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

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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_RECN) which allows you to load data for selected business units, system sources, fiscal periods, and ChartFields.

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

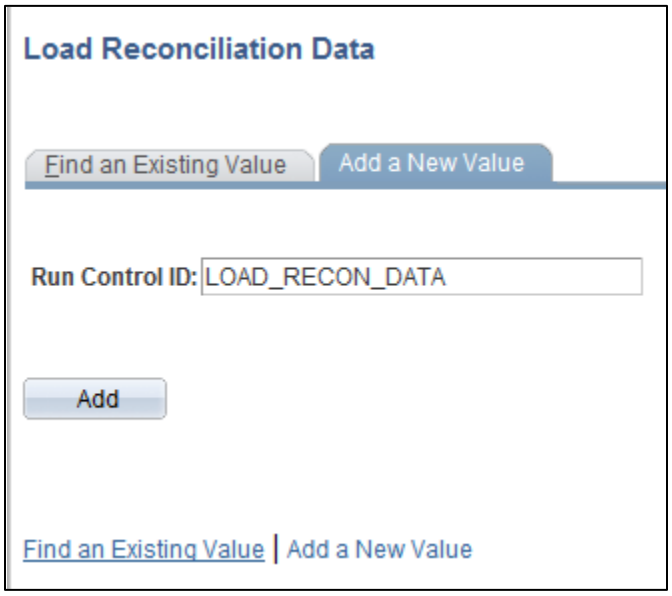
- Receivable Update process (ARUPDATE).

- 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.

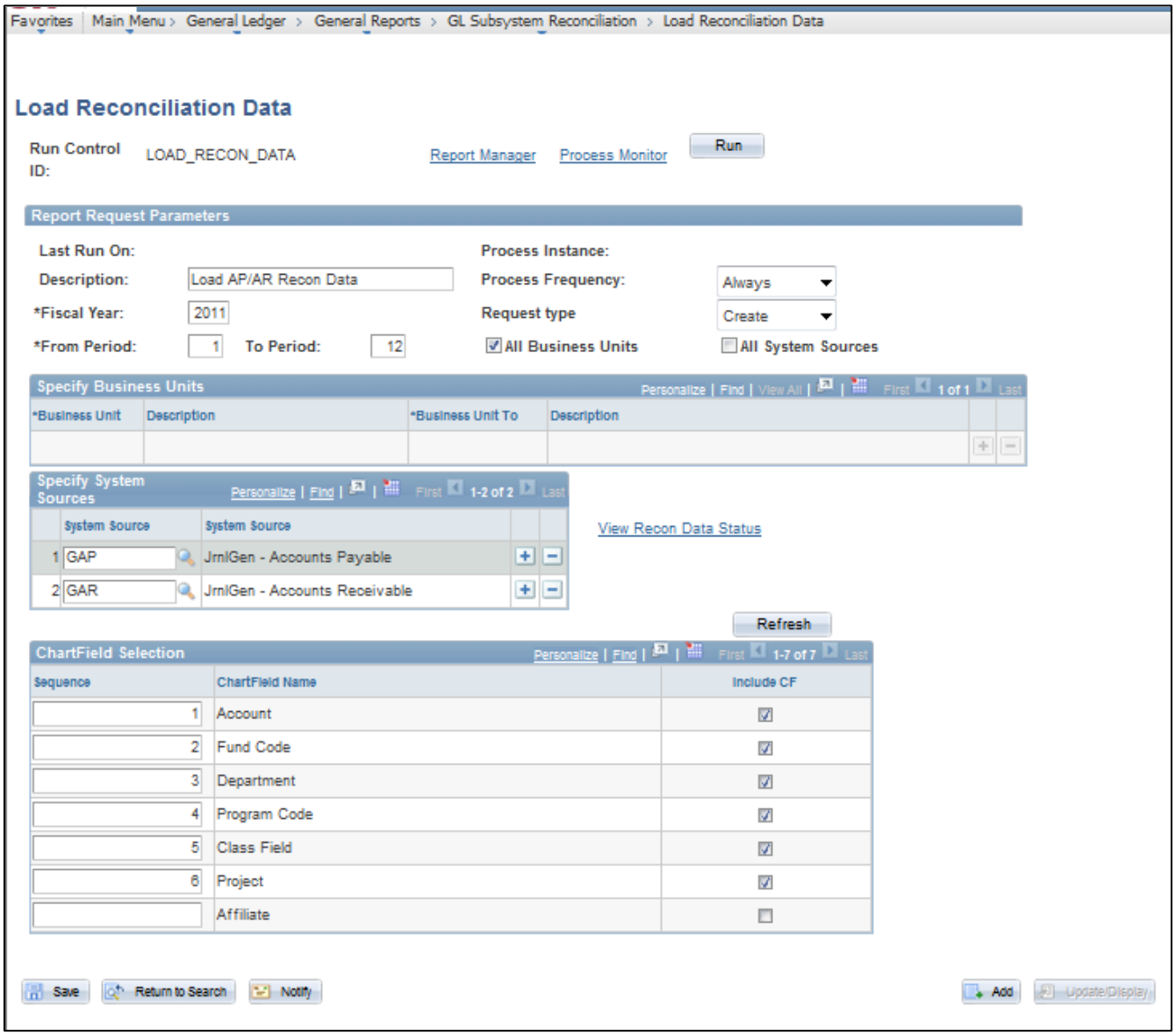
II. Load Reconciliation Data

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



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



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** Run .

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.

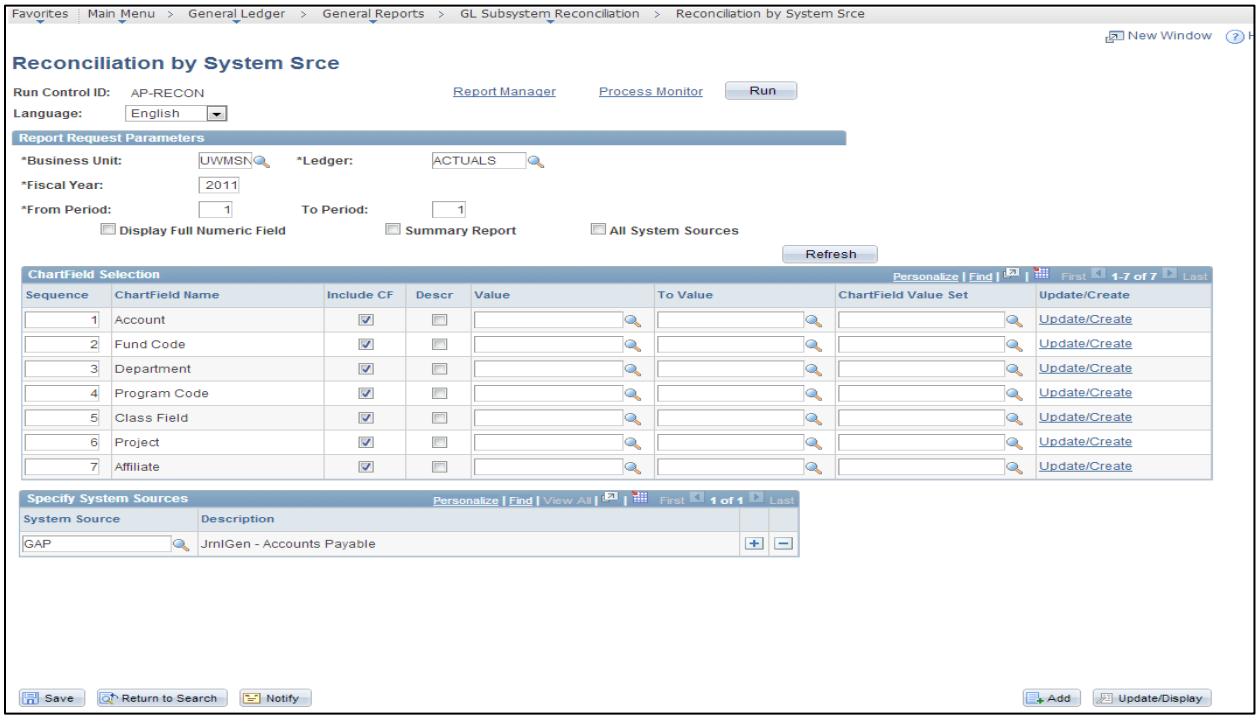
- FIN5001 - Reconciliation by System Source

  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.

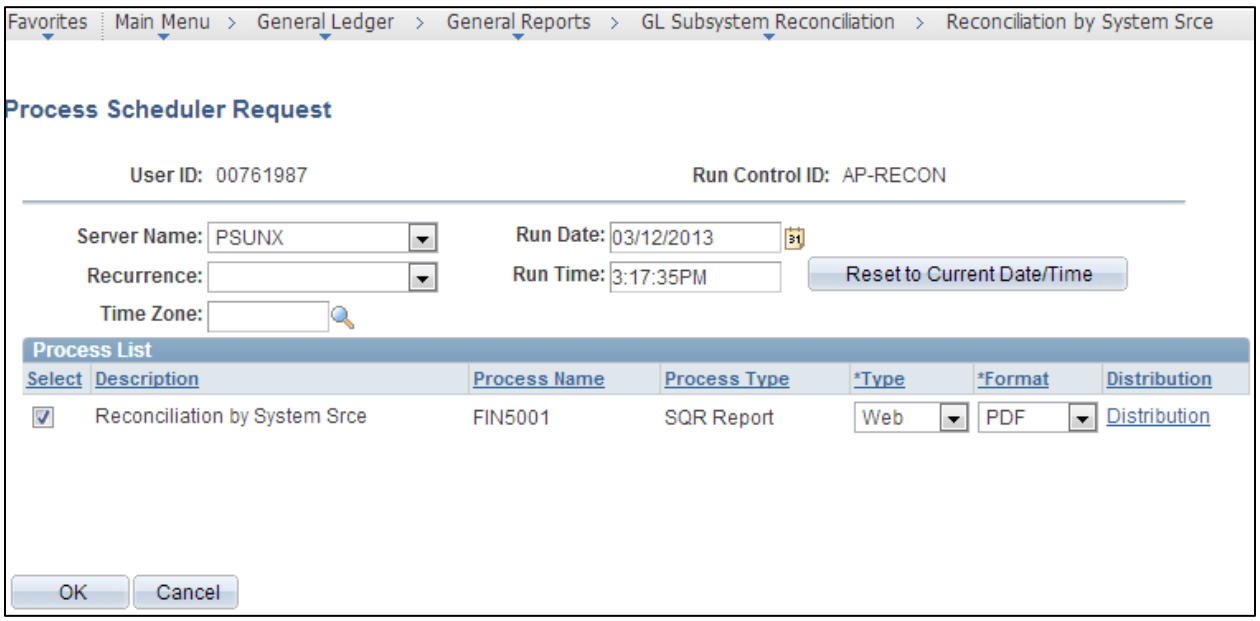
- FIN5005 - Reconciliation by ChartFields

  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.

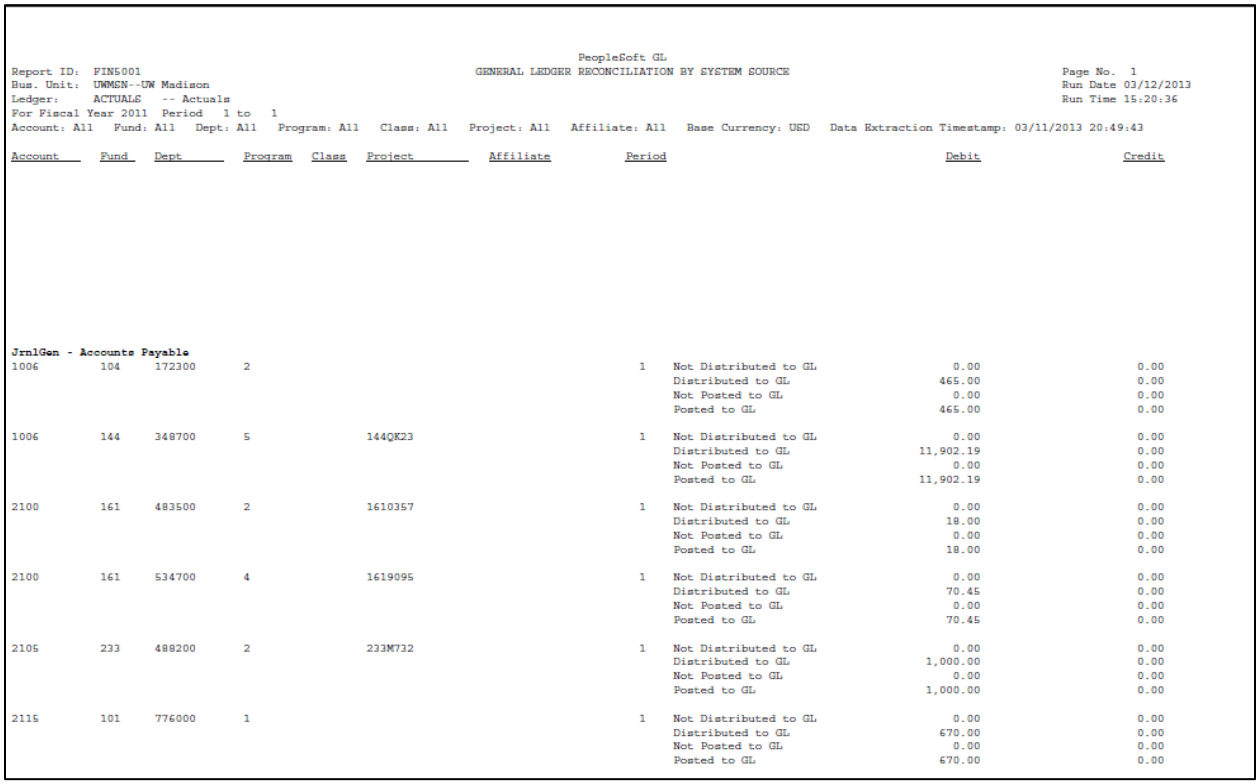
  Navigation: General Ledger > General Reports > GL Subsystem Reconciliation > Reconciliation by System Srce



Process Monitor FIN5001 report request



FIN5001 Report



PeopleSoft GL
GENERAL LEDGER RECONCILIATION BY SYSTEM SOURCE

Report ID: FIN5001
Bus. Unit: UWMSN--UW Madison
Ledger: ACTUALS -- Actuals
For Fiscal Year 2011 Period 1 to 1
Account: All Fund: All Dept: All Program: All Class: All Project: All Affiliate: All Base Currency: USD Data Extraction Timestamp: 03/11/2013 20:49:43

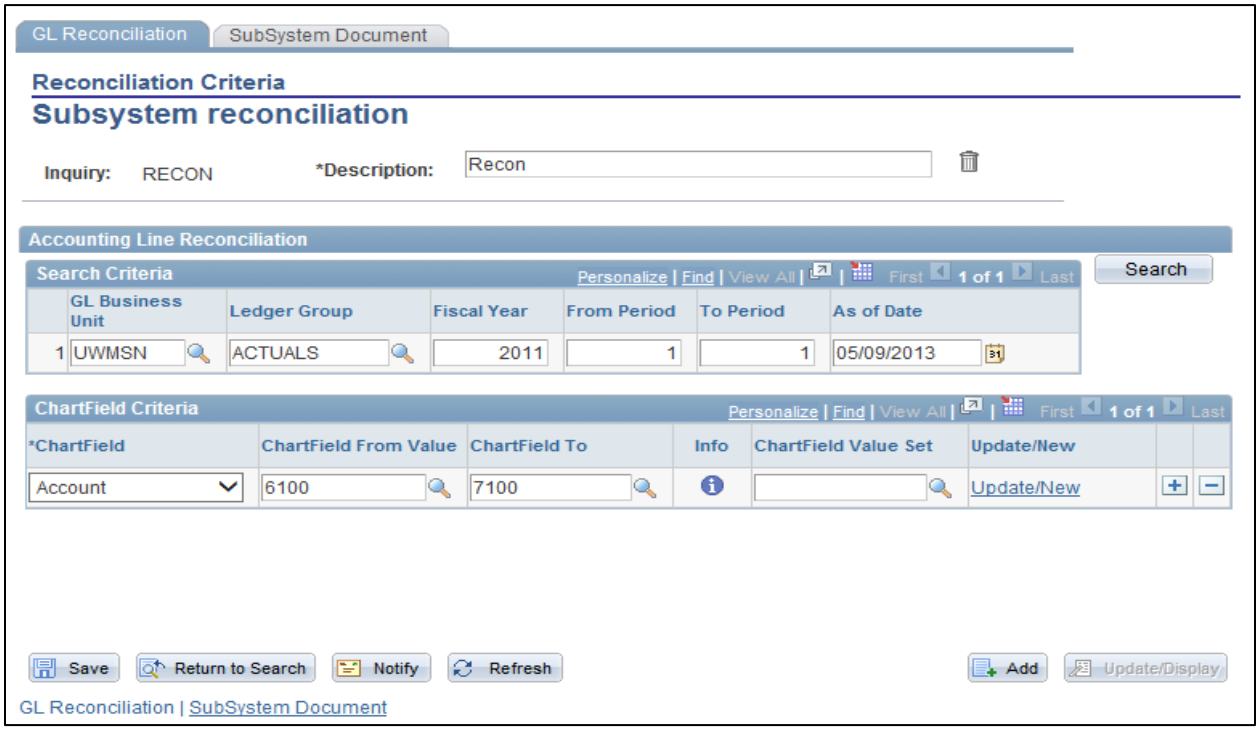
Page No. 1
Run Date 03/12/2013
Run Time 15:20:36

Account	Fund	Dept	Program	Class	Project	Affiliate	Period		Debit	Credit
JrnlGen - Accounts Payable										
1006	104	172300	2				1	Not Distributed to GL	0.00	0.00
								Distributed to GL	465.00	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	465.00	0.00
1006	144	348700	5		144QK23		1	Not Distributed to GL	0.00	0.00
								Distributed to GL	11,902.19	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	11,902.19	0.00
2100	161	483500	2		1610357		1	Not Distributed to GL	0.00	0.00
								Distributed to GL	18.00	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	18.00	0.00
2100	161	534700	4		1619095		1	Not Distributed to GL	0.00	0.00
								Distributed to GL	70.45	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	70.45	0.00
2105	233	488200	2		233M732		1	Not Distributed to GL	0.00	0.00
								Distributed to GL	1,000.00	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	1,000.00	0.00
2115	101	776000	1				1	Not Distributed to GL	0.00	0.00
								Distributed to GL	670.00	0.00
								Not Posted to GL	0.00	0.00
								Posted to GL	670.00	0.00

IV. Review Reconciliation Data

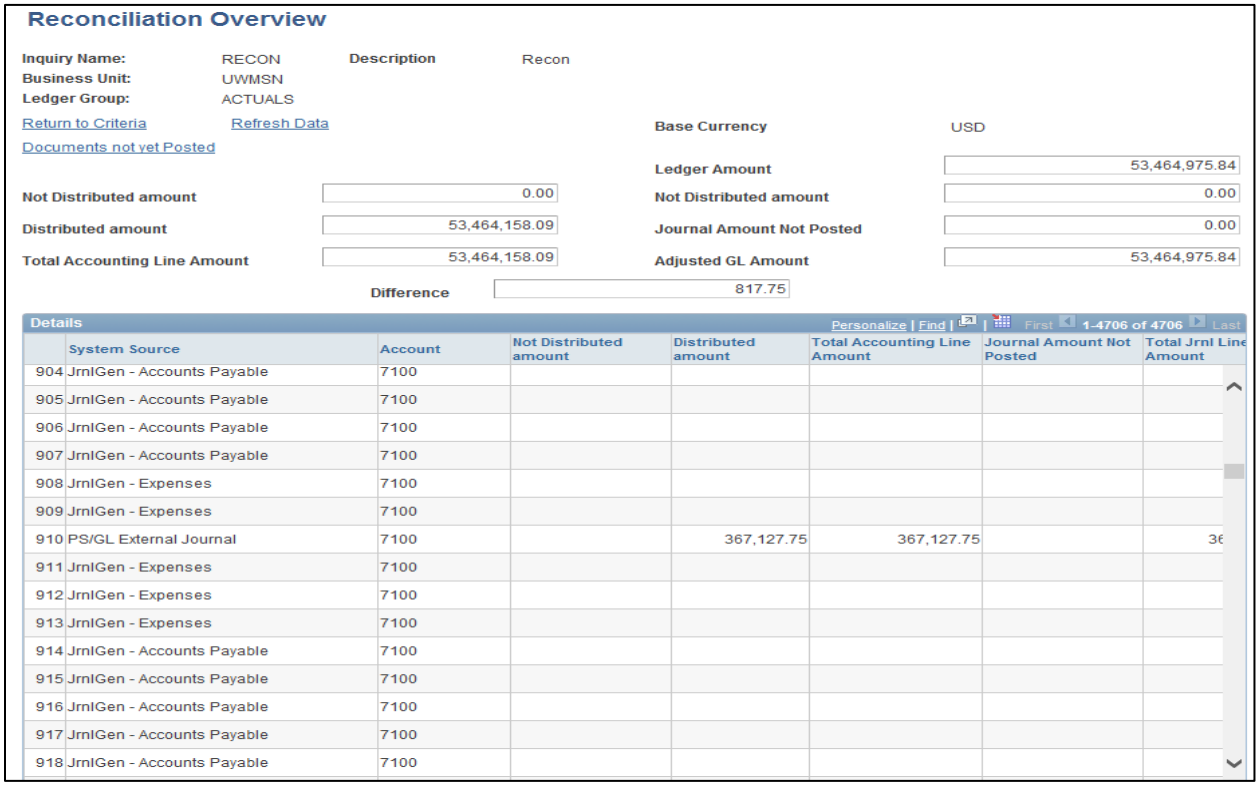
Access the GL Reconciliation Inquiry page to review the data that is loaded using load reconciliation data process. Provides visibility to both the subsystem accounting lines/General Ledger inquiry, as well as the subsystem documents that have not yet been processed into accounting lines.

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



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.

Reconciliation Overview Search page data



Reconciliation Overview

Inquiry Name:	RECON	**Description**	Recon
Business Unit:	UWMSN		
Ledger Group:	ACTUALS		

Return to Criteria | Refresh Data

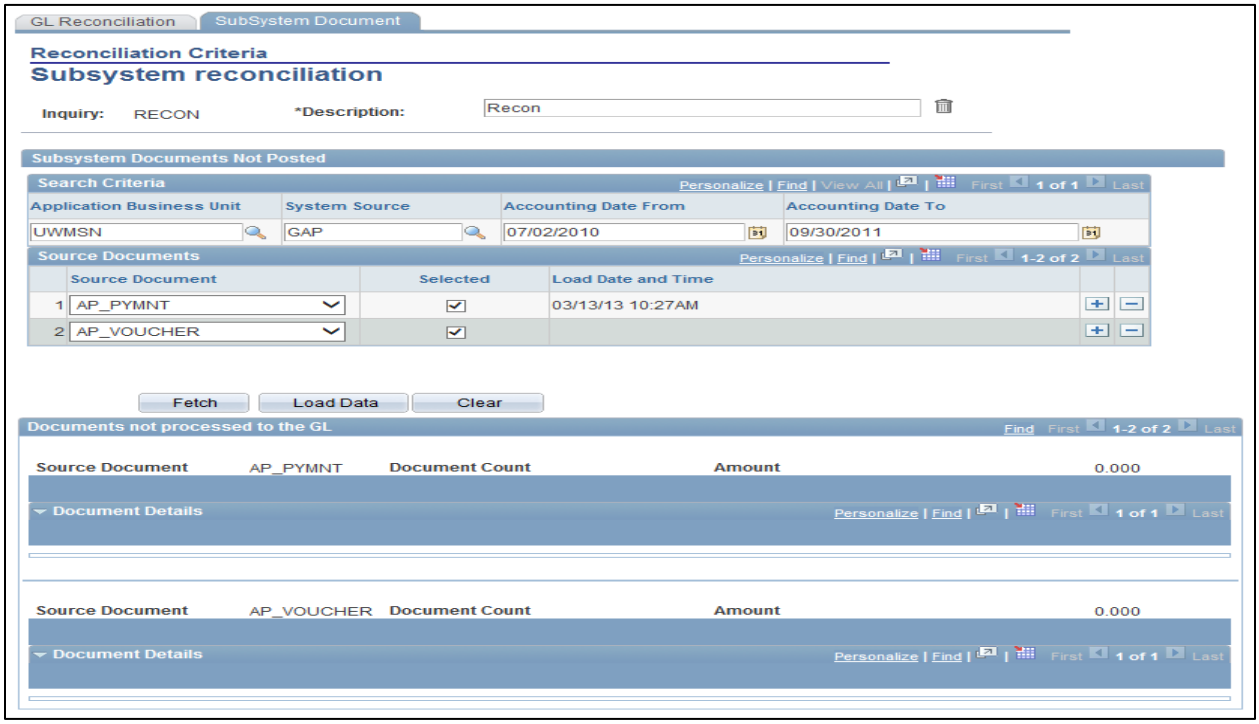
Documents not yet Posted

		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 — Personalize | Find | First 1-4706 of 4706 Last

	System Source	Account	Not Distributed amount	Distributed amount	Total Accounting Line Amount	Journal Amount Not Posted	Total Jrnl 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		36
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



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