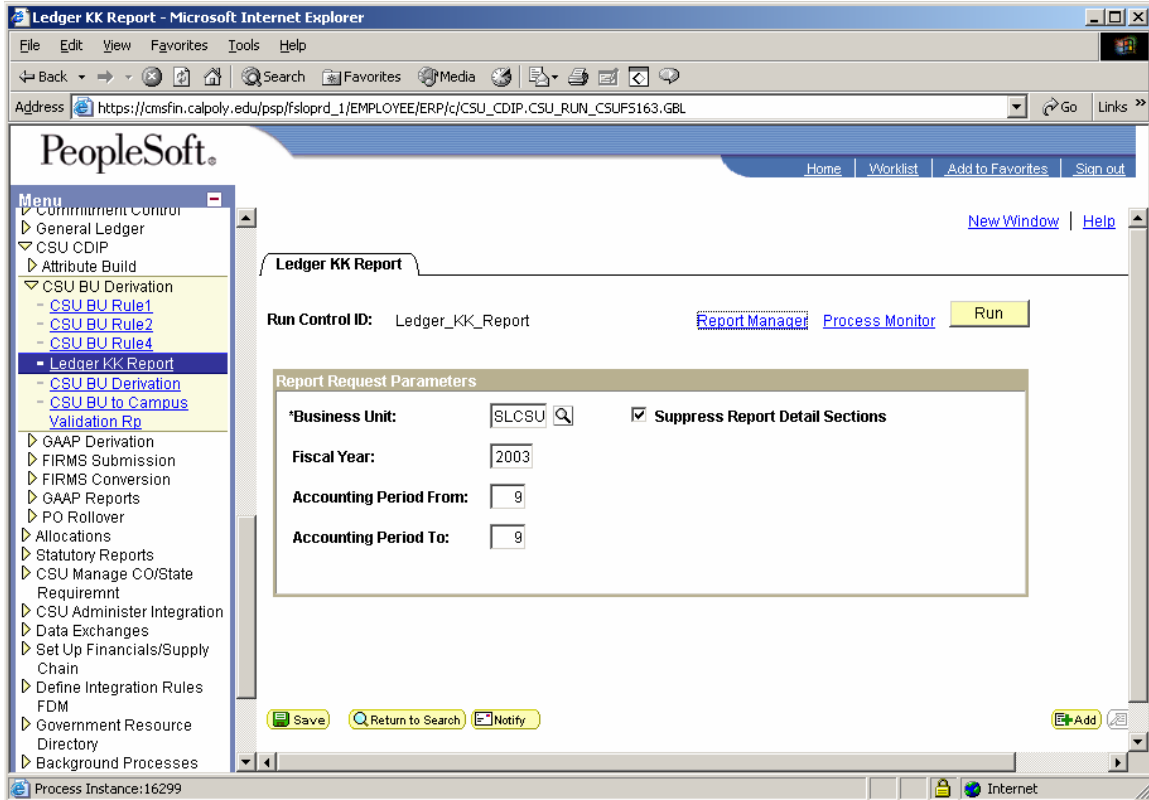
Select	Line	Account	Fund	Dept	Program	Class	Project	Currency	Amount	Stat
<input type="checkbox"/>	1	107001	ZZ100	125600	9002			USD	79,783.72	
<input type="checkbox"/>	2	107001	ZZ100	125600	9002			USD	-492.60	
<input type="checkbox"/>	3	107001	ZZ100	125600	9002	CT005		USD	-775.00	
<input type="checkbox"/>	4	107002	AD203	125600	9002			USD	1,394.89	
<input type="checkbox"/>	5	107002	ZZ100	125600	9002			USD	7,643.62	
<input type="checkbox"/>	6	101001	AD201		9002			USD	100.00	
<input type="checkbox"/>	7	101001	AD202		9002			USD	-87,298.60	
<input type="checkbox"/>	8	101001	AD202	209800	9002			USD	86,409.50	
<input type="checkbox"/>	9	101001	AD202	CAPOLY	9002			USD	239.47	
<input type="checkbox"/>	10	101001	AD203		9002			USD	-1,681,002.12	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
SLCSU	7,938	132,686,755.49	132,686,755.49	P	Y

Save    Return to Search    Next in List    Previous in List    Notify    Refresh

## 6. Run the Ledger KK report for SLCSU business unit to validate “in sync”

Run the Ledger KK report for the fiscal year and accounting period that has just been derived. Run with the Suppress Report Details checked on. The report should return no variances.



## 7. Run the Campus to CSU Business Unit validation report

Run the CSU to Campus Validation Report to assure the all the data in the SLCSU Business unit for Budgets, Actual Dollars, Actual FTE, and Encumbrances are exactly the same as in the SLCMP business unit for Fund and Account.

