

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

# **CAPPS Financials**

## **End-User Training (EUT)**

EUT Course - 205

General Ledger

PeopleSoft Version 9.2  
Version 1 – September 2015

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## General Ledger 9.2

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

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

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

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

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

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

## Creating Journals

### Section 2 Exercises

#### Creating and Posting a Manual Journal Entry

##### Section 2 Exercise - Scenario 1: Creating and Posting a Manual Journal Entry

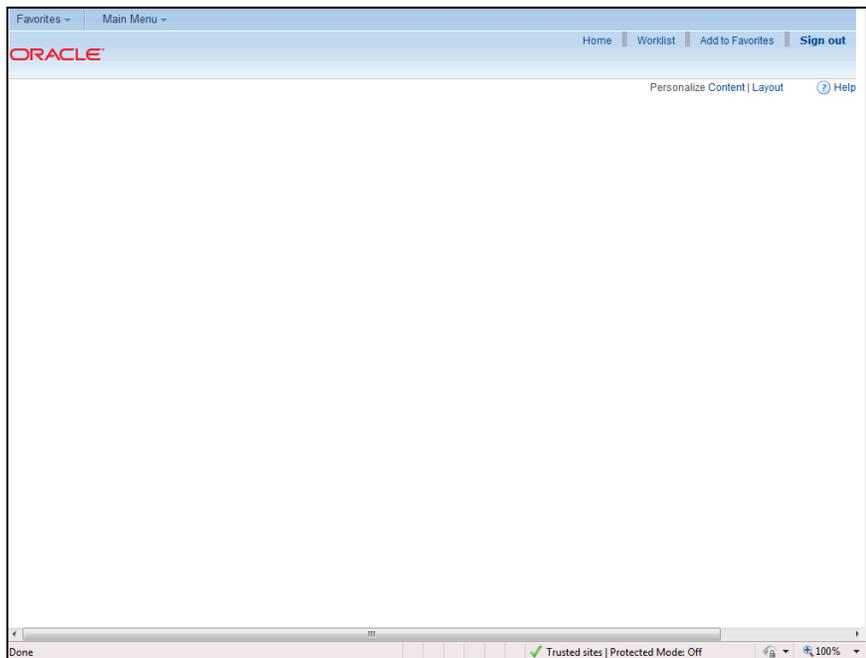
Journal entries in CAPPS consist of a header, which records the information that uniquely identifies the journal entry, and detail lines, which record the individual transactions and the affected ChartFields.

Consider this scenario: The Accounts Payable (AP) manager has approved the AP accrual amount. Your goal is to post the AP accrual.

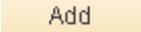
#### Procedure

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

- Create a journal entry manually
- Save the journal in an incomplete status
- Post a journal entry with error
- View the error
- Update journal values and clear the error
- Post the corrected journal to ledger

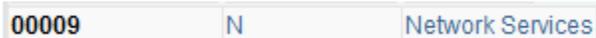


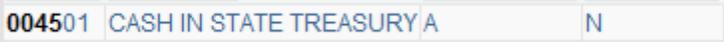
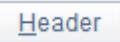
Step	Action
1.	<p>1. Create a journal manually</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Create/Update Journal Entries</b> page.</p> 
2.	<p>Click the <b>General Ledger</b> menu.</p> 
3.	<p>Click the <b>Journals</b> menu.</p> 
4.	<p>Click the <b>Journal Entry</b> menu.</p> 

Step	Action
5.	Click the <b>Create/Update Journal Entries</b> link.  <b>Create/Update Journal Entries</b>
6.	On the <b>Create/Update Journal Entries</b> page, click the <b>Add a New Value</b> tab to add a new journal entry. 
7.	The <b>Business Unit</b> field is automatically populated based on your security.  You may also enter a Business Unit or click on the <b>Business Unit (Alt 5)</b> look up icon to select a business unit.  In this example, accept the default Business Unit.
8.	The <b>Journal ID</b> field is populated with NEXT. CAPPS will automatically assign the next available journal number when the journal is saved.
9.	The <b>Journal Date</b> will auto-populate with the current date.  You may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no punctuation), or click on the <b>Choose a Date (Alt 5)</b> look up icon to select a date.  In this example, accept the auto-populated date.
10.	Click the <b>Add</b> button. 
11.	The <b>Header</b> page displays journal header information that uniquely identifies a journal, such as the business <b>Unit</b> , <b>Journal ID</b> and journal <b>Date</b> .  This page also contains options for setting, adjusting and reversing entries.
12.	Use the <b>Long Description</b> field to enter a detailed description of the journal.  For this example, enter <b>Creating a manual journal entry</b> into the <b>Long Description</b> field.
13.	An asterisk (*) next to a field name indicates a required field.  If you try to save the page before entering data into a required field, the field will turn red and an error message will display.
14.	Use the <b>Ledger Group</b> field to enter the ledger group to which the journal will be posted. Defaults are based on User Preferences setup.  In this example, accept the default <b>Ledger Group</b> of ACTUALS.

Step	Action
15.	<p>Use the <b>Source</b> field to select a journal source that best represents how the journal determines various options for entering and editing journals. This is based on User Preferences setup.</p> <p>In this example, accept the default <b>Source</b> field, ONL.</p>
16.	<p>Use the <b>Attachments</b> link to attach a file with supporting documentation for the journal entry, when needed.</p> <p>For example, you might need to attach a spreadsheet that details how the accrual entry was derived.</p> <p>The number in the parentheses denotes how many documents are attached to the journal entry.</p>
17.	<p>If you need to reverse a journal entry, for example, for an accrual at the end of the month, use the <b>Reversal: Do Not Generate Reversal</b> link to navigate to the <b>Journal Entry Reversal</b> page.</p> <p>Click the <b>Reversal: Do Not Generate Reversal</b> link.</p> <p><a href="#">Reversal: Do Not Generate Reversal</a></p>
18.	<p>For most journals, you will <b>not</b> want to generate a reversal entry, so the default option on the <b>Journal Entry Reversal</b> page is set to <b>Do Not Generate Reversal</b>.</p> <p>If you need to generate a reversal entry, select the appropriate time to indicate when the reversal should happen. When that date is reached, the system will automatically generate the reversing journal entry.</p> <p><b>Note:</b> You do not need to uncheck the <b>Do Not Generate Reversal</b> check box. Selecting when the reversal takes place, automatically unchecks this box.</p>
19.	<p>The <b>ADB Reversal Date</b> (Average Daily Balance) is not used at this time.</p> <p>For this example, accept the default option <b>Do Not Generate Reversal</b>.</p> <p>Click the <b>OK</b> button to return to the Header page.</p> <p></p>
20.	<p>If a journal is reversed, the <b>original</b> journal will be updated to <b>Reversal: Next Day (Reversal Date)</b>.</p>
21.	<p>If a journal is reversed, the <b>reversal</b> journal will be indicated by <b>Reversal: Created by Reversal Process</b>.</p>
22.	<p>Navigate to the <b>Lines</b> page to enter the detailed lines that make up the journal entry.</p> <p>Click the <b>Lines</b> tab.</p> <p></p>

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Step	Action
23.	Use the <b>Lines</b> page to record the transaction lines that make up a journal.
24.	The <b>Unit</b> field derives the default value from the business unit that is specified on the <b>Header</b> page.
25.	The <b>Ledger</b> field displays the name of the ledger that is specified on the <b>Header</b> page.
26.	To enter different or additional fields, you may select a different template using the <b>Template List</b> link.
27.	Enter <b>3970</b> into the <b>Account</b> field.
28.	Click the <b>397001-OTR CASH TRNSF IN FND,FY,AGNCY-R-N</b> item. 
29.	Enter <b>6011</b> into the <b>Fund</b> field.
30.	Click the <b>6011-N-TELECOMM REVOLVING ACCOUNT</b> item. 
31.	Enter <b>2320</b> into the <b>Dept</b> field.
32.	Click the <b>2320-Agencywide Expenses</b> item. 
33.	Enter <b>00009</b> into the <b>Appn/PCA</b> field.
34.	Click the <b>00009-N-Network Services</b> item. 
35.	Enter <b>201311</b> into the <b>Appn Year</b> field.
36.	Click the <b>201311-N</b> item. 
37.	Enter <b>sts</b> into the <b>Product</b> field.
38.	Click the <b>STS-STATEWIDE TELECOM SYSTEM-N</b> item. 
39.	Click the right arrow on the horizontal scroll bar to view more fields.
40.	Enter <b>100</b> into the <b>Amount</b> field.
41.	Click the left button on the horizontal scrollbar to return to the beginning of the line so you can add another line.

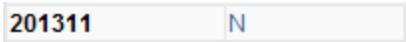
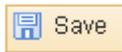
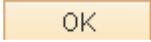
Step	Action
42.	<p>You need to add another line to the journal to balance the lines.</p> <p>When you insert a new line, the system automatically balances the journal entry and carries forward any values that were specified in the Journal Entry template.</p> <p>The <b>Lines to add</b> field defaults with "1". You can accept the default or change it.</p> <p>For this example, click the <b>Insert Lines</b> button to accept the default.</p> 
43.	<p>Notice Line 2 has been added. The <b>Fund, Dept, Appn/PCA, Appn Year</b> and <b>Product</b> fields auto-populate from the line above.</p> <p>Enter <b>0045</b> into the <b>Account</b> field on Line 2.</p>
44.	<p>Click the <b>004501-CASH IN STATE TREASURY-A-N</b> item.</p> 
45.	<p>Click the right arrow on the horizontal scrollbar to view the <b>Amount</b> field.</p>
46.	<p>CAPPS will default a corresponding negative amount in the <b>Amount</b> field to balance the transaction.</p>
47.	<p>Click the left arrow on the horizontal scrollbar to navigate to the <b>Header</b> page.</p>
48.	<p>Even though a journal entry may be missing required information, you may save it as incomplete on the <b>Header</b> page.</p> <p>This is helpful if you are waiting for information or if you need to log off without finishing the entry.</p> <p>In this example, you will save the journal as incomplete because it is the end of the work day and you need to log off without finishing the entry.</p> <p>Click the <b>Header</b> tab.</p> 

Step	Action
49.	<p>On the <b>Header</b> page, the <b>Save Journal Incomplete Status</b> option saves incomplete journal transactions with a status of <b>T - Journal Entry Incomplete</b>. You can finish entering the journal at a later time.</p> <p>If you are planning to edit or post the journal on the <b>Lines</b> page, it is not necessary to deselect the <b>Save Journal Incomplete Status</b> option. This field is considered only when performing edits through a batch process. If you use the batch edit, posting or budget checking process, the journal is bypassed until you complete your entries and clear this option.</p> <p>Click the <b>Save Journal Incomplete Status</b> option.</p> <p></p>
50.	<p>Note the <b>Journal ID</b> is still shown as NEXT. CAPPS will automatically assign the next available journal number when the journal entry is saved.</p>
51.	<p>To save your preference selections and the line item entries to the journal, click the <b>Save</b> button.</p> <p></p>
52.	<p>Notice CAPPS auto-assigned the Journal ID.</p> <p>Click the <b>OK</b> button.</p> <p></p>
53.	<p>The newly assigned <b>Journal ID</b> is displayed on the <b>Header</b> page.</p>
54.	<p>The following morning you need to continue the journal entry. Since you saved the journal, you can begin with reviewing the impact on the line totals.</p> <p>Click the <b>Lines</b> tab.</p> <p></p>
55.	<p>Notice that the journal is balanced when the value in the <b>Total Debits</b> column is equal to the value in the <b>Total Credits</b> column. When the journal is balanced, you may begin processing the journal directly from this page.</p>
56.	<p>To complete the journal entry, you need to add more lines to the journal. The <b>Lines to add</b> field defaults to "1" but you may change it, if needed.</p> <p>In this example, accept the default value.</p> <p>Click the <b>Insert Lines</b> button.</p> <p></p>
57.	<p>Notice when you add a new line, the <b>Fund, Dept, Appn/PCA, Appn Year</b> and <b>Product</b> fields auto-populate (default) from the line above. You can accept the defaults or change them, if needed.</p>

Step	Action
58.	Enter <b>3970</b> into the <b>Account</b> field.
59.	Click the <b>397001-OTR CASH TRNSF IN FND,FY,AGNCY-R-N</b> item. 
60.	Click the right arrow on the horizontal scrollbar to view more fields.
61.	You need to change the <b>Appn/PCA</b> code from 00009 to 00008.  Enter <b>00008</b> into the <b>Appn/PCA</b> field.
62.	Click the <b>00008-N-Capitol Complex Telephone</b> item. 
63.	Enter <b>20111</b> into the <b>Appn Year</b> field.
64.	Click the <b>20111-N</b> item. 
65.	Click the right arrow on the horizontal scrollbar to view the <b>Amount</b> field.
66.	Enter <b>150</b> into the <b>Amount</b> field.
67.	You need to add another line to balance this transaction.  Click the left arrow on the horizontal scrollbar to return to the <b>Insert Lines</b> button.
68.	Click the <b>Insert Lines</b> button. 
69.	Enter <b>0045</b> into the <b>Account</b> field.
70.	Click the <b>004501-CASH IN STATE TREASURY-A-N</b> item. 
71.	Notice the <b>Fund, Dept, Appn/PCA and Appn Year</b> fields default from the line above.  Click the right arrow on the horizontal scroll bar to view the <b>Amount</b> field.
72.	Notice the system automatically entered the corresponding amount to balance the entry.
73.	Click the left arrow on the horizontal scrollbar to return to the beginning of the line.
74.	Since the amount in the <b>Total Debits</b> column is the same as the amount in the <b>Total Credits</b> column, the journal is balanced.  The value in the <b>Journal Status</b> field is T (Journal Entry Incomplete) and the <b>Budget Status</b> field is N (Not Chk'd.)

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Step	Action
75.	<p>Since the journal entry is now complete, click the <b>Header</b> tab to change the <b>Save Journal Incomplete Status</b> check box.</p> 
76.	<p>Click the <b>Save Journal Incomplete Status</b> check box to deselect it.</p> 
77.	<p>To save the additional lines and update the <b>Save Journal Incomplete Status</b>, click the <b>Save</b> button.</p> 
78.	<p>Click the <b>OK</b> button.</p> 
79.	<p>Click the <b>Lines</b> tab to review the total debits and credits, and to post this journal.</p> 
80.	<p>The amounts in the <b>Total Debits</b> and the <b>Total Credits</b> field are balanced, but the <b>Journal Status</b> and the <b>Budget Status</b> are still N-Not Chk'd.</p>
81.	<p>Notice that <b>Edit Journal</b> is automatically displayed in the <b>Process</b> field.</p> <p>To process the journal, click the <b>Process</b> button.</p> 
82.	<p>2. Correct an error</p> <p>Notice there is an X in the <b>Error</b> column on line 3 and 4.</p> <p>The <b>Journal Status</b> is E (error).</p> <p>To review the error, click the <b>E</b> link.</p> 
83.	<p>This is the <b>Errors</b> page. CAPPS tells you if errors occur at the Header and Line levels.</p> <p>In the <b>Header Errors</b> window, the Message Text reads: <i>Journal line errors exist for this header.</i></p>
84.	<p>For both lines 3 and 4 in the <b>Line Errors</b> window, the Message Text reads: <i>Combo error for fields Appn/PCA/Dept/Fund/Appn Year in group PCA_D_F_AY.</i></p> <p>This error indicates that the Appn Year 201111 does not pass the combination edits. This period has been closed and can no longer have transactions processed. This is a typo error as the Appn Year should have been entered as 201311.</p>

Step	Action
85.	Click the <b>Lines</b> tab to correct the error. 
86.	On the 3rd line, enter <b>201311</b> into the <b>Appn Year</b> field.
87.	Click the <b>201311-N</b> item. 
88.	Notice the <b>Appn Year</b> on the fourth line automatically updates to 201311 to mirror the third line.  Click the left arrow on the horizontal scrollbar to go to the <b>Save</b> button.
89.	Click the <b>Save</b> button to save your correction to the journal. 
90.	Click the <b>OK</b> button. 
91.	3. Post the journal to the ledger.  The amounts in the <b>Total Debits</b> and the <b>Total Credits</b> fields are balanced at \$250 each, but the <b>Journal Status</b> and <b>Budget Status</b> are still N-Not Chk'd.
92.	Notice that Edit Journal is automatically displayed in the <b>Process</b> field.  The Edit Journal process also performs a Budget Check on the Journal.  To check if the <b>Journal Status</b> and <b>Budget Status</b> are now valid, click the <b>Process</b> button. 
93.	The <b>Journal Status</b> and <b>Budget Status</b> are now V-Valid.  You may only post a journal that has a valid status.
94.	Click the <b>Process</b> list to select the <b>Post Journal</b> option. 

Step	Action
95.	<p>The following options are available:</p> <ul style="list-style-type: none"> <li>• <b>Budget Check Journal:</b> Check the journal lines for the control budget.</li> <li>• <b>Copy Journal:</b> Copy the journal to a new journal.</li> <li>• <b>Delete Journal:</b> Delete the current journal.</li> <li>• <b>Edit / Pre-Check:</b> Edit the journal and run through the Budget Processor. However, the Budget Processor will only check the journal; the funds will not be reserved. This option appears only when General Ledger is enabled for Budget Pre-Check within the Commitment Control Installation Options.</li> <li>• <b>Edit ChartField:</b> Check if the journal has any ChartField related errors.</li> <li>• <b>Edit Journal:</b> Modify the journal.</li> <li>• <b>Post Journal:</b> Post the journal.</li> <li>• <b>Print Journal:</b> Print the journal.</li> <li>• <b>Refresh Journal:</b> Retrieve this journal from the database to the page again.</li> <li>• <b>Submit Journal:</b> Initiate journal approval through workflow processing.</li> </ul>
96.	<p>Click the <b>Post Journal</b> list item.</p> <p><b>Post Journal</b></p>
97.	<p>To post the journal, click the <b>Process</b> button.</p> <p><b>Process</b></p>
98.	<p>The <b>Total Debits</b> and <b>Total Credits</b> fields are balanced.</p> <p>Notice that the <b>Journal Status</b> changed to P-Posted.</p>
99.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## Creating and Posting a Standard Journal Entry

### Section 2 Exercise - Scenario 2: Creating and Posting a Standard Journal Entry

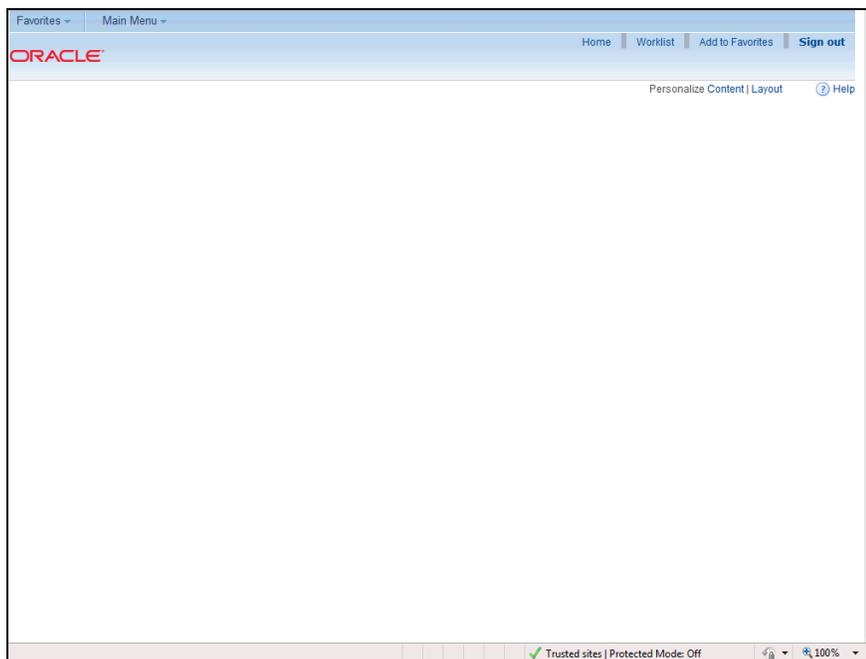
In this lesson, you will learn to create SJE's. You must create a Model journal entry or use an existing journal to create SJE's. The SJE Model ID or journal ID that you create becomes the high-level key for all journal entries that are generated using this definition.

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

#### Procedure

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

- Set up a journal creation schedule.
- Create a Standard Journal Entry (SJE).



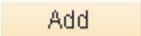
Step	Action
1.	<p>In this topic, you will create a journal schedule, define a standard journal, run the process to create the standard journal and review the journal.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Schedules</b> menu.</p> 
2.	<p>Click the <b>Set Up Financials/Supply Chain</b> menu.</p> 
3.	<p>Click the <b>Common Definitions</b> menu.</p> 
4.	<p>Click the <b>Calendars/Schedules</b> menu.</p> 
5.	<p>Click the <b>Schedules</b> link.</p> 

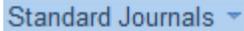
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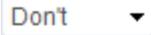
Step	Action
6.	<p>If you were looking for an existing schedule, you would search for it on the <b>Find an Existing Value</b> tab.</p> <p>To create a new schedule, click the <b>Add a New Value</b> tab.</p> <p><input type="button" value="Add a New Value"/></p>
7.	Enter <b>31300</b> into the <b>SetID</b> field.
8.	Enter <b>GL_Train</b> into the <b>Schedule ID</b> field as the new unique name.
9.	<p>Click the <b>Add</b> button.</p> <p><input type="button" value="Add"/></p>
10.	<p>The new journal schedule will be based on the selections you make on this page.</p> <p>Enter <b>MO Sch</b> into the short <b>Description</b> field.</p> <p>An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.</p>
11.	Enter <b>Monthly Schedule</b> into the more detailed <b>Description</b> field.
12.	<p>Click the <b>Frequency</b> list to view the frequency options.</p> <p><input type="text" value=""/></p>
13.	<p>Valid schedule frequencies are displayed.</p> <p>Click the <b>Monthly</b> list item.</p> <p><b>Monthly</b></p>
14.	<p>You may select one or any combination of months for the schedule.</p> <p>In this example, you want the schedule to run every month.</p> <p>Click the <b>Jan</b> option.</p> <p><input type="checkbox"/> <b>Jan</b></p>
15.	<p>Click the <b>Feb</b> option.</p> <p><input type="checkbox"/> <b>Feb</b></p>
16.	<p>Click the <b>Mar</b> option.</p> <p><input type="checkbox"/> <b>Mar</b></p>
17.	<p>Click the <b>Apr</b> option.</p> <p><input type="checkbox"/> <b>Apr</b></p>

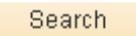
Step	Action
18.	Click the <b>May</b> option. 
19.	Click the <b>Jun</b> option. 
20.	Click the <b>Jul</b> option. 
21.	Click the <b>Aug</b> option. 
22.	Click the <b>Sep</b> option. 
23.	Click the <b>Oct</b> option. 
24.	Click the <b>Nov</b> option. 
25.	Click the <b>Dec</b> option. 
26.	After selecting the <b>Frequency</b> and the <b>Months</b> , you may select a specific day of the month when the journal will be created.  Enter <b>13</b> into the <b>Day of the Month</b> field.
27.	To save the new journal schedule, click the <b>Save</b> button. 
28.	Congratulations! You created a new journal schedule. Now create a new standard journal for that schedule.  Click the <b>Main Menu</b> button to navigate to the <b>Define Standard Journals</b> page. 
29.	Click the <b>General Ledger</b> menu. 
30.	Click the <b>Journals</b> menu. 

## EUT Course

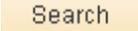
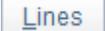
Step	Action
31.	Click the <b>Standard Journals</b> menu.  Standard Journals
32.	Click the <b>Define Standard Journals</b> link.  Define Standard Journals
33.	To create a new standard journal, click the <b>Add a New Value</b> tab. 
34.	The journal will belong to business unit 31300.  Create a unique standard journal name that reflects the journal's purpose.  Enter <b>GL_Train</b> into the <b>Standard Journal</b> field.
35.	Click the <b>Add</b> button. 
36.	Use the <b>Define Standard Journals</b> page to define the new standard journal.  This standard journal will become the high-level key for all journal entries generated using this definition.  Notice the system already assigned the Standard Journal ID GL_TRAIN1 based on the SJE ID GL_TRAIN.
37.	As the short description, enter <b>STD JRN for GL Trg</b> into the required <b>Description</b> field.
38.	Enter <b>Standard Journal for GL Train</b> into the long <b>Description</b> field.
39.	Click the <b>SJE Type</b> list to view more options. 
40.	Since you created the schedule on a monthly basis, click the <b>Recurring on a Schedule</b> list item. 
41.	In the <b>Model Journal</b> section, you may use an existing journal as the basis for the new, standard journal.  Enter <b>000000031</b> into the <b>Journal ID</b> field.
42.	To make sure this is the correct journal number, check the date. It should be 9/9/2011.  Click the <b>Look up Journal Date (Alt+5)</b> button. 

Step	Action
43.	<p>This is the correct date for the journal to be used as a model.</p> <p>Click the <b>09/09/2011</b> link.</p> 
44.	<p>You may save this journal without posting, while you reconcile all the data needed.</p> <p>Perhaps you need to enter some data now and then update the journal later as more data becomes available.</p> <p>You may need to leave for the day and finish entering the journal tomorrow.</p> <p>Click the <b>Save Journal Incomplete Status</b> option.</p>
45.	<p>To create the schedule to generate the automatic standard journals, click the <b>Schedule</b> list.</p> 
46.	<p>Remember you already set up the journal schedule as monthly.</p> <p>Click the <b>MONTHLY</b> list item.</p> 
47.	<p>You may customize the dates on which standard journals are created. This can be a specific date or a range of dates.</p> <p>When entering a date, you may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the <b>Choose a Date</b> (Alt+5) button to select a date.</p> <p>Enter <b>02132014</b> into the <b>From Date</b> field.</p>
48.	<p>Enter <b>06162014</b> into the <b>To Date</b> field.</p>
49.	<p>The <b>Journal Creation Lead Days</b> field allows you to create standard journals in advance of the journal date that you want the standard journals to be created. This can be helpful in avoiding paying penalty interest on late payments.</p> <p>Enter <b>180</b> into the <b>Journal Creation Lead Days</b> field to schedule your journals for the next six months.</p>
50.	<p>Click the <b>Save</b> button.</p> 
51.	<p>Now that you have defined the standard journal, you may run the SJE batch process to generate standard amortization journal entries.</p> <p>Click the <b>Standard Journals</b> button.</p> 

Step	Action
52.	Click the <b>Create Standard Journals</b> menu. 
53.	If you had already run a process to create standard journal entries, you would search for it on the <b>Find an Existing Value</b> tab.  However, you want to create a new process, so click the <b>Add a New Value</b> tab. 
54.	A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.  The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.  Enter <b>GL_Train</b> into the <b>Run Control ID</b> field.
55.	Click the <b>Add</b> button. 
56.	Use the <b>Create Standard Journals Request</b> page to specify parameters for running the SJE batch process.  Click the <b>Process Frequency</b> list. 
57.	<ul style="list-style-type: none"> <li>• <b>Once</b> – Executes the request the next time the process runs.</li> <li>• <b>Always</b> – Executes the request every time that the process runs without your intervention.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change the option to Once or Always.</li> </ul> Click the <b>Always</b> list item. 
58.	To view a list of valid business units, click the <b>Look up Unit (Alt+5)</b> button. 
59.	Click the <b>31300</b> link. 
60.	To view the <b>From SJE</b> values, click the <b>Look up From SJE (Alt+5)</b> icon. 

Step	Action
61.	Click the <b>STD JRN for GL TRG</b> link. 
62.	Enter <b>To create standard journals</b> into the <b>Description</b> field.
63.	Click the <b>Save</b> button. 
64.	Click the <b>Run</b> button to create the standard journal schedule. 
65.	Click the <b>OK</b> button. 
66.	Jot down the <b>Process Instance</b> number, in this case 17825. This helps you identify the process to check its status.  To verify the process has been initiated, click the <b>Process Monitor</b> link. 
67.	Instance 17825 displays on the first line.  Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted. 
68.	The process completed successfully.  After creating the schedule, defining the standard journal and running the process to create the standard journal, you will now review the standard journal by navigating to the <b>Create Standard Journals</b> page.  Click the <b>Standard Journals</b> button. 
69.	Click the <b>Review Standard Journals</b> menu. 
70.	Enter <b>GL</b> into the <b>Standard Journal begins with</b> field to find all standard journals in business unit 31300 that begin with GL.
71.	Click the <b>Search</b> button. 
72.	Click the <b>31300 GL_TRAIN</b> standard journal link. 

## EUT Course

Step	Action
73.	Standard journals were created based on the schedule and are ready to be automatically processed on the appropriate monthly date.
74.	<p>Notice each journal has 4 lines.</p> <p>To review the new standard journal GL_TRAIN1, click the <b>Journals</b> link at the top of the page to navigate to the <b>Create Standard Journal</b> page.</p> 
75.	<p>Click the <b>Journal Entry</b> menu.</p> 
76.	<p>Click the <b>Create/Update Journal Entries</b> menu.</p> 
77.	<p>Click the <b>Find an Existing Value</b> tab.</p> 
78.	<p>Remember that you saved the journal as incomplete while you waited for more information.</p> <p>Click the <b>Journal Header Status</b> list to find this option.</p> 
79.	<p>Click the <b>Journal Entry Incomplete</b> list item.</p> 
80.	<p>Click the <b>Search</b> button to locate all journals with a Journal Entry Incomplete status in business unit 31300.</p> 
81.	<p>Click the <b>Lines</b> tab to review standard journal line item information.</p> 
82.	<p>Four line items are displayed for Journal GL_TRAIN1.</p> <p>Click the right arrow on the horizontal scrollbar to display more fields.</p>
83.	<p>Click the right arrow on the horizontal scrollbar to display more fields.</p>
84.	The line item amounts are displayed.
85.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

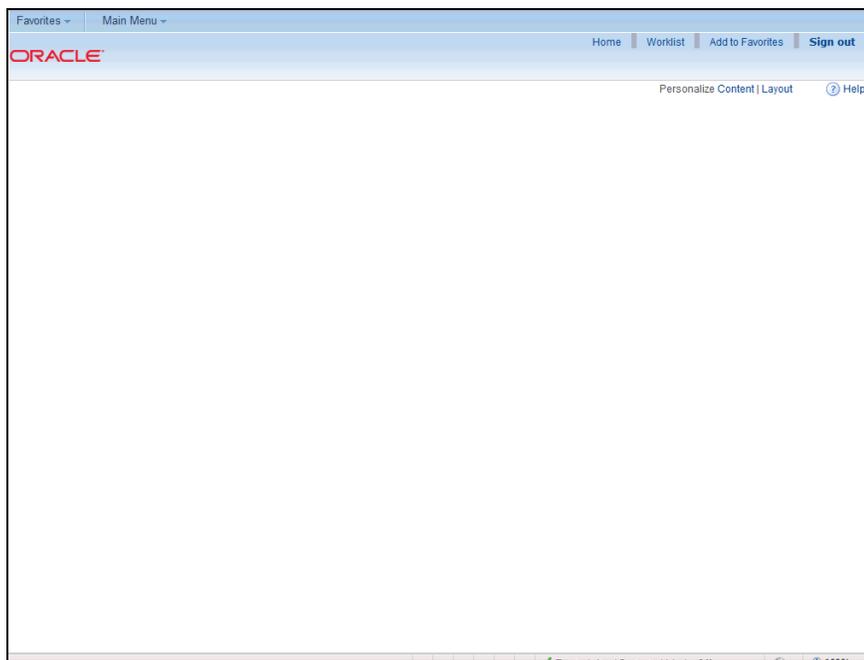
## Copying a Journal

### Section 2 Exercise - Scenario 3: Copying a Journal

In this lesson, you will copy an existing journal that has already been posted to the ledger. This will create a new journal with its own Journal ID. You may modify any of the information in the new journal. This saves time creating a new journal from scratch.

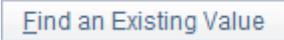
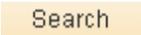
#### Procedure

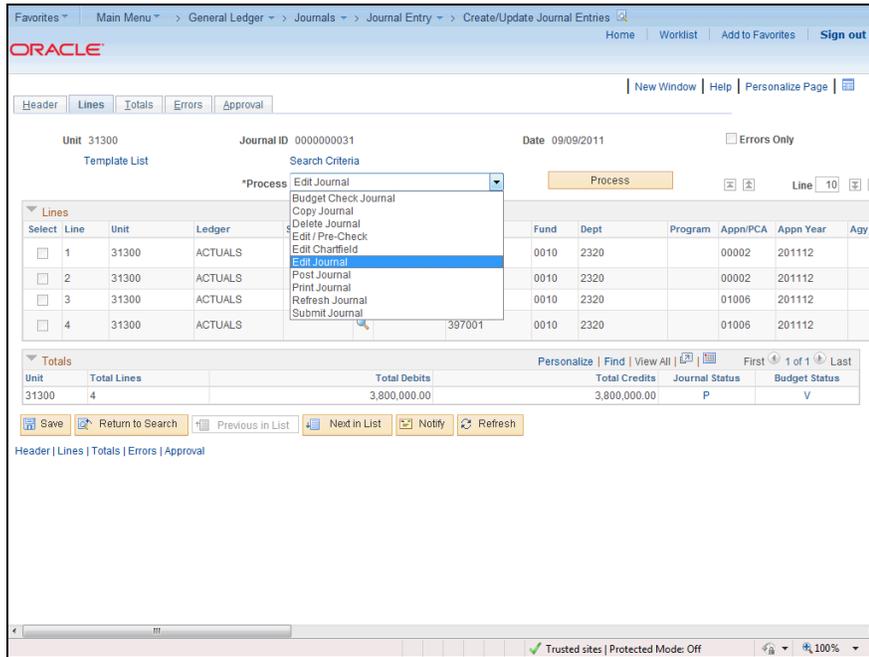
Upon completion of this topic you will be able to copy a journal and update the newly copied journal with new values.



Step	Action
1.	Click the <b>Main Menu</b> button to navigate to the <b>Create/Update Journal Entries</b> page. 
2.	Click the <b>General Ledger</b> menu. 
3.	Click the <b>Journals</b> menu. 
4.	Click the <b>Journal Entry</b> menu. 

## EUT Course

Step	Action
5.	Click the <b>Create/Update Journal Entries</b> item.  <a href="#">Create/Update Journal Entries</a>
6.	To copy an existing journal, click the <b>Find an Existing Value</b> tab. 
7.	Click the <b>Journal Header Status</b> list to view options. 
8.	Click the <b>Posted to Ledger(s)</b> list item to see only journals that have already been posted to the ledger. <a href="#">Posted to Ledger(s)</a>
9.	If needed, you may delete the User ID in the <b>Entered By</b> field to display more journals.
10.	Click the <b>Search</b> button to find all journals posted to the ledger in business unit 31300. 
11.	Click the <b>000000031</b> link to identify this as the journal to be copied.
12.	Notice the journal ID you are copying is 000000031. To copy this journal information, click the <b>Lines</b> tab. 
13.	Click the <b>Process</b> list to select the <b>Copy Journal</b> option. 



Oracle CAPPS Financials - Create/Update Journal Entries

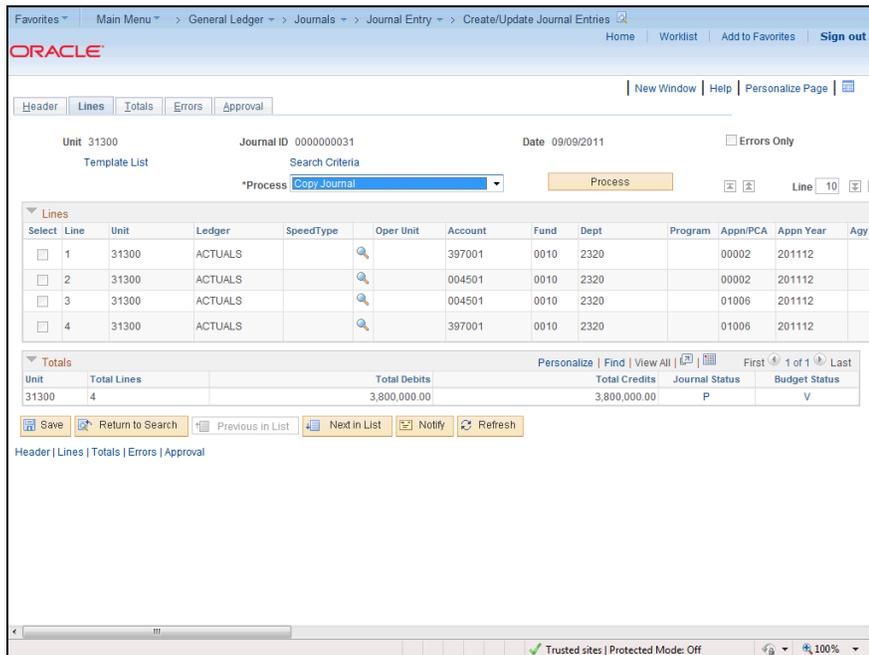
Unit: 31300 | Journal ID: 000000031 | Date: 09/09/2011

Process: **Copy Journal**

Select	Line	Unit	Ledger	Fund	Dept	Program	Appn/PCA	Appn Year	Agy C
<input type="checkbox"/>	1	31300	ACTUALS	0010	2320		00002	201112	
<input type="checkbox"/>	2	31300	ACTUALS	0010	2320		00002	201112	
<input type="checkbox"/>	3	31300	ACTUALS	0010	2320		01006	201112	
<input type="checkbox"/>	4	31300	ACTUALS	0010	2320		01006	201112	

Totals: Unit 31300, Total Lines 4, Total Debits 3,800,000.00, Total Credits 3,800,000.00, Journal Status P, Budget Status V

Step	Action
14.	Click the <b>Copy Journal</b> option. <b>Copy Journal</b>



Oracle CAPPS Financials - Create/Update Journal Entries

Unit: 31300 | Journal ID: 000000031 | Date: 09/09/2011

Process: **Copy Journal**

Select	Line	Unit	Ledger	SpeedType	Oper Unit	Account	Fund	Dept	Program	Appn/PCA	Appn Year	Agy C
<input type="checkbox"/>	1	31300	ACTUALS			397001	0010	2320		00002	201112	
<input type="checkbox"/>	2	31300	ACTUALS			004501	0010	2320		00002	201112	
<input type="checkbox"/>	3	31300	ACTUALS			004501	0010	2320		01006	201112	
<input type="checkbox"/>	4	31300	ACTUALS			397001	0010	2320		01006	201112	

Totals: Unit 31300, Total Lines 4, Total Debits 3,800,000.00, Total Credits 3,800,000.00, Journal Status P, Budget Status V

Step	Action
15.	To copy the journal, click the <b>Process</b> button. 
16.	On the <b>Journal Entry Copy</b> page, you may select all the values that will transfer to the new journal or leave the default values as is.  Notice NEXT is displayed in the Journal ID. This indicates that the next available Journal ID will be assigned to the new copy of the journal.
17.	To save the current default values and go to the copy of the journal, click the <b>OK</b> button. 
18.	The new copy of the journal is displayed with its new <b>Journal ID, 0000112462</b> .
19.	Use the <b>Lines</b> page to modify values for various journal entry fields, such as <b>ChartField</b> values etc.  Once you've made your changes the journal is ready to process.
20.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

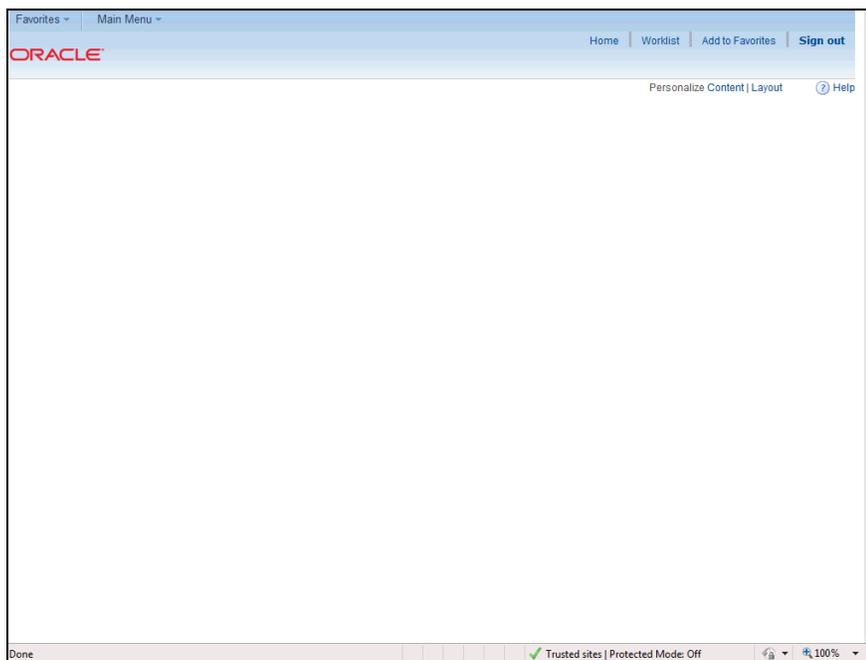
## Creating a SpeedType and using it to Create a Journal

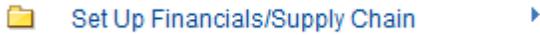
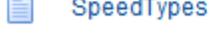
### Section 2 Exercise - Scenario 4: Creating a SpeedType and use it to create a Journal

Consider this scenario: You need to make many miscellaneous expense entries to the Quick Cash account. You will create a SpeedType key to quickly create a journal entry to record this activity.

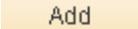
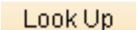
#### Procedure

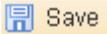
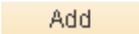
Upon completion of this topic you will be able to create a SpeedType and use it to Create a Journal.



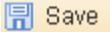
Step	Action
1.	<p>In this topic, you will create a SpeedType and then use it to create a journal.</p> <p>SpeedTypes reduce time and improve accuracy when entering journals.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>SpeedTypes</b> page.</p> 
2.	<p>Click the <b>Scroll Down</b> button.</p> 
3.	<p>Click the <b>Set Up Financials/Supply Chain</b> menu.</p> 
4.	<p>Click the <b>Common Definitions</b> menu.</p> 
5.	<p>Click the <b>Design ChartFields</b> menu.</p> 
6.	<p>Click the <b>Define Values</b> menu.</p> 
7.	<p>Click the <b>SpeedTypes</b> link.</p> 

## EUT Course

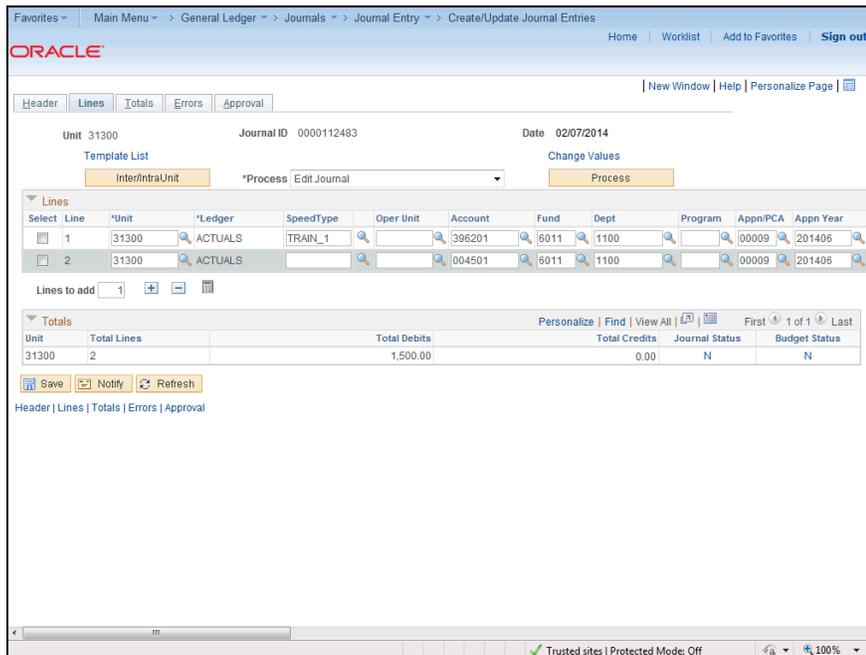
Step	Action
8.	Click the <b>Add a New Value</b> tab to create a new SpeedType. 
9.	You will create a new SpeedType for SetID 31300. Enter <b>TRAIN_1</b> in the <b>SpeedType Key</b> field.  This should be a meaningful name that identifies the SpeedType.
10.	If a <b>User ID</b> is entered, the SpeedType key is only accessible by that specific user.  In this scenario, leave the User ID blank so that anyone may use this new SpeedType key.
11.	If a <b>Primary Permission List</b> is used, the SpeedType key is only accessible to users with this permission.  You may select a Permission from the Permission List. To add a Permission to the Permission List, you must contact your Security Administrator.  Otherwise, if no User ID and no Primary Permission List is specified, the SpeedType key is accessible to the entire organization/agency.  In this case, leave the Primary Permission List blank.
12.	Click the <b>Add</b> button. 
13.	On the <b>SpeedType</b> page, specify values to create the new SpeedType. Enter <b>TRAINING SPEEDTYPE</b> into the <b>Description</b> field.
14.	Click the <b>Look up ChartField Value (Alt+5)</b> icon to find the Account number for SALES CCTS STATE. 
15.	You know the account number begins with 3962 but you are not sure of the last two digits.  Enter <b>3962</b> into the <b>Account begins with</b> field.
16.	Click the <b>Look Up</b> button. 
17.	Click the <b>396201 SALES CCTS STATE</b> link.
18.	Enter <b>6011</b> into the <b>Fund Code</b> field.
19.	Enter <b>1100</b> into the <b>Department</b> field.
20.	Enter <b>00009</b> into the <b>Appropriation/PCA</b> field.

Step	Action
21.	Enter <b>201406</b> into the <b>Appropriation Year</b> field.
22.	Enter <b>812501</b> into the <b>Product</b> field.
23.	Click the down arrow on the vertical scrollbar to display the <b>Save</b> button.
24.	Click the <b>Save</b> button. 
25.	You will now enter a journal using this new SpeedType.  Click the <b>Main Menu</b> button to navigate to the <b>Create/Update Journal Entries</b> page. 
26.	Click the <b>Scroll Down</b> button. 
27.	Click the <b>General Ledger</b> menu. 
28.	Click the <b>Journals</b> menu. 
29.	Click the <b>Journal Entry</b> menu. 
30.	Click the <b>Create/Update Journal Entries</b> menu. 
31.	You will create a new journal in business unit 31300. NEXT in the <b>Journal ID</b> indicates that the system will assign the next available journal ID when it is saved.  Click the <b>Add</b> button. 
32.	The <b>Header</b> page displays journal header information that uniquely identifies a journal such as business unit, journal ID and journal date.  This page also contains options for setting, adjusting and reversing entries.  Enter <b>To deposit professional fees</b> into the <b>Long Description</b> field.
33.	Use the <b>Ledger Group</b> field to enter or select the ledger group for posting.
34.	Use the <b>Source</b> field to specify the option for entering and editing journals.

## EUT Course

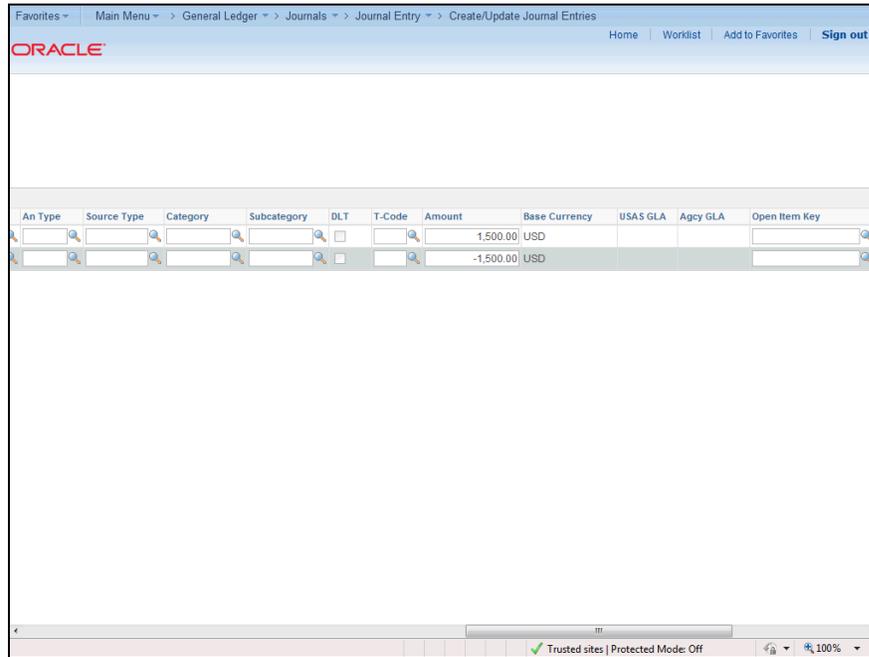
Step	Action
35.	<p>After updating all the header information, it is time to enter the journal lines.</p> <p>Click the <b>Lines</b> tab.</p> 
36.	<p>Use the <b>Lines</b> page to record transactions for the journal. The system uses the ChartField values that you enter here to classify the transaction.</p>
37.	<p>The fastest way to enter SpeedType information into the journal is to click the <b>Look up (Alt+5) icon</b> next to the <b>SpeedType</b> field to display all the SpeedType options.</p> <p>Click the <b>Speed Type</b> button.</p> 
38.	<p>A list of valid SpeedTypes is displayed.</p> <p>Click the <b>Selected</b> box next to TRAIN_1 which is the SpeedType you created.</p> <p>Notice the Account, Fund, Dept, Appn/PCA and Appn Year that you added to the SpeedType are all displayed.</p> 
39.	<p>To apply this SpeedType's information to the journal line, click the <b>OK</b> button.</p> <p>This saves time manually entering all the separate fields into the journal.</p> 
40.	<p>Enter <b>1500</b> into the <b>Amount</b> field for this line on the journal.</p>
41.	<p>The Account, Fund, Dept, Appn/PCA, Appn Year etc. populated the journal line from the TRAIN_1 SpeedType you selected.</p> <p>Notice the Journal ID is still NEXT since you have not yet saved the new journal.</p> <p>Click the <b>Save</b> button to save the journal line.</p> 
42.	<p>The system assigns the next available journal ID 0000112483.</p> <p>Click the <b>OK</b> button.</p> 
43.	<p>Notice the <b>Total Debits</b> (1,500.00) does not equal the <b>Total Credits (0.00)</b> since you have only entered one journal line.</p> <p>The <b>Journal Status</b> and <b>Budget Status</b> are both <b>N</b> for Not Checked.</p>

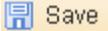
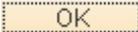
Step	Action
44.	Click the <b>Insert Lines</b> button to add another line item to balance the journal. 
45.	Notice the Fund, Dept, Appn/PCA, Appn Year etc. default into the second line to match the SpeedType values on the first line.  Enter <b>004501</b> into the <b>Account</b> field on the second line.

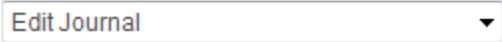
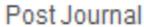
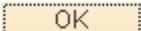


Step	Action
46.	Click the right arrow on the horizontal scrollbar to display the <b>Amount</b> column.

## EUT Course



Step	Action
47.	<p>When you insert a new row, the system automatically balances the journal entry and carries forward any values that were specified in the Journal Entry template.</p> <p>Negative 1,500.00 was automatically entered on the second line in the <b>Amount</b> column.</p> <p>Click the left arrow on the horizontal scrollbar to display the <b>Save</b> button.</p>
48.	<p>The <b>Total Debits</b> (1,500.00) and <b>Total Credits</b> (0.00) are unbalanced.</p> <p>The <b>Journal Status</b> and <b>Budget Status</b> are N-Not Chk'd.</p> <p>Click the <b>Save</b> button to balance the line items.</p> 
49.	<p>Click the <b>OK</b> button.</p> 
50.	<p><b>Total Debits</b> (1,500.00) now equal <b>Total Credits</b> (1,500.00).</p> <p>However, the <b>Journal and Budget Statuses</b> are still N for Not Checked.</p>
51.	<p>Notice <b>Edit Journal</b> displays in the <b>Process</b> field.</p> <p>To check the journal to make sure it can be posted, click the <b>Process</b> button.</p> 

Step	Action
52.	The <b>Journal and Budget Statuses</b> are now <b>V</b> for <b>Valid</b> so you may now post the journal.
53.	Click the <b>Process</b> list to display options. 
54.	The Process list displays actions that may be taken: <ul style="list-style-type: none"> <li>• <b>Budget Check Journal:</b> Enables you to check the journal lines for the control budget.</li> <li>• <b>Copy Journal:</b> Enables you to copy your journal to a new journal.</li> <li>• <b>Delete Journal:</b> Enables you to delete the current journal.</li> <li>• <b>Edit / Pre-Check:</b> Enables the journal to be edited and run through the Budget Processor. However, the Budget Processor will only check the journal -- the funds will not be reserved. This option appears only when General Ledger is enabled for Budget Pre-Check within the Commitment Control Installation Options.</li> <li>• <b>Edit ChartField:</b> Enables you to check if the journal has any ChartField related errors.</li> <li>• <b>Edit Journal:</b> Enables you to modify the journal.</li> </ul>
55.	The Process list displays more actions that may be taken: <ul style="list-style-type: none"> <li>• <b>Post Journal:</b> Enables you to post the journal.</li> <li>• <b>Print Journal:</b> Enables you to print a copy of the journal.</li> <li>• <b>Refresh Journal:</b> Enables you to retrieve this journal from the database to the page again.</li> <li>• <b>Submit Journal:</b> Enables you to initiate journal approval through workflow processing.</li> </ul> <p>Click the <b>Post Journal</b> list item.</p> 
56.	To post the journal, click the <b>Process</b> button. 
57.	Click the <b>OK</b> button. 
58.	Notice the <b>Journal Status</b> is now <b>P</b> for <b>Posted</b> .
59.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Processing Journals

### Section 3 Exercises

After creation, journal entries are ready for processing and then posting to CAPPS General Ledger. Journal processing updates balance sheet and income statement accounts for reporting purposes. This is necessary for the proper accounting of assets, liabilities, equity, income and

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expenses. Journal posting maintains the correct balance in the balance sheet accounts with subsidiary ledgers so that they reconcile. Journal processing involves entering journals and saving data to the header and line tables, editing journals, marking journals for posting and posting journals to the ledger.

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

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

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

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

## Editing a Journal

### **Section 3 Exercise - Scenario 1: Editing a Journal**

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

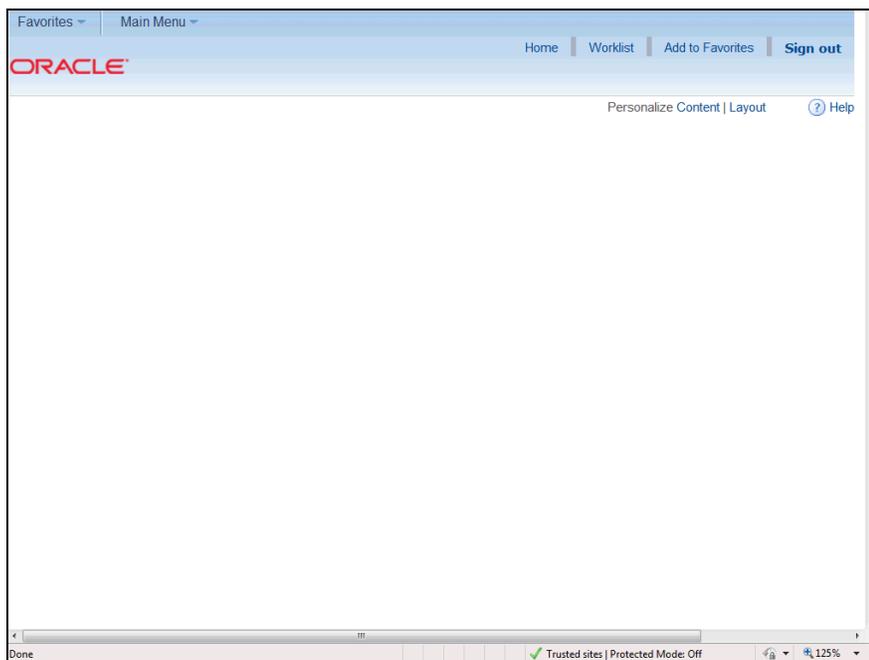
You can edit journals online or through the batch edit process. You can edit a large number of journal entries through the batch edit process. To do this, enter a process request.

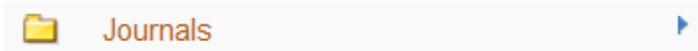
The Journal Edit process ensures that ChartField values are valid, that debits equal credits and that journal entries are flagged for posting to the target ledger. This topic explains how the Journal Edit process checks journals for errors to ensure that the journals are valid before you post them.

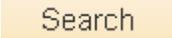
### **Procedure**

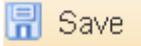
Upon completion of this lesson, you will be able to:

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



Step	Action
1.	<p>In this topic, you will edit a journal entry.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Create/Update Journal Entries</b> page.</p> 
2.	<p>Click the <b>Scroll Down</b> button.</p> 
3.	<p>Click the <b>General Ledger</b> menu.</p> 
4.	<p>Click the <b>Journals</b> menu.</p> 
5.	<p>Click the <b>Journal Entry</b> menu.</p> 
6.	<p>Click the <b>Create/Update Journal Entries</b> item.</p> 

Step	Action
7.	<p>Since you need to edit an existing journal, click the <b>Find an Existing Value</b> tab.</p> 
8.	<p>If you know the journal ID to be edited, enter it into the <b>Journal ID</b> field.</p> <p>Enter "<b>0000112454</b>".</p>
9.	<p>Click the <b>Journal Header Status</b> list to view options.</p> 
10.	<p>To broaden the scope of your search, select the empty value.</p> <p>This will find the journal whatever status it is in: posted, unposted, deleted, in error, incomplete, etc.</p> <p>Click the empty list item.</p> 
11.	<p>Press <b>[Delete]</b> to remove the <b>Entered By</b> number. This will find the journal regardless of who entered it.</p>
12.	<p>To search for this specific journal ID in Business Unit 31300, regardless of its status or who entered it, click the <b>Search</b> button.</p> 
13.	<p>On the Header page, verify the <b>Ledger Group, Source, Fiscal Year and Journal ID</b>.</p>
14.	<p>To review or edit the lines on this journal, click the <b>Lines</b> tab.</p> 
15.	<p>At the bottom of the page, notice the <b>Total Debits</b> and <b>Total Credits</b> fields are balanced and both equal zero.</p> <p>However, the <b>Journal Status</b> and <b>Budget Status</b> are N-Not Chk'd.</p> <p>You cannot post a journal until you have run the <b>Edit Journal</b> process. If there are no errors during the <b>Edit Journal</b> process, the <b>Journal Status and Budget Status</b> will change from <b>N for Not Checked</b> to <b>V for Valid</b>. At that point the journal may be posted.</p>
16.	<p>Notice that the <b>Process</b> field is <b>Edit Journal</b>.</p> <p>Click the <b>Process</b> button to edit the journal for errors.</p> 

Step	Action
17.	Notice that after processing, the <b>Total Debits</b> and <b>Total Credits</b> fields are updated to 1,000.00 each and are balanced. The <b>Journal Status</b> and <b>Budget Status</b> are V-Valid.  The journal may now be posted.
18.	Click the <b>Save</b> button. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Marking a Journal for Posting and Running the Post Process

### Section 3 Exercise - Scenario 2: Marking a Journal for Posting and Running the Post Process

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

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

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

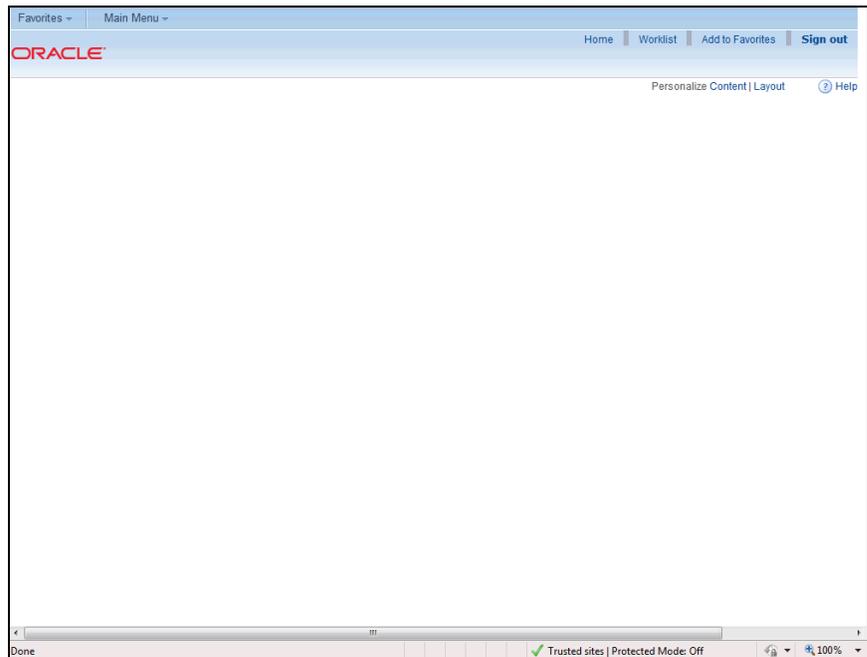
Consider this scenario: You have entered and edited a journal entry. You need to mark this journal entry for processing and complete the posting process. Once it completes, you will review the journal status to ensure it processed correctly.

### Procedure

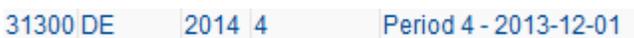
Upon completion of this lesson, you will be able to:

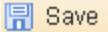
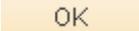
- Mark a journal for posting and run the Journal Post process.
- View status, header and line information for a journal.
- Initiate the Journal Generator process.

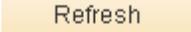
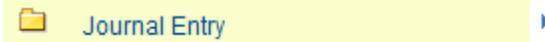
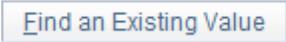
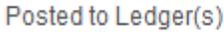
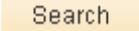
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Step	Action
1.	<p>In this topic, you will mark a journal for posting, run the Journal Post process and verify the journal status is P for Posted.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Mark Journals for Posting</b> page.</p> 
2.	<p>Click the <b>Scroll Down</b> button.</p> 
3.	<p>Click the <b>General Ledger</b> menu.</p> 
4.	<p>Click the <b>Journals</b> menu.</p> 
5.	<p>Click the <b>Process Journals</b> menu.</p> 
6.	<p>Click the <b>Mark Journals for Posting</b> link.</p> 
7.	<p>The <b>Mark Journals for Posting</b> page allows you to select the journal to be posted. You may then post the marked journal to the General Ledger.</p>

Step	Action
8.	<p>The page is populated with information on previous journals that were marked for posting.</p> <p>The journal you want to post is dated 12/6/2013.</p> <p>2014 defaulted into the <b>Year</b> field which is the correct Fiscal Year for 12/6/2013. You therefore do not have to change this field in this example.</p> <p>Click the <b>Look up Period (Alt+5)</b> button to select 4 as the Fiscal Period for December.</p> 
9.	<p>Click the <b>4</b> link.</p> 
10.	<p>Enter <b>0000112452</b> into the <b>Journal ID</b> field. This is the journal to be posted.</p>
11.	<p>Enter <b>12062013</b> into the <b>Journal Date From</b> field.</p>
12.	<p>Since you only want to post this journal, enter <b>12062013</b> into the <b>Journal Date To</b> field.</p>
13.	<p>Click the <b>Search</b> button.</p> 
14.	<p>The journal is displayed in the <b>Select Journals to Post</b> section.</p> <p>Click the <b>Save</b> button.</p> 
15.	<p>A checkmark already defaulted into the <b>Process</b> box for Journal ID 0000112452.</p> <p>You successfully marked the journal for posting.</p> <p>Now let's post the journal by clicking the <b>Post Selected Journals</b> link.</p> 
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>Use the <b>Post Journals Request</b> page to specify which journals you want to post based on business unit, ledger group, accounting period/fiscal year, source, journal ID and journal date.</p> <p>You may run the Journal Post process for all business units, if necessary.</p> <p>When running the posting process, the system posts only those journals that satisfy the request criteria and are marked to post.</p>

Step	Action
18.	<p>The system populates the <b>Process Request Parameters</b> automatically based on your selections on the <b>Mark Journals for Posting</b> page.</p> <p>The <b>Process Frequency</b> indicates when posting will be run.</p> <p><b>Once</b> indicates that the system will only run this process once until you specifically request it again.</p> <p><b>Always</b> indicates that the system will automatically run this process without your intervention.</p> <p><b>Don't Run</b> indicates that the process will not run automatically. The system requires you to specifically request the process to be run each time.</p>
19.	<p>Use the <b>Skip Open Item Reconciliation</b> option to postpone closing the open items and to skip item reconciliation until after the journal is posted.</p> <p>Selecting this option can save time during journal posting. You can run the Open Item Reconciliation process (GLPPOITM) separately at a later time.</p>
20.	<p>Use the <b>Skip Summary Ledger Update</b> option to postpone updating the summary ledger balances.</p> <p>You may run the Summary Ledger (GL_SUML) application Engine process at a later time.</p> <p>Selecting this option can save time during journal posting.</p>
21.	<p>After verifying or editing the process information, click the <b>Save</b> button.</p> 
22.	<p>Click the <b>Run</b> button to initiate the Post process.</p> 
23.	<p>You may enter a specific server or change the run date and time, if necessary.</p> <p>In this case, click the <b>OK</b> button.</p> 
24.	<p>Jot down the <b>Process Instance</b> number, in this case 17802. This helps you identify the process to check its status.</p> <p>To verify the process has been initiated, click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

Step	Action
25.	<p>Instance 17802 displays on the first line.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p> <p></p>
26.	<p>The post process completed successfully.</p> <p>Now check the actual journal to make sure it was posted.</p> <p>Click the <b>Journals</b> button.</p> <p></p>
27.	<p>Click the <b>Journal Entry</b> menu.</p> <p></p>
28.	<p>Click the <b>Create/Update Journal Entries</b> menu.</p> <p></p>
29.	<p>Since the journal already exists, click the <b>Find an Existing Value</b> tab.</p> <p></p>
30.	<p>Enter <b>0000112452</b> into the <b>Journal ID</b> field.</p>
31.	<p>Click the <b>Journal Header Status</b> list.</p> <p></p>
32.	<p>Click the <b>Posted to Ledger(s)</b> list item.</p> <p></p>
33.	<p>To find Journal ID 0000112452 in Business Unit 31300, entered by UserId 999999999, click the <b>Search</b> button.</p> <p></p>
34.	<p>Journal ID 0000112452 is displayed.</p> <p>Click the <b>Lines</b> tab to make sure it was posted.</p> <p></p>
35.	<p>The journal has two line items.</p> <p>Notice the <b>Journal Status</b> is P for Posted and the <b>Budget Status</b> is V for Valid.</p>
36.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

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### Marking a Journal for Unposting

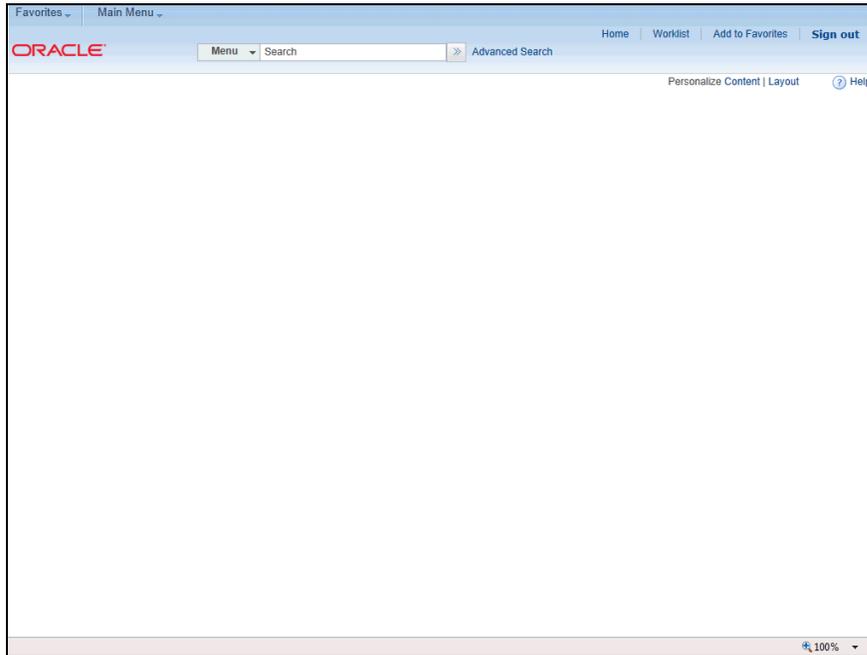
#### Section 3 Exercise - Scenario 3: Marking a Journal for Unposting

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

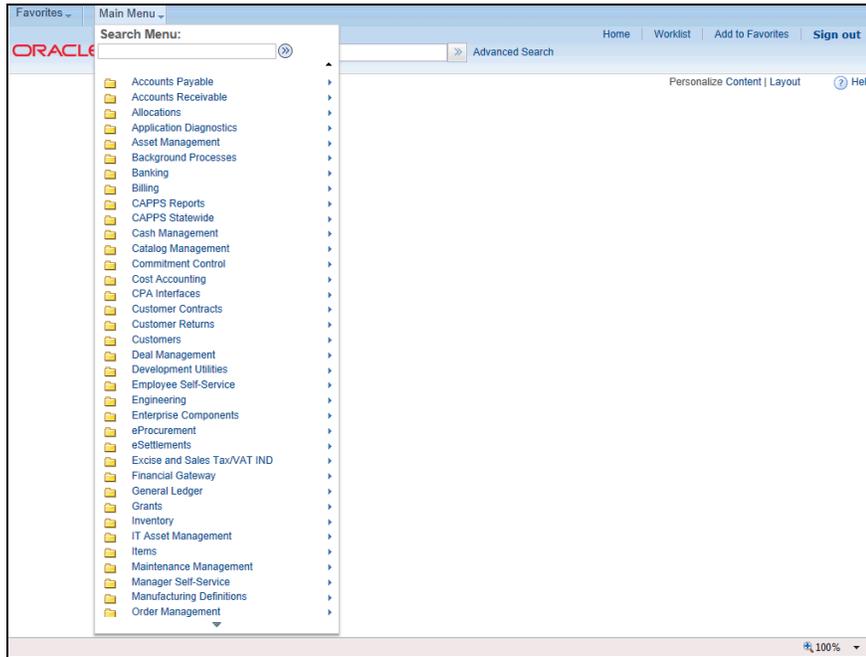
Consider this scenario: You posted a journal that is booked to an inappropriate coding block (ChartField). You need to unpost the journal so that you can book the entry to the correct coding block. When the process completes, you will review the journal status to ensure it processed correctly.

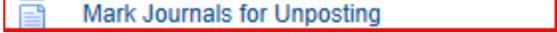
#### Procedure

In this topic, you will mark a journal for unposting, run the **Journal Post** process to unpost it and then view the journal status.

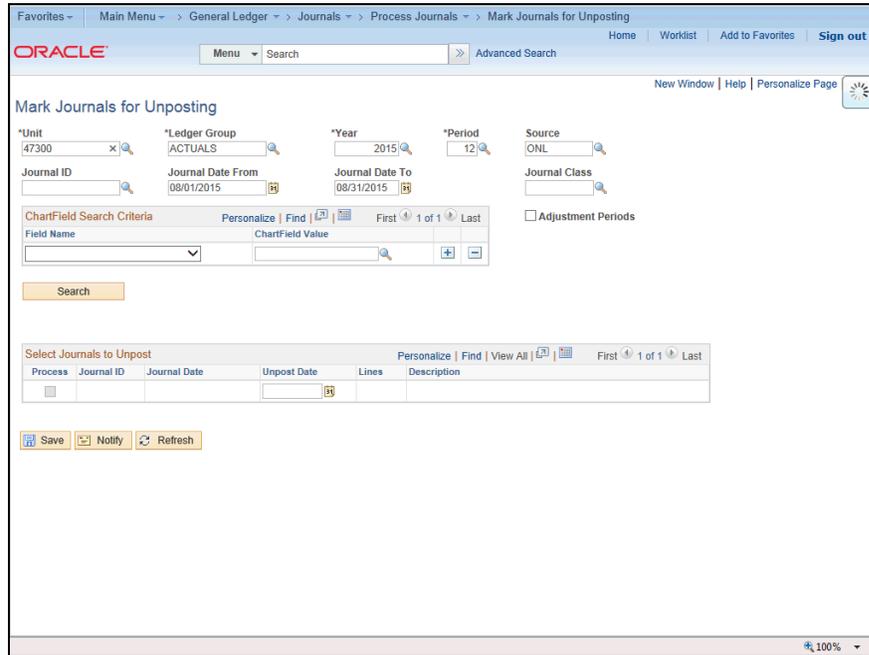


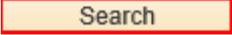
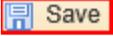
Step	Action
1.	Click the <b>Main Menu</b> link to navigate to the <b>Mark Journals for Unposting</b> page. 

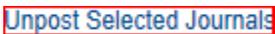


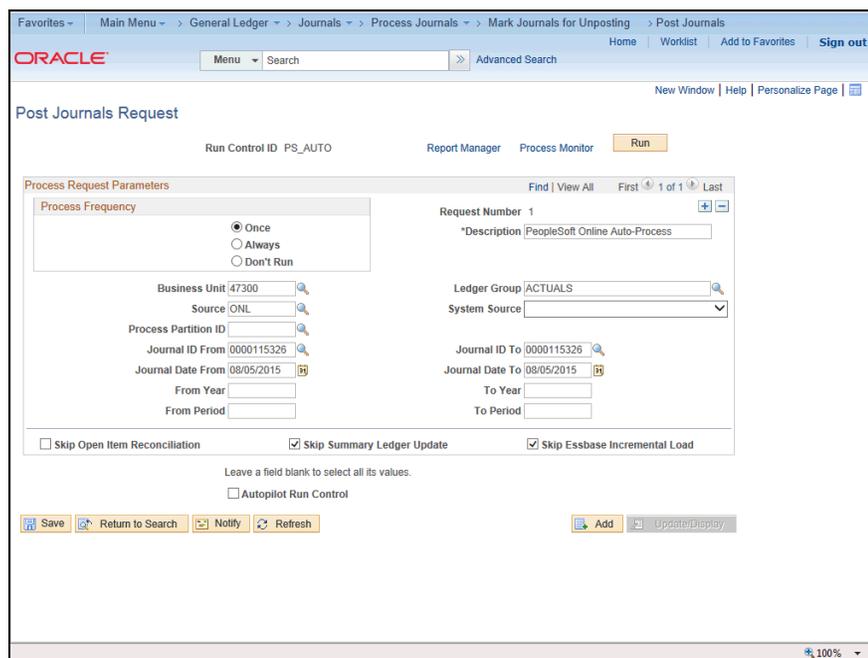
Step	Action
2.	Click the <b>General Ledger</b> menu. 
3.	Click the <b>Journals</b> menu. 
4.	Click the <b>Process Journals</b> menu. 
5.	Click the <b>Mark Journals for Unposting</b> menu. 
6.	Use the <b>Mark Journals for Unposting</b> page to select the journal entries to be unposted (reversed).  Note: This page displays the <b>Unpost Date</b> in the <b>Select Journals to Unpost</b> section if the <b>Allow Different Unpost Date</b> option is enabled on the <b>Business Unit Journal Options</b> page.
7.	An asterisk (*) next to a field label indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.  Use the <b>Chartfield Search Criteria</b> grid to enter the names and values of the ChartFields to search for the journals that you want to mark to unpost.  For this lesson, leave the fields blank.

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Step	Action
8.	Click the <b>Search</b> button. 
9.	This message is just a reminder to be specific with your selections. Click the <b>OK</b> button. 
10.	Use the <b>Select Journals to Unpost</b> grid to select journals that you want to unpost. If the unpost period (transaction type UNP) is closed for the business unit, then the <b>Process</b> option will not be available for the selection.
11.	If you wanted to view journal details, click a <b>Journal ID</b> link to access the <b>Journal Inquiry</b> page.
12.	To select a journal for unposting, click the <b>Process</b> option for the desired Journal ID. Click the <b>Process</b> option for <b>Journal ID 0000115326</b> .  <a href="#">0000115326</a>
13.	To save the values and the journal for unposting, click the <b>Save</b> button. 

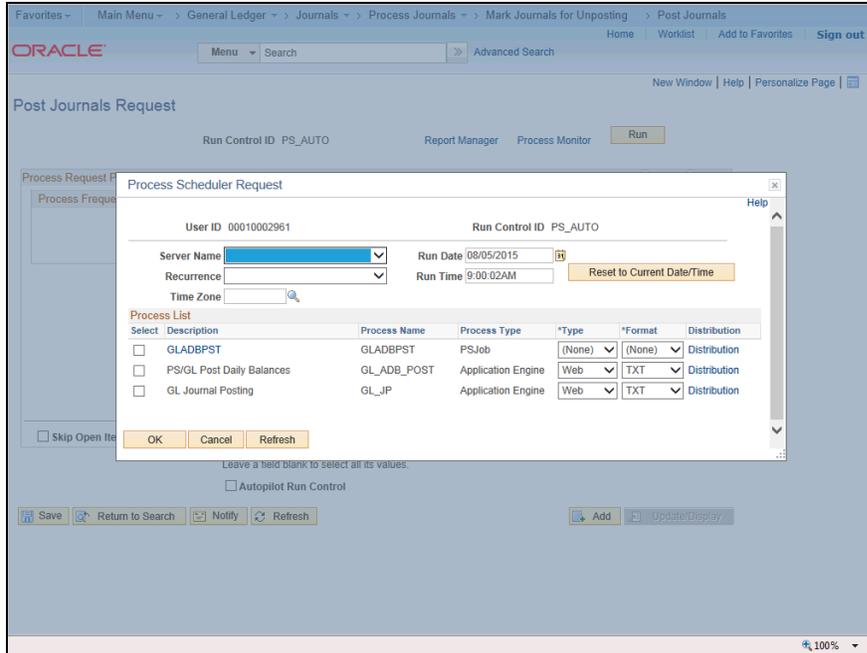
Step	Action
14.	To run the process to unpost this journal, click the <b>Unpost Selected Journals</b> link. 
15.	Click the <b>OK</b> button. 
16.	Use the <b>Post Journals Request</b> page to specify which journals you want to unpost based on business unit, ledger group, accounting period/fiscal year, source, journal ID and journal date.  When you run the posting process, the system will only unpost those journals that fit the request criteria and are marked to unpost.
17.	The system populates the <b>Process Request Parameters</b> region based on the selections made on the <b>Mark Journals for Unposting</b> page.  The <b>Skip Essbase Incremental Load</b> box is checked since the State of Texas does not load data into Hyperion.

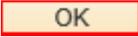


Step	Action
18.	After you have verified or edited the parameters, click the <b>Save</b> button. 

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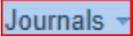
Step	Action
19.	To start the process to unpost the journals, click the <b>Run</b> button. 
20.	Use the <b>Process Scheduler Request</b> page to enter or update parameters, such as server name and process output format.

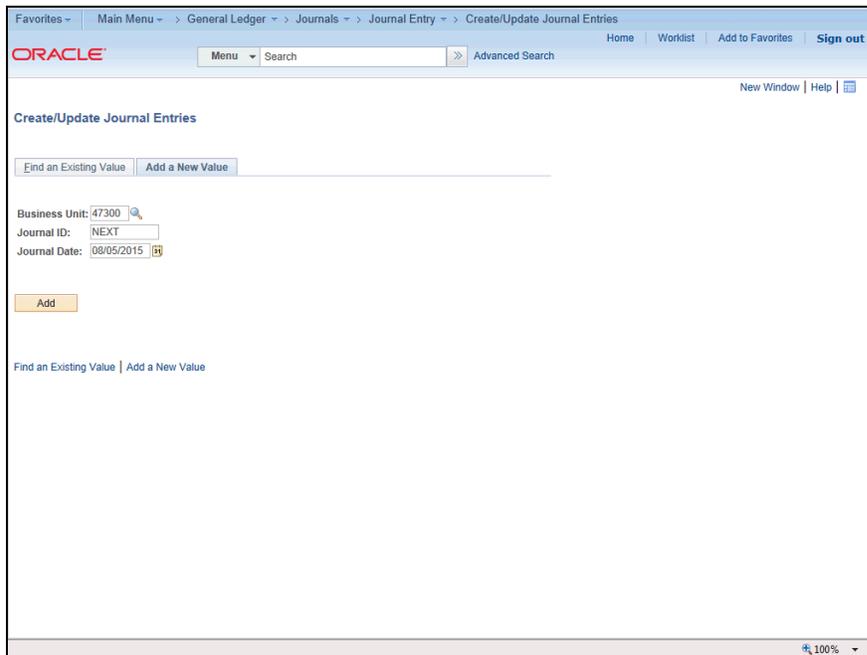


Step	Action
21.	In the <b>Process List</b> region, select the process you want to run. For this example, click the <b>Select</b> option next to the <b>GL Journal Posting</b> process.  <b>GL Journal Posting</b>
22.	After selecting the job, click the <b>OK</b> button to start the process to unpost the journal. 
23.	Note that a <b>Process Instance</b> number appears. This number helps you identify the process you ran to check its status.

Step	Action
24.	To verify the status of the process you started, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
25.	Use the <b>Process List</b> page to view the status of submitted process requests.

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Step	Action
26.	<p><b>Instance 28869</b> that you just ran shows the current <b>Run Status</b> is Initiated and the <b>Distribution Status</b> is N/A.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p> 
27.	<p>The process completed successfully. The <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p>
28.	<p>To verify the journal was unposted, navigate to the <b>Create/Update Journal Entries</b> page.</p> <p>Click the <b>Journals</b> button.</p> 
29.	<p>Click the <b>Journal Entry</b> menu.</p> 
30.	<p>Click the <b>Create/Update Journal Entries</b> menu.</p> 



Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

ORACLE Menu Search > Advanced Search Home Worklist Add to Favorites Sign out

Create/Update Journal Entries

Find an Existing Value Add a New Value

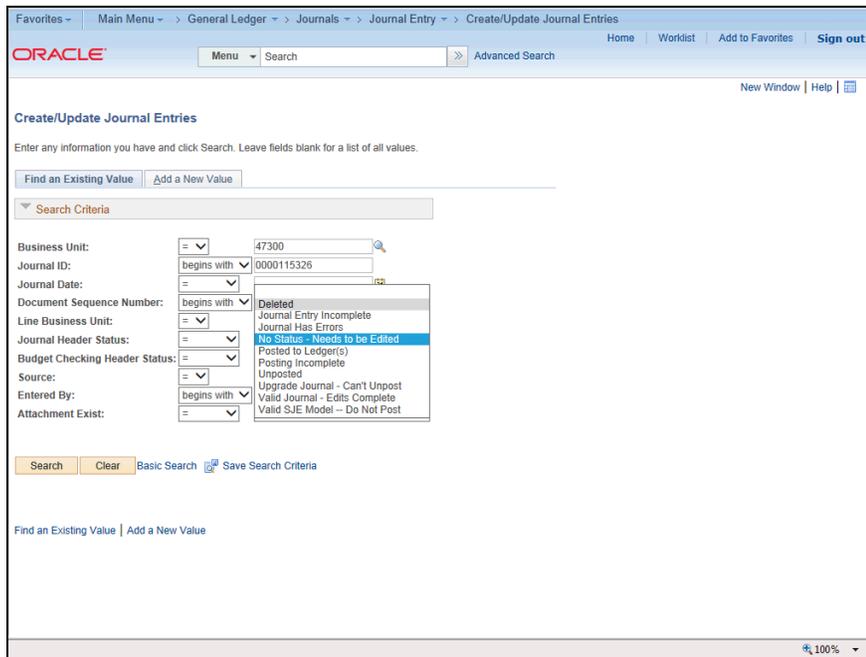
Business Unit: 47300  
 Journal ID: NEXT  
 Journal Date: 08/05/2015

Add

Find an Existing Value Add a New Value

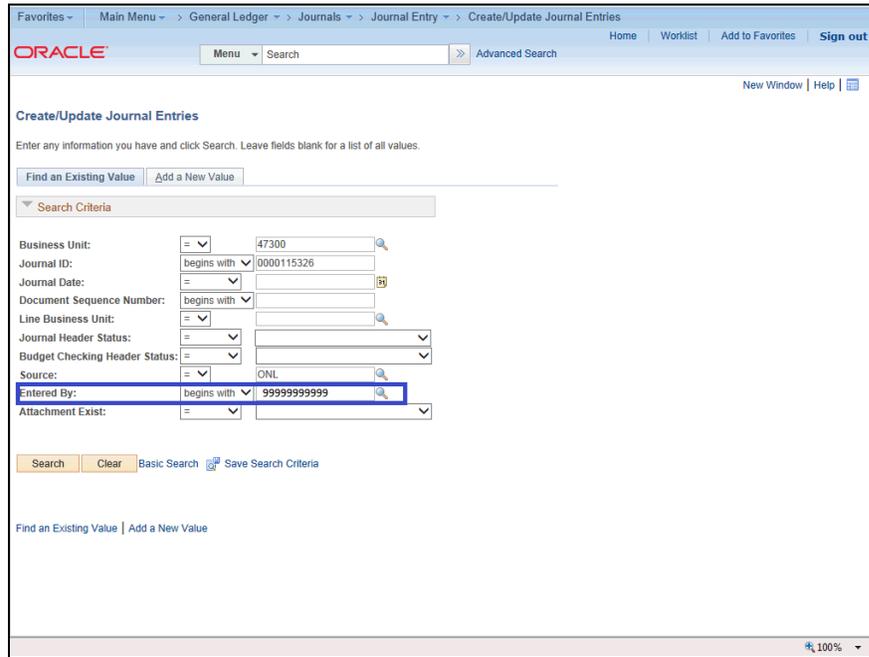
100%

Step	Action
31.	Since this is an existing value, click the <b>Find an Existing Value</b> tab. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Find an Existing Value</div>
32.	Click the <b>Journal Header Status</b> list. <b>Journal Header Status:</b> =      ▼ <div style="border: 1px solid red; padding: 2px; display: inline-block;">No Status - Needs to be Edited</div> ▼



Step	Action
33.	To broaden the search, click the <b>Empty</b> list item. This will search for all journals, regardless of status.

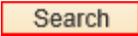
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The screenshot shows the Oracle CAPPS Financials interface for 'Create/Update Journal Entries'. The search criteria section includes the following fields:

- Business Unit: 47300
- Journal ID: begins with 0000115326
- Journal Date: [blank]
- Document Sequence Number: begins with [blank]
- Line Business Unit: [blank]
- Journal Header Status: [blank]
- Budget Checking Header Status: [blank]
- Source: ONL
- Entered By: begins with 9999999999 (highlighted)
- Attachment Exist: [blank]

Buttons at the bottom include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
34.	Clear the <b>Entered By:</b> field to find all journals regardless of who entered the journal.  Press <b>[Delete]</b> .
35.	Click the <b>Search</b> button. 
36.	The <b>Journal Header Status</b> indicates the journal is now unposted.
37.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Viewing Journal Entry Status and Error Message Log

### Section 3 Exercise - Scenario 4: Viewing Journal Entry Status and Error Message Log

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

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

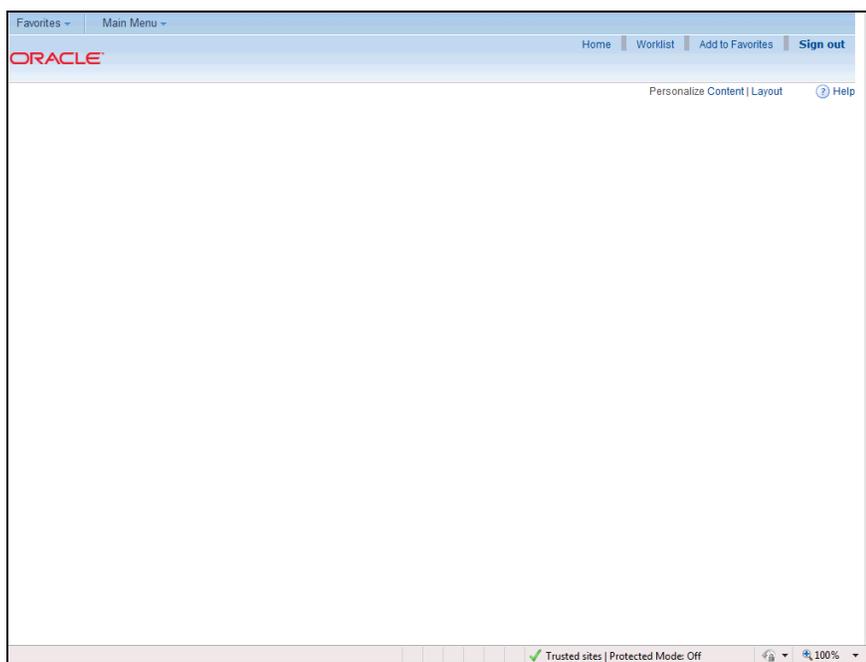
After creating an entry for a journal, you can view the status, header information and line details. In this topic, you will view the status of a journal on two different pages: the **Journal Header** page and the **Journal Lines** page.

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

## Procedure

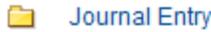
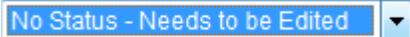
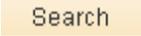
Upon completion of this lesson, you will be able to:

- View the message log to check the status of a posting/unposting request.



Step	Action
1.	<p>In this topic, you will view the status, header information, and line details for a journal. You will also view the error message log.</p> <p>Click the <b>Main Menu</b> button to navigate to <b>Create/Update Journal Entries</b>.</p> 
2.	<p>Click the <b>General Ledger</b> menu.</p>  <b>General Ledger</b>

## EUT Course

Step	Action
3.	Click the <b>Journals</b> menu. 
4.	Click the <b>Journal Entry</b> menu. 
5.	Click the <b>Create/Update Journal Entries</b> link. 
6.	To display the Entry Status and Message Log of an existing journal, click the <b>Find an Existing Value</b> tab. 
7.	To enter a date, you may accept the default current date, enter "t" for today's date, enter a specific date in the format mmddyy (no slashes), or click the calendar (Alt+5) button to select a date.  Do not enter a date as you want to find journals regardless of date.
8.	To display a journal that has errors, click the <b>Journal Header Status</b> list to view options. 
9.	Click the <b>Journal Has Errors</b> list item. 
10.	If default values are displayed in fields other than the <b>Business Unit</b> , you may delete them to broaden the search.  For example, we deleted the user ID in the <b>Entered By</b> field. This allows the system to search for all journals with errors, not just those entered by a particular person.
11.	To search for all journals with errors, click the <b>Search</b> button. 
12.	Click the <b>RET0000299</b> journal link.
13.	The <b>Header</b> page displays some journal information. However, journal errors are displayed on the <b>Lines</b> page.  Click the <b>Lines</b> tab. 
14.	The <b>Lines</b> page shows that the journal has three line items for different account numbers.
15.	An X in the Error column on line 1 indicates this line of the journal has an error.

Step	Action
16.	To view the errors associated with line 1, click the <b>Errors</b> tab. 
17.	CAPPS shows there are errors at the Header and Line levels for this journal.  In the <b>Header Errors</b> window, the Message Text tells the user, " <i>The journal date is not in an open period for this ledger</i> ", and " <i>Journal line errors exist for this header</i> ".
18.	In the <b>Line Errors</b> window, the Message Text tells the user, " <i>Combo error for fields Account/Fund/Dept/Appn/PCA/Product/Appn Year in group REQ_FIELDS</i> ".
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Managing Monthly Open Periods

### Section 4 Exercise

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.

### View and Update Open Periods

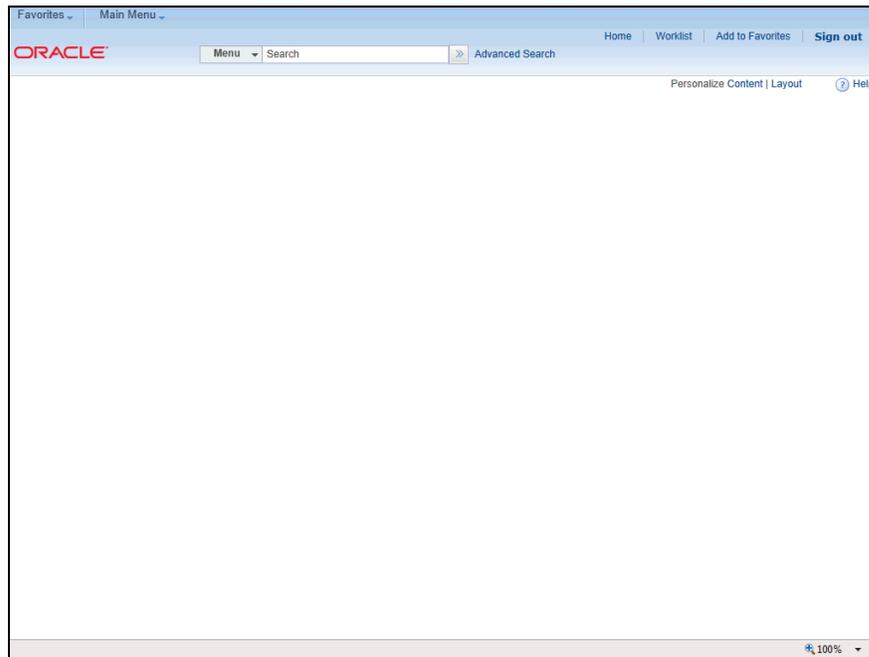
#### Section 4 Exercise - Scenario: View and Update Open Periods

##### Procedure

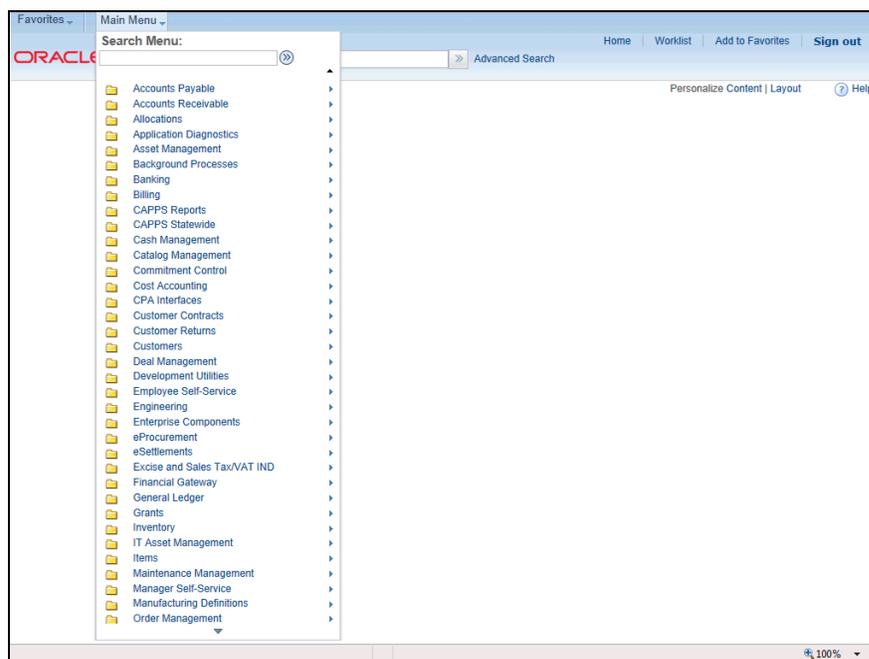
In this topic you will:

- Review open periods.
- View adjustment periods.

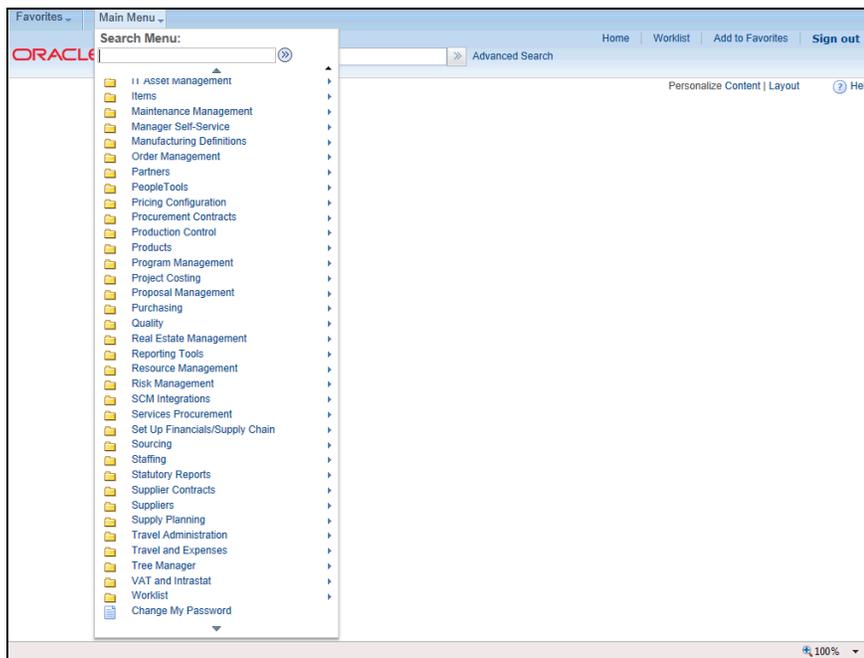
## EUT Course

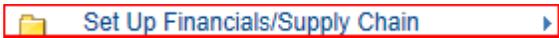


Step	Action
1.	Click the <b>Main Menu</b> menu. 

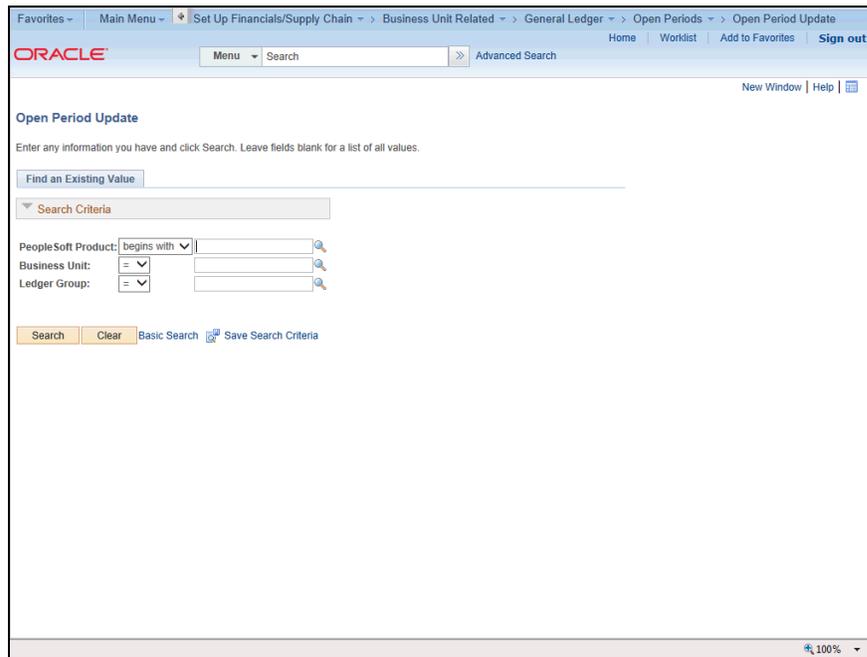


Step	Action
2.	Click on the vertical scroll bar.



Step	Action
3.	Click the <b>Set Up Financials/Supply Chain</b> menu. 
4.	Click the <b>Business Unit Related</b> menu. 
5.	Click the <b>General Ledger</b> menu. 
6.	Click the <b>Open Periods</b> menu. 
7.	Click the <b>Open Period Update</b> menu. 

## EUT Course



Favorites ▾ | Main Menu ▾ | Set Up Financials/Supply Chain ▾ | Business Unit Related ▾ | General Ledger ▾ | Open Periods ▾ | Open Period Update  
**ORACLE** | Menu ▾ | Search | Advanced Search | Home | Worklist | Add to Favorites | Sign out  
 New Window | Help |

**Open Period Update**

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

Find an Existing Value

Search Criteria

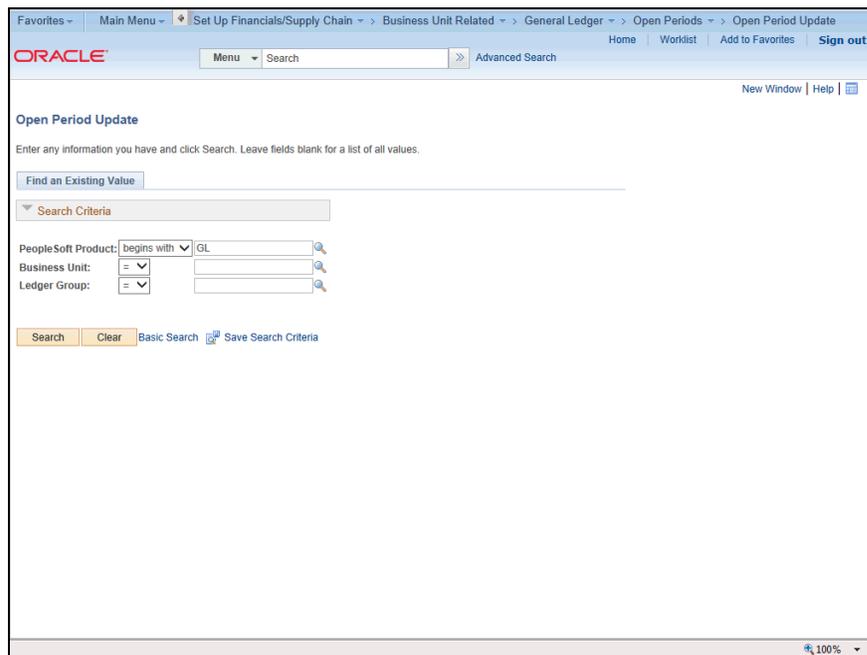
PeopleSoft Product: begins with ▾ |

Business Unit: ▾ |

Ledger Group: ▾ |

Search | Clear | Basic Search | Save Search Criteria

Step	Action
8.	Enter the desired information into the <b>PeopleSoft Product</b> field. Enter " <b>GL</b> ". <b>PeopleSoft Product:</b>   begins with ▾   <input style="border: 2px solid red;" type="text"/>



Favorites ▾ | Main Menu ▾ | Set Up Financials/Supply Chain ▾ | Business Unit Related ▾ | General Ledger ▾ | Open Periods ▾ | Open Period Update  
**ORACLE** | Menu ▾ | Search | Advanced Search | Home | Worklist | Add to Favorites | Sign out  
 New Window | Help |

**Open Period Update**

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

Find an Existing Value

Search Criteria

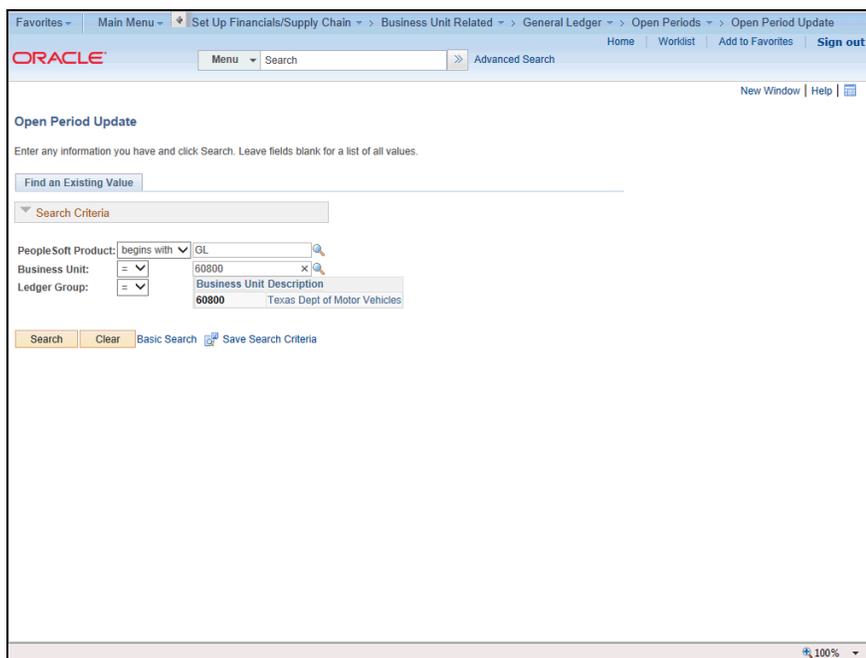
PeopleSoft Product: begins with ▾ | GL

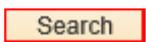
Business Unit: ▾ |

Ledger Group: ▾ |

Search | Clear | Basic Search | Save Search Criteria

Step	Action
9.	Click an entry in the <b>Business Unit</b> list. 



Step	Action
10.	Click 60800 in the <b>Business Unit</b> list. 
11.	Enter the desired information into the <b>Ledger Group</b> field. Enter " <b>Actuals</b> ". <b>Ledger Group:</b>   = ▼   
12.	Click the <b>Search</b> button. 
13.	On the <b>Open Period Update</b> page, review the ledger and accounting periods. The module, business unit and ledger group are displayed at the top of the page.
14.	<b>Personalize</b> links to the personalization page for that particular grid which enables you to sort by column, reorder columns, hide and freeze columns, etc.
15.	The <b>Find</b> link allows you to search for a specific row of data.
16.	The <b>Refresh</b> button displays any changes you made.

## EUT Course

Step	Action
17.	The <b>Download</b> button allows you to download the contents of a grid to an Excel spreadsheet.
18.	The <b>Open Period(s)</b> window is where you open and close the accounting periods.
19.	Accounting periods are set to the same timeframe as the state fiscal calendar and appropriation authority.  Accounting periods are: September = 1 October = 2 November = 3 December = 4 and so on.
20.	The year, accounting period and date are all initially set to open.
21.	The <b>Open Period(s)</b> have a starting date and ending date.  The default Open Period displayed here opened at the beginning of the 10th accounting period (June) 2015 and will close at the end of the 12th accounting period (August) on 8/31/2015.
22.	“You’ll notice this agency chose Adjustment Periods 996, 997 and 998 because 2014 was the year they converted to CAPPS.  For agencies who close their books at the end of the year, they may choose to use Adjustment Period 998 for recording normal AFR adjustments. The choice of adjustment periods is determined by the agency.
23.	If the check box in the <b>Is Open</b> field is not checked, you will not be able to make any adjustments before closing the period.  Notice only one of the <b>Default</b> columns can be the default.
24.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Managing Year- End Closing Rules

### Section 5 Exercise

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

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

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

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

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

## Specify & Process Closing Rules

### **Section 5 Exercise - Scenario 1: Specify & Process Closing Rules**

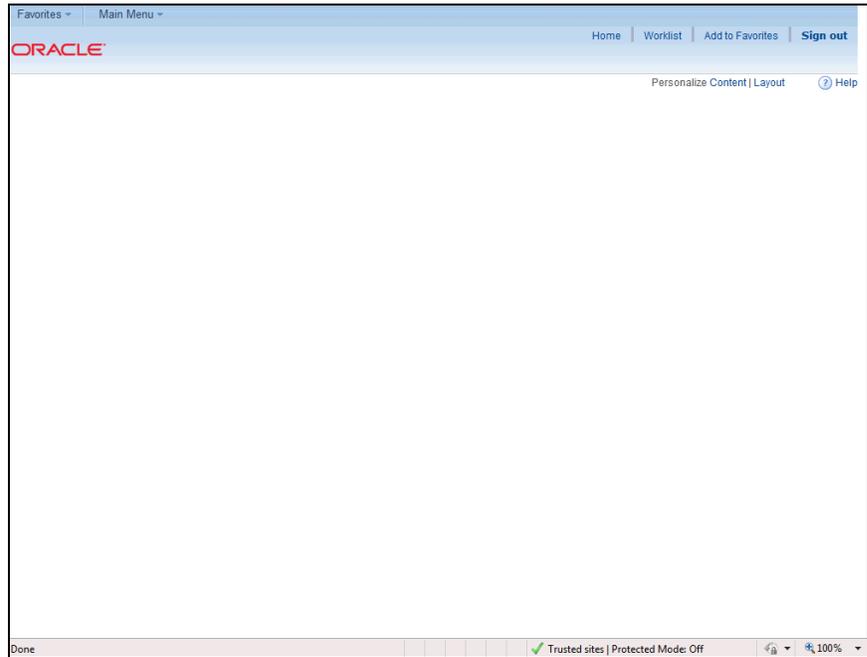
At the end of each fiscal year, the accounts are generally closed out. This process resets the balance of all revenue and expense accounts to zero in preparation for the beginning of the next fiscal year. It also updates the balance sheet account opening balances for the New Year. CAPPS provides several options for the closing process so that you can fit the closing procedure to your specific business needs. The GL close does not close accounts in the Commitment Control module.

### **Procedure**

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

- Specify closing rules for Year-End close.
- Specify closing rules for Interim close.
- Specify closing process groups.

## EUT Course



Step	Action
1.	<p>In this topic, you will review the rules for Year-End closing and will identify the P/L ChartField Value Sets and the retained earnings ChartFields for the closing.</p> <p>You will also review how to create journals during the close, review the journal options for the system-generated journals and specify closing rules for interim close.</p> <p>Additionally, you will review the P/L ChartField Value Sets, review how to retain ChartFields for the interim closing and review the journal options for the system-generated journals created during the close. You will also create a Closing Process Group.</p> <p>Finally, you will run a process to complete the ledger closing process.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Closing Rules</b> page to specify and process Year-End closing rules to close out the year.</p> <p><b>Main Menu</b> ▾</p>
2.	<p>Click the <b>Scroll Down</b> button.</p> <p style="text-align: center;">▾</p>
3.	<p>Click the <b>General Ledger</b> menu.</p> <p> <span style="display: inline-block; vertical-align: middle;">  <span style="margin-left: 5px;">General Ledger</span> <span style="float: right; margin-left: 10px;">▶</span> </span> </p>
4.	<p>Click the <b>Close Ledgers</b> menu.</p> <p> <span style="display: inline-block; vertical-align: middle;">  <span style="margin-left: 5px;">Close Ledgers</span> <span style="float: right; margin-left: 10px;">▶</span> </span> </p>

Step	Action
5.	Click the <b>Closing Rules</b> link.  <b>Closing Rules</b>
6.	On the <b>Closing Rules</b> page, since you want to find existing closing rules that you used before, stay on the <b>Find an Existing Value</b> tab.  If you wanted to create new closing rules, you would click the <b>Add a New Value</b> tab.  The SetID field is automatically populated with the default SetID that you designated on the <b>User Preferences - Overall Preferences</b> page.  Click the <b>Search</b> button to find all closing rules for SetID 31300. 
7.	If there were many closing rules for 31300, they would be listed for your selection.  However, if there is only one closing rule, it is automatically displayed, as in this case.  The <b>Closing Options</b> tab allows you to define the closing scope and other closing rules.
8.	The <b>SetID, Closing Rule and Closing Type</b> are displayed at the top of the page.
9.	You may add or remove closing rules by using the plus or minus sign.
10.	The <b>Effective Date</b> specifies the date from which the closing rule is valid.  You may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the <b>Choose a Date (Alt+5)</b> button to select a date.
11.	<b>Status</b> indicates if the closing rule is either active or inactive.  An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.
12.	The <b>Description</b> will appear on screens and reports. It briefly describes the closing rule.
13.	Use the <b>Ledger Template</b> field to enter the ledger template associated with the ledger to be closed.  This template determines the ChartFields that are listed in the selection fields for this closing rule.  Only the ChartFields defined for the selected ledger template can be included in the closing rules.

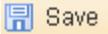
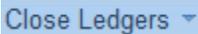
Step	Action
14.	Click the <b>Year End Closing Options</b> link. <a href="#">Year End Closing Options</a>
15.	<p>You may perform Year-End close on either the <b>Account</b> ChartField or the <b>Alternate Account</b> ChartField.</p> <p>You may define a year end closing rule on the <b>Alternate Account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

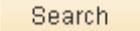
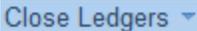
Step	Action
21.	<p>Select the <b>Store P/L Reversal Entries</b> check box if you want to store P/L offsets in period 999 (where the closing entries for all accounts are stored).</p> <p>If you select this option, the system inserts ledger rows for the entries made to period 999 to close revenue and expense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

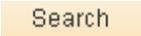
Step	Action
28.	The <b>Retain CFV</b> field is not allowed if the <b>ChartField</b> field is set to Account.
29.	If the <b>Retain CFV</b> checkbox is blank, then you must specify a value in the <b>ChartField Value</b> field.
30.	If the <b>Retain CFV</b> checkbox is selected then the <b>ChartField Value</b> field must be blank.
31.	To display the values of the net income/retained earnings, click the <b>Net Income/Retained Earnings</b> tab. 
32.	The <b>Net Income/Retained Earnings</b> page identifies the profit and loss (P/L) ChartField value sets and the retained earnings ChartFields for the closing.
33.	The <b>SetID (31300)</b> , <b>Closing Rule (CLOSE)</b> and <b>Closing Type (YEAR END)</b> are displayed at the top of the page.
34.	The <b>Effective Date</b> for the Net Income/Retained Earnings closing rule is displayed.
35.	<p>Click the <b>Close To Multiple Ret Earnings</b> box to close to multiple retained earnings accounts.</p> <p>If this box is unchecked (Year-End closings only), the system uses the default account for retained earnings defined on the <b>Closing Options</b> page. All P/L accounts will close to the default retained earnings account.</p> <p>This option is required when the <b>Book Code</b> option, the <b>Balance Sheet</b> option or the <b>Off- Balance Sheet</b> option is selected at installation.</p>
36.	<p>The system uses the values in the <b>ChartField Value Set</b> field to identify the P/L accounts that close to the retained earnings account that you enter in the Retained Earnings group box.</p> <p>For best system performance, select ChartField value sets that have the same ChartField combinations. For example, if you select ChartField value sets 1, 2 and 3, and ChartField value set 1 includes the Department ChartField and the Project ChartField, then the other ChartField value sets should also include Department and Project. If they included different ChartFields (for example Product and Project), then processing the close may take longer and be less efficient.</p> <p>In Production, you would select the ChartField Value Set for the P/L accounts to be closed.</p>
37.	If there are other P/L ChartField value sets that close to the same retained earnings account, click the <b>Add Row</b> button (plus sign) and select the appropriate ChartField value set.

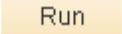
Step	Action
38.	In the Profit/Loss section, click the <b>Update/New</b> link to access the <b>Setup ChartField Value Sets</b> page, where you can create or update a ChartField value set to use as the P/L ChartField value set.
39.	The <b>Retained Earnings</b> section defines the mapping of P/L accounts to the retained earnings accounts.
40.	In the <b>Retained Earnings</b> section, use this <b>ChartField Value</b> field to enter the retained earnings account value that will be used for the specified value set.
41.	To review journal options, click the <b>Journal Options</b> tab. 
42.	The <b>Journal Options</b> page defines journal options for system-generated journals created during the close.
43.	You may add or remove lines by clicking the plus or minus signs.
44.	<p>The <b>Journal ID Mask</b> field is used to enter a prefix for naming closing journals. Journals are identified by a 10 character alphanumeric ID. The system automatically appends the prefix that you specify here to the journal IDs. For example, if you specify the journal ID mask as YEC, the year-end closing journal IDs might be YEC0000001, YEC0000002 and so on.</p> <p>Alternatively, the value NEXT causes the system to assign the next available journal ID number automatically, without including the mask. (This option makes it more difficult to identify the closing journals.)</p> <p>Reserve a unique mask value for closing to ensure that no other process creates identical journal IDs.</p>
45.	<p>The <b>Source</b> field identifies the originating responsibility for the journal entries being created.</p> <p>CLO is the code for the Closing Journal Source.</p>
46.	<p>The <b>Closing Doc Type</b> field is a predefined closing document type for the closing journals.</p> <p>The Document Sequencing feature requires that you identify a document type for all created journal entries.</p>
47.	The <b>OpenBal Doc Type</b> field selects a predefined Open Balance Document Type for your journals.
48.	Adding information in the <b>Description</b> field helps other users identify the journals.
49.	Make sure that the <b>Create Journal Entries</b> box contains a checkmark. This will create journal entries for Year-End close transactions.
50.	Click the <b>Roll Forward Options</b> tab. 

## EUT Course

Step	Action
51.	<p>The <b>Roll Forward Options</b> page indicates whether or not to roll forward none, some, or all of your profit and loss accounts and zero balances.</p> <p>Normally, only balance sheet accounts are rolled forward.</p>
52.	<p>Select the <b>Do Not Roll Forward Zero Bal</b> option to prevent the system from creating balance-forward amounts (period 0) for accounts with a zero ending balance.</p>
53.	<p>The <b>P/L to Roll Forward to Next Yr</b> field determines how P/L will be rolled forward.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• <b>Do Not Roll Forward:</b> Do not roll forward any amounts from prior year accounts with the <b>Balance Forward</b> field on the Account Type page set to the value Not Carry Forward.</li> <li>• <b>Partial Roll Forward 1 Year:</b> For selected ChartField Value Sets, closing rolls forward the amounts from the first period through 998 of the year being closed to period 0 of the new year.</li> <li>• <b>Partial Roll Forward Cumulative:</b> For selected ChartField Value Sets, closing rolls forward amounts from periods 0, and periods 1 through 998 of the year being closed to period 0 of the new year.</li> <li>• <b>Roll Forward All 1 Year:</b> Closing rolls forward all account with the <b>Balance Forward</b> field equal to Not Carry Forward balances from period 1 through 998 for the year being closed to period 0 of the new year.</li> <li>• <b>Roll Forward All Cumulative:</b> Closing rolls forward all accounts with the <b>Balance Forward</b> field equal to Not Carry Forward balances for period 0, and 1 through 998 for the year being closed to period 0 of the new year.</li> </ul>
54.	<p>If you elect to roll forward in the <b>P/L to Roll Forward to Next Yr</b> field, use the <b>ChartField Value Set</b> field in the Roll Forward Profit/Loss section to select the P/L accounts that you want to roll forward.</p>
55.	<p>To roll forward or remove other ChartField value sets, click the <b>Add Row</b> button (plus or minus signs) and select the other ChartField value sets.</p>
56.	<p>Click the <b>Save</b> button.</p> 
57.	<p>After all the closing rules have been set up on the different tabs, navigate to the <b>Closing Process Group</b> page to group all the rules together.</p> <p>Click the <b>Close Ledgers</b> button on the breadcrumbs at the top of the page. This is a shortcut so you do not have to navigate all the way back to the Main Menu.</p> 
58.	<p>Click the <b>Closing Process Group</b> link.</p> 

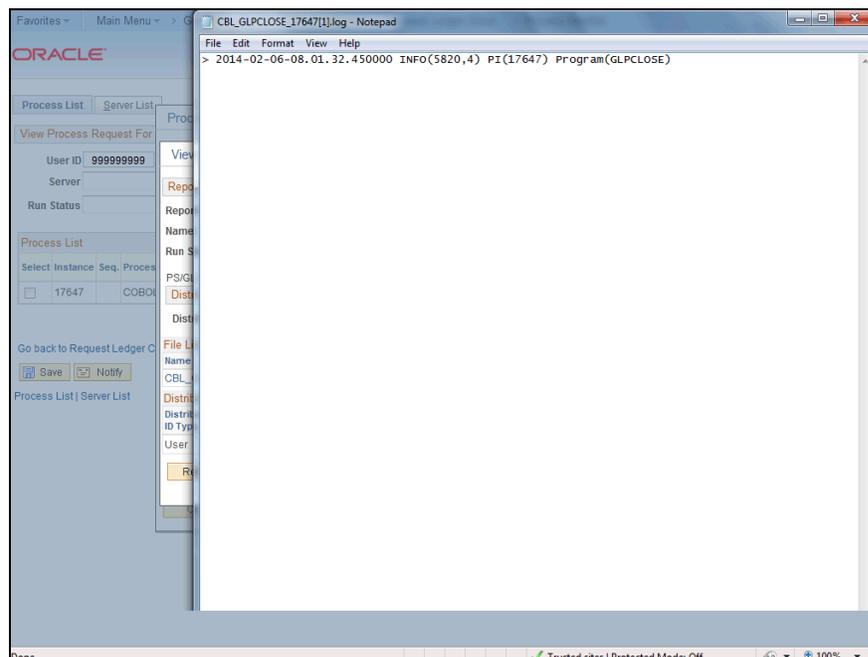
Step	Action
59.	<p>Since you are looking for a Closing Process Group that already exists, click the <b>Search</b> button on the <b>Find an Existing Value</b> tab to find all the Closing Group rules in Business Unit 31300 with a Closing Type of Year End.</p> <p></p>
60.	<p>The <b>Closing Process Group</b> page specifies the closing rule (or rules) to be used by a given ledger close request.</p> <p>Typically, you include one closing rule to close profit and loss accounts to earnings account directly.</p> <p>However, the <b>Closing Process Group</b> allows you the flexibility to include more than one closing rule to accommodate Year-End reporting requirements.</p> <p>Note that if the <b>Closing Type</b> is an <b>Interim Closing</b>, then you should include only one closing rule for the process group.</p>
61.	<p>You would enter a short description of the Closing Process group in the <b>Descr</b> field e.g. DIR CLOSE.</p>
62.	<p>You would enter a more detailed description of the Closing Process Group in the <b>Description</b> field.</p>
63.	<p>In the <b>Closing Group Steps</b> section, select the <b>Closing Rule</b> that makes up the Closing Process Group.</p>
64.	<p>To add more Closing Rules to the Closing Group, click the <b>Add a Row button (plus sign)</b>.</p>
65.	<p>After closing rules have been set up and a ledger has been associated with a Closing Process Group, click the <b>Close Ledgers</b> button.</p> <p></p>
66.	<p>To run the process to close out the year, click the <b>Request Ledger Close</b> link.</p> <p></p>

Step	Action
67.	<p>Since you have run this process before, search for the Run Control ID on the <b>Find an Existing Value</b> tab.</p> <p>If you were creating a new close process, you would click the <b>Add a New Value tab</b>.</p> <p>A <b>Run Control ID</b> is an identifier that, when paired with a User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Click the <b>Search</b> button.</p> 
68.	<p>If there were several existing Run Control IDs for ledger close requests, a list would be displayed.</p> <p>If only one Run Control ID was created previously for a ledger request it is automatically displayed, as in this case.</p> <p>The name of this Run Control ID is <b>GL_TRAIN</b>.</p>
69.	<p>The <b>Ledger Close Request</b> selects the <b>Closing Group</b> and specifies closing parameters for the process.</p>
70.	<p>Use the <b>Process Frequency</b> list to specify the frequency of job execution.</p> <ul style="list-style-type: none"> <li>• <b>Once</b> – Executes the request the next time the process runs.</li> <li>• <b>Always</b> – Executes the request every time that the process runs.</li> <li>• <b>Don't Run</b> – Ignores the request when the process runs. To run the process, you would change the option to <b>Once or Always</b>. This is a safety feature for critical jobs.</li> </ul> <p>In this example, "Once" was selected.</p>
71.	<p>The <b>Close Request Type</b> field specifies whether this request is to <b>Close or Undo</b> a process.</p> <p>In this example, accept the default value of <b>Close</b> to close the year end.</p> <p>If you close a year end by mistake, you may rectify it by selecting <b>Undo</b> in the <b>Close Request Type</b> box.</p> <p>Note: An asterisk (*) indicates a required field. If you try to save the page before entering data into a required field, the field will turn red and an error message will appear on the page.</p>

Step	Action
72.	<p>The <b>Business Unit for Prompting</b> field is used to determine which ledger groups and closing rules may be selected.</p> <p>This does <b>not</b> determine which business unit to close.</p>
73.	<p>The <b>Check only, Do not process</b> option only performs a validation check during the close.</p> <p>If this option is checked, the system will not calculate retained earnings or balance forward amounts.</p>
74.	<p>In the <b>Closing Group</b> field, CLOSE was entered as the closing process group containing the closing rule (or rules) to be processed for this request.</p>
75.	<p>In the <b>Fiscal Year</b> field, 2013 was entered as the fiscal year to be closed.</p>
76.	<p>The <b>Ledger Group</b> field identifies the ledger group for the ledger being closed.</p> <p>In this example, ACTUALS was selected.</p>
77.	<p>The <b>Ledger</b> field identifies a specific ledger to process.</p> <p>In this example, ACTUALS was selected.</p>
78.	<p>The <b>Selections</b> window specifies the business units to be closed. You may specify selected business units, or you may use trees to identify which business units you want to close.</p> <p>If you select the <b>Selected Detail Values</b> option, you may enter a specific business unit value or values in the <b>Business Unit to Close</b> region.</p> <p>If you select the <b>Detail - Selected Parents</b> option, you may enter a tree SetID, a tree and a parent node level of units to process for closing.</p>
79.	<p>In this example, 31300 was entered in the <b>Business Unit to Close</b> section.</p>
80.	<p>Click the <b>Run</b> button to initiate the year end close process.</p> <p style="text-align: center;"></p>
81.	<p>On the <b>Process Scheduler Request</b> page, accept the defaults.</p> <p>Note: You may change the <b>Run Date and Run Time</b>, if you want to run the process later.</p> <p>Click the <b>OK</b> button.</p> <p style="text-align: center;"></p>

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Step	Action
82.	<p>Jot down the <b>Process Instance</b> number, in this case, 17647. This number allows you to track the status of the process.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>
83.	<p>Notice that Instance number 17647 at the beginning of the line identifies the close process.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the is Posted.</p> <p><a href="#">Refresh</a></p>
84.	<p>The process completed successfully. To view details of the completed process, click the <b>Details</b> link.</p> <p><a href="#">Details</a></p>
85.	<p>Click the <b>View Log/Trace</b> link to view the log or report.</p> <p><a href="#">View Log/Trace</a></p>
86.	<p>Note the <b>Run Status</b> of the year-end close process is Success.</p> <p>Click the <b>CBL_GLPCLOSE_17647.log</b> link to display any errors.</p> <p><a href="#">CBL_GLPCLOSE_17647.log</a></p>



Step	Action
87.	<p>No errors are displayed.</p> <p>Click the <b>Close</b> button.</p> 
88.	<p>Congratulations! You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

## Running CAPPS Standard General Ledger Reports

### Section 6 Exercise

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

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

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

## Running CAPPS Standard General Ledger Reports

### Section 6 Exercise - Scenario 1: Running CAPPS Standard General Ledger Reports

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

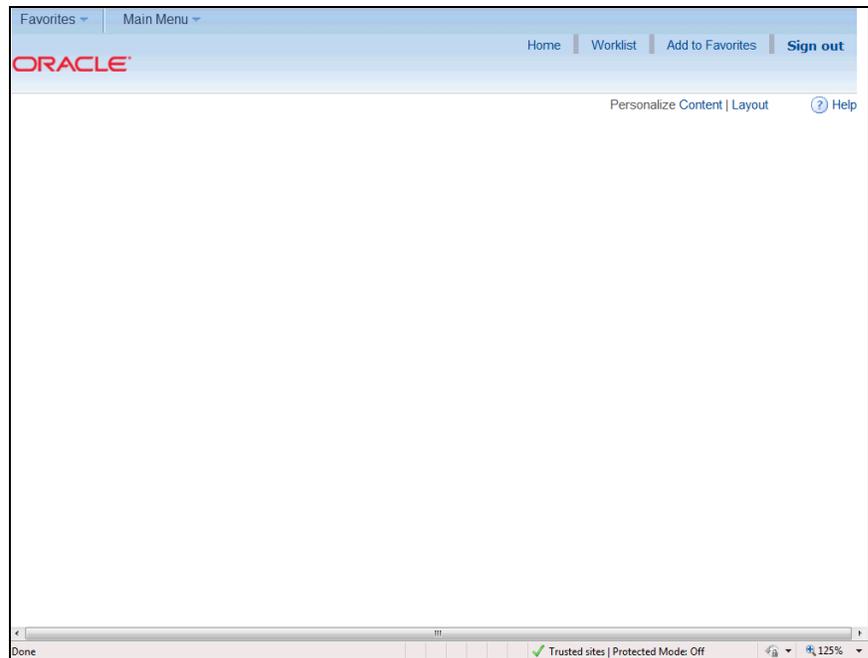
- A **Process Request** is a single run request, such as an SQR or Business Intelligence (BI) Publisher report.
- A **Run Control ID** is a unique ID that associates each operator with his or her own run control table entries.
- A **Process Instance** is a unique number that identifies each process request.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

### Procedure

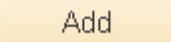
## EUT Course

In this topic, you will run the Journal Entry Detail Report. For example, you may want to check a Payroll entry that you ran the night before. You will learn how to:

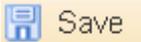
- Run a report using Process Scheduler
- Manage a report using Report Manager



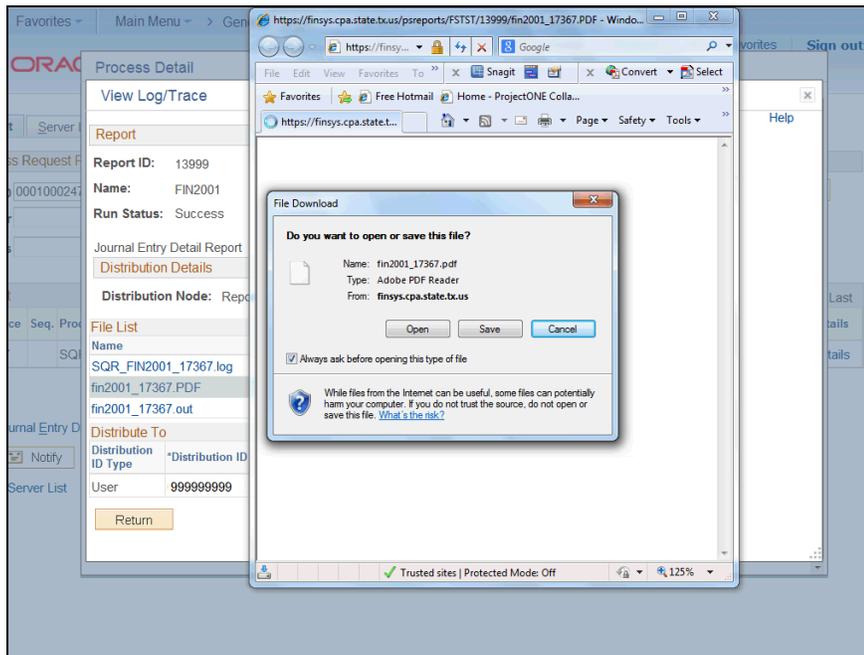
Step	Action
1.	<p>In this topic, you will run a General Ledger report, track its status using Process Monitor and display the report using View Log/ Trace.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Journal Entry Detail</b> page.</p> 
2.	<p>Click the <b>Scroll Down</b> button.</p> 
3.	<p>Click the <b>General Ledger</b> menu.</p> 
4.	<p>Click the <b>General Reports</b> menu.</p> 

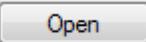
Step	Action
5.	Click the <b>Journal Entry Detail</b> link.  <b>Journal Entry Detail</b>
6.	If you were running an existing report, you would search for it on the <b>Find an Existing Value</b> tab.  However, you need to define parameters for a report you haven't run before.  Click the <b>Add a New Value</b> tab. 
7.	A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.  The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.  Enter a unique ID to identify the report. In this scenario, enter <b>GL_Train</b> into the <b>Run Control ID</b> field.
8.	Click the <b>Add</b> button. 
9.	On the <b>Journal Entry Detail Report</b> page, verify or enter values for the report. For example, which From and To Dates should the report cover?  When entering a date, you may accept the default current date, enter t for today's date, enter the date in the format mmddyy (no slashes) or click on the Choose a Date (Alt+5) button to select a date.  Enter <b>092313</b> into the <b>From Date</b> field.
10.	Enter <b>092313</b> into the <b>To Date</b> field.
11.	Click the <b>Refresh</b> button. 
12.	Use the <b>ChartField Selection</b> section to choose which fields will appear on the report and in which order.  You may change the <b>Sequence</b> column to determine the order of the fields on the report.  Click the <b>Include CF</b> box (CF stands for ChartField) on the <b>Operating Unit</b> line to include this field in the report.  <input type="checkbox"/>

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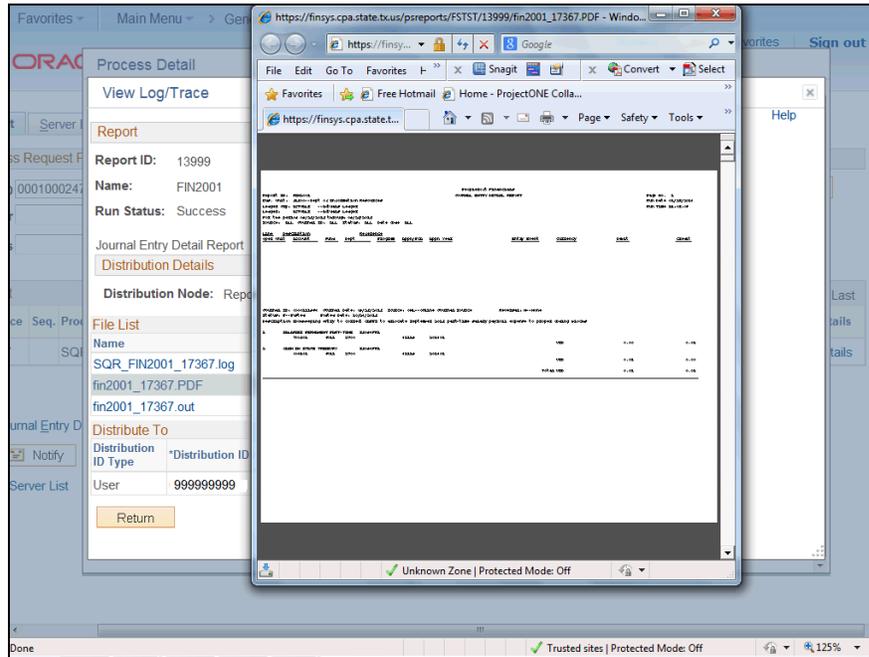
Step	Action
13.	Click the <b>Include CF</b> box on the <b>Account</b> line to include this field in the report. 
14.	Click the <b>Include CF</b> box on the <b>Fund Code</b> line to include this field in the report. 
15.	Click the <b>Include CF</b> box on the <b>Department</b> line to include this field in the report. 
16.	Click the down arrow on the vertical scroll bar to display more ChartFields.
17.	Click the <b>Include CF</b> box on the <b>Appropriation/PCA</b> line to include this field in the report. 
18.	Click the <b>Include CF</b> box on the <b>Appropriation Year</b> line to include this field in the report. 
19.	Click the <b>Save</b> button. 
20.	Click the <b>Run</b> button to initiate the report for the parameters you specified. 
21.	Click the <b>OK</b> button to schedule the report. 
22.	Jot down the <b>Process Instance</b> number. This identifies the process to check its status.  Click the <b>Process Monitor</b> link to track the status of the report. <a href="#">Process Monitor</a>
23.	The Process Instance number you jotted down displays at the beginning of the line.  Its <b>Run Status</b> is Initiated and its <b>Distribution Status</b> is N/A.  Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.  

Step	Action
24.	The report completed successfully. Click the <b>Details</b> link to find the report. <a href="#">Details</a>
25.	Click the <b>View Log/Trace</b> link to display the report pdf. <a href="#">View Log/Trace</a>
26.	The PDF file name includes the Process Instance Number that you jotted down. Click the <b>fin2001_17367.PDF</b> link. <a href="#">fin2001_17367.PDF</a>



Step	Action
27.	Click the <b>Open</b> button to view the report. 

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Step	Action
28.	Click the <b>Maximize/Restore</b> button. 
29.	The report is displayed.
30.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Reconciling CAPPS to USAS General Ledger

### Section 7 Exercises

In this section, you will:

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

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

## Interfacing CAPPS to USAS Archive IN Browser

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

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

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

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

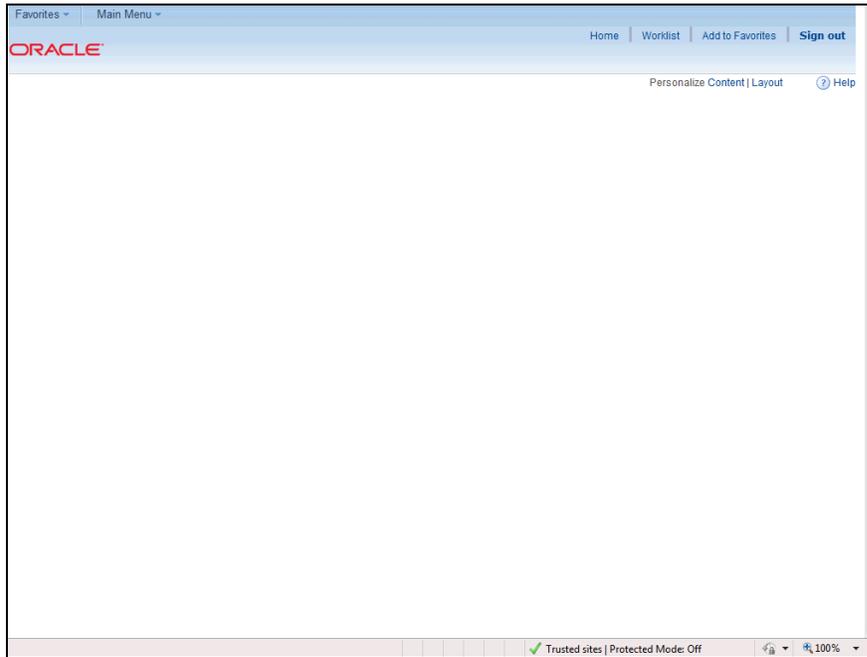
During nightly CAPPS/USAS batch processing, the **USAS Archive IN Browser** (TX\_US\_ARCH\_MAT Table) is updated with new transaction data from CAPPS (AP, GL, Bud) data.

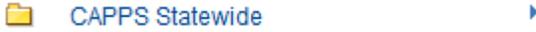
## Procedure

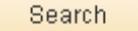
In this topic, you will navigate to the USAS Archive IN Browser to:

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

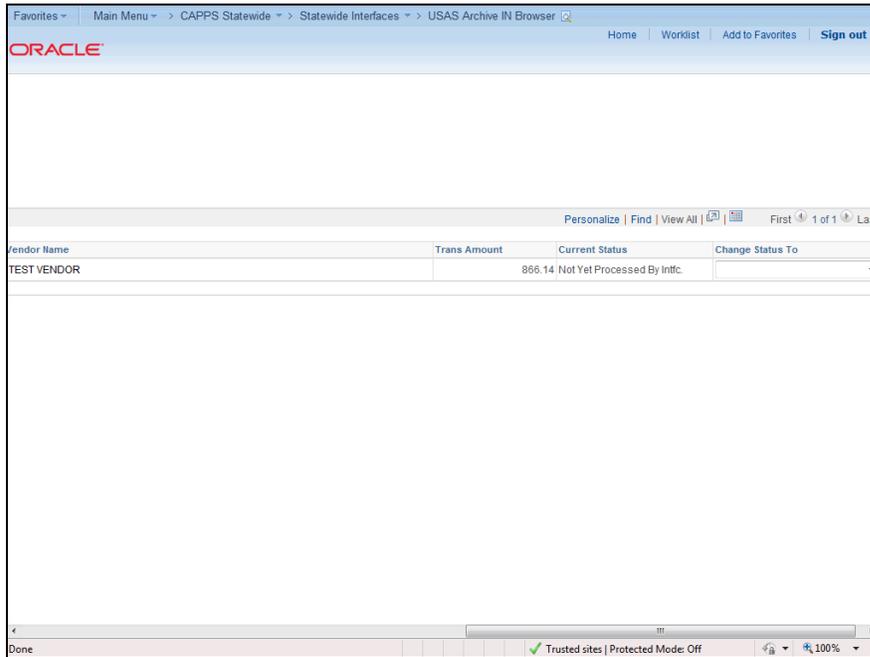
## EUT Course



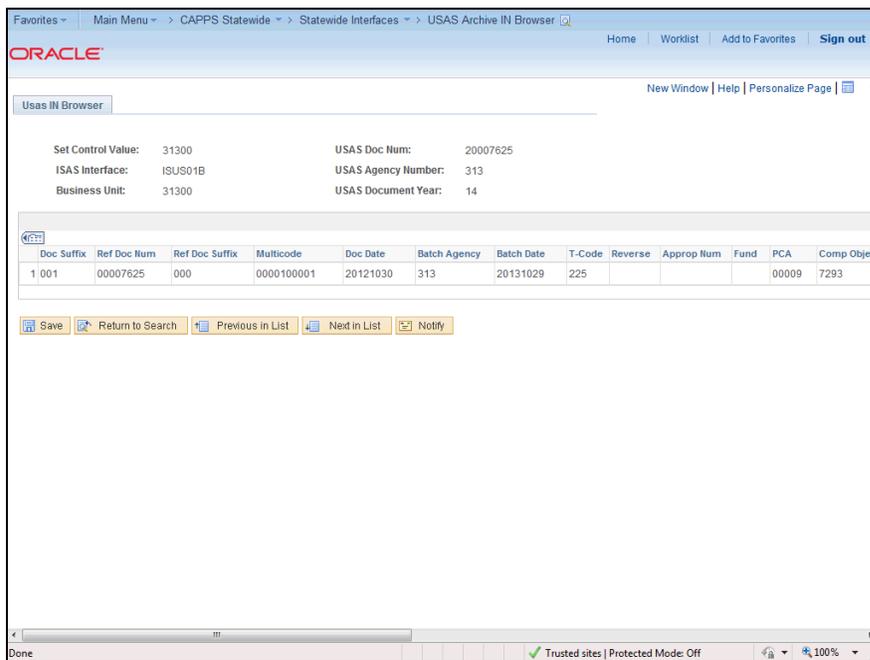
Step	Action
1.	<p>In this topic, you will:</p> <ul style="list-style-type: none"> <li>- Inquire on incoming CAPPS Accounts Payable transaction records with Current Statuses of "Not Yet Processed by Interface" and "Error in Matching."</li> <li>- Display the three available <b>Change Status To</b> options.</li> <li>- View the next transaction record in the USAS Archive IN Browser.</li> </ul> <p>Click the <b>Main Menu</b> button to navigate to the <b>USAS Archive IN Browser</b> page.</p> 
2.	<p>Click the <b>CAPPS Statewide</b> menu.</p> 
3.	<p>Click the <b>Statewide Interfaces</b> menu.</p> 
4.	<p>Click the <b>USAS Archive IN Browser</b> menu.</p> 
5.	<p>You will search for transactions in Business Unit 31300.</p> <p>Click the <b>Look up Set Control Value (Alt+5)</b> button.</p> 

Step	Action
6.	Click the <b>31300</b> link. 
7.	You are not sure of the exact USAS Agency Number but know it begins with 313. Enter <b>313</b> into the <b>USAS Agency Number begins with</b> field.
8.	Enter <b>14</b> into the <b>USAS Document Year begins with</b> field.
9.	Click the <b>Search</b> button. 
10.	A list of <b>USAS Document Numbers</b> is displayed.  Click the <b>20007625</b> link to display one of the Accounts Payable incoming records to USAS.  Note: The ISAS Interface "ISUS01B" indicates the program processes CAPPS incoming Accounts Payable records.
11.	Click the <b>Show all columns</b> button. 
12.	Click the right arrow on the horizontal scroll bar to display more fields.
13.	The <b>Current Status</b> is "Not Yet Processed by Interface" indicating that this record has not yet updated USAS.  One of the reasons that a document may be in this status is because its payment due date may be several days in the future.

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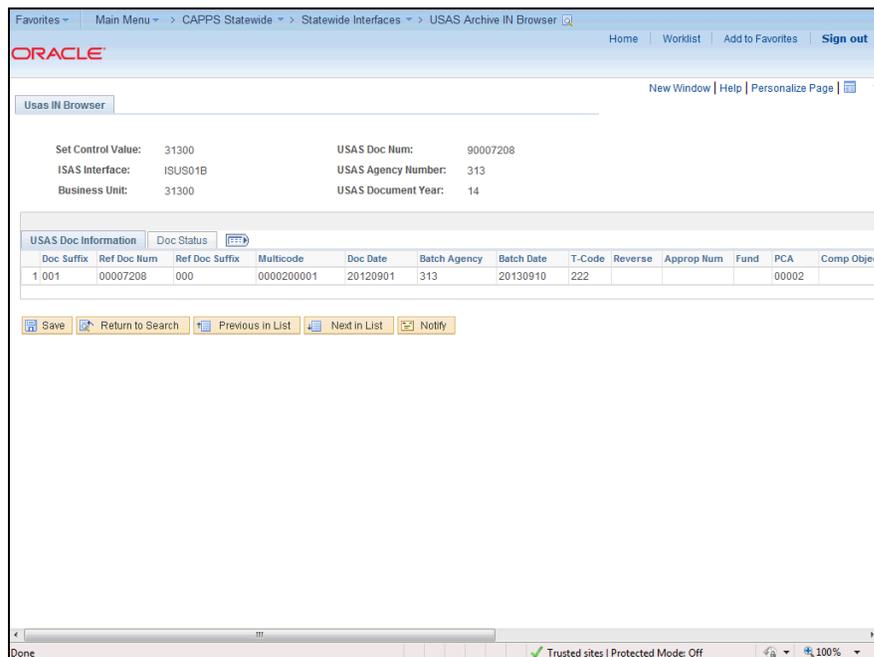
Step	Action
14.	Click the left arrow on the horizontal scrollbar to display the <b>Show tabs</b> button.



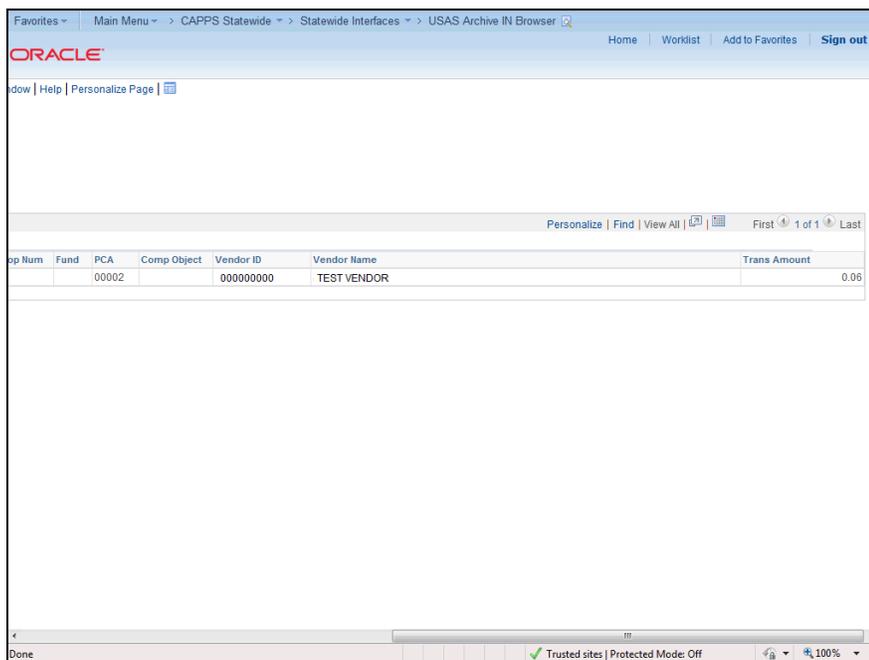
Step	Action
15.	Click the <b>Show tabs</b> button. 
16.	The <b>USAS Doc Information</b> and the <b>Doc Status</b> tabs are displayed.  Click the <b>Doc Status</b> tab to display the document status of the USAS Document Number. 
17.	You may manually change the <b>Current Status</b> , if necessary.  Click the <b>Change Status To</b> list to display available options.  
18.	Valid statuses are: <ul style="list-style-type: none"> <li>- Corrected Error</li> <li>- Delete from Archive IN table</li> <li>- Deleted from USAS</li> </ul> In this example, click the empty <b>Change Status To</b> list.  This leaves the <b>Change Status To</b> blank so the <b>Current Status</b> remains <b>Not Yet Processed by Intfc.</b> 
19.	Click the <b>USAS Doc Information</b> tab to display details of the USAS document. 
20.	Click the <b>Next in List</b> button to display the next USAS Document in the USAS IN Browser. 
21.	20007626 is displayed as the next USAS Document Number.  Click the <b>Return to Search</b> button to complete your inquiry of incoming CAPPS Accounts Payable transactions (residing on the USAS Archive IN Browser) that have been assigned USAS identifying information and that are waiting to be processed in USAS. 
22.	Click the <b>90007208</b> USAS document link.

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Step	Action
23.	<p>Click the <b>Doc Status</b> tab.</p> 
24.	<p>The <b>Current Status</b> of this USAS document is Error in HX Matching.</p> <p>As shown before, you may manually change this status by selecting from the <b>Change Status To</b> options.</p> <p>Click the <b>USAS Doc Information</b> tab.</p> 



Step	Action
25.	Click the right arrow on the horizontal scroll bar to display more fields.



Step	Action
26.	Click the left arrow on the horizontal scroll bar.
27.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Match and Compare Interfaced CAPPS Transactions to Daily USAS HX File

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

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

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

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

## *EUT Course*

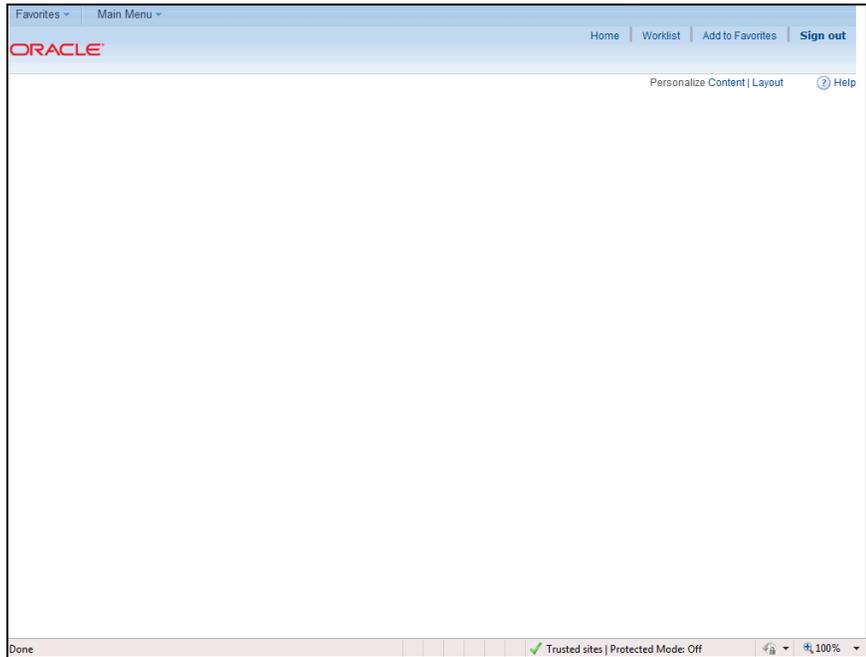
- If no errors are found, data will be moved to the Archive Arc Table and CAPPS will be updated (e.g. USAS Doc Numbers, Processing Dates, etc.).
- If errors are found, transactions will be marked with “E” and displayed in the USAS Archive IN Browser with the Current Status indicating “Error in HX Matching”.

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

## **Procedure**

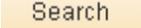
In this topic, you will:

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

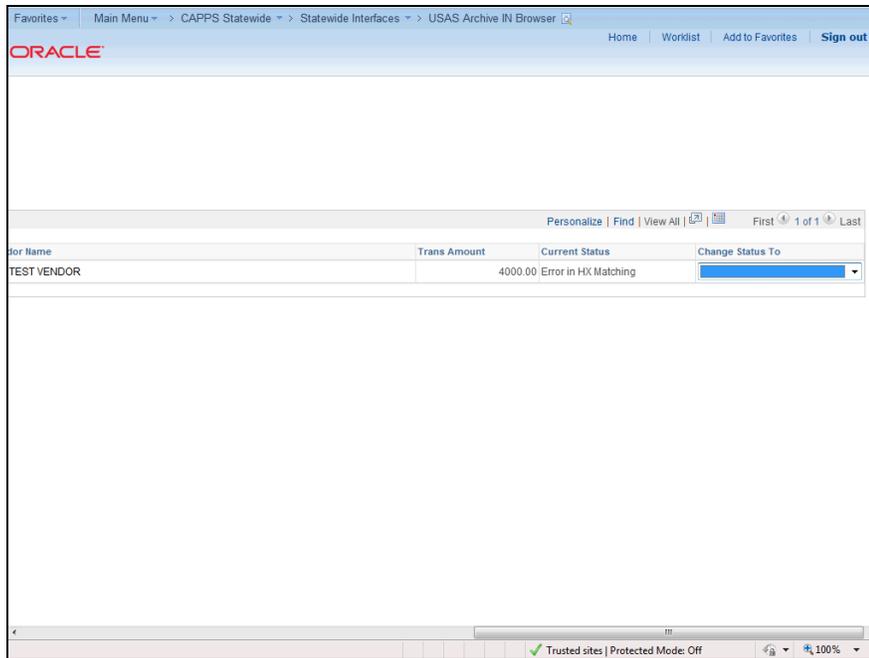


Step	Action
1.	<p>In this topic, you will:</p> <ul style="list-style-type: none"> <li>- Inquire on records stored in the USAS Archive IN Browser</li> <li>- Select a record that failed the HX Matching process and demonstrate the ability to "Change Status" (three options)</li> <li>- Locate a record in the HX Recycle Browser and mark it for deletion</li> <li>- Use HX Recycle Mass Archive/Archive Setup screens to:               <ul style="list-style-type: none"> <li>- "Archive" the record selected for deletion</li> <li>- Review results</li> <li>- Attempt to unarchive the deleted record</li> </ul> </li> <li>- Use HX Recycle Mass Archive/Archive Setup screens to:               <ul style="list-style-type: none"> <li>- "Archive" a group of records</li> <li>- Review results</li> <li>- Unarchive the selected group</li> </ul> </li> </ul> <p>Click the <b>Main Menu</b> button to navigate to the <b>USAS Archive IN Browser</b> page.</p> 
2.	<p>Click the <b>CAPPS Statewide</b> menu.</p>  <span style="color: blue; font-weight: bold;">CAPPS Statewide</span> 

## EUT Course

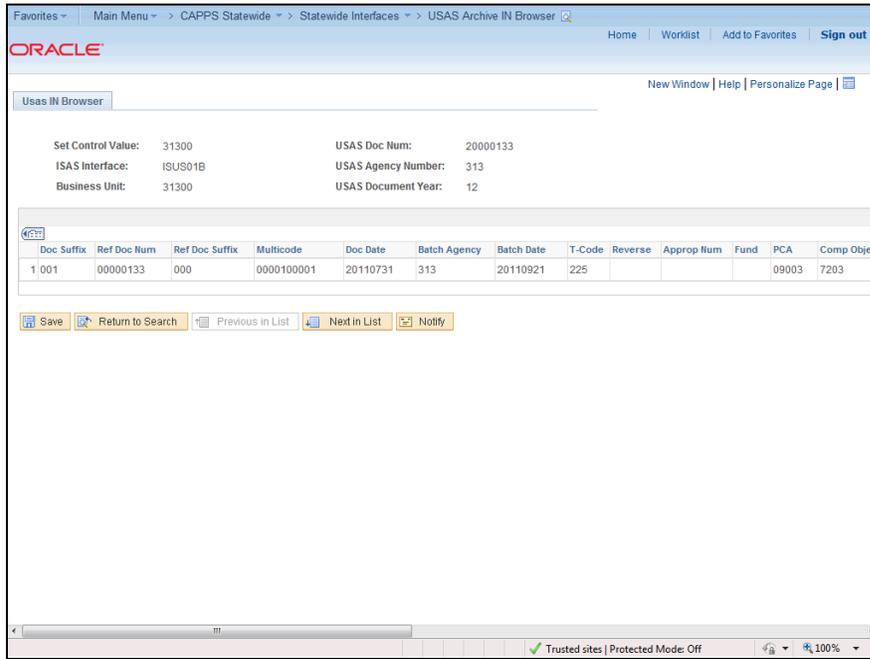
Step	Action
3.	Click the <b>Statewide Interfaces</b> menu.  Statewide Interfaces 
4.	Click the <b>Scroll Down</b> button. 
5.	Click the <b>USAS Archive IN Browser</b> menu.  USAS Archive IN Browser
6.	Click the <b>Look up Set Control Value (Alt+5)</b> icon. 
7.	Click the <b>31300</b> link. 
8.	Click the <b>Search</b> button to retrieve a list of documents that were not successfully processed in USAS and are therefore still in the USAS Archive IN Browser.  <b>Note:</b> A variety of documents reside in the USAS Archive IN Browser.  For example, some documents may have errors identified during the HX/IN Matching and Comparison process.  Other documents may be error-free and waiting for a future payment date in order to process through USAS.  
9.	Click the <b>20000133</b> USAS Document Number link.
10.	In this part of the scenario, you are looking for a document in an error status.  Notice this document is dated July 31, 2011 indicating that it may be in an error status since it was placed in the Archive IN Browser a long time ago.
11.	Click the <b>Show all columns</b> button. 
12.	Click the right arrow on the horizontal scrollbar to see more fields.
13.	Notice the <b>Current Status</b> indicates that this record encountered an error in the HX Matching process.  Click the right arrow on the horizontal scroll bar to see more fields.
14.	Click the <b>Change Status To</b> list to display the status changes that you may make manually. 

Step	Action
15.	<p>Depending on the type of error associated with this document, the user may change the status to one of three options:</p> <ul style="list-style-type: none"> <li>- Corrected Error</li> <li>- Delete from Archive IN table</li> <li>- Deleted from USAS</li> </ul> <p>In this example, click the empty <b>Change Status To</b> list so that no selection is made.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; justify-content: flex-end; align-items: center;">▼</div>



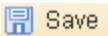
Step	Action
16.	Click the left arrow on the horizontal scrollbar to display the <b>Show tabs</b> button.

## EUT Course



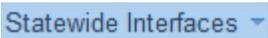
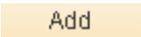
Step	Action
17.	Click the <b>Show tabs</b> button. 
18.	For a shortcut to the <b>Change Status To</b> list, click the <b>Doc Status</b> tab. 
19.	Click the <b>Change Status To</b> list to display the status changes that you may make manually. 
20.	Depending on the type of error associated with this document, the user may change the status to one of three options: <ul style="list-style-type: none"> <li>- Corrected Error</li> <li>- Delete from Archive IN table</li> <li>- Deleted from USAS</li> </ul> In this example, click the empty <b>Change Status To</b> list so that no selection is made. 
21.	Click the <b>USAS Doc Information</b> tab. 

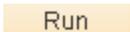
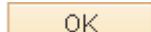
Step	Action
22.	<p>In this part of the scenario, you will mark a record for deletion on the HX Recycle Browser and use the HX Recycle Mass Archive/Archive Setup screen to "Archive" the record selected for deletion.</p> <p>You will review the results and attempt to unarchive the deleted record.</p> <p>Click the <b>Statewide Interfaces</b> button on the breadcrumbs at the top of the page.</p> 
23.	<p>Click the <b>HX Recycle Browser</b> menu.</p>  HX Recycle Browser
24.	<p>Enter <b>31300</b> into the <b>SetID</b> field.</p>
25.	<p>Click the <b>Search</b> button to retrieve records in <b>Business Unit 31300</b> with a <b>USAS Agency Number</b> beginning with 313 and a <b>USAS Document Year</b> beginning with 12.</p> 
26.	<p>Click the USAS Document Number <b>20000605</b> link.</p> 
27.	<p>Details of the USAS Document are displayed.</p> <p>Click the right arrow on the horizontal scrollbar to display more fields.</p>
28.	<p>Click the <b>Delete Trans</b> option.</p> <input data-bbox="345 1230 380 1262" type="checkbox"/>
29.	<p>Click the left arrow on the horizontal scrollbar to display the <b>Save</b> button.</p>
30.	<p>Click the <b>Save</b> button.</p> 
31.	<p>Now use <b>HX Recycle Mass Archive</b> to archive the record you selected for deletion.</p> <p>Click the <b>Statewide Interfaces</b> button.</p> 
32.	<p>Click the <b>HX Recycle Mass Archive</b> menu.</p>  HX Recycle Mass Archive

Step	Action
33.	<p>If you had already created a Run Control ID to run the HX Recycle Mass Archive process, you would search for it on the <b>Find an Existing Value</b> tab.</p> <p>However, you need to create a new Run Control ID.</p> <p>Click the <b>Add a New Value</b> tab.</p> 
34.	<p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter <b>Test_Train_01</b> into the <b>Run Control ID</b> field.</p>
35.	<p>Click the <b>Add</b> button.</p> 
36.	<p>Click the <b>Look up USAS Doc Start # (Alt+5)</b> icon.</p> 
37.	<p>Click the <b>20000605 USAS Document Number</b> link.</p>  
38.	<p>You may enter the end range of the USAS documents to be archived, but you only want to archive USAS document # 20000605.</p> <p>Click the <b>Look up USAS Doc End # (Alt+5)</b> icon.</p> 
39.	<p>Click the <b>20000605</b> link.</p>  
40.	<p>Notice the number of matching transactions to be archived is 1 - USAS Document Number 20000605.</p> <p>Click the <b>Save</b> button.</p> 
41.	<p>Click the <b>Run</b> button to initiate the HX Recycle Mass Archive process.</p> 

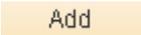
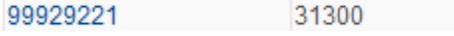
Step	Action
42.	<p>You may delay the date and time of the process by changing the <b>Run Date</b> and <b>Run Time</b>, if necessary.</p> <p>Click the <b>OK</b> button.</p> 
43.	<p>Jot down the <b>Process Instance</b> number, in this case 17750. This helps you identify the process to check its status.</p> <p>To verify the process has been initiated, click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>
44.	<p>Instance 17750 displays on the first line.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p> 
45.	<p>Click the <b>Details</b> link.</p> <p><a href="#">Details</a></p>
46.	<p>Click the <b>Message Log</b> link.</p> <p><a href="#">Message Log</a></p>
47.	<p>Notice that one transaction was deleted from the USAS HX Recycle table and archived over to the HX Archive Browser.</p> <p>Click the <b>Return</b> button.</p> 
48.	<p>Click the <b>OK</b> button.</p> 
49.	<p>You will now verify that USAS Document Number 20000605 was affected by this process.</p> <p>Click the <b>Statewide Interfaces</b> button.</p> 
50.	<p>Click the <b>HX Recycle Browser</b> menu.</p> 
51.	<p>Enter <b>31300</b> into the <b>SetID</b> field.</p>
52.	<p>Enter <b>20000605</b> into the <b>USAS Document Number</b> field.</p>

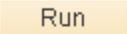
## EUT Course

Step	Action
53.	Click the <b>Search</b> button. 
54.	Notice that "No matching values were found" indicating that 20000605 is no longer in the HX Recycle Browser.
55.	Now check that document 20000605 was moved to the HX Archive Browser.  Click the <b>Statewide Interfaces</b> button. 
56.	Click the <b>HX Archive Browser</b> menu.  HX Archive Browser
57.	Click the <b>Search</b> button. 
58.	USAS Document Number 20000605 is displayed in the HX Archive Browser.  Click the right arrow on the horizontal scroll bar to see more fields.
59.	Click the right arrow on the horizontal scroll bar to see more fields.
60.	You will now verify that USAS Document Number 20000605 cannot be deleted from the HX Archive Browser.  Click the <b>Statewide Interfaces</b> button. 
61.	Click the <b>HX Recycle Mass Archive</b> menu.  HX Recycle Mass Archive
62.	Click the <b>Add a New Value</b> tab. 
63.	Enter <b>test_train_02</b> into the <b>Run Control ID</b> field.
64.	Click the <b>Add</b> button. 
65.	Click the <b>Request Type</b> list. 
66.	Click the <b>UnArchive</b> list item. 
67.	Click the <b>Look up Process Instance (Alt+5)</b> icon. 

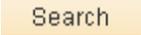
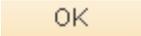
Step	Action
68.	Click the <b>17750</b> link since this is the Process Instance number that archived USAS Document Number 20000605.  
69.	Click the <b>Save</b> button.  
70.	Click the <b>Run</b> button to initiate the Unarchive process.  
71.	Click the <b>OK</b> button.  
72.	Jot down the <b>Process Instance</b> number, in this case 17751. This helps you identify the process to check its status.  Click the <b>Process Monitor</b> link to verify the Unarchive process has been initiated.  <a href="#">Process Monitor</a>
73.	Instance 17751 displays on the first line.  Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.  
74.	The process completed successfully.  Click the <b>Details</b> link on the first line.  <a href="#">Details</a>
75.	Click the <b>Message Log</b> link.  <a href="#">Message Log</a>
76.	Notice that zero transactions were unarchived and zero transactions were deleted from the USAS HX Archive table.  Click the <b>Return</b> button.  
77.	Click the <b>OK</b> button.  

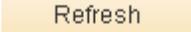
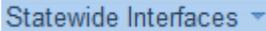
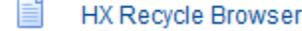
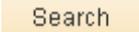
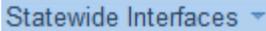
## EUT Course

Step	Action
78.	<p>In the next scenario, you will archive a group of records from the HX Recycle Browser, review the results and then unarchive the group.</p> <p>Unlike the previous scenario where the document was deleted before being archived, these documents will not be deleted before being archived. This will allow them to be unarchived.</p> <p>Click the <b>Main Menu</b> button.</p> 
79.	<p>Click the <b>CAPPS Statewide</b> menu.</p> 
80.	<p>Click the <b>Statewide Interfaces</b> menu.</p> 
81.	<p>Click the <b>HX Recycle Mass Archive</b> link.</p> 
82.	<p>Click the <b>Add a New Value</b> tab.</p> 
83.	<p>Enter <b>test_train_03</b> into the <b>Run Control ID</b> field.</p>
84.	<p>Click the <b>Add</b> button.</p> 
85.	<p>Click the <b>Look up USAS Doc Start # (Alt+5)</b> icon.</p> 
86.	<p>Click the <b>90250412 USAS Document Number</b> link.</p> <p>This is the first document in the range to be archived.</p> 
87.	<p>Click the <b>Look up USAS Doc End # (Alt+5)</b> icon.</p> 
88.	<p>Click the <b>99929221 USAS Document Number</b> link.</p> <p>This is the last document in the range to be archived.</p> 
89.	<p>Enter <b>12</b> into the <b>Appropriation Year</b> field.</p>

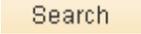
Step	Action
90.	Click the <b>Save</b> button. 
91.	Click the <b>Run</b> button to initiate the archive process. 
92.	Click the <b>OK</b> button. 
93.	Jot down the <b>Process Instance</b> number, in this case 17752. This helps you identify the process to check its status.  To verify the process has been initiated, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
94.	Instance 17752 displays on the first line.  Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted. 
95.	The archive process completed successfully.  Click the <b>Details</b> link on the first line. <a href="#">Details</a>
96.	Click the <b>Message Log</b> link. <a href="#">Message Log</a>
97.	Notice that two transactions were archived to the HX Archive Browser table and deleted from the USAS HX Recycle table.  Click the <b>Return</b> button. 
98.	Click the <b>OK</b> button. 
99.	Now let's verify that those two transactions were archived to the HX Archive Browser.  Click the <b>Statewide Interfaces</b> button. 
100.	Click the <b>HX Archive Browser</b> link. 

## EUT Course

Step	Action
101.	Enter <b>17752</b> into the <b>Process Instance</b> field.
102.	Click the <b>Search</b> button. 
103.	Notice that the two transactions were archived in the HX Archive Browser.
104.	Now let's unarchive these two transactions.  Click the <b>Statewide Interfaces</b> button. 
105.	Click the <b>HX Recycle Mass Archive</b> menu. 
106.	Click the <b>Add a New Value</b> tab. 
107.	Enter <b>test_train_5</b> into the <b>Run Control ID</b> field.
108.	Click the <b>Add</b> button. 
109.	Click the <b>Request Type</b> list. 
110.	Click the <b>UnArchive</b> list item. 
111.	Enter <b>17752</b> into the <b>Process Instance</b> field.
112.	Click the <b>Save</b> button. 
113.	Click the <b>Run</b> button to initiate the unarchive process. 
114.	Click the <b>OK</b> button. 
115.	Notice there are two matching transactions to be unarchived.
116.	Jot down the <b>Process Instance</b> number, in this case 17753. This helps you identify the process to check its status.  Click the <b>Process Monitor</b> link to verify the unarchive process for this group of transactions has been initiated. 

Step	Action
117.	<p>Instance 17753 displays on the first line.</p> <p>Click the <b>Refresh</b> button until the <b>Run Status</b> is Success and the <b>Distribution Status</b> is Posted.</p> <p></p>
118.	<p>The unarchive process completed successfully.</p> <p>Click the <b>Details</b> link on the first line.</p> <p><a href="#">Details</a></p>
119.	<p>Click the <b>Message Log</b> link.</p> <p><a href="#">Message Log</a></p>
120.	<p>Notice that two transactions were unarchived back to the HX Recycle Browser table and they were also deleted from the HX Archive Browser table.</p> <p>Click the <b>Return</b> button.</p> <p></p>
121.	<p>Click the <b>OK</b> button.</p> <p></p>
122.	<p>Now let's double-check that these transactions were unarchived back to the HX Recycle Browser table.</p> <p>Click the <b>Statewide Interfaces</b> button.</p> <p></p>
123.	<p>Click the <b>HX Recycle Browser</b> menu.</p> <p></p>
124.	<p>Enter <b>31300</b> into the <b>SetID</b> field.</p>
125.	<p>Enter <b>313</b> into the <b>USAS Agency Number</b> field.</p>
126.	<p>Enter <b>12</b> into the <b>USAS Document Year</b> field.</p>
127.	<p>Click the <b>Search</b> button.</p> <p></p>
128.	<p>Notice that USAS Document Numbers 90250412 and 99929221 were unarchived back to the HX Recycle Browser table.</p>
129.	<p>Now let's double-check that these transactions were removed from the HX Archive Browser table.</p> <p>Click the <b>Statewide Interfaces</b> button.</p> <p></p>

## EUT Course

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

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

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

At the conclusion of the Inbound processes (ISUS01B, ISUS02B, ISUS04B) and Outbound processes (USIS01B, USIS 02B, USIS 05B), the Interface Exception Report table is populated with those errors and warnings that have occurred during the process. This table stores the records that failed the comparison process.

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

The Query report, CAPPS/USAS Reconciliation Report, is also available to assist with the reconciliation process. This report enhances the Interface Exception Report by providing

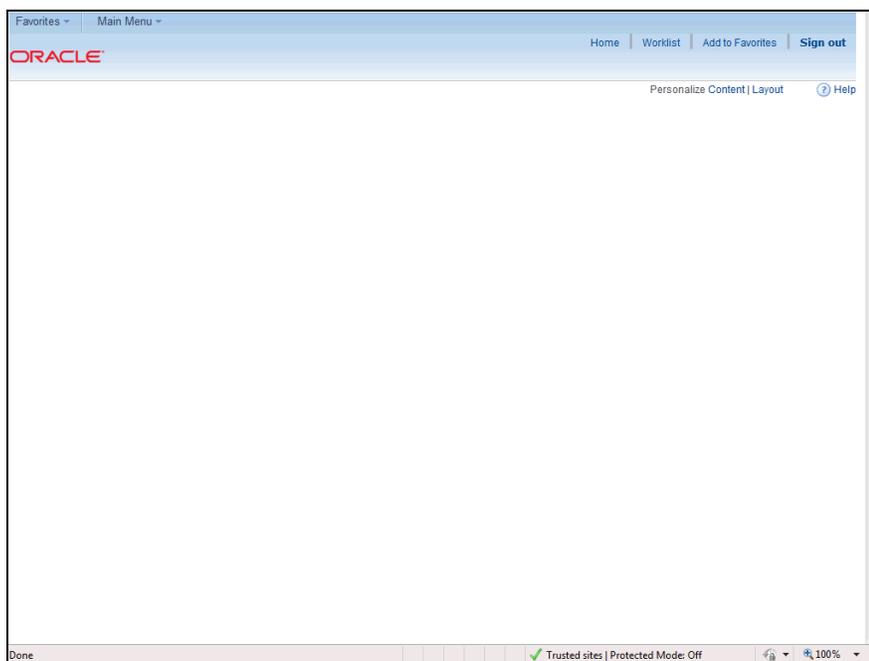
corresponding information from the HX Recycle Browser and the USAS Archive IN Browser. The CAPPS/USAS Reconciliation Report is generated via the Reporting Tools>Query menu.

## Procedure

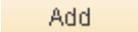
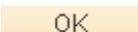
In this topic, you will:

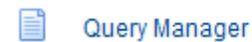
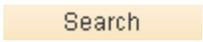
- Run the Interface Exception Report
- Run the CAPPS/USAS Reconciliation Report.
- Compare the data generated and posted to these reports.

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



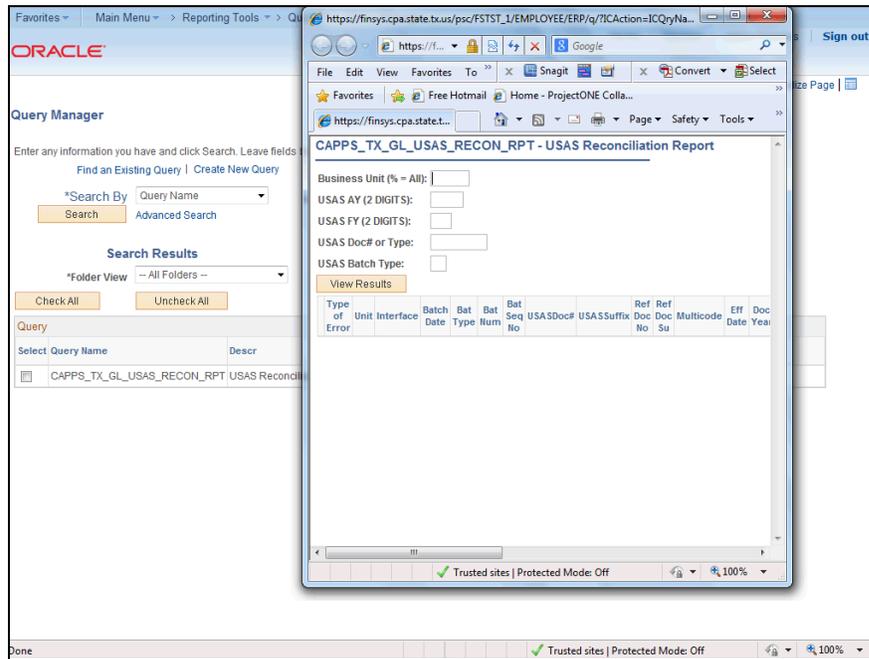
Step	Action
1.	<p>In this topic, you will run a report to list any errors in the CAPPS to USAS Interface Process. You will also run the USAS Reconciliation Report.</p> <p>Click the <b>Main Menu</b> button to navigate to the <b>Interface Exception Report</b>.</p> 
2.	<p>Click the <b>CAPPS Reports</b> menu.</p> 

Step	Action
3.	Click the <b>Statewide Reports</b> menu.  Statewide Reports ▶
4.	Click the <b>Interface</b> menu.  Interface ▶
5.	Click the <b>Interface Exception Report</b> link.  Interface Exception Report
6.	Click the <b>Add a New Value</b> tab. 
7.	A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.  The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.  Enter <b>test_interface_except_report</b> into the <b>Run Control ID</b> field.
8.	Click the <b>Add</b> button. 
9.	Enter <b>31300</b> into the <b>Set Control Value</b> field.
10.	Enter <b>31300</b> into the <b>SetID</b> field.
11.	Click the <b>Look up Batch Module Name (Alt+5)</b> button. 
12.	In this example, <b>ISUS01B</b> was selected. This CAPPS Interface ID indicates the program that processes CAPPS incoming Accounts Payable records.
13.	Enter <b>06112012</b> into the <b>Run Date</b> field.
14.	Click the <b>Save</b> button to save these parameters to run for the report. 
15.	Click the <b>Run</b> button to initiate the Interface Exception report. 
16.	You may run the report at a later date/time by changing the <b>Run Date</b> and/or <b>Run Time</b> fields.  Click the <b>OK</b> button. 

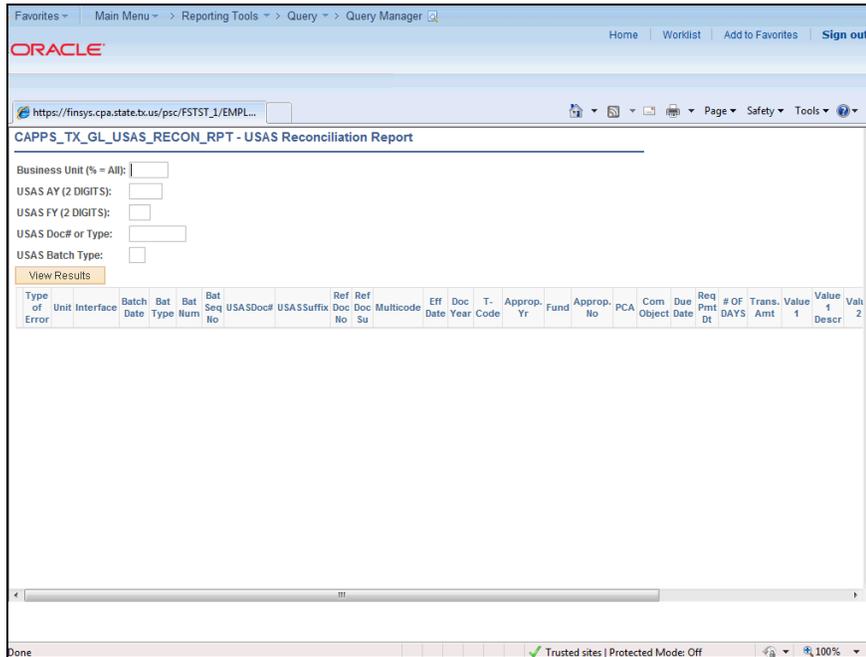
Step	Action
17.	<p>Jot down the <b>Process Instance</b> number, in this case 17744. This helps you track the status of the report.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>
18.	<p><b>Instance</b> number 17744 displays on the first line of the Process List.</p> <p>Click the <b>Refresh</b> button until its <b>Run Status</b> is Success and its <b>Distribution Status</b> is Posted.</p> <p></p>
19.	<p>The process completed successfully.</p> <p>Click the <b>Details</b> link.</p> <p><a href="#">Details</a></p>
20.	<p>Click the <b>View Log/Trace</b> link.</p> <p><a href="#">View Log/Trace</a></p>
21.	<p>Since no interface exceptions were found, no pdf exception report was generated.</p> <p>Click the <b>Return</b> button.</p> <p></p>
22.	<p>Click the <b>OK</b> button.</p> <p></p>
23.	<p>You will now run the <b>USAS Reconciliation</b> report.</p> <p>After clicking the <b>Main Menu</b> button, click the <b>Scroll Down</b> button.</p> <p style="text-align: center;">▼</p>
24.	<p>Click the <b>Reporting Tools</b> menu.</p> <p></p>
25.	<p>Click the <b>Query</b> menu.</p> <p></p>
26.	<p>Click the <b>Query Manager</b> menu.</p> <p></p>
27.	<p>Enter <b>capps_tx_gl</b> into the <b>Find an Existing Query</b> field.</p>
28.	<p>Click the <b>Search</b> button.</p> <p></p>

## EUT Course

Step	Action
29.	Click the <b>Excel</b> link to download the report to Excel. 



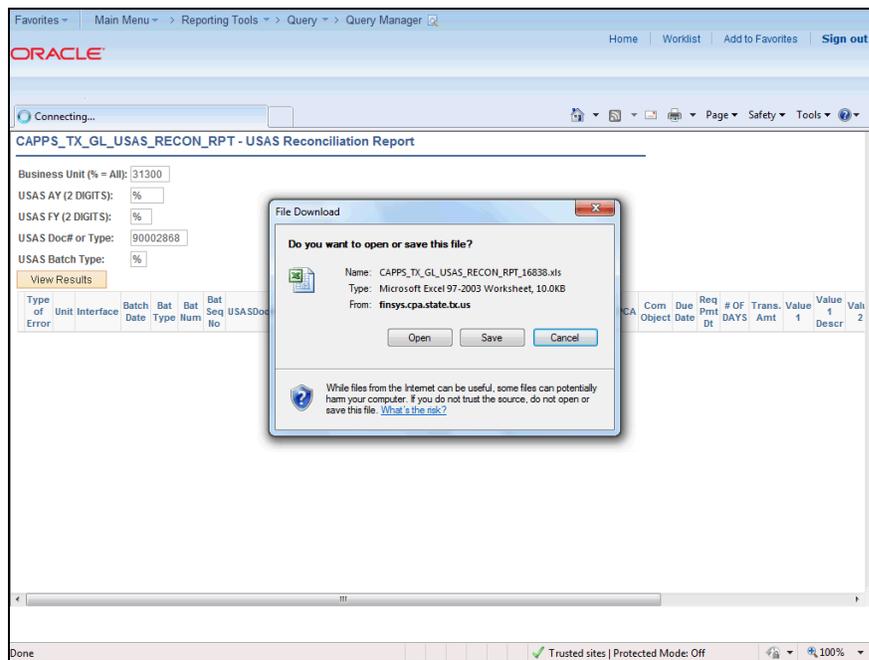
Step	Action
30.	Click the <b>Maximize/Restore</b> button. 

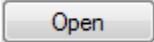


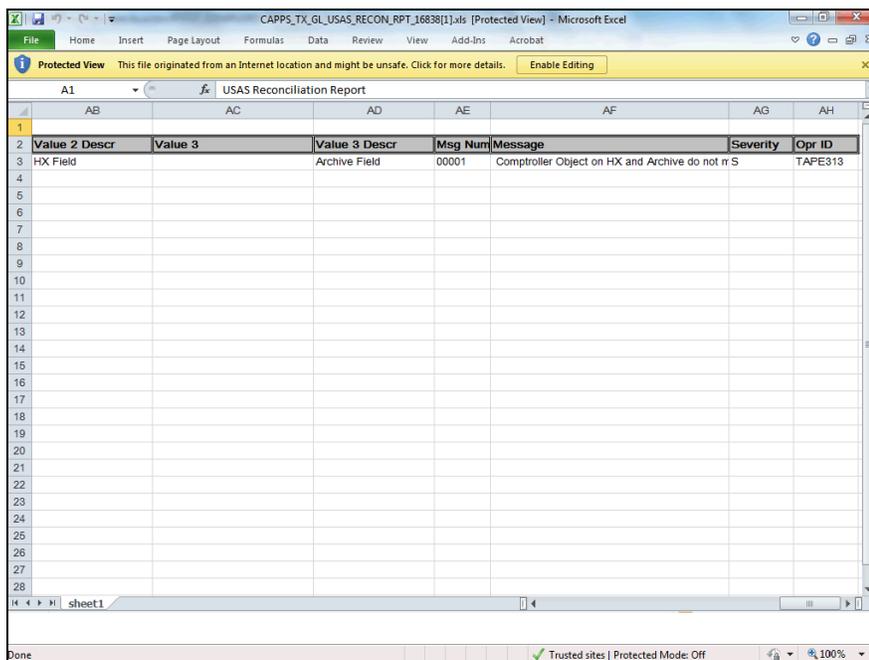
Step	Action
31.	Enter <b>31300</b> into the <b>Business Unit (% = All)</b> field.
32.	Enter <b>%</b> into the <b>USAS AY (2 DIGITS)</b> field.  % represents a wild card for any value.
33.	Enter <b>%</b> into the <b>USAS FY (2 DIGITS)</b> field.  % represents a wild card for any value.
34.	<p>You may obtain the USAS Document Number from a number of sources:</p> <ul style="list-style-type: none"> <li>- USAS SIRS Report</li> <li>- USAS SQL Query Report</li> <li>- CAPPS Accounts Payable Inquiry Screen</li> <li>- CAPPS Interface Exception Report</li> <li>- CAPPS Query Report</li> </ul> <p>The CAPPS GL/USAS Reconciliation Report assists in the research and reconciliation of items (Documents) that have not been adequately matched between CAPPS and USAS. The USAS Document Number is generated in USAS when an item is processed for payment or held for payment. If it is not fully processed or properly matched between CAPPS and USAS, it will reside on either the HX Recycle Browser or the USAS Archive IN Browser.</p> <p>Enter <b>90002868</b> into the <b>USAS Doc# or Type</b> field.</p>

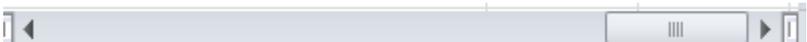
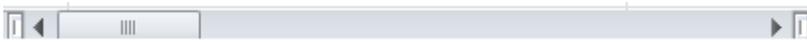
## EUT Course

Step	Action
35.	Enter <b>%</b> into the <b>USAS Batch Type</b> field.  % represents a wild card for any value.
36.	Click the <b>View Results</b> button.  



Step	Action
37.	Click the <b>Open</b> button.  



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