



CORE Oklahoma

State of Oklahoma COR121 Deposit Entry Manual

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SYSTEM OVERVIEW

PeopleSoft General Ledger for Public Sector combines an integrated financial database with General Ledger accounting, budgeting, financial analysis, inquiry, and reporting features that meet the particular reporting and operational needs of State of Oklahoma. PeopleSoft General Ledger centrally stores financial data for multiple Business Units while also maintaining unique accounting environments for them.

One of the significant features of PeopleSoft is the module integration. Financial transactions and data from all of the sub-modules (PeopleSoft modules other than GL) are eventually recorded in the GL for tracking and reporting purposes. The GL can process and record journals created almost entirely from controlled processes thus reducing the occurrence of user error.

Some of the key features of the PeopleSoft General Ledger module are:

- Flexible chart of accounts (ChartFields)
- Unlimited ledgers & Business Units
- Powerful reporting & inquiry tools
- Enhanced Deposit Entry processing
- Automatic date sensitivity (effective dated transactions)

LEDGERS

Ledgers store the posted net activity (account balance) for a set of ChartField values by accounting period and fiscal year. PeopleSoft allows for the use of an unlimited number of ledgers. State of Oklahoma maintains and posts transactions to nine different ledgers groups. The revenue activity will be posted to the ACTUALS ledger which impacts the CASHR budget ledger.

Ledger Group	Description
ACTUALS	The ACTUALS ledger records financial transactions from modules such as Deposit journals manually entered into the General Ledger.
CASHR	This ledger records the revenues and associates them to the CASH ledger for control of cash balances. All Class-Funding ChartFields except 7XXXX and 8XXXX are subject to the CASHR budget.

CHARTFIELDS

PeopleSoft General Ledger defines the financial structure of an organization into structural components called ChartFields. These fields classify a company's chart of accounts into the appropriate reporting entities and expenditure categories for financial reporting. When these individual ChartFields are combined together (in what is known as a ChartField distribution string) there are almost an unlimited number of ways to identify a single transaction. State of Oklahoma has determined that the following ChartFields will be used to identify financial transactions:



- **Fund Type** – Classifies transactions into a set of self-balancing accounts that may include multiple business units for the purpose of reporting on specific activities in accordance with Generally Accepted Accounting Principles.
- **Class-Funding** – Classifies transactions by Treasury accounts and appropriation levels by defining the detail categories into which you normally break down and record transaction amounts by funding. Each transaction is balanced by Class-Funding.
- **Account** – Classifies transactions as a specific expenditure, revenue, asset, liability or equity.
- **Sub-Account** – This is an agency-defined field used to further define the account ChartField.
- **Dept** – Classifies transactions according to operating activities within an agency.
- **CFDA#** – Represents the number assigned to Federal Awards by the Catalog of Federal Domestic Assistance with a 4-digit extension for additional state-defined detail.
- **Bud Ref** – Classifies transactions according to the appropriation budget year. This ChartField is not used for deposits.

BUSINESS UNITS

A GL Business Unit in PeopleSoft is a logically structured financial reporting entity with a set of self-balancing books. For example a Business Unit could represent either a single agency of the state government or a single fund administered by a public agency. State of Oklahoma has determined that approximately 185 Business Units are sufficient to record and report State of Oklahoma financial activities within the GL.

Other modules must contain at least one Business Unit specific to that module for each GL Business Unit.

JOURNALS

Journals represent transactions that are processed through the General Ledger and Posted to the "Actuals" ledger.

Journals are the basis of all the financial information that is reported and analyzed, which means the accuracy and timeliness of journal information is critical. One of the key features of PeopleSoft is the ability to efficiently create and accurately post journal entries to the ledgers. This manual focuses on Deposit Entry journal processing.

EFFECTIVE-DATING

Information stored in critical PeopleSoft General Ledger tables is keyed by effective date, which is the date that the information will take effect. Storing information by effective date maintains historical, current, and future versions of critical data for quick retrieval. Effective dates are determined through the comparison of the system date to the effective date associated with the transaction being processed.

For example, if you plan to establish a new account as of July 1, 2003, create the new account with an effective date of 7/1/2003. No journals or transactions from the sub-module can be posted to the newly created account unless the transaction has an effective date equal to or greater than 7/1/2003.



CORE Oklahoma

PeopleSoft's effective-dated design enables an organization to anticipate, prepare for, and respond to changes easily. New accounts, fund types, class-funding, and departments can be created in the General Ledger system months before planned activation dates, and activity can be recorded for these new ChartField values when their effective dates become active.

Effective dates are accompanied by status codes of active and inactive. These codes enable the maintenance of historical changes within a table by recording the time period that the data is active along with the periods that the data is inactive. The inactive status is used to prevent the use of data outside of its active period while still allowing reporting of the same data within its active period. This is very useful for historical or comparison reporting.



DEPOSIT ENTRIES

This section of the reference manual will focus on the steps required and pages related to creating a Deposit (Journal) Entry for posting to the agency funds. This section focuses on deposits to the clearing account. Deposits to other funds, as allowed by statute, policy or procedures, will follow the same procedure. The steps are as follows:

1. Enter and Save a Deposit Entry
2. Edit and Budget Check Deposit Entry
3. Print Deposit Entry
4. Post Deposit Entry

STEP 1: ENTER AND SAVE DEPOSIT ENTRY

Deposit entries are created using three pages: (1) Header, (2) OST Data, and (3) Lines. There are two other pages: Totals and Errors that will be discussed in other steps or sections of this manual.

The Header page contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

The OST Data page records various information required by the State Treasurer such as bank code.

The Lines page record the monetary amounts and ChartField values associated with each line of the transaction.

Once the Header, OST Data, and Line information are entered and saved, deposits can be edited. Deposit entries will be posted daily through Batch Processing by Office of State Finance. Follow the navigation below to input a manual Deposit Entry:

Navigation: **General Ledger > Journals > Journal Entry > Create Deposits > Add a New Value Tab**



Deposits

[Find an Existing Value](#) **Add a New Value**

Business Unit:

Journal ID:

Journal Date:

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit - This normally represents the agency depositing the funds. If depositing agency is '131', then the business unit is '13100'. (**NOTE:** Two zeros are added at the end.) The Business Unit will default based on the user's preferences.

GL Journal ID - will always default to NEXT. The system automatically assigns the next available journal number to the Deposit Entry.

Journal Date - will always default to the current date. This date may be changed at this time to a future effective date. The entry should not be backdated.

After clicking , the Header page will appear.

NOTE: The Business Unit selected here must also be a Business Unit selected in at least one the Deposit Lines

DEPOSIT HEADER PAGE

The header contains information that uniquely identifies the Deposit Entry. The unique information is the Business Unit, Journal ID, and Journal Date. This is the information that was initially entered to create the journal; at this point these three unique identifiers cannot be changed.

NOTE: The journal ID will change from "NEXT" to a number when the Deposit Entry is saved or edited. Each deposit entry journal number begins with a mask of "DP."



DEPOSITS - Header OST Data Lines Totals Errors

Unit: 13100 Journal ID: NEXT Date: 07/24/2003

Long Description:

*Ledger Group: Fiscal Year: 2004

*Source: Period:

Reference Number: Save Journal Incomplete Status

Journal Class:

Long Description – This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters. The first 30 characters of the description will appear in prompt lists for journals.

Ledger Group – This field defaults to “ACTUALS”. All deposits transactions should be recorded to this ledger.

Source – The journal source will default to DEP. The Source code should not be changed except by the State Treasurer.

Reference Number - Can be used to refer a Deposit Entry back to a document, User, invoice, date, or any information that could be helpful in tracking the source or identity of the transaction.

Period – Displays the Period the journal entry will be posted to. This should not be changed.

Save Journal Incomplete Status - Use this option when you are unable to complete entering journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of T – Deposit Entry Incomplete. When the journal is complete, clear the checkbox. The option to save an incomplete Deposit Entry can also be established through user preferences associated with the User ID.

Journal Class –Leave blank.



DEPOSIT OST DATA PAGE

DEPOSITS - Header	OST Data	Lines	Totals	Errors
Unit: 13100	Journal ID: DP00001208			Date: 07/24/2003
OST Bank Information				
Keying BU:	<input type="text" value="13100"/>			OST Prior Month Check Box
OST Bank Account #:				<input checked="" type="radio"/> NO
Batch Number:	<input type="text" value="99"/>			<input type="radio"/> YES
OST Bank Code:	<input type="text" value="5100"/>		CENTRAL NATL BANK	
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>				
DEPOSITS - Header OST Data Lines Totals Errors				

This page identifies specific information required by the State Treasurer.

Keying BU – This represents the Agency entering the transaction. Keying Business unit defaults with the Business Unit set up in the User Preferences associated with the User ID.

Batch Number – The Batch number will default to '99'. Agencies (other than the State Treasurer) should not change this selection.

OST Bank Code – This is the active bank the Keying Business Unit is authorized to make deposits into.

OST Prior Month Check Box – The typical transaction will be marked “No.” However, it will be marked “Yes” when transferring funds in July from the Clearing Fund to a Treasury Fund and when original deposit to the Clearing Fund was made in June.

NOTE: The “Prior Month Check Box” will be used throughout the year by Oklahoma Tax Commission and the Office of State Treasurer when appropriate in accordance with State policies and procedures..



DEPOSIT LINES PAGE

Navigation: Click on the Lines tab to move to the Deposit Entry Lines page.

Use the Lines page to record the transaction lines that comprise the Deposit Entry. The dollar amounts for revenue will be entered as negative (credit) amounts. Cash lines do not need to be entered to make the entry balance. These will be added automatically later as positive (debit) amounts.

The screenshot shows the 'DEPOSIT LINES PAGE' interface. At the top, there are tabs for 'DEPOSITS - Header', 'OST Data', 'Lines', 'Totals', and 'Errors'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit: 13100', 'Journal ID: NEXT', 'Date: 07/24/2003', and '*Process: Edit Journal'. There are also buttons for 'Process', 'Template List', 'Change Values', and 'Inter/IntraUnit'. The main area contains a table with columns: 'Select', 'Line', 'Unit', 'Speed Type', 'Account', 'Sub-Account', 'Fund Type', 'Class-Funding', 'Dept', 'CFDA#', 'Affiliate', 'Amount', and 'Reference'. A single line is visible with the following values: Line 1, Unit 13100, Speed Type, Account 482101, Sub-Account, Fund Type 1000, Class-Funding 79901, Dept 0111100, Amount -10,500.00. Below the table, there are 'Lines to add:' controls and a 'Totals' section with columns: 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', 'Journal Status', and 'Budget Status'. The 'Totals' section shows: Unit 13100, Total Lines 1, Total Debits 0.00, Total Credits 0.00, Journal Status I, Budget Status N. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

Unit – References the Business Unit (State Agency.) This field defaults to the Business Unit from the header. It should only be changed if the agency receiving the funds is different than the depositing agency on the Header page. Example: if the deposit is also to be made into the State General Revenue Fund, the unit will be changed to “00000.”

NOTE: The Business Unit selected here in at least one of the lines must also be the Business Unit selected in the Deposit Header

Account – The account code identifies the functional categorization for each transaction such as cash or revenue. The State’s previous system recorded these values in the Revenue Code fields. Revenue accounts typically begin with a 4 followed by the ICS 5-digit revenue code.

Sub-account – This is a 2-digit agency-defined field.

Fund Type – Enter the fund type number associated with the Business Unit and Class-Funding.

Class-funding – The Class-funding field identifies the fund and appropriation number for each transaction.

Dept – The Department identifies the activity and sub-activity of the transaction. This is a required field for all funds except clearing account deposits using the Clearing Account TBD (400000) account. Clearing account deposits using other Revenue accounts will require a Department. If the Department is not known, a clearing account department of 7999999 can be used.



CFDA# - This field captures the number from the Catalog of Federal Domestic Assistance with a four-digit extension for additional State-defined detail, if applicable.

Affiliate – This represents the Agency depositing money for the benefit of another agency. This field will be used only by the State Treasurer.

Amount – Enter the monetary amount. Positive amounts are debits and negative amounts are credits. Revenue should be recorded as a negative number. The negative sign (-) precedes the amount.

DEPOSITS - Header | OST Data | **Lines** | Totals | Errors

Unit: 13100 Journal ID: DP00001208 Date: 07/24/2003 *Process: Edit Journal Process

Template List Search Criteria Change Values Inter/IntraUnit Line: 2

Select	Line	*Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CFDA#	Affiliate	Amount	Reference
<input type="checkbox"/>	1	13100	Speed Type	482101		1000	79901	0111100			-10,500.00	
<input type="checkbox"/>	3	13100	Speed Type	101000		1000	79901				10,500.00	

Lines to add: 1 + - []

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
13100	2	10,500.00	10,500.00	I	N

Save Notify Refresh

DEPOSITS - Header | OST Data | Lines | Totals | Errors

Buttons/Links on the Line Page

The following is a description of the icons on the journal lines page

Process	This will be discussed in step 2 of this section.
Inter/IntraUnit	The State is not using the inter/intra unit functionality in the deposit journal.
Template List	This page is used to specify previously created templates that define which columns appear in the Lines page. The State of Oklahoma has specified its "Standard" default template and it should not be changed.
Change Values	The State is not using the Change Values functionality in the deposit journal.



[Speed Type](#)

Often there are common transactions in which the same combination of ChartField values is used repeatedly. By creating shortcut keys called SpeedTypes for these frequently used ChartField combinations, you can greatly increase Deposit Entry efficiency and reduce errors.

Journal Lines Scroll Area

To add additional lines to the scroll, enter the number of lines to add in the **Lines to add** field and click the **Insert Journal Lines** button.

Select the check box for any journal line you want to delete and click the **Delete Selected Journal Lines** button.

DEPOSIT TOTALS PAGE

DEPOSITS - Header OST Data **Lines** Totals Errors

Unit: 13100 Journal ID: DP00001208 Date: 07/24/2003

Totals Find | View All First ◀ 1 of 1 ▶ Last

*Unit	*Ledger	Book Code	Bal Sheet Ind	Fund Type	Class-Funding	Adjustment	+ -
13100	ACTUALS			1000	79901		
Control Totals			Actual Totals		Differences		
Currency: USD	Debits:		Debits:	10,500.00	Debits:		
	Credits:		Credits:	10,500.00	Credits:		
			Net:	0.00			
Base Currency: USD	Debits:		Debits:	10,500.00	Debits:		
	Credits:		Credits:	10,500.00	Credits:		
			Net:	0.00			
	Units:		Units:	0.00	Units:		
	Lines:		Lines:	2	Lines:		

[DEPOSITS - Header](#) | [OST Data](#) | [Lines](#) | [Totals](#) | [Errors](#)

This page shows control totals. It summarizes the Deposit Entry showing the total debits and credits by business unit, Fund type, and Class-funding. Since the Deposit Lines page automatically creates the cash offset entry, there should not be out-of-balance situations. To view all totals, **click** on the "View All" hyperlink.

Press . This automatically generates the offsetting cash entries and creates the journal entry number as shown in the following page shot. Do not change the cash line (account 101000) that has been automatically generated.



STEP 2: EDIT (AND BUDGET CHECK) DEPOSIT ENTRIES

DEPOSIT LINES PAGE

Navigation: Stay in the Deposit Entry in step one, and select the Lines page. If you are not already in the Deposit Entry go to General Ledger > Journals > Journal Entry > Create Deposits > Find an Existing Value Tab. Enter the Business Unit and press **Search**. Then select the entry you wish to process.

Individual Deposit Entries can be edited and budget checked “on-line”. This is accomplished by utilizing the Process field on the Lines page. Examples are contained in the following chart.

Process	Select a task and click on this button to perform the task. Options include: Edit Journal – This process runs the Edit Checking process and if successful invokes the budget checking process on the current journal. Print Journal – Prints the journal. Delete – Deposit Entry journals cannot be deleted from the page. <u>Contact Office of State Finance if you need to delete a Deposit Journal</u> Only journals that have not been posted can be deleted.
----------------	--

Before editing the deposit entry, be sure that all lines of the journal entry are showing on the screen to insure that the appropriate cash lines will be created. On the Lines Page select the process “Edit Journal” and press the **Process** button. You should see a blinking red “**Processing**” sign in the upper right corner of the page. Once it stops blinking you should see a change in the statuses at the bottom of the page.

DEPOSITS - Header OST Data **Lines** Totals Errors

Unit: 13100 Journal ID: DP00001208 Date: 07/24/2003 *Process: Edit Journal **Process**

[Template List](#) [Search Criteria](#) [Change Values](#) **Inter/IntraUnit** Errors Only Line: 10

Select	Line	*Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CFDA#	Affiliate	Amount
<input type="checkbox"/>	1	13100	Speed Type	482101		1000	79901	0111100			-10,500.00
<input type="checkbox"/>	4	13100	Speed Type	101000		1000	79901				10,500.00

Lines to add: 1 **+** **-**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
13100	2	10,500.00	10,500.00	V	V

Save **Notify** **Refresh**

The Edit Journal process will invoke both edit and budget check if the edit is valid. Upon successfully running this process, both Journal Status and Budget Status should be “V”. Entries that are not edited to a valid status will be deleted after three days.


NOTE: We will discuss what to do if the statuses are different later in this document.



STEP 3: PRINTING DEPOSIT ENTRIES

DEPOSIT LINES PAGE

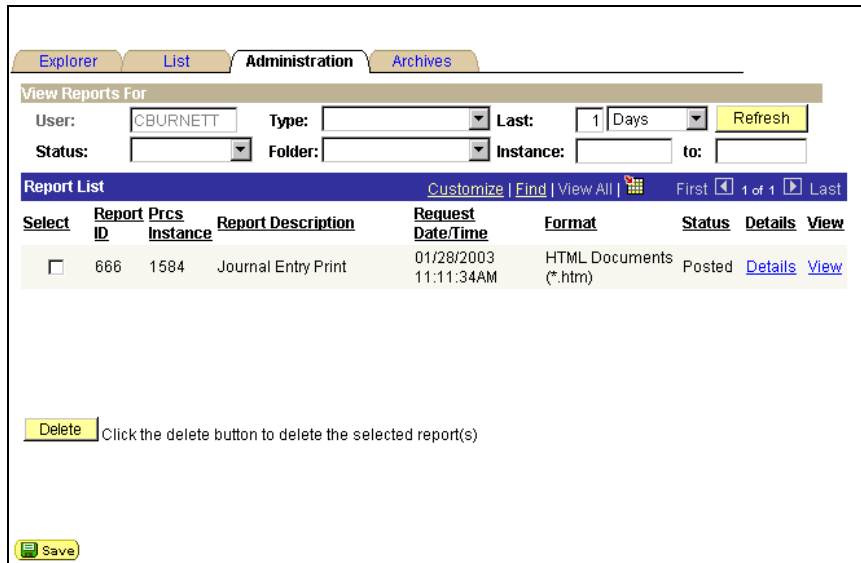
Navigation: **Stay on the Deposit Lines page.**

Select the Process "Print Journal" and then press the  button. There is nothing more to be done on this page.

REPORT MANAGER

The Print Process creates a Crystal Report of the Deposit Entry. It can be found in the Report Manager by using the following navigation.

Navigation: **Reporting Tools > Report Manager. Then select the Administration tab.**



On this page, click [View](#). You should then see [GLC7501-](#). Click on the hyperlink to see the following report.

NOTE: Adobe Acrobat must be installed on your machine in order to see the report.



Report ID: 01C7811		PeopleSoft Financials		Page No. 1	
JOURNAL ENTRY DETAIL REPORT					
Unit:	58000	Ledger Group:	1	Foreign Currency:	USD
Journal ID:	0000000104	Source:	DNL	Rate Type:	ACTUAL
Date:	29-Jan-2003	Reversal:	None	Effective Date:	29-Jan-2003
Description:	Test Expenditures	Reversal Date:		Exchange Rate:	1.00

Line #	Account	Alt Account	Openid Unit	Fund Code	Department	Program	Class	Engrt Ref	SBT	Subsidiary	Rate Yr	Rate	Foreign Account	Rate Amount	
Product	Product	Article	Fund Option	Scenario	Book Code										
										Total Lines:	2	Total Debit Debits:	120.00	Total Debit Credits:	120.00
1	521110		1000	0101000	N	19201	03			120.00	ACTUAL	1,000,000,000	0.00	USD	In-S
	01											0			
										Description:		Release:	0		
2	101000		1000	0101000	N	19201	03			-120.00	ACTUAL	1,000,000,000	0.00	USD	Cash
	01											0			
										Description:		Release:	0		

The above report can now be printed from the Internet Browser.

STEP 4: POSTING DEPOSIT ENTRIES

The Post process is run at 10am each day. All deposits which have been edited will post in the batch process. The end user is not responsible for starting this process. Reminder: even though the journals are saved and edited, the ACTUALS Ledger will not be updated until the post process completes. However, the Commitment Control CASHR Ledger will update immediately when the journal status becomes Valid ("V") and the CASHR Ledger updates the Associated Revenue for the controlling CASH budget, resulting in an increase to Available Budget in the CASH budget. However, Class 799xx Clearing Accounts do not have controlling CASH budgets.



TRANSFER ENTRIES

This section of the reference manual will focus on the steps required and pages related to creating a Transfer (Journal) Entry. This section focuses on Transfers from the clearing account. Transfers to and from other funds, as allowed by statute, policy or procedures, will follow the same procedure. The steps are as follows:

1. Enter and Save a Transfer Entry
2. Edit and Budget Check Transfer Entry
3. Print Transfer Entry
4. Post Transfer Entry

STEP 1: ENTER AND SAVE TRANSFER ENTRY

Transfer entries are created using three pages: (1) Header, (2) OST Data, and (3) Lines. There are two other pages: Totals and Errors that will be discussed in other steps or sections of this manual.

The Header page contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

The OST Data page records various information required by the State Treasurer such as bank code.

The Lines page record the monetary amounts and ChartField values associated with each line of the transaction.

Once the Header, OST Data, and Line information are entered and saved, transfers can be edited. Transfer entries will be posted daily through Batch Processing by Office of State Finance. Follow the navigation below to input a manual Transfer Entry:

Navigation: **General Ledger > Journals > Journal Entry > Transfers > Add a New Value Tab**



Transfers

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Journal ID:

Journal Date:

Business Unit - This represents the agency transferring the funds. If the transferring agency is '131', then the business unit is '13100'. (**NOTE:** Two zeros are added at the end.) The Business Unit will default based on the user's preferences.

GL Journal ID - will always default to NEXT. The system automatically assigns the next available journal number to the Transfer Entry.

Journal Date - will always default to the current date. This date may be changed at this time to a future effective date. The entry should not be backdated.

After clicking , the Header page will appear.

TRANSFER HEADER PAGE

The header contains information that uniquely identifies the Transfer Entry. The unique information is the Business Unit, Journal ID, and Journal Date. This is the information that was initially entered to create the journal; at this point these three unique identifiers cannot be changed.

NOTE: The journal ID will change from "NEXT" to a number when the Transfer Entry is saved or edited. Each transfer entry journal number begins with a mask of "DP."



TRANSFERS - Header		OST Data	Lines	Totals	Errors
Unit:	13100	Journal ID:	NEXT	Date:	07/25/2003
Long Description:	<input type="text"/>				
*Ledger Group:	<input type="text" value="ACTUALS"/>	Fiscal Year:	2004		
*Source:	<input type="text" value="TRN"/>	Period:	<input type="text" value="1"/> <input type="button" value="Q"/>		
Reference Number:	<input type="text"/>	<input checked="" type="checkbox"/> Save Journal Incomplete Status			
Journal Class:	<input type="text"/> <input type="button" value="Q"/>				
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/>			

Long Description – This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters. The first 30 characters of the description will appear in prompt lists for journals.

Ledger Group – This field defaults to “ACTUALS”. All transfer transactions should be recorded to this ledger.

Source – The journal source will default to TRN.

Reference Number - Can be used to refer a Transfer Entry back to a document, User, date, or any information that could be helpful in tracking the source or identity of the transaction.

Period – Displays the Period the journal entry will be posted to. This should not be changed.

Save Journal Incomplete Status - Use this option when you are unable to complete entering journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of T – Transfer Entry Incomplete. When the journal is complete, clear the checkbox. The option to save an incomplete Transfer Entry can also be established through user preferences associated with the User ID.

Journal Class –Leave blank.



TRANSFER OST DATA PAGE

TRANSFERS - Header	OST Data	Lines	Totals	Errors
Unit: 13100	Journal ID: NEXT			Date: 07/25/2003
OST Bank Information				
Keying BU:	<input type="text" value="13100"/>			OST Prior Month Check Box <input checked="" type="radio"/> NO <input type="radio"/> YES
OST Bank Account #:	<input type="text" value="0002"/>			
Batch Number:	<input type="text" value="64"/>			
OST Bank Code:	<input type="text" value="7572"/>			
<p>Save Notify Refresh Add Update/Display</p>				

This page identifies specific information required by the State Treasurer.

Keying BU – This represents the Agency entering the transaction. Keying Business unit defaults with the Business Unit set up in the User Preferences associated with the User ID.

Batch Number – The Batch number will default to 'blank'. Valid selections are “52” – Transfers To Clearing/ASA or “64” – Transfer To Class (Treasury) Funding.

OST Bank Code – This will automatically default with a State Treasurer bank code based on the batch number selected and cannot be changed.

OST Prior Month Check Box – The typical transaction will be marked “No.” However, it will be marked “Yes” when transferring funds in July from the Clearing Fund to a Treasury Fund and when original deposit to the Clearing Fund was made in June.

NOTE: The “Prior Month Check Box” will be used throughout the year by Oklahoma Tax Commission and the Office of State Treasurer when appropriate in accordance with State policies and procedures..



TRANSFER LINES PAGE

Navigation: Click on the Lines tab to move to the Transfer Entry Lines page.

Use the Lines page to record the transaction lines that comprise the Transfer Entry. The dollar amounts for revenue accounts transferring from Clearing Accounts will be entered as positive (debit) amounts. The dollar amounts for revenue accounts transferring to Treasury Funds will be entered as negative (credit) amounts. Cash lines do not need to be entered to make the entry balance. These will be added automatically as positive (debit) or negative (credit) amounts depending on the revenue account entries when you save the entry.

NOTE: You will receive a warning message each time you enter a positive (debit) monetary amount to a Revenue account. Since a positive (debit) amount decreases Revenue, these entries should only be used for transferring from a Clearing Account to another Fund. You will be asked to reevaluate your entry.

Select	Line	Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CF	Affiliate	Amount
<input type="checkbox"/>	1	13100	Speed Type	400000		1000	79901				69.00
<input type="checkbox"/>	2	13100	Speed Type	482101		1000	79901	0111100			10,500.00
<input type="checkbox"/>	3	13100	Speed Type	454103		1000	20000	5151100			-69.00
<input type="checkbox"/>	4	13100	Speed Type	482101		1000	8131A				-10,500.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
13100	4	10,569.00	69.00	I	N

Unit – References the Business Unit (State Agency.) This field defaults to the Business Unit from the header. It should not be changed from the Business Unit on the Transfer Header page.

Account – The account code identifies the functional categorization for each transaction such as cash or revenue. The State’s previous system recorded these values in the Revenue Code fields. Revenue accounts typically begin with a 4 followed by the ICS 5-digit revenue code. Amounts being transferred from a Clearing Account should use the same account number used when the deposit into the Clearing Account was made.

Sub-account – This is a 2-digit agency-defined field.

Fund Type – Enter the fund type number associated with the Business Unit and Class-Funding.



Class-funding – The Class-funding field identifies the fund and appropriation number for each transaction.

Dept – The Department identifies the activity and sub-activity of the transaction. This is a required field for most all Revenue account lines.

CFDA# - This field captures the number from the Catalog of Federal Domestic Assistance with a four-digit extension for additional State-defined detail, if applicable.

Affiliate –Leave blank

Amount – Enter the monetary amount. Positive amounts are debits and negative amounts are credits. Revenue transfers in should be recorded as a negative number. The negative sign (-) precedes the amount. Revenue transfers out should be recorded as a positive number. No arithmetic sign precedes the amount.

TRANSFERS - Header													
OST Data		Lines		Totals		Errors							
Unit: 13100		Journal ID: DP00001209		Date: 07/25/2003		*Process: Edit Journal		Process					
Template List		Search Criteria		Change Values		Inter/IntraUnit		Line: 8					
Select	Line	Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CFDA#	Affiliate	Amount		
<input type="checkbox"/>	1	13100	Speed Type	400000		1000	79901				69.00		
<input type="checkbox"/>	2	13100	Speed Type	482101		1000	79901	0111100			10,500.00		
<input type="checkbox"/>	3	13100	Speed Type	454103		1000	20000	5151100			-69.00		
<input type="checkbox"/>	4	13100	Speed Type	482101		1000	8131A				-10,500.00		
<input type="checkbox"/>	5	13100	Speed Type	101000		1000	8131A				10,500.00		
<input type="checkbox"/>	6	13100	Speed Type	101000		1000	20000				69.00		
<input type="checkbox"/>	7	13100	Speed Type	101000		1000	79901				-10,500.00		
<input type="checkbox"/>	8	13100	Speed Type	101000		1000	79901				-69.00		
Lines to add: 1 + -													
Totals													
Customize Find View All First 1 of 1 Last													
Unit	Total Lines	Total Debits		Total Credits		Journal Status	Budget Status						
13100	8	21,138.00		21,138.00		I	N						






Buttons/Links on the Line Page

The following is a description of the icons on the journal lines page

Process	This will be discussed in step 2 of this section.
Inter/IntraUnit	The State is not using the inter/intra unit functionality in the Transfer journal.
Template List	This page is used to specify previously created templates that define which columns appear in the Lines page. The State of Oklahoma has specified its "Standard" default template and it should not be changed.
Change Values	The State is not using the Change Values functionality in the Transfer journal.
Speed Type	Often there are common transactions in which the same combination of ChartField values is used repeatedly. By creating shortcut keys called SpeedTypes for these frequently used ChartField combinations, you can greatly increase Transfer Entry efficiency and reduce errors.

Journal Lines Scroll Area

	To add additional lines to the scroll, enter the number of lines to add in the Lines to add field and click the Insert Journal Lines button.
	Select the check box for any journal line you want to delete and click the Delete Selected Journal Lines button.

Press . This automatically generates the offsetting cash entries and creates the journal entry number as shown in the following page shot. Do not change the cash line (account 101000) that has been automatically generated.



TRANSFER TOTALS PAGE

TRANSFERS - Header OST Data Lines **Totals** Errors

Unit: 13100 Journal ID: DP00001209 Date: 07/25/2003

Totals Find | View All First 1 of 3 Last

*Unit	*Ledger	Book Code	Bal Sheet Ind	Fund Type	Class-Funding	Adjustment	
13100	ACTUALS			1000	79901		+ -

	Control Totals	Actual Totals	Differences
Currency: USD	Debits: <input type="text"/>	Debits: 10,569.00	Debits:
	Credits: <input type="text"/>	Credits: 10,569.00	Credits:
		Net: 0.00	
Base Currency: USD	Debits: <input type="text"/>	Debits: 10,569.00	Debits:
	Credits: <input type="text"/>	Credits: 10,569.00	Credits:
		Net: 0.00	
	Units: <input type="text"/>	Units: 0.00	Units:
	Lines: <input type="text"/>	Lines: 4	Lines:

Save Notify Refresh Add Update/Di

This page shows control totals. It summarizes the Transfer Entry showing the total debits and credits by business unit, Fund type, and Class-funding. Since the Transfer Lines page automatically creates the cash offset entry, there should not be out-of-balance situations. To view all totals, **click** on the "View All" hyperlink.



STEP 2: EDIT (AND BUDGET CHECK) TRANSFER ENTRIES

TRANSFER LINES PAGE

Navigation: Stay in the Transfer Entry in step one, and select the Lines page. If you are not already in the Transfer Entry go to General Ledger > Journals > Journal Entry > Transfers > Find an Existing Value Tab. Enter the Business Unit and press **Search**. Then select the entry you wish to process.

Individual Transfer Entries can be edited and budget checked “on-line”. This is accomplished by utilizing the Process field on the Lines page. Examples are contained in the following chart.

Process	<p>Select a task and click on this button to perform the task. Options include:</p> <p>Edit Journal – This process runs the Edit Checking process and if successful invokes the budget checking process on the current journal.</p> <p>Print Journal– Prints the journal.</p> <p>Delete – Transfer Entry journals cannot be deleted from the page. <u>Contact Office of State Finance</u> if you need to delete a Transfer Journal Only journals that have not been posted can be deleted.</p>
----------------	--

Before editing the deposit entry, be sure that all lines of the journal entry are showing on the screen to insure that the appropriate cash lines will be created. On the Lines Page select the process “Edit Journal” and press the **Process** button. You should see a blinking red “**Processing**” sign in the upper right corner of the page. Once it stops blinking you should see a change in the statuses at the bottom of the page.

Select	Line	Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CFDA#	Affiliate	Amount
<input type="checkbox"/>	1	13100	Speed Type	400000		1000	79901				69.00
<input type="checkbox"/>	2	13100	Speed Type	482101		1000	79901	0111100			10,500.00
<input type="checkbox"/>	3	13100	Speed Type	454103		1000	20000	5151100			-69.00
<input type="checkbox"/>	4	13100	Speed Type	482101		1000	8131A	7999999			-10,500.00
<input type="checkbox"/>	13	13100	Speed Type	101000		1000	8131A				10,500.00
<input type="checkbox"/>	14	13100	Speed Type	101000		1000	20000				69.00
<input type="checkbox"/>	15	13100	Speed Type	101000		1000	79901				-10,500.00
<input type="checkbox"/>	16	13100	Speed Type	101000		1000	79901				-69.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
13100	8	21,138.00	21,138.00	V	V

The Edit Journal process will invoke both edit and budget check if the edit is valid. Upon successfully running this process, both Journal Status and Budget Status should be “V”. Transfer entries not edited to a valid status will be deleted after three days.

NOTE: We will discuss what to do if the statuses are different later in this document.



STEP 3: PRINTING TRANSFER ENTRIES

TRANSFER LINES PAGE

Navigation: **Stay on the Transfer Lines page.**

Select the Process "Print Journal" and then press the **Process** button. There is nothing more to be done on this page.

REPORT MANAGER

The Print Process creates a Crystal Report of the Transfer Entry. It can be found in the Report Manager by using the following navigation.

Navigation: **Reporting Tools > Report Manager. Then select the Administration tab.**

The screenshot shows the 'Administration' tab of the Report Manager. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is a search area with fields for 'User' (CBURNETT), 'Type', 'Last' (1 Days), 'Status', 'Folder', 'Instance', and 'to'. A 'Refresh' button is also present. Below the search area is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The table contains one row with the following data: [] 666 1584 Journal Entry Print 01/28/2003 11:11:34AM HTML Documents (*.htm) Posted Details View. Below the table is a 'Delete' button with the text 'Click the delete button to delete the selected report(s)'. At the bottom left is a 'Save' button.

On this page, click [View](#). You should then see [GLC7501-](#). Click on the hyperlink to see the following report.

NOTE: Adobe Acrobat must be installed on your machine in order to see the report.



Report ID: 01C7911		Popn-Soft Transfers		Page No.:	1										
JOURNAL ENTRY DETAIL REPORT															
Unit: 58000															
Journal ID: 0000000104		Ledger Group: 1		Foreign Currency: USD											
Date: 29-Jan-2003		Source: DNL		Rate Type: ACTUAL											
Description: Test Expenditures		Reversal: None		Effective Date: 29-Jan-2003											
		Reversal Date:		Exchange Rate: 1.00											
Line #	Account	Alt Account	Openid Unit	Fund Code	Department	Program	Class	Engrt Ref	SBI	Subsidiary	Rate Yr	Rate	Foreign Account	EBR Amount	
										Total Lines:	2	Total Debit Debits:	120.00	Total Debit Credits:	120.00
1	521110			1000	0101000	N	19201	03		120.00	ACTUAL	1,000,000,000	0.00 USD	In-S	
	01					Description:				Reversed:	0				
2	101000			1000	0101000	N	19201	03		-120.00	ACTUAL	1,000,000,000	0.00 USD	Cash	
	01					Description:				Reversed:	0				

The above report can now be printed from the Internet Browser.

STEP 4: POSTING TRANSFER ENTRIES

The Post process is run at 4pm each day. All Transfers which have been edited will post in the batch process. The end user is not responsible for starting this process. Reminder: even though the journals are saved and edited, the ACTUALS Ledger will not be updated until the post process completes. However, the Commitment Control CASHR Ledger will update immediately when the journal status becomes Valid ("V") and the CASHR Ledger updates the Associated Revenue for the controlling CASH budget, resulting in an increase to Available Budget in the CASH budget. However, Class 799xx Clearing Accounts do not have controlling CASH budgets.



CORRECTING ENTRIES

To make a correction to Class Funding, Agency, CFDA or Revenue Account Code, an OSF Form 76, Deposit Correction, must be completed and submitted to OSF. The amount cannot be changed. The form is designed to list the information per the deposit and the requested change. A copy of the Deposit Journal must be provided with the OSF Form 76. This deposit correction process is available for Official Depositories processed through the State Treasurer. Any corrections to amounts or bank information will be entered by the State Treasurer.



SPEEDTYPES

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can increase deposit entry efficiency and reduce errors.

Assume that you regularly post deposits to a specific ChartField string. Each time that you create a deposit entry that describes this transaction, you enter the same business unit, account, sub-account, fund type, class-funding, dept, and CFDA#. Using a SpeedType key that you define, you can type in one alphanumeric code that automatically enters most of these ChartField values.

STEP 1 – SET UP SPEEDTYPES

SPEEDTYPES SET UP PAGE

Navigation: **Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types**

SpeedTypes

[Find an Existing Value](#) **Add a New Value**

SetID:

User ID:

Primary Permission List:

SpeedType Key:

Add

[Find an Existing Value](#) | [Add a New Value](#)

At this page, the SetID of '00000' defaults. Please change the SetID to the desired value (your business unit) and populate the other fields as desired. Select your own user ID and enter a SpeedType Key. The Key can be any combination of letters and numbers. In this example, please enter business unit '13100' and SpeedType key 'Clearing01'. The page should look like this:



SpeedTypes

[Find an Existing Value](#) **Add a New Value**

SetID:

User ID:

Primary Permission List:

SpeedType Key:

Then press button. The following page should appear.

SpeedTypes

SetID: 13100
Type of SpeedType: One User
User ID: DBEROUSEK02

[Find](#) | [View All](#)

***SpeedType Key:**
Description:

Account:	<input type="text"/>	<input type="button" value="Q"/>
Sub-Account:	<input type="text"/>	<input type="button" value="Q"/>
Fund Type:	<input type="text" value="1000"/>	<input type="button" value="Q"/> General Fund - No Divisions
Class-Funding:	<input type="text" value="79901"/>	<input type="button" value="Q"/> Dept Of Corrections Clearing
Dept:	<input type="text" value="0111100"/>	<input type="button" value="Q"/> Jess Dunn C C
Bud Ref:	<input type="text"/>	<input type="button" value="Q"/>
CFDA#:	<input type="text"/>	<input type="button" value="Q"/>
Program:	<input type="text"/>	<input type="button" value="Q"/>

Once the chart fields are entered, press the button. This completes the set up of speedtypes.



STEP 2: USE THE SPEEDTYPE IN A DEPOSIT ENTRY

DEPOSIT LINES PAGE

Navigation: to *General Ledger > Journals > Journal Entry > Create Deposits > Add a New Value Tab.*

On the Add a New Value Tab, change the business unit and date to the desired values and press **Add**. After adding any required information in the Header tab, move to the Lines Tab. An example of that page follows:

On this page, press the [Speed Type](#) hyperlink to pull up the Speedtype selection box below.

Click on the “Selected” box and press **OK**. This will bring you back to the Deposit Entry Lines page below.



DEPOSITS - Header OST Data **Lines** Totals Errors

Unit: 13100 Journal ID: NEXT Date: 07/24/2003 *Process: Edit Journal

[Template List](#) [Change Values](#) **Inter/IntraUnit**

▼ Lines

Select	Line	*Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	CFDA#
<input type="checkbox"/>	1	13100	Speed Type			1000	79901	0111100	

Lines to add: 1 + - [Calculator]

▼ Totals [Customize](#) | [Find](#) | [View All](#) | [Grid] First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
13100	1	0.00	0.00	I	N

[Save] [Notify] [Refresh]

As you can see, ChartFields Fund Type, Class-Funding, and Dept are populated. Then add the Account and any other values that are needed. The entry is then ready for normal journal entry processing as described earlier in the Deposit Entry section of this manual.

NOTE: See the Deposit Entry section of this manual if you need a refresher on other aspects of the journal entry.



FINDING AN EXISTING VALUE

Navigation: *General Ledger > Journals > Journal Entry > Create Deposits*

The system automatically takes you to the “Add a New Value” tab. **Click** on the “Find an Existing Value” tab. The following page appears. This is an “Advanced Search” page meaning it has more criteria from which to choose. (**NOTE:** At the bottom of the PeopleSoft page, the user can also select the Basic Search hyperlink to do a less detailed search. Most people prefer to do an Advanced search.)

Each of the fields on this page provides a means of searching for a deposit. They help to filter the data. You can choose to change specific criteria or press **Clear** and enter all new criteria. If searching for a deposit entry, enter DEP as the source.

You can also save the specifics of your search using **Save Search Criteria**. **Click** the link and you'll be able to give the search a name, review the included values, and save your search. Later on, the **Use Saved Search** dropdown list will appear so that you can select a previously saved search. Once a search is saved that specific search record is available for use in other search pages that use the same search record. You can also delete any saved searches on the **Delete Saved Searches** page.

In this section, we discuss how to:

- Enter search criteria.
- Use wildcards.

Entering Search Criteria

When entering search criteria, a full or partial value may be entered for any key field. Based on what is entered, the system uses the search record to present a list of possible matches or, if there is only one



match, the page requested. Often, however, a complete list of search criteria is not available. For example, if searching for entries with a default value of 'DEP', the search will likely find that there is more than one entry that meets this criteria.

The system retrieves a list of all journals with a Source of 'DEP' and displays the valid values in the **Search Results** grid.

The search function can retrieve up to 300 entries from the database, displaying a number of results at any time in the Search Results grid. Use the browser's scroll bar to view all listings on the current page. If the list is subdivided, **click** the right arrow above the grid to view the next set of listings.

If the search retrieves more than the maximum 300 listings, the Search Results grid indicates this by displaying the number of results in the grid header. Attempt to narrow the search in another way if it cannot retrieve the data you need on the first attempt.

After accessing a page, notice that the key fields from the search page appear as the uppermost display-only fields on the page, most often just below the tabs.

Using Operators

Operators allow searches on limited amounts of information, such as first letters or number of the deposit entry and source. The following operators are available:

Operator	Field Use
begins with	
Contains	Character fields
=	All field types
not=	All field types
<	All field types
<=	All field types
>	All field types
>=	All field types
Between	All field types
In	All field types



Using an operator for more than one field helps to make the search even more specific. For example, a search for a journal with a Source of 'DEP' could be further narrowed by selecting the "=" operator for the Journal Header Status and selecting "No Status – Needs to be Edited." This search will eliminate journals with a posted or valid status.

Using Wildcards

PeopleSoft applications support several wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information you want to process. The following are two common wildcard features.

Wildcard	Definition
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.

For example, in addition to Source of 'DEP' you can enter a number string of possible Journal IDs along with the % and _ signs, such as %14_, and the system returns a list of Journal IDs matching that criterion. The results are as follows:

The screenshot shows a search interface with the following criteria:

- Business Unit: = 58000
- Journal ID: begins with %14_
- Journal Date: =
- Line Business Unit: =
- Journal Header Status: =
- Budget Checking Header Status: =
- Source: = DEP

Buttons: Search, Clear, Basic Search, Save Search Criteria

Search Results

Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
58000	DP00000144	03/19/2003	0	58000	Edit Rea'd	Not Chk'd	ACTUALS	DEP	USD	2	1000	0
58000	DP00000146	03/20/2003	0	00000	Edit Rea'd	Valid	ACTUALS	DEP	USD	3	1800	0
58000	DP00000146	03/20/2003	0	58000	Edit Rea'd	Not Chk'd	ACTUALS	DEP	USD	1	0	0
58000	DP00000147	03/20/2003	0	58000	Edit Rea'd	Not Chk'd	ACTUALS	DEP	USD	4	2000	0

The results grid shows all entries ending with 14 plus one character (any value) at the end of the field and with Source "DEP."



DEPOSIT ENTRY DELETE

Note. Only journals that have not yet been posted can be deleted. However, if the journal has already been posted, it can be “Unposted.” To Delete or Unpost a deposit entry, please contact the Help Desk.



DEPOSIT ENTRY EDIT ERRORS

Navigation: General Ledger > Journals > Journal Entry > Create Deposits > Find an Existing Value Tab

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

Find an Existing Value [Add a New Value](#)

Business Unit: [=] 09000 [Q]

Journal ID: [begins with] []

Journal Date: [=] [] [E]

Line Business Unit: [=] 09000 [Q]

Journal Header Status: [=] Journal Has Errors [v]

Budget Checking Header Status: [=] [] [v]

Source: [=] DEP [Q]

[Search] [Clear] [Basic Search](#) [E] [Save Search Criteria](#)

Enter criteria for Journal Header Status of "Journal Has Errors." Then press **Search**. Select any of the journals in the Search Results box. The following is an example Lines Page with errors.

DEPOSIT ENTRY LINES PAGE

Header | Lines | OST Data | Totals | Errors

Unit: 09000 Journal ID: DP00003540 Date: 04/07/2003 *Process: Edit Journal [v] [Proc]

[Template List](#) [Search Criteria](#) [Change Values](#) [Inter/IntraUnit](#) Errors Only [x] [y] Line: 10 [v] [x]

Lines

Select	Line	Error	Unit	Speed Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CF
<input type="checkbox"/>	1	X	09000 [Q]	Speed Type [Q]	473301 [Q]	[] [Q]	1150 [Q]	21000 [Q]	3003001 [Q]	[] [Q]	[] [Q]
<input type="checkbox"/>	4	X	09000 [Q]	Speed Type [Q]	101000 [Q]	[] [Q]	1150 [Q]	21000 [Q]	[] [Q]	[] [Q]	[] [Q]

Lines to add: [1] [+] [-] [E]

Totals [Customize](#) | [Find](#) | [View All](#) | [E] First [v] 1 of 1 [v] Las

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
09000	2	3,450.00	3,450.00	E	N

[Save] [Return to Search] [Notify] [Refresh]



You can view journal entry errors by **clicking** the E in the Journal Status section of the Deposit Entry - Lines page, by **clicking** on the “Errors” tab at the top of the page or by **clicking** on the “X” on any line under the Error column. Either of these navigations takes you to the Deposit Entry – Errors page.

Unit	Field Name	Field Long Name	Set	Msg	Message Text
Header Errors					
09000	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.
Line Errors					
1	ACCOUNT	Account	9600	31	Combo error for fields ACCOUNT/FUND_CODE/CLASS_FLD/DE in group INC_GROUP.
4	ACCOUNT	Account	9600	31	Combo error for fields ACCOUNT/FUND_CODE/CLASS_FLD in group BAL_GROUP.

This page describes the errors (both header and line errors) that occurred and which deposit lines contain the errors. The **Field Name** for the field in error is shown. It also displays message **Set** that contains the error message, the **Msg** (message number), and **Message Text**.

The message text for line 1 says “Combo error for fields ACCOUNT/FUND_CODE/CLASS_FLD/DE in group INC_GROUP.” This means that the values (or lack of values) in the Account, Fund Type, Class-Funding and Dept fields are incompatible. The Combination Group and Rule “INC_GROUP” for business unit 09000 requires that anytime an income statement account between 400001 and 599999 is used, the following fields must be populated as follows:

Chartfield	Valid Values
Fund Type	1000, 1130, 3092
Class-Funding	Any Valid Value
Dept	Various Departments

The message text for line 4 says “Combo error for fields ACCOUNT/FUND_CODE/CLASS_FLD in group BAL_GROUP.” This means the values (or lack of values) in the Account, Fund Type and Class-Funding fields are incompatible. The Combination Group and Rule “BAL_SHEET” for business unit 09000 requires that anytime accounts between 100000 and 400000 are used, the following fields must be populated as follows:

Chartfield	Valid Values
Fund Type	1000, 1130, 3092
Class-Funding	Any Valid Value

Click the business **Unit** in the **Header Errors** scroll to open the Deposit Entry — Lines page and position the cursor in the Journal Status of the Totals scroll.

Click the **Line #** number in the Line Errors scroll to open the Deposit Entry — Lines page and position the cursor in the line and field with the error.

Corrections must be made on the Deposit Lines page and the Deposit Entry must be re-Edit Checked and Budget Checked successfully before the entry becomes valid for posting.



DEPOSIT BUDGET EXCEPTIONS

There will not likely be any budget exceptions with regards to Deposit entries. This is due to the structure of revenue budgets. There is one commitment control revenue budget - "CASHR." This budget is set up to "Track without Budget." This means that there doesn't have to be a budget already established to process a revenue entry through to completion.

However, if after running the edit check process, the Journal Status is "V", but the Budget Status is not "V", please contact OSF.

Note: Budget Status is shown on the Deposit Entry Lines page.



RUN GL LEDGER ACTIVITY

To see the detail of the Ledger, the user must run the General Ledger Activity report. This report should be run for the Clearing Funds listed on Appendix D of this manual.

Navigation: *General Ledger > General Reports > General Ledger Activity > Add a New Value*

On this page type in a new Run Control ID of "REPORTS"

General Ledger Activity

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Press **Add**.



PARAMETERS PAGE

GL Activity

Report Request Parameters

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Unit: 13100 Ledger: ACTUALS

Fiscal Year: Currency: USD

From Period: To Period:

Show Discrepancies Only Show Journal Detail Display Full Numeric Field

Refresh

ChartField Selection [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Sequence	Field Long Name	Select	Subtotal	Value	ChartField TO Value
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save **Notify** **Add** **Update/Display**

The parameters looks like the above page upon initial use of the run control. Several values must be changed to identify the report to be created. The key fields on this page are discussed below.

Unit	This represents the receiving agency. If the agency is '131', then the business unit is '13100'. (Note: Two zeros are added at the end.) The Business Unit will default based on the user's preferences. You may change the value as needed depending on the agencies receiving the deposit.
Ledger	This will always be "ACTUALS."
Fiscal Year	Enter the fiscal year to be included in the report. Remember that fiscal year 2004 starts in July 2003 and ends in June 2004.
Period	Enter the accounting period the report will go through. Remember that the accounting periods are 1 through 12 starting in July.

Once these values have been populated, press **Refresh**. The page refreshes as follows:



GL Activity

Report Request Parameters

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 5292

Unit: 13100 Ledger: ACTUALS

Fiscal Year: 2004 Currency: USD

From Period: 1 To Period: 1

Show Discrepancies Only Show Journal Detail Display Full Numeric Field

[Refresh](#)

ChartField Selection

Sequence	Field Long Name	Select	Subtotal	Value	ChartField TO Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Sub-Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Fund Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class-Funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	79901	79901
5	Dept	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Bud Ref	<input type="checkbox"/>	<input type="checkbox"/>		

Once the page refreshes, you can define which ChartFields should be displayed in the output and also define which ChartField values are to be included in the report. In the above example, we have selected various ChartFields. These fields will be displayed in the report.

There is a Value column that allows us to restrict the report to specific ChartField values. We have included a value of '79901' for the Class-Funding ChartField since this is the Clearing Account value for agency "13100." See Appendix D for a list of your agency's Clearing Funding values.

Once all criteria are entered, press [Run](#). This brings up the process scheduler below.

Process Scheduler Request

User ID: DBEROUSEK02 Run Control ID: REPORTS

Server Name: PSUNX Run Date: 07/24/2003

Recurrence: Run Time: 1:36:32PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	General Ledger Activity Report	GLS7002	SQR Report	Web	PDF

[OK](#) [Cancel](#)



On this page be sure to select Server Name of "PSUNX." Then press **OK**. The view returns to the Parameters page.

GL Activity

Report Request Parameters

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#) **Run**
 Language: English Process Instance: 5293

Unit: 13100 Ledger: ACTUALS
 Fiscal Year: 2004 Currency: USD
 From Period: 1 To Period: 1
 Show Discrepancies Only Show Journal Detail Display Full Numeric Field

ChartField Selection

Sequence	Field Long Name	Select	Subtotal	Value	ChartField TO Value
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Sub-Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Fund Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Class-Funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	79901	79901
5	Dept	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	CFDA#	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

The Process Instance is noted on this page. At this point, press [Report Manager](#) to move to the Report Manager List page.

REPORT MANAGER – LIST PAGE

Explorer | **List** | Administration | Archives

View Reports For

Folder: [] Instance: [] to: [] Refresh
 Name: [] Created On: [] Last: []

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID
1	Report			

[Go back to General Ledger Activity](#)

This page shows no results. However, press the "Administration" tab to bring up the following page.



REPORT MANAGER – ADMINISTRATION PAGE

Explorer | List | **Administration** | Archives

View Reports For

User: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | 1-2 of 2

Select	Report ID	Prs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	2866	5293	General Ledger Activity Report	07/24/2003 1:41:08PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	2865	5292	General Ledger Activity Report	07/24/2003 1:38:09PM	Acrobat (*.pdf)	Posted	Details	View

This page shows all reports that have been created for a specific period of time. In this case it shows all reports run in the last 1 day. The report processed is the General Ledger Activity Report for Instance 5293.

Note: the report process may not reflect a posted status. If not, periodically press . When the process is complete the word "Posted" will show in the Status column. At this point, press the hyperlink [View](#), which brings up the following page.

Report Detail

Report ID: 2866 **Process Instance:** 5293
Name: GLS7002 **Process Type:** SQR Report
 General Ledger Activity Report

File List


Name	File Size (bytes)	Datetime Created
Message Log	1,235	07/24/2003 1:41:21.000000PM CDT
gls7002_5293.PDF	4,614	07/24/2003 1:41:21.000000PM CDT
Trace File	109	07/24/2003 1:41:21.000000PM CDT

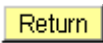
On this page press the hyperlink ending in .PDF. In this case the hyperlink is [gls7002_5293.PDF](#). This brings up the actual report in a PDF format in a separate window.



GENERAL LEDGER ACTIVITY REPORT

PeopleSoft GL									
GENERAL LEDGER ACTIVITY									
Report ID:									Page No. 1
Bas. Unit:									Run Date 04/08/20
Ledger:									Run Time 09:00:24
For Fiscal Year 2002	Period 10 to 10								
Account:	Sub-Account:	Fund Type:	Class-Funding:	79901	Dept.	Sub Ref.	CFDA#:	Currency Code:	USD
Journal Date	Journal ID	Journal Line	Account	Sub-Account	Fund Type	Class-Funding	Debit	Credit	Balance
Dept.	Sub Ref.	CFDA#							
USD	Beginning Balance.								0.00
04/07/2002	0000000021	1	422133		3000	79901	0.00	10,500.00	
			0101000						
04/07/2002	0000000021	2	101000		3000	79901	10,500.00	0.00	
			0101000						
								Period 10 Total.	0.00
USD	Total Activity.								0.00
	Ending Balance.								0.00

The report can be saved or printed at this point using the functionality of the Windows Browser. To close the separate window, press  in the upper right corner of the browser.

In the Report Detail window, press  to go back to the Administration tab. From the Administration tab select the List tab. On the List tab you can select the hyperlink to return to the General Ledger Activity page.



LEDGER INQUIRY

The ledger inquiry is typically used to obtain account balance information. Select the initial ledger (or account) criteria, and then using the buttons on the pages [drilldown](#) all the way to the journal line level of detail. To use Ledger Inquiry follow the navigation below:

Navigation: General Ledger > Review Journal / Ledger Data > Ledger > Add a New Value

Ledger

[Find an Existing Value](#) **Add a New Value**

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

Enter Inquiry Name "INQUIRY" and press . If this inquiry name is already set up, go to Find an Existing Value and enter INQUIRY on that page.

Ledger Criteria

Inquiry INQUIRY ***Unit** 13100 ***Ledger** ACTUALS ***Year** 2004 ***From** 1 ***To Period** 1 **Currency Stat**

Include Balance Forward **Include Adjustment Period(s)** **Only in Base Currency**

Include Closing **Max Rows:**

Chartfield Criteria [Customize](#) | [Find](#) First 1-13 of 13 Last

ChartField	Value	View
Account	<input type="text"/>	<input checked="" type="checkbox"/>
Dept	<input type="text"/>	<input checked="" type="checkbox"/>
Oper Unit	<input type="text"/>	<input checked="" type="checkbox"/>
Sub-Account	<input type="text"/>	<input checked="" type="checkbox"/>
Fund Type	<input type="text"/>	<input checked="" type="checkbox"/>
Class-Funding	79901	<input checked="" type="checkbox"/>
Program	<input type="text"/>	<input checked="" type="checkbox"/>
Bud Ref	<input type="text"/>	<input checked="" type="checkbox"/>

[Show](#)
 Per Balances by
 Per Balances by
 Per Balances by
[Sum by Period, A](#)
[Sum by Period, A](#)
 Sum by Period, A
[Sum by Period, F](#)
[Ledger Balances](#)
[Ledger Activity](#)

In the header section enter the appropriate criteria for the inquiry in the fields for Business Unit, Ledger, Year, and From/To Periods. In the ChartField Values section enter the ChartField number(s) on which to inquire. The inquiry can start with just a single ChartField number and drilldown to more specific ChartField combinations (i.e. account and department combination) or, if known, the specific ChartField combinations can be entered at this point. Also, if inquiring on a balance sheet account the cumulative balance can be viewed if the From Period is equal to 1 and the Include Balance Forward box is checked. Do not select the Balance Forward box if only current year activity is wanted.



In the View Ledger Section of the Ledger Criteria page, PeopleSoft has defined several default views of the ledger data (i.e. Period balances by account, Period balances by Account & Dept). Select the appropriate view and **click** on the Link. Most inquiries will require that the [Ledger Balances](#) view be selected. The view can be changed by returning to the ledger criteria page. The page below shows the results of **clicking** on the [Ledger Balances](#) hyperlink.

Inquiry	Unit	Ledger	Year	From	To	Period	Currency	Stat
INQUIRY	13100	ACTUALS	2004	1	1			

Include Balance Forward Include Adjustment Period(s)
 Include Closing Adjustments

Go To: [Inquiry Criteria](#) Scroll Message Detail: 1 to 4 of 4

Period	Activity	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program
1	Activity	101000		1000	79901				
1	Activity	101000		1000	79901				
1	Activity	400000		1000	79901				
1	Activity	482101		1000	79901	0111100			

The above page has been customized by **clicking** on [Customize](#) and modifying the display. The following page is used to modify the above inquiry.

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

- Period
- Activity
- Account
- Sub-Account
- Fund Type
- Class-Funding
- Dept
- Bud Ref
- CFDA#
- Transaction Amt
- Program (hidden)
- Project (hidden)
- Oper Unit (hidden)
- Affiliate (hidden)
- Fund Affil (hidden)
- Adjustment
- Stat (hidden)
- Currency (hidden)
- Base Amount (hidden)
- Base Currency (hidden)

Sort Order

Hidden
 Frozen

Descending

OK Cancel Restore Defaults Preview

This page allows the user to determine which fields to hide or freeze and it also allows the user to change the sort order. The column order can be changed by **clicking** on a field and then navigating using the buttons. To define sort order, use the button after selecting the field. In this case, we hid several fields but did not change the sort order.



To view the actual journal that made up each of the Ledger Criteria lines **click** on the [Activity](#) Link. The results are shown in the page below.

Inquiry	Unit	Ledger	Currency	Stat	Year	From	To:
INQUIRY	13100	ACTUALS			2004	1	1
<input type="checkbox"/> Include Balance Forward		<input type="checkbox"/> Include Adjustment Period(s)					
<input type="checkbox"/> Include Closing Adjustments				Sort By: Journal Id			
Go To: Inquiry Criteria • Detail				Show Transaction Criteria			
Transaction Details							
Period	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	101000		1000	79901			
Transaction Amt:			10,500.00	USD	Base Amount:		10,500.00 USD
Journals Customize Find First 1 of 1 Last							
Journal ID	Date	Seq	Stat Amt	N/R	Amount	Base Amount	
DP00001208	07/24/2003			N	10,500.00 USD	10,500.00 USD	

To view detail information about the journal header **click** on the Journal ID. This will take you to the Journal Detail page.

INQUIRY	13100	ACTUALS	2004	1	1	DP00001208	07/24/2003
Go To: Inquiry Criteria • Detail • Activity						Header Msg	
Journal Header							
Journal ID:	DP00001208	Date:	07/24/2003	Schedule:		Source:	DEP
Ledger Grp:	ACTUALS	Original Date:	07/24/2003	Lines:	2	Occur:	
Status:	Posted	Posted:	07/24/2003	Process:	No Request	Reversal:	None
Balanced:	DR=CR	Controls:	Ctrlis OK	Errors:	Edits OK	Reversal Date:	
Operator Id:	DBEROUSEK02			Doc Sequence #:			
Long Description:							
Totals by Currency Find View All First 1 of 1 Last							
Currency:	USD	DR:	10,500.00	CR:	10,500.00	Net:	0.00
<input type="radio"/> Show All Lines <input type="radio"/> Show From Line: <input type="text"/> Thru Line: <input type="text"/>							
Journal Line							
Line #	Transaction Amount	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref CFDA#
4	10,500.00 USD	101000		1000	79901		

The above page has been customized by **clicking** on [Customize](#) and modifying the display.

This page shows the impact of the journal on this particular ChartField combination. Note that this only shows the specific journal lines (in this case journal line 1) that are posted to ChartField combination being queried. Detailed information related to the Journal Entry is shown in the top section of the page (i.e. Date, Status, Posted Date, # of Lines, etc.). By navigating to the Header Detail page you can view the journal header information for this journal as well as all of the journal lines.



APPENDIX A – DEPOSIT JOURNAL AND BUDGET STATUSES

The Status of a Deposit Entry can be determined by analyzing the Journal Status and the Budget Status that are listed at the bottom of the Deposit Entry page.

The **Journal Status** identifies the status of the Deposit Entry in relation to the GL. Options include:

- N** – No Status: Needs to be edited
- E** – Error: The “Edit Check” process was performed on the Journal Entry and invalid data was found. The Journal Entry is suspended until the error is corrected or the Journal Entry is deleted.
- V** – Valid: The “Edit Check” process was performed on the Journal Entry and all data was valid.
- P** – Posted: Journal was posted to the General Ledger
- D** – Deleted: Journal has been deleted.
- U** – Unposted: Journal has been unposted.
- T** – Incomplete: Journal is incomplete.
- M** – SJE Model: Journal is a valid SJE model. Do not post it.

The Budget Status (Commitment Control Module Status) identifies the status of the Journal Entry in relation to the Budget Ledger. Options include:

- N** – Not budget checked: The budget check process has not been performed on journal.
- E** – Error: The budget check process was performed on the Journal Entry and invalid budget data was found. The Journal Entry is suspended until the error is corrected or the Journal Entry is deleted.
- V** – Valid: The budget check process was performed on the Journal Entry and all budget data and amounts were valid. The Journal Entry data was posted to the appropriate budget ledger.



APPENDIX B - DEPOSIT ENTRY LIFE CYCLE

There are four steps to processing a Deposit Entry to update to the PeopleSoft General Ledger: (1) Creation, (2) Edit Checking, (3) Budget Checking, and (4) Posting. The following is a discussion of the statuses that may appear on each Deposit Entry.

NOTE: If the results of step 2 are valid, step 3 is automatically invoked. Also, steps 2 and 3 can be performed on a Deposit Entry on an individual basis, Step 4 can only be performed through batch.

Step 1: Creation of the Deposit Entry. No Journal Status or Budget Status at this point. A Deposit Entry can be created and saved even if it is incomplete, out of balance, or contains invalid data.

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
HCSSC	2	50.00	50.00	N	N

Journal not edit checked – Journal Status = N or T
Journal not budget checked – Budget Status = N

Step 2: Edit check the Deposit Entry. This editing process ensures, among other things, that the ChartField values are valid, debits equal credits for each business unit, fund type and class - funding, ChartField combinations are valid, and the accounting period is valid (open).

If the edit check has errors the following statuses will be seen at the bottom of the journal lines page.

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
HCSSC	2	10.00	0.00	E	N

Journal Failed Edit Checking – E (Error)
Journal with No Budget Status – N (Not Validated)

Once the edit check is marked valid, the budget check process is automatically invoked.

Step 3: Budget Check the Deposit Entry. This editing process ensures that Deposit Entry transactions are posted to valid budget ChartField strings and that budget balances are not exceeded, if applicable. A Deposit Entry cannot be Budget Checked until it has successfully passed Edit Checking.

If the budget check is valid the following statuses are shown at the bottom of the journal lines page.

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
HCSSC	2	5.00	5.00	V	V

Journal Passed Edit Checking – V (Valid)
Journal Passed Budget Check – V (Valid)



If the budget check identified an error, the following statuses are shown at the bottom of the journal lines page.

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
HCSSC	2	5.00	5.00	V	E

Journal Passed Edit Checking – V (Valid)
Journal Failed Budget Check – E (Error)

Step 4: Post the Deposit Entry. Once a Deposit Entry has passed both Edit Checking and Budget Checking, it is available for batch posting to the GL. Once the Deposit Entry is posted no amounts or data can be edited (they are “grayed out”).

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
HCSSC	2	5.00	5.00	P	V

Journal Posted to GL – P (Posted)
Budget Status - V (Valid)



APPENDIX C – CHART OF ACCOUNTS CROSSWALK

State of Oklahoma	PeopleSoft	Comments
Agency (3)	Business Unit (5)	The current values have been made into 5 characters by adding 2 zeros to the current 3 characters.
CAFR Code (16)	Fund Type (4)	Most of the values of the CAFR code can be handled thru tree roll-ups. The fund type piece of the CAFR code will be mapped to new Fund values in PeopleSoft.
Fund (3)	Class-Funding (5)	The current fund (first 3 characters) and appropriation number (last 2 characters) will be combined into a single 5 character ChartField. This will represent the “funding”.
Account (6) – The first two characters indicate the appropriation, the second two characters refer to the budget year and the last two identify the activity. Some agencies use the last two characters for cost center or program.	Class-Funding (5) (See above) Budget Ref (2) Department (7)	Class would be used for the appropriation funding (see fund above). Budget Ref would be used for the budget year. A combination of activity and sub-activity would be mapped to the department field.
Sub-Activity (5)	Department (7)	See above
Object Code (4) – The Object Code defines expenditures and consists of four characters. Agencies may add two characters for their own use. These two characters are described in the Sub-Object below.	Account (6)	The first character will be a 5 followed by the 4-character object code. A zero is added at the end to make it a 6-character field.
Revenue or Receipt Code (5) – This field designates the type of revenue. Agencies may add two characters in the Sub-Object/Receipt Code field below.	Account (6)	The first character is a 4 followed by the 5-character Receipt Code.
Sub-Object or Receipt Code (2) Some agencies use those characters to further define the account while others use them for program or location. One Agency uses this field for EFT designation on receipts.	Sub-Account (2)	This field is optional for each Agency.
CFDA (9) The first 5 characters represents the actual Catalog of Federal Domestic Assistance number. The last four are state-defined to specify a certain contract, agreement, etc.	CFDA (9)	This field maps directly from the previous system to PeopleSoft.



EXAMPLE: COMPARISON OF ICS FUNDING STRUCTURE TO PS FUNDING STRUCTURE

Current ICS Funding Line

AAA BBB CCDDEE FFFFF GGGG(G)

A = Treasury Fund

B = Agency Number

C = Appropriation Number

D = Fiscal Year

E = Activity

F = Subactivity

G = Object Code / Revenue Code (4 digits-object/5 digits-revenue)

New CORE Terminology

BBB00 AAACC DD EFFFFFF 5GGGG0 Expenditure

BBB00 AAACC DD EFFFFFF 4GGGGG Revenue

Business Unit

Class Funding

Budget Reference

Department

Account

CFDA

Fund Type

Example			
Current Funding Line		193 400 010301 00001 3615	
Old Terminology			New Terminology
Agency	400	40000	Business Unit
Treasury Fund	193	19301	Class-Funding
Approp#	01		
Fiscal Year	03	03	Budget Reference
Activity	01		
Subactivity	00001	0100001	Department
Object Code / Revenue Code	3615		Account
CFDA	Optional		Optional CFDA
CAFR Code	01001		1000 Fund Type



APPENDIX D – LIST OF CLEARING FUNDS

Business Unit Number (Agy + 00)	Business Unit (Agency)	ICS Clearing Account Number	PeopleSoft Class-Funding	Class-Funding Description
01000	Oklahoma State University	1010	79901	OSU-Stillwater Clearing
01000	Oklahoma State University	1010A	79902	OSU Clearing Account Prasa=701
01000	Oklahoma State University	1013A	79903	Agency Clrg-Chngd Ef 7/99
01600	OSU-Tulsa	1016A	79904	Tulsa Clearing Account
02000	Oklahoma Accountancy Board	1020	79901	Brd Of Public Accountancy Clrg
02500	Oklahoma Military Department	1025	79901	OK Military Dpt Clrg Accounts
03000	Alcoholic Bev Laws Enforce	1030	79901	Alch Bev Control Board Clrg
03900	Boll Weevil Eradication Organ	1039	79901	Clearing Account
04000	Department of Agriculture	1040	79901	Dept Of Agriculture Clearing
04100	Western Oklahoma State College	1041	79901	Western OK State College
04400	State Anatomical Board	1044	79901	Anatomical Brd OK Clrg Acct
04500	Oklahoma Board of Architects	1045	79901	Brd Of Govrs/Lic Architect Clr
04700	Indigent Defense System	1047	79901	Clearing Account
04900	Attorney General	1049	79901	Attorney General Clearing
06000	Oklahoma Aeronautic Commission	1060	79901	OK Aeronautics Comm-Clrg Acct
06500	State Banking Department	1065	79901	OK State Banking Dept Clearing
09000	Office of State Finance	1090	79901	OSF - Clearing Acct.
09000	Office of State Finance	1090A	79902	OSF - Automated Portal System
10000	Cameron University	1100	79901	Cameron Univ Lawton Clearing
10500	Capitol Improvement Authority	1105	79901	OK Cap Imprvment Authority Clr
10800	Carl Albert State College	1108	79901	Carl Albert Jr College Clrg
12000	University of Central Oklahoma	1120	79901	Central State Univ Edmond Clrg
12500	Department of Mines	1125	79901	Chief Mine Inspector Clearing.
12700	Comm on Children and Youth	1127	79901	Comm Child And Yth Clrg Acct
13100	Department of Corrections	1131	79901	Dept Of Corrections Clearing
14000	St Board of Podiatric Med Exam	1140	79901	Board Of Chiropody Cleaning.
14500	St Board of Chiropractic Exam	1145	79901	Brd Of Chiropractic Exmnr's Clr
15000	Univ of Science & Arts of Okla	1150	79901	Univ Science & Arts Of OK Clr
16000	Department of Commerce	1160	79901	Dept Of Commerce
16500	Connors State College	1165	79901	Connors St College Warner Clrg
18500	Corporation Commission	1185	79901	OK Corp Commission Clrg
19000	Cosmetology Board	1190	79901	Board Of Cosmetology Clearing
19900	Court of Criminal Appeals	1199	79901	Court Of Crim Appeals Clr Acct



CORE Oklahoma

Business Unit Number (Agy + 00)	Business Unit (Agency)	ICS Clearing Account Number	PeopleSoft Class-Funding	Class-Funding Description
20400	J M Davis Arms & Hist Museum	1204	79901	J M Davis Memrl Comm Clrg
21500	Board of Denistry	1215	79901	Dental Board Clearing.
22000	District Attorneys Council	1220	79901	District Attorney
23000	East Central University	1230	79901	East Centrl OSU Ada Clrg
24000	Eastern Oklahoma State College	1240	79901	E OK St College Wilburton Clrg
24100	Redlands Community College	1241	79901	Redlands Community College
26500	Department of Education	1265	79901	Dept Of Education Clearing
26600	Okla Education Television Auth	1266	79901	OK Educatnal TV Authority Clrg
26900	Ok Commission for Teacher Prep	1269	79901	Clearing Acct Teacher Prep.
27000	State Election Board	1270	79901	State Election Board Clearing
28500	Embalmers & Funeral Direct BD	1285	79901	Brd Embalmers & Fnrl Dir Clrg
29000	Employment Security Commission	1290	79901	OESC Clearing
29000	Employment Security Commission	1290A	79902	Unemplymnt Ins Crdt Card Pymts
29200	Dept of Environmental Quality	1292	79901	Clearing Account Deq
29600	Ethics Commission	1296	79901	Ethics Commission
29800	Merit Protection Commission	1298	79901	Clearing Account
30000	State Auditor and Inspector	1300	79901	St Audtr & Inspctor Clrg Acct
30600	Pardon and Parole Board	1306	79901	Pardon & Parole Board Copy Rev
30800	State Bureau of Investigation	1308	79901	St Bureau Investigation Clrg
30900	Civil Emergency Management	1309	79901	OK Civil Defense Clearing
31000	State Fire Marshal	1310	79901	State Fire Marshal Clearing
32000	Wildlife Conservation	1320	79901	Wildlife Conservation Comm.
32600	Office of Handicapped Concerns	1326	79901	Clrng Acct Handcapped Concerns
34000	Department of Health	1340	79901	Department Of Health Clearing
34200	Bd of Medicolegal Investigat	1342	79901	Medicolegal Investigations Clr
34300	Examiners of Perfusionists Bd	1343	79901	Clrg Acct For Perfusionists
34500	Department of Transportation	1345	79901	Dept Of Transportatation Clrg
35000	Historical Society	1350	79901	Oklahoma Historical Soc Clrg
35300	Okla Horse Racing Commission	1353	79901	Horse Racing Commission
35500	Okla Human Rights Commission	1355	79901	Clearing Account
35900	Energy Resources Board	1359	79901	Energy Resources Bd Clrg Acct
36000	Okla Indian Affairs Commission	1360	79901	Indian Affairs Commission



CORE Oklahoma

Business Unit Number (Agy + 00)	Business Unit (Agency)	ICS Clearing Account Number	PeopleSoft Class-Funding	Class-Funding Description
36900	Workers Compensation Court	1369	79901	Off Of Workers Comp Crt Clrg
37000	Okla Industrial Finance Auth	1370	79901	OK Industrial Finance Auth Clr
38500	Insurance Department	1385	79901	St Ins Commissioner Clearing
40000	Office of Juvenile Affairs	1400	79901	Clearing Account
40500	Department of Labor	1405	79901	Department Of Labor Clearing
41500	Council on Law Enfc Ed & Trng	1415	79901	Cncl On Law Enforcement Ed&Trn
42300	Legislatvie Service Bureau	1423	79901	Clearing Account
43000	Department of Libraries	1430	79901	OK Dept Of Libraries Clrg
44400	LP Gas Research, Mktg & Safety	1444	79901	Clearing Account
44500	Liquefied Petroleum Gas Board	1445	79901	Liq Petro Gas Board Clrg
44600	Marginally Prod Oil & Gas Well	1446	79901	Clearing Account
45000	Bd of Medical Licensure & Supv	1450	79901	Brd Of Medical Examiners Clrg
45200	Mental Health & Subst Abuse Sv	1452	79901	Mental Health Department
45200	Mental Health & Subst Abuse Sv	1110	79911	Cntrl St Griffin Mem Hsptl Clr
45200	Mental Health & Subst Abuse Sv	1245	79912	Eastern St Hsptl Vinita Clrg
45200	Mental Health & Subst Abuse Sv	1114	79914	Phil Smalley Childrens Center
45200	Mental Health & Subst Abuse Sv	1840	79923	Western State Hospital Clrg
45200	Mental Health & Subst Abuse Sv	1111	79925	Carl Albert Com Mntl Hlth Cntr
45200	Mental Health & Subst Abuse Sv	1112	79926	J Taliaferro Com Mntl Hlth Cnt
45200	Mental Health & Subst Abuse Sv	1113	79927	Cntrl OK Commy Mntl Hlth Cntr
45200	Mental Health & Subst Abuse Sv	1115	79929	Dept Mntl Hlth Eastern OK CMHC
46100	Rogers State University	1461	79901	Rodgers State Univ Clrg Acct
46700	Office of State Finance	1467	79901	Net Pay Account EFT
47000	Murray State College	1470	79901	Murray St Coll Tishomingo Clrg
47500	Oklahoma Motor Vehicle Comm	1475	79901	OK Mtr Vehicle Comm Clrg
47700	Narc & Dangerous Drugs Control	1477	79901	Bureau Narc&Dangrs Drugs Clrg
48000	Northeastern Okla A & M Coll	1480	79901	Neastrn OK A&M Coll Miami Clrg
48500	Northeastern State University	1485	79901	Northeastern St Tahlequah Clrg



CORE Oklahoma

Business Unit Number (Agy + 00)	Business Unit (Agency)	ICS Clearing Account Number	PeopleSoft Class-Funding	Class-Funding Description
49000	Northern Oklahoma College	1490	79901	Northern OK Tonkawa Clrg
50500	Northwestern Okla State Univ	1505	79901	N Wstrn St Univ Alva Clearing
50900	Bd of Exam for Nursing Homes	1509	79901	Board Of Nursing Homes Clrg
51000	Oklahoma Board of Nursing	1510	79901	Bd Of Nurse Reg&Nursng Ed Clrg
51500	Okla Public Employees Ret Sys	1515	79901	OK Public Employees Ret Sys Clr
51500	Okla Public Employees Ret Sys	1515J	79902	OK Judcl Ret Sys - Clrg Accts
51600	State & Educ Empl Grp Ins Bd	1516	79901	Clearing Account
52000	Optometry Board	1520	79901	Optometry Board Clearing.
52500	State Bd of Osteopathic Exam	1525	79901	State Osteopathy Board
53100	Rose State College	1531	79901	Oscar Rose Junior College
53500	Oklahoma Peanut Commission	1535	79901	OK Peanut Commission Clrg
54800	Office of Personnel Management	1548	79901	Office Of Personnel Management
56000	State Pharmacy Board	1560	79901	Board Of Pharmacy Clearing
56300	Bd of Priv Vocational Schools	1563	79901	Okla. Bd. Of Private Schools
56600	Tourism and Recreation Dept.	1566	79901	Tourism & Recreation Dpt Clrg
56800	Scenic Rivers Commission	1568	79901	Scenic Rivers Comm Clrg Acct
57000	Prof Engineer & Land Surveyors	1570	79901	Reg For Pft Eng&Land Svyr Clrg
57500	Bd of Psychologists Examiners	1575	79901	Bd Of Exmnr Psychologists Clr
58000	Department of Central Services	1580	79901	Dept Of Central Serv Clrg
58500	Department of Public Safety	1585	79901	Dept Of Public Safety Clearing
58800	Okla Real Estate Commission	1588	79901	OK Real Estate Commission Clrg
60500	Regents for Higher Education	1605	79901	OK State Regents For Higher Ed
60500	Regents for Higher Education	1605B	79902	Regents Ardmore Prg Clrg Acct
60500	Regents for Higher Education	1605C	79903	Regents Idabel Prg Clrg Acct
61500	Board of Registered Foresters	1615	79901	Bd Of Regstrtn Foresters Clrg
61900	Physician Manpower Trng Comm	1619	79901	Physician Manpower Trng Comm
62000	Quartz Mountain Center & Park	1620	79901	Quartz Mountain Cntr Clrg Acct
62200	Okla Bd of Lic Social Workers	1622	79901	St Bd Licsnd Of Scl Wkrs Clrg
62300	Seminole State College	1623	79901	Seminole Jr College
62500	Secretary of State	1625	79901	Secretary Of State Clearing
62800	Ctr for Advanc of Sci & Techno	1628	79901	Cntr For Advmt Of Sci & Tech
62900	Okla School of Science & Math	1629	79901	Clearing Acct
63000	Department of Securities	1630	79901	OK Securities Commission Clrg
63200	Speech-Lang Pathol & Audiol Bd	1632	79901	Bd Of Exam Of Spch Path-Audio



CORE Oklahoma

Business Unit Number (Agy + 00)	Business Unit (Agency)	ICS Clearing Account Number	PeopleSoft Class-Funding	Class-Funding Description
63300	Okla City Community College	1633	79901	South Okla City Junior College
63500	Commission on Consumer Credit	1635	79901	Comm. On Consumer Credit.
65000	Department of Veterans Affairs	1250	79901	OK Veterans Cntr Talihina Clrg
65000	Department of Veterans Affairs	1650	79902	OK Dept Of Vet Affairs Clrg
65000	Department of Veterans Affairs	1650E	79903	Clearing Account - Lawton
65000	Department of Veterans Affairs	1775	79904	OK Vet Cntr Ardmore Div Clrg
65000	Department of Veterans Affairs	1776	79905	OK Veterans Center - Claremore
65000	Department of Veterans Affairs	1778	79906	OK Veterans Center Norman Clrg
65000	Department of Veterans Affairs	1780	79907	OK Vet Center Sulphur Div Clrg
65000	Department of Veterans Affairs	1860	79908	OK Vet Cntr Clinton Div Clrg
66000	Southeastern Okla State Univ	1660	79901	Southeastrn St Univ Durant Clrg
66500	Southwestern Okla State Univ	1665	79901	S Wstrn St Univ Weatherfr Clrg
67000	JD McCarty Center	1670	79901	JD McCarty Cntr Clrg Acct
67700	Supreme Court	1677	79901	Supreme Court Of OK Clrg
69500	Oklahoma Tax Commission	1695	79901	Oklahoma Tax Comm. Clearing
69500	Oklahoma Tax Commission	1696	79902	Taxpayer Ach Remittances
71500	Teachers Retirement System	1715	79901	Teachers Retirement Sys Clrg
74000	State Treasurer	1740	79901	State Treasurer Clearing
74000	State Treasurer	1740C	79902	St Trsr Warrant Pchsg Acct Clr
74000	State Treasurer	1741	79903	Locked Box Clearing
75000	Tulsa Community College	1750	79901	Tulsa Junior College Clearing
75500	Used Motor Vehicle & Parts	1755	79901	Used Mtr Vehicle&Prts Com Clrg
76000	University of Oklahoma	1760	79901	Univ Of Oklahoma Clearing
77000	Univ of Okla Health Sci Center	1770	79901	Univ OK Hlth Sciences Ctr Clrg
79000	Board of Veterinary Med Exam	1790	79901	Bd Of Vetnry Mdcal Exmnrs Clrg
80000	Dept of Career and Tech Educ	1800	79901	St Dpt Voctnl&Techncl Ed Clrg
80500	Dept of Rehabilitation Service	1805	79901	Rehab Services Clearing
80700	Health Care Authority	1807B	79901	Clrg Acct For Hlth Care Athrty
81500	Employees Benefits Council	1815	79901	Clearing Account
82500	University Hospitals Authority	1825	79901	Univ Hospital Clring Acct
83000	Department of Human Serv	1830	79901	Dept Of Human Services Clrg
83500	Water Resources Board	1835	79901	OK Water Resources Board Clrg
87500	Wheat Commission	1875	79901	Wheat Utiliz R&M Div Comm Clrg
88000	Will Rogers Memorial Comm	1880	79901	Will Rogers Memorial Comm Clrg



APPENDIX E – INTER/INTRA AGENCY TRANSFERS – BY TO AGENCY



State of Oklahoma
Office of State Finance
Misc Inter/Intra Agency Transfers - By To Agency

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OSF Form 00 X

<u>Agency</u>	<u>VNDR_LOC</u>	<u>VOUCHER_ID</u>	<u>INVOICE_ID</u>	<u>BUSINESS UNIT</u>	<u>PAY_AMT</u>	<u>PYMNT_ID_REF</u>	<u>PYMNT_DT</u>
0000000010							
	CHK						
	001	00000077	OCP493	58000	56.78	000000075	4/8/2003
	001	00000078	TESTOCP494	58000	887.25	000000075	4/8/2003
		Total "CHK":	2				
	WIR						
	001	00000081	WIRE	58000	78.54	000000001	4/8/2003
	001	00000087	WIRE2	58000	15.01	000000003	4/10/2003
		Total "WIR":	2				