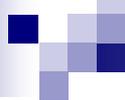


# Monthly Document Clean Up- GL

A How To Guide for  
Searches, Queries and  
Resolutions



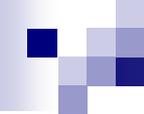
# Month End GL Processing

- Allows reports to display correct monetary amounts.
- Ensures spending authority, allotment, and cash budgets are impacted correctly.



# Journals

- Should be:
  - Edited
  - Budget Checked
  - Posted



## ■ General Ledger

- Journals

- Journal Entry

- Create Journal Entries

- Find Existing Value

- Enter:

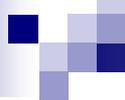
- Business Unit: STATE

- Line Business Unit: STATE

- Journal Header – not= posted

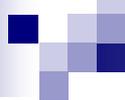
- Source: AR,AP,SPJ,PAY,ONL

- SEARCH EACH INDIVIDUALLY – all should have Status of Posted



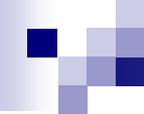
# Allotment Budgets

- To check allotment budgets – validate available funds
  - Commitment Control
    - Review Budget Activities
    - Budget Details
      - Business Unit: STATE
      - Ledger Group: CC\_ALLOT
      - Fund: Enter Fund Desired
      - Department: Enter Agency
      - SEARCH



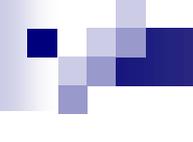
# Verify Reports

- Review reports monthly – verify expected results
  - Reporting Tools
    - Report Manager
    - Administration tab
      - You will see available reports: OHGLR052, OHGLR015



# Review Budget Check Exceptions

- Commitment Control
  - Review Budget Check Exceptions
  - General Ledger
  - Journal
    - Enter Business Unit: **STATE**
    - Process Status **=errors exist**



## ■ Review Budget Check Exceptions

- FIN Job Aid: FINJA086- for sub-modules AP,AR,GL

- Common Budget Check Exceptions:

- NO BUDGET EXISTS

- Usually a coding error the chartfields uses do not a budget attached to them. Check Coding.

- EXCEEDS BUDGET TOLERANCE

- Not enough available funds to post the journal. See your budget analyst.

# Queries

- OH\_PO\_BUDGET\_ERRORS: View budget errors relating to Purchase Orders. By agency **Business Unit**.
- OH\_AP\_BUDGET\_EXCEPTIONS: View budget errors relating to Vouchers. By agency **Business Unit**.
- OH\_PY\_JRNL\_LN\_ERRORS: View budget errors relating to Payroll Journals. This query asks users to input **Journal ID**.