

CAPPS General Ledger

General Ledger

Introduction

CAPPS Financials

End-User Training (EUT)

Module: General Ledger

Course Name: General Ledger (GL)

Course Number: 205

This course does NOT contain audio

Recommended Users Agency GL Personnel

Welcome

Hello,

Welcome back to the CAPPS Financials training.

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

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.

Course Preparation

Avoid Distractions

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.

Course Navigation

Use Navigation button when instructed.

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

CAPPS General Ledger

Course Outline

This course is organized into 8 sections. Learn how to use CAPPS General Ledger functionality in each of the following sections:

- Section 1 – General Ledger Overview
- Section 2 - Creating Journals
- Section 3 – Processing Journals
- Section 4 - Managing Monthly Open Periods
- Section 5 – Managing Year-End Closing Rules
- Section 6 – Running CAPPS General Ledger Reports
- Section 7 – Reconciling CAPPS to USAS General Ledger
- Section 8 - Review

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

Section 1 – General Ledger Overview

Section 1 - Objectives

After completing this section you will be able to:

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

Section 1 - Outline

Lesson 1 - General Ledger Introduction - 15 minutes

Lesson 2 - Key Terms and Definitions - 5 minutes

CAPPS General Ledger

Section 1 – Lesson 1

Key Terms and Definitions

Review sixteen CAPPS General Ledger terms.

- 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.)
- Business Unit – By definition the GL Business Unit is an entity that maintains that own self-balancing set of books. The CAPPS standard is one GL Business Unit per agency. Transaction tables – stores day to day business activity and is keyed by business unit and updated frequently.
- 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.
- 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.
- 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.

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- Set ID – High level identifier used to define sets of control table values for use in the system. Examples of the type of “control data” include the Chartfield values, vendors, calendars, ledgers, trees, etc. The CAPPS Standard is each agency will establish a numeric 5 digit SETID equal to their USAS agency number XXX000. Data is updated less frequently.
- 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.

Section 1 – Lesson 2 Outline

Lesson 2 – General Ledger Introduction

- Definition of the CAPPS General Ledger Module
- Overview of how CAPPS General Ledger is used

What is General Ledger (GL) in CAPPS?

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

General Ledger is Integrated.

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.

CAPPS General Ledger

CAPPS MODULES & INTEGRATION

Introduction

There are four modules, or areas of system functionality, in the CAPPS Financial Suite.

The four modules are:

- Accounts Payable
- Asset Management
- General Ledger
- Purchasing

To learn how the four modules work together, view the integration section.

To learn more about a specific module, view the individual section.

INTEGRATION

Integration Flowchart

Understanding how CAPPS Core Financial Modules Integrate

- When a Requisition is created it can reference a Contract, be copied to an RFQ or sourced to a Purchase Order (PO).
- The Purchase Order is created and dispatched to the Supplier previously known as a Vendor.
- Once the goods are received, the Receipt is entered.
- Receipts are then matched to supporting documentation and available to Accounts Payable.
- Asset Receipts can also be tagged for tracking in Asset Management.
- Once goods are received and matched to the Purchase Order an Accounts Payable voucher is created.
- An Accounts Payable journal is then sent to General Ledger (GL) to record the expenditure.

Now that you understand how the modules are integrated, let's take a moment to review when and how the budget is impacted using Commitment Control.

When a requisition is created the funds are pre-encumbered (Commitment Control/Budget), and the funds available in the budget are reduced. After a requisition

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has been sourced to a purchase order the pre-encumbered funds are then encumbered. When an accounts payable voucher is created the budget is updated to reflect the expenditure.

ACCOUNTS PAYABLE (AP)

This AP module is used to record vendor invoices and track vendor payments for example:

AP Voucher: Once goods are received (or services rendered) and matched to the PO, an AP voucher is created and the budget is updated to reflect the expenditure. In addition, CAPPS allows for the convenient copying of data from the PO to the voucher. An AP journal is sent to the General Ledger (GL) modules to record the financial impact (expenditure) in GL. Vouchers are then interfaced to USAS.

ASSET MANAGEMENT (AM)

The AM module is used to track assets throughout their lifecycle; from acquisition to retirement. In addition, AM is used to calculate the asset's depreciation which can be posted to the General Ledger.

For asset purchases, the physical asset data from the Purchasing module is shared with the Asset Management (AM) module along with the financial asset data from the Accounts Payable module. An AM journal can be sent to GL to record the financial impact (balance sheet update) in GL.

GENERAL LEDGER (GL)

The GL module manages the financial accounting information within CAPPS. This includes journal entries that are loaded in from other CAPPS modules, as well as entries manually entered or uploaded directly into GL.

Commitment Control (KK) is used to check revenue and expenditure entries against predefined budgets. If entries exceed the defined budgets plus any established tolerances, a warning or error message will appear depending on the system's configuration.

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PURCHASING (PO) & e-Procurement (ePRO)

The PO and ePro modules are used to initiate and create purchase requests and purchase orders. Once the goods are received, a receipt is generated. For example:

Requisition: A requisition is the initial document created to fulfill the need for a good or service. A requisition can be directly sourced to a purchase order (PO) or it may be copied to a request for quote solicitation (RFQ) allowing for the manual setup of a procurement contract that can be used to track spending in accordance with legal requirements. In addition, procurement spending is monitored and/or controlled by budgets that have been setup in the Commitment Control (KK) module. Once a requisition has been created/approved, funds are pre-encumbered and the funds available in the budget are reduced.

Purchase Order: After a requisition has been sourced to a PO, the pre-encumbered funds are then encumbered and the budget is updated to reflect the encumbrance.

Receipt: A receipt records the receipt of goods or services and is used in the matching process to support the paying of invoices. Assets can be tagged at receipts.

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.

A. Chart of Accounts

Chart of Accounts (Chartfields)

Review this short presentation on Chart of Accounts. Then see if you can match the account name with its purpose.

ChartFields

The backbone of the PeopleSoft Financial System is the Chart of Accounts. These are fields and values that provide a common language for classifying an organization's

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business transactions. ChartFields are also referred to as Chart of Accounts, ChartField String or Coding Block.

ChartFields in CAPPS

ChartFields are used throughout CAPPS. Purchasing, Accounts Payable, Commitment Accounting (Budget), and General Ledger all require ChartFields. For this reason, it is important that you understand what each field is used for and how the various fields are combined into a ChartField string.

There are four required ChartFields in CAPPS and a few optional fields that are defined by the agency. The CAPPS required fields are: Account, Fund, Appn/PCA, and Budget Ref (AY).

Account

The Account ChartField is the segment of the chart of Accounts that captures the nature of financial transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. It provides the detail breakdown for Balance Sheet and Revenue/Expenditure reporting.

In CAPPS FIN, account is defined with a length of six characters. Agencies are required to use the first four characters for Comptroller Object (COBJ) or GL Account as in USAS. Agencies commonly use the last two characters to record transactions at a greater level of detail.

Appropriation (Appn)/PCA (Class Field)

The Appn/PCA ChartField is the segment of the Chart of Accounts that is required by USAS for any financial transactions. Appn is used only for Commitment Control budget entries. Since the Appn cannot be input on financial transactions directly, it must be looked up or translated from the PCA.

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Appropriation Year (Budget Reference)

The Appropriate Year ChartField is the segment of the Chart of Accounts that are required by USAS. This value is entered in the Budget Reference field in CAPPS FIN.

In CAPPS FIN, Budget Reference is defined with a length of 10 characters. Most agencies use the first four characters to record the AY. Agencies can use the following two characters to reflect the month (e.g., 01=September). However, using 6-characters introduces a greater level of complexity.

Agency Options

Optional ChartFields Available to Agencies

Chartfield: Department

Field Length: 10

Description: The Department ChartField is used to identify the departmental structure for organizational and/or budgeting purposes.

Chartfield: Program Code

Field Length: 5

Description: Available for agency use.

Chartfield: Product

Field Length: 6

Description: Available for agency use.

Chartfield: Project

Field Length: 15

Description: Used by Project Costing (PC), Customer, Contracts, and Grants module when PC is implemented. Note: This field may be used as an optional tracking field when PC is not implemented. For example, this field may be used to track costs associated with Grants when the full functionality of the Grants Module is not needed.

Understanding the Chartfield String

Now that you understand ChartFields, take a moment to view how they are displayed in CAPPS. Below are the details for a Financial Transaction Entry and a Budget Journal Entry:

- Financial Transaction Entry
 - This is an example of a Financial transaction entry using Agency Fund (5041) and PCA (90841).

Unit	Ledger	SpeedType	Account	Oper Unit	Fund	Dept	Program	Appn/PCA	Appn
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									Year
00000	ACTUALS		105000		5041	11420		90841	2015

- Budget Journal Entry
 - This is an example of a Budget entry using Agency Fund (5041A) and Appropriation (13024).

Ledger	SpeedType	Account	Fund	Appn/PCA	Appn Year
APPROP_BUD		700000	5041A	13024	2015

Now that you've reviewed the presentation details, let's match the account name with its purpose.

- 1) Question: Required by USAS. Answer – Appn/CPA
- 2) Question: Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures. Answer – Account
- 3) Question: Appropriation Year. Answer – Budget Reference
- 4) Question: The source of money related to a transaction. Answer – Fund.

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 ChartField and their values.

ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that are defined by the agency. 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.

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C) Trees and Chartfield Attributes

Trees are used to visually define the hierarchical relationship within a ChartField. Trees allow you to see where individual ChartField values fit in the overall scheme. ChartField translation trees establish the roll-up relationships between transaction level ChartField and budget level ChartFields.

ChartField Attributes is an additional feature that allows users to further define specific ChartFields for further editing, processing, and reporting.

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 online GL journals. Spreadsheet Journals and Journals from Journal Generator used to create journal from other modules.

Ready for Journal Functions?

Basic Journal Function

Create > Processing > Posting

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

In addition, there are other features that impact CAPPS journal processing. For an 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 to have the process scheduled to run automatically.

Creating Journals is covered in Section 2.

Processing and Posting Journals is covered in Section 3.

Section 2 – Creating Journals

Section 2 - Objectives

After completing this section you will be able to:

- Create a Manual Journal, Edit the Journal and Post the Journal.

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- 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.

Section 2 - Introduction

Section 2 – Overview

Creating > Processing > Posting

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.

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

Section 2 – Lesson 1

Manual Journal Entry

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.

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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.

Section 2 - Lesson 1 Exercise

Creating and Posting a Manual Journal Entry

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:

Manual Journal Entry

Scenario 1: Creating and Posting a Manual Journal Entry

Select the following link for the exercise:

[View Section 2, Lesson 1 Exercise](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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.

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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.

Section 2 – Lesson 4

Creating a Speed Type 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.

Section 2, Lesson 2 – 4 Exercises

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

Creating Journals

Scenario 2: Creating and Posting a Standard Journal Entry

Scenario 3: Copying a Journal

Scenario 4: Creating a SpeedType and using it to create a Journal

Select the following link for the exercise:

[View Section 2, Lesson 2 - 4 Exercises](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

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Section 3 – Processing Journals

Section 3 – Objectives

After completing this section you will be able to:

- Process (edit) a Journal before posting
- Mark journals for posting and run the posting process.
- Mark journals for unposting and run the posting process.
- View the status of a journal
- Check the Error Message Log for errors

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

Section 3 – Lesson 1

Processing Journals

Creating > Processing > Posting

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.

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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.

Section 3 – Lesson 2

Posting Journals

Creating > Processing > Posting

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.

Posting

- 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.

Section 3 – Lesson 3

Unposting

- Marking a Journal for Unposting and Running the Post Process

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- 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.

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.

Section 3 - Exercises

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

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

Select the following link for the exercise:

[View Section 3, Lesson 1 Exercise](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 4 - Managing Monthly Open Periods

Section 4 – Objectives

After completing this section you will be able to:

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- View Open Calendar Periods
- Update Open Calendar Periods

Section 4 - 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.

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.

Section 4 - Exercise

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

Managing Monthly Open Periods

Scenario: Viewing and Updating Open Periods

Select the following link for the exercise:

[View Section 4, Lesson 1 Exercise](#)

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After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 5 – Managing Year-End Closing Rules

Section 5 - Objectives

After completing this section, you will be able to:

- Specify year-end closing rules
- Manager year-end closing

Section 5 – Lesson 1

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.

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.

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Section 5 - Exercise

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

Managing Year-End Closing Rules

Scenario: Specify and Process Closing Rules

Select the following link for the exercise:

[View Section 5, Lesson 1 Exercise](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 6 – Running CAPPS General Ledger Reports

Section 6 - Objective

After completing this section, you will be able to:

- Run General Ledger Standard Reports

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.

Section 6 - Exercise

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

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Running CAPPS General Ledger Reports

Scenario: Running CAPPS General Ledger Reports

Select the following link for the exercise:

[View Section 6, Lesson 1 Exercise](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 7 – Reconciling CAPPS to USAS General Ledger

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.

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.

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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.

Section 7 – Outline

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

Lesson 2 - Match and Compare Interfaced CAPPS Transactions to the Daily USAS HX File - 25 minutes

Lesson 3 – Managing CAPPS to USAS Interface Error Process - 15 minutes

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.

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

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translated and summarized to meet USAS coding block requirements.

Section 7 – Lesson 2, Introduction

Matched & 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" 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.

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".

- In a nightly batch process, the daily HX transactions are merged with

CAPPS General Ledger

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.

Section 7 – Lesson 3, Introduction

Managing CAPPS to USAS Interface Error Process

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.

Section 7 - Exercises

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

Reconciling CAPPS to USAS General Ledger

Scenario 1: Interface CAPPS to USAS Archive IN Browser

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

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

Select the following link for the exercise:

[View Section 7, Lesson 3 Exercise](#)

After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

CAPPS General Ledger

Section 8 - Review

Course Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS General Ledger:

- How to create Manual and Standard Journals
- How to copy a Journal entry
- How to mark a journal for Posting and Unposting
- How to run the Post Process.
- How to edit a Journal
- How to view and update Open Periods
- How to manage Year-End Closing Rules
- How to run CAPPS General Ledger Reports
- How to reconcile CAPPS with USAS general ledger.

You are now ready to move on to your next course, see you there!

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.

Section 8 - Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this Commitment Control course.

[Knowledge Check](#)

To begin select the Knowledge Check link. After completing the knowledge check, close the browser tab and return to the course.

This completes the course. See you next time!