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## General Ledger Subsystem (AP/AR) Balancing Reconciliation Overview

GL Subsystem Reconciliation is a reporting and inquiry tool that provides insight into the Payables and Receivables subsystems for transactions that have not been fully processed. Subsystem Reconciliation reporting allows you to report on individual transactions within a subsystem and review data that may identify why a transaction has not been fully processed and posted to the general ledger. The inquiry is based upon data that is loaded through Load Reconciliation process (GL\_REC�) which allows you to load data for selected business units, system sources, fiscal periods, and ChartFields.

<b>Process Frequency</b>	Process is done ad hoc whenever GL Subsystem balancing reconciliation data is to be added.
<b>Dependencies</b>	None
<b>Assumptions</b>	None
<b>Responsible Parties</b>	Users at the individual institutions are generally responsible for this business process. However, the UWSA Problem Solvers may assist in troubleshooting.
<b>Alternate Scenarios</b>	None

## Process Detail

### I. Subsystem Process Prerequisites

Before you can run the subsystem reconciliation reports, you must run subsystem and General Ledger processes, such as:

- Receivable Update process (ARUPDATE).

- PeopleSoft Payables Voucher Posting (AP\_PSTVCHR)/ Payment Posting (AP\_PSTPYMNT) processes.
- PeopleSoft Billing Load GL Accounting Entries process (BILDGL01).
- Post PeopleSoft Expenses process (EX\_POST\_LIAB) for expense liabilities.
- PeopleSoft General Ledger Journal Generator (FS\_JGEN), Journal Edit (GL\_JEDIT), and Journal Post (GLPPPOST) processes.

## II. Load Reconciliation Data

Run Load Reconciliation process (GL\_RECN) to extract data from the subsystem or General Ledger journal transactions based on all or selected Business Units, Fiscal Year, Periods and selected ChartFields. The process loads data for selected business units, fiscal periods and Accounts Payables and Accounts Receivables system sources.

*Navigation: General Ledger > General Reports > GL Subsystem Reconciliation > Load Reconciliation Data*

Load Reconciliation Data

Find an Existing Value | Add a New Value

Run Control ID: LOAD\_RECON\_DATA

Add

Find an Existing Value | Add a New Value

1. **Enter** *Run Control ID*
2. **Click**  . The Load Reconciliation Data screen will appear:

Load Reconciliation Data

Run Control LOAD\_RECON\_DATA [Report Manager](#) [Process Monitor](#) [Run](#)

Run ID:

Report Request Parameters

Last Run On: Process Instance:  
 Description:  Process Frequency:   
 \*Fiscal Year:  Request type:   
 \*From Period:  To Period:   All Business Units  All System Sources

Specify Business Units [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

*Business Unit	Description	*Business Unit To	Description

Specify System Sources [Personalize](#) | [Find](#) | [Print](#) | [First](#) | [1-2 of 2](#) | [Last](#)

System Source	System Source
1 GAP	JrnlGen - Accounts Payable
2 GAR	JrnlGen - Accounts Receivable

[View Recon Data Status](#)

[Refresh](#)

ChartField Selection [Personalize](#) | [Find](#) | [Print](#) | [First](#) | [1-7 of 7](#) | [Last](#)

Sequence	ChartField Name	Include CF
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>
<input type="text" value="3"/>	Department	<input checked="" type="checkbox"/>
<input type="text" value="4"/>	Program Code	<input checked="" type="checkbox"/>
<input type="text" value="5"/>	Class Field	<input checked="" type="checkbox"/>
<input type="text" value="6"/>	Project	<input checked="" type="checkbox"/>
<input type="text" value="7"/>	Affiliate	<input type="checkbox"/>

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

1. Enter Description of the process
2. Select Process Frequency
3. Enter required value Fiscal Year
4. Enter required value From Period number
5. Enter required value To Period number
6. Select Request type
  - a. 'Create' – to create new data.
  - b. 'Increment' – to increment the data loading process.
7. Enter System Source.  
Select 'GAR' or 'GAP'. 'GAR' represents the Receivables system source and 'GAP' represents the Payables system source transactions.
8. Enter the ChartField Selection Sequence to include in the report.
9. Click [Save](#)

10. Click  .

### III. Run Reconciliation Reports

Run subsystem reconciliation reports to reconcile General Ledger balances to the accounting transactions that enter the General Ledger from a selected subsystem application. Any ChartField that you select must already exist in the loaded data.

- FIN5001 - Reconciliation by System Source

This report lists the data at the system source level, such as AP, and then lists all the activity for the subsystem (AP), including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded.

- FIN5005 - Reconciliation by ChartFields

This report lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers.

*Navigation: General Ledger > General Reports > GL Subsystem Reconciliation > Reconciliation by System Srce*

**Reconciliation by System Srce**

Run Control ID: AP-RECON    [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language:

**Report Request Parameters**

\*Business Unit:     \*Ledger:

\*Fiscal Year:

\*From Period:     To Period:

Display Full Numeric Field     Summary Report     All System Sources

[Refresh](#)

Sequence	ChartField Name	Include CF	Descr	Value	To Value	ChartField Value Set	Update/Create
1	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
4	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
5	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
6	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>
7	Affiliate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Update/Create</a>

**Specify System Sources**

System Source	Description
<input type="text" value="GAP"/>	JmiGen - Accounts Payable

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



**IV. Review Reconciliation Data**

Access the GL Reconciliation Inquiry page to review the data that is loaded using load reconciliation data process. Provides visibility to both the subsystem accounting lines/General Ledger inquiry, as well as the subsystem documents that have not yet been processed into accounting lines.

*Navigation: General Ledger > General Reports > GL Subsystem Reconciliation > GL Reconciliation Inquiry*

The screenshot displays the 'GL Reconciliation' interface. At the top, there are tabs for 'GL Reconciliation' and 'SubSystem Document'. The main heading is 'Reconciliation Criteria' with a sub-heading 'Subsystem reconciliation'. Below this, there are input fields for 'Inquiry' (set to 'RECON') and '\*Description' (set to 'Recon').

The 'Accounting Line Reconciliation' section contains a table with the following data:

GL Business Unit	Ledger Group	Fiscal Year	From Period	To Period	As of Date
1 UWMSN	ACTUALS	2011	1	1	05/09/2013

The 'ChartField Criteria' section contains a table with the following data:

*ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/New
Account	6100	7100	i		Update/New

At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The page footer shows 'GL Reconciliation | SubSystem Document'.

1. **Enter** required value *Description*
2. **Enter** *GL Business Unit*
3. **Enter** *Ledger Group*
4. **Enter** *Fiscal Year*
5. **Enter** *From Period*
6. **Enter** *To Period*
7. **Enter** required value *ChartField*
8. **Enter** *ChartField From Value*.
9. **Enter** *ChartField To* value.
10. **Click** **Save** to save the Inquiry data.
11. **Click** **Search** to run the inquiry process.

## University of Wisconsin System SFS Business Process GL3.10 – Subsystem Balancing Reconciliation

Reconciliation Overview Search page data

Reconciliation Overview							
Inquiry Name:	RECON	Description	Recon				
Business Unit:	UWMSN						
Ledger Group:	ACTUALS						
<a href="#">Return to Criteria</a>	<a href="#">Refresh Data</a>						
<a href="#">Documents not yet Posted</a>				Base Currency	USD		
				Ledger Amount	53,464,975.84		
Not Distributed amount	0.00			Not Distributed amount	0.00		
Distributed amount	53,464,158.09			Journal Amount Not Posted	0.00		
Total Accounting Line Amount	53,464,158.09			Adjusted GL Amount	53,464,975.84		
				Difference	817.75		
Details							
	System Source	Account	Not Distributed amount	Distributed amount	Total Accounting Line Amount	Journal Amount Not Posted	Total Jnl Line Amount
904	JrnlGen - Accounts Payable	7100					
905	JrnlGen - Accounts Payable	7100					
906	JrnlGen - Accounts Payable	7100					
907	JrnlGen - Accounts Payable	7100					
908	JrnlGen - Expenses	7100					
909	JrnlGen - Expenses	7100					
910	PS/GL External Journal	7100		367,127.75	367,127.75		367,127.75
911	JrnlGen - Expenses	7100					
912	JrnlGen - Expenses	7100					
913	JrnlGen - Expenses	7100					
914	JrnlGen - Accounts Payable	7100					
915	JrnlGen - Accounts Payable	7100					
916	JrnlGen - Accounts Payable	7100					
917	JrnlGen - Accounts Payable	7100					
918	JrnlGen - Accounts Payable	7100					

SubSystem Document Inquiry page data

**Reconciliation Criteria**  
**Subsystem reconciliation**

Inquiry: RECON      \*Description: Recon

**Subsystem Documents Not Posted**

Search Criteria      Personalize | Find | View All | First | 1 of 1 | Last

Application Business Unit	System Source	Accounting Date From	Accounting Date To
UWMSN	GAP	07/02/2010	09/30/2011

**Source Documents**      Personalize | Find | First | 1-2 of 2 | Last

Source Document	Selected	Load Date and Time
1 AP_PYMNT	<input checked="" type="checkbox"/>	03/13/13 10:27AM
2 AP_VOUCHER	<input checked="" type="checkbox"/>	

Fetch    Load Data    Clear

**Documents not processed to the GL**      Find    First | 1-2 of 2 | Last

Source Document	AP_PYMNT	Document Count	Amount
			0.000

Document Details      Personalize | Find | First | 1 of 1 | Last

Source Document	AP_VOUCHER	Document Count	Amount
			0.000

Document Details      Personalize | Find | First | 1 of 1 | Last

## Revision History

Author	Version	Date	Description of Change
Surya Gannavarapu	1.0	05/09/2013	Final
Susan Kincanon	1.1	05/20/2013	Final review
Surya Gannavarapu	1.2	05/20/2013	Added screen shots, finalized
Susan Kincanon	1.3	05/21/2013	Final review and publish to website
Jon Ahola	1.4	06/13/2013	Final review