



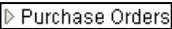
## Job Aid: Financials Agency Month-End Checklist

This is a job aid for performing the key agency month-end processing tasks for the OAKS Core Financials Modules: Purchasing, Accounts Payable, Accounts Receivable, and General Ledger. These steps should occur in conjunction with an agency's standard month-end processing tasks.

### Purchasing (PO):

Month-end processing is important in OAKS Purchasing as it processes transactions in sourcing, threshold and budget error statuses.

### PO Sourcing Errors

1.	<p>Begin by going to the <b>Sourcing Workbench</b> page.</p> <p>Click the <b>Purchasing</b> link.</p> 
2.	<p>Click the <b>Purchase Orders</b> link.</p> 
3.	<p>Click the <b>Stage/Source Requests</b> link.</p> 
4.	<p>Click the <b>Sourcing Workbench</b> link.</p> 
5.	<p>Click in the <b>Business Unit</b> field.</p> 
6.	<p>Enter the desired information into the <b>Business Unit</b> field.</p>
7.	<p>The <b>Stage Status</b> field indicates the sourcing stage of a requisition. Remember that the "sourcing" process is when OAKS creates a PO from an approved requisition.</p> <p>The status types used when sourcing a PO are:</p> <ul style="list-style-type: none"> <li>▪ <b>Completed</b> – The requisition has successfully sourced to a PO</li> <li>▪ <b>Error</b> – The requisition did not complete the sourcing process and has not sourced to a PO.</li> <li>▪ <b>In Process</b> – This means OAKS is currently sourcing the requisition. You can check the Stage Status on the Sourcing Workbench page later to ensure that OAKS successfully sourced the requisition to a PO.</li> </ul>
8.	<p>Click the <b>Stage Status</b> list.</p> 



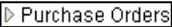
9.	<p>You want to look for POs that OAKS did not source successfully. To search for these errors, click the <b>Error</b> entry in the <b>Stage Status</b> list.</p> 
10.	<p>Click the <b>Search</b> button.</p> 
11.	<p>OAKS displays the POs that have a Stage Status of "Error" in your business unit.</p>
12.	<p>If the PO ID is <b>Unassigned</b> OAKS did not source the requisition to a PO. This is true for all requisitions that fail sourcing. When a requisition is in this stage, OAKS locks it for further processing or modification until you correct these errors and send the requisition back through the sourcing process.</p>
13.	<p>Click the <b>Sourcing Details</b> button next to the requisition you want to view to go to the <b>Sourcing Details</b> page.</p> 
14.	<p>Use the <b>Sourcing Details</b> page to view information you may use to correct the error on the requisition.</p>
15.	<p>The <b>Message</b> field displays the error that prevented the requisition from successfully sourcing to a PO.</p> <p>Common errors you may encounter are:</p> <ul style="list-style-type: none"> <li>- The vendor contract is inactive</li> <li>- The expiration date on the contract passed</li> <li>- The contract exceeded the maximum threshold</li> </ul>
16.	<p>If the error requires a change to the requisition, you need to edit the requisition. When the <b>*Stage Status</b> is "Error," the requisition is locked and you cannot edit it.</p> <p>In order to open the requisition for editing, you need to reset the <b>*Stage Status</b> field to <b>"Reset Purg"</b> and click <b>Save</b>. After you edit the requisition, you need to save and submit the requisition again. This re-triggers the approval workflow and the requisition will go through approvals and sourcing again.</p>
17.	<p>If something else besides the requisition (e.g., the contract) requires editing in order to resolve the error, make (or contact the personnel) the appropriate corrections first. When the appropriate changes have been made, set the <b>*Stage Status</b> to <b>"Reset Purg"</b> so OAKS will re-source the requisition to a PO.</p> <p>If the requisition references a contract, the central agency cannot work on the contract while any requisition is in error status.</p>
18.	<p>Click the <b>*Stage Status</b> list.</p> 



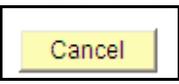
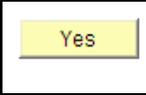
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19.	Click an entry in the list.
20.	Click the <b>Save</b> button. After you save, OAKS will re-resource the requisition. 
21.	Notice that the <b>Stg Status</b> of the requisition is <b>Reset/Purg</b> now.

### Threshold Errors

1.	Begin by going to the <b>Reconciliation Workbench</b> page.  Click the <b>Purchasing</b> link. 
2.	Click the <b>Purchase Orders</b> link. 
3.	Click the <b>Reconcile POs</b> link. 
4.	Click the <b>Reconciliation Workbench</b> link.   Note: If you have an existing Workbench ID, you should search for and utilize that instead of creating a new one each time. This will allow you to bypass steps 5-11.
5.	Click the <b>Add a New Value</b> tab.   Note: If you have an existing workbench ID, you should search and utilize that instead of creating a new one every time.
6.	Click in the <b>Business Unit</b> field. 
7.	Enter the desired information into the <b>Business Unit</b> field.
8.	The <b>Workbench ID</b> allows you to save a set of search criteria. The next time you need to execute a search with these criteria, you can reuse it by entering this <b>WorkBench ID</b> in the <b>Find Existing Value</b> tab.  <i>Note:</i> Workbench IDs are agency specific.
9.	Click in the <b>WorkBench ID</b> field. 
10.	Enter the desired information into the <b>WorkBench ID</b> field.  Enter " <b>TS_Errors</b> ".



11.	Click the <b>Add</b> button. 
12.	Use the <b>Status</b> field area checkboxes to search for purchase orders by status type: <ul style="list-style-type: none"><li>•<b>Open</b>: not used in OAKS</li><li>•<b>Approved</b>: A PO that has successfully completed sourcing</li><li>•<b>Dispatched</b>: An "approved" Purchase orders that has been sent to a vendor</li><li>•<b>Cancelled</b>: Purchase orders that have been cancelled</li><li>•<b>Threshold Exceeded</b>: Purchase orders that fail threshold validation</li></ul>
13.	You want to search for requisitions that have been approved and sourced to a PO but and failed Threshold validation.
14.	Click the <b>Threshold Exceeded</b> checkbox. <input type="checkbox"/>
15.	After a purchase has passed budget check, OAKS needs to validate that the threshold was not exceeded. The Controlling Board threshold is the maximum dollar amount that an agency can spend per vendor per year for non-contract purchases. <ul style="list-style-type: none"><li>•Most agencies have a threshold of \$50,000</li><li>•Institutional agencies generally have a threshold of \$75,000</li></ul> <p>In order to open the requisition for editing (to add a Controlling Board number or contract), you need to Cancel the PO. After you edit the requisition, you need to save and submit the requisition again. This re-triggers the approval workflow and the requisition will go through approvals and sourcing again.</p>
16.	Click the checkbox next to the PO you want to cancel <input type="checkbox"/> And click the <b>Cancel</b> button. 
17.	Your PO should be in the Qualified Column. Click on the <b>Re-Source Requisition?</b> checkbox. You may select multiple. <input type="checkbox"/> Click on the <b>Yes</b> button on the bottom of the page and then once again to Continue to Cancel PO. 



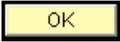
## Budget Errors

1.	<p>Begin by going to the <b>Reconciliation Workbench</b> page.</p> <p>Click the <b>Purchasing</b> link.</p> <p><a href="#">▶ Purchasing</a></p>
2.	<p>Click the <b>Purchase Orders</b> link.</p> <p><a href="#">▶ Purchase Orders</a></p>
3.	<p>Click the <b>Reconcile POs</b> link.</p> <p><a href="#">▶ Reconcile POs</a></p>
4.	<p>Click the <b>Reconciliation Workbench</b> link.</p> <p><a href="#">Reconciliation Workbench</a></p> <p>Note: If you have an existing Workbench ID, you should search for and utilize that instead of creating a new one each time. This will allow you to bypass steps 5-11.</p>
5.	<p>Click the <b>Add a New Value</b> tab.</p> <p><a href="#">Add a New Value</a></p>
6.	<p>Click in the <b>Business Unit</b> field.</p> <p><input type="text"/></p>
7.	<p>Enter the desired information into the <b>Business Unit</b> field.</p>
8.	<p>The <b>Workbench ID</b> allows you to save a set of search criteria. The next time you need to execute a search with these criteria, you can reuse it by entering this <b>WorkBench ID</b> in the <b>Find Existing Value</b> tab.</p> <p><i>Note:</i> Workbench IDs are agency specific.</p>
9.	<p>Click in the <b>WorkBench ID</b> field.</p> <p><input type="text"/></p>
10.	<p>Enter the desired information into the <b>WorkBench ID</b> field.</p> <p>Enter "<b>Budgetchk</b>".</p>
11.	<p>Click the <b>Add</b> button.</p> <p><a href="#">Add</a></p>
12.	<p>Use the <b>Status</b> field area checkboxes to search for purchase orders by status type:</p> <ul style="list-style-type: none"> <li>•<b>Open</b>: not used in OAKS</li> <li>•<b>Approved</b>: A PO that has successfully completed sourcing</li> <li>•<b>Dispatched</b>: An "approved" Purchase orders that has been sent to a vendor</li> <li>•<b>Cancelled</b>: Purchase orders that have been cancelled</li> <li>•<b>Threshold Exceeded</b>: Purchase orders that fail threshold validation</li> </ul>



13.	Click the <b>Approved</b> checkbox. <input type="checkbox"/>
14.	Click the <b>Search</b> button. <input type="button" value="Search"/>
15.	Click in the <b>*Description</b> field. <input type="text"/>
16.	Enter the desired information into the <b>*Description</b> field.
17.	Click the <b>Other</b> tab. <input type="button" value="Other"/>
18.	The <b>Other</b> tab provides additional details about purchase orders, such as receipt status, and PO status.  Use the <b>Other</b> tab to check the Budget Status of the purchase orders.
19.	Click the <b>Budget Status</b> link to sort the Budget Status alphabetically to bring all the errors to the top of the list. The different budget statuses are: <ul style="list-style-type: none"> <li>• <b>Not Checked</b> - OAKS has not budget checked this PO</li> <li>• <b>Valid</b> - this PO passed budget check</li> <li>• <b>Error</b> - this PO failed budget check due to an error</li> </ul> <input type="button" value="Budget Status"/>
20.	You want to click the <b>PO Number</b> link to view the details of the budget error. <input type="button" value="0000000006"/>
21.	After you select the purchase order with a budget error that you want to investigate, OAKS opens the <b>Purchase Order Inquiry</b> in a new window with purchase order details.
22.	Click the <b>Error</b> link to view the error(s) on the purchase order. <input type="button" value="Error"/>
23.	OAKS opens another window with the error information.
24.	OAKS displays the reason the purchase order failed budget check as the <b>Exception</b> .
25.	Click the <b>View Exception Details</b> button to locate the error on the purchase order and open the <b>Purchase Order Line Drill Down</b> page. <input type="button" value="View Exception Details"/>
26.	Every line item on a purchase order is numbered. An item can have multiple distribution lines depending on fund allocation.
27.	The <b>Line Number</b> tells you what line or item on the purchase order caused the error.
28.	The <b>Distribution Line</b> tells you which distribution within the line caused the error.



29.	<p>For example, a purchase order can have two line items, such as:</p> <ol style="list-style-type: none"> <li>1. 20 pens</li> <li>2. 20 staplers</li> </ol> <p>If the Line Number displays with a "1", then the 20 pens caused the error.</p> <p>The first line (20 pens) has two distribution lines:</p> <ol style="list-style-type: none"> <li>1. 20 pens             <ol style="list-style-type: none"> <li>a. Department A</li> <li>b. Department B</li> </ol> </li> </ol> <p>If the Distribution Line displays with a "1", then the error was caused by a ChartField in the first distribution line.</p>
30.	<p>Click the <b>OK</b> button.</p> 
31.	<p>This error information helps you narrow your search in finding the error. If only the accounting information needs to be changed, you can change it on the purchase order.</p>
32.	<p>If the PO Accounting information needs to be modified, do so by navigating to <b>Purchasing &gt; Purchase Orders &gt; Maintain Distributions</b> and search for the PO in questions.</p> <p>If the budget needs to be changed, agencies with agency control budgets will have to update the budget themselves. If the budget error is at the allotment or appropriation level the appropriate person within your agency needs to contact the agency's OBM Budget Analyst.</p>

### Deleting Unwanted Requisitions

If you have requisitions that have not sourced to a PO (i.e. in "Open" status) you should determine if you want the requisition to source to a PO or be deleted. Follow these steps to delete the requisition:

1.	Navigate to the Manage Requisitions page: <b>eProcurement &gt; Manage Requisitions</b> .
2.	Enter the requisition ID or Name in the <b>Req Name/ID:</b> field.
3.	Update the dates in the <b>Date From:</b> and <b>Thru Date:</b> fields to reflect the date range when the requisition was entered.
4.	Click the <b>Find</b> button.
5.	If you wish to delete the requisition, click on the red " <b>X</b> " icon.
6.	Confirm your choice to delete the requisition.



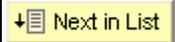
**Accounts Payable (AP):**

Month-end processing in OAKS Accounts Payable ensures that all expenses and liabilities are posted in the proper accounting period. Further, month-end processing ensures that payments are made in a timely manner, and also posted in the proper accounting period.

**Review and Corrections**

<p>1.</p>	<p>Review and correct vouchers with Entry Status = Recycle.</p> <ul style="list-style-type: none"> <li>▪ From the Main Menu, navigate to: <b>Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry &gt; Click Find an Existing Value</b></li> <li>▪ Enter <b>Business Unit</b>, if not defaulted.</li> <li>▪ Select <b>Entry Status</b> = "Recycle"</li> <li>▪ Click the <b>Search</b> button.</li> <li>▪ If there are more than one vouchers in the search result, click on the first voucher on the list</li> <li>▪ Click the <b>Error Summary</b> tab to review the errors. The common errors for recycled vouchers are: invalid chartfield value or combination, sum of invoice line amounts does not equal to the total voucher amount, duplicate invoice found.</li> <li>▪ Make necessary corrections on the <b>Invoice Information</b> tab or the <b>Payments</b> tab.</li> <li>▪ If necessary, you can delete the voucher by navigating to <b>Accounts Payable &gt; Vouchers &gt; Maintain &gt; Delete Voucher</b>.</li> <li>▪ Save the voucher and confirm that the Entry Status on the <b>Summary</b> tab now says <b>Postable</b>.</li> <li>▪ You can review the next voucher by clicking  button.</li> </ul>
<p>2.</p>	<p>Review and correct vouchers with Entry Status = "<b>Single Pay Interface Error</b>"</p> <ul style="list-style-type: none"> <li>▪ From the Main Menu, navigate to: <b>Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry &gt; Click Find an Existing Value</b></li> <li>▪ Enter <b>Business Unit</b>, if not defaulted.</li> <li>▪ Select <b>Entry Status</b> = "Single Pay Interface Error"</li> <li>▪ Click the <b>Search</b> button.</li> <li>▪ If there are more than one voucher in the search results, click on the first voucher on the list.</li> <li>▪ Single Pay Interface Error normally occurs because of incomplete vendor address information (i.e. missing city, invalid state, etc).</li> <li>▪ Make necessary corrections on the <b>Single Payment Vendor</b> tab.</li> <li>▪ If necessary, you can delete the voucher by navigating to <b>Accounts Payable &gt; Vouchers &gt; Maintain &gt; Delete Voucher</b></li> <li>▪ Save the voucher and confirm that the Entry Status on the <b>Summary</b> tab now says <b>Postable</b>.</li> </ul>



	<ul style="list-style-type: none"><li>You can review the next voucher by clicking  button.</li></ul>
3.	<p>Review and correct vouchers in <b>Match Exceptions</b>.</p> <ul style="list-style-type: none"><li>From the Main Menu, navigate to: <b>Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Match Manager</b></li><li>Enter <b>Business Unit</b>, if not defaulted.</li><li>Select Match Status = <b>Exceptions</b></li><li>Click the <b>Search</b> button.</li><li>If there are more than one voucher in the search result, click the <b>Exceptions Log icon</b>  on the first voucher on the list.</li><li>Review the exceptions log to determine what caused the exception. Please refer to the Common Match Exceptions job aid for more details.</li><li>If the vendor invoice is incorrect, you may need to request a corrected invoice from the vendor and update the voucher.</li><li>If the vendor invoice is correct and the voucher was entered correctly, the adjustment may need to be made on the Purchase Order or Requisition.</li><li>If the voucher is entered incorrectly, then you need to make the corrections on the voucher. If necessary, delete the existing voucher lines and re-copy the correct purchase order lines onto the voucher. Please ensure that the sum of voucher line amounts and distribution line amounts are equal to the total voucher amount.</li><li>Once corrections are made, the voucher will be processed in the next Matching process and the <b>Match Status</b> will change to <b>Matched</b> if the exception is resolved. If the exception still exists, the <b>Match Status</b> will remain as <b>Exceptions</b>.</li></ul>
4.	<p>Review and approve vouchers that are pending approval.</p> <ul style="list-style-type: none"><li>From the home page, click <b>Worklist</b> link located at the top right section of the page. By default, worklist items are sorted from the oldest date.</li><li>Click the first link on the list for voucher approval and you will be taken to the <b>Voucher Approval</b> page</li><li>Review the voucher line information and charge information. Also, click on the <b>Access Voucher Entry</b> Pages link on the <b>Approval</b> tab to review more information on the voucher.</li><li>Return to the <b>Approval</b> tab and select the appropriate radio button:</li></ul> <div data-bbox="397 1596 685 1795" data-label="Image"></div> <ul style="list-style-type: none"><li>Click <b>Approved</b> to approve the voucher. Or click <b>Denied</b> to deny the voucher and request the voucher to be corrected by the voucher processor. Comments must be provided when denying a voucher. The</li></ul>



Agency Voucher Processor will receive an email notification about the denial and he/she must correct the voucher online through the Regular Voucher entry page.

- Click the **Save** button.
- Return to worklist, or click  to approve the next voucher on the worklist.

5. Review and correct budget check exceptions:

- From the Main Menu, navigate to: **Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher**
- Enter **Business Unit**, if not defaulted
- Select Process Status = **"Errors Exist"**
- Click **Search**
- If the search retrieves more than one vouchers, click the first item on the search result
- Review the exception message on the **Voucher Exceptions** tab. The common exceptions are: No Budget Exists, or Exceeded Budget Tolerance. Click  to show all columns.

Voucher Exceptions Line Exceptions

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Business Unit: CHR01      Voucher ID: 00000138 

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'Exception Type: Error  Override Transaction

Maximum Rows: 100  More Budgets Exist [Advanced Budget Criteria](#)

Search

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**Budgets with Exceptions** Customize | Find | View All |  First 1-2 of 2 Last

	Business Unit	Ledger Group	Exception	Override Budget	Transfer	Fund	Account	ALI	Department	Budget Period
1	STATE	CC_ALLOT	No Budget Exists	<input type="checkbox"/>	Go To ... 	4A90	520	877609	CHR	2007
2	STATE	CC_APPROP	No Budget Exists	<input type="checkbox"/>	Go To ... 	4A90	50	877609	CHR	2007

This page also shows which budget was impacted.

- Click the **Line Exceptions** tab to review which voucher line has the budget exception. Click  to show all columns.



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Voucher Exceptions | Line Exceptions

Business Unit: CHR01      Voucher ID: 00000138

'Line Status:        Override Transaction

Maximum Rows:        More Lines Exist

Line From:       Line Thru:

**Transaction Lines with Budget Exceptions**

Line	Distribution Line	Budget Date	GL Business Unit	Fund Code	Account	ALL	Dept	Program Code	Project	Serv Loc	Reporting
1	1	05/01/2007	STATE	4A90	520100	877609	CHR100000	1000B			

- Budget check exceptions can be corrected either by performing a budget transfer, or by correcting the chartfield values used on the voucher distribution line.
- Review the next budget exception by using  button.
- Once adjustments are made, the voucher will be processed in the next AP Budget Check process and the **Budget Header Status** will change to **Valid Budget Check** if the exception is resolved. If the exception still exists, the **Budget Header Status** will remain as **Budget Exceptions Exist**.
- The Agency Voucher Processor also has the ability to run budget check on a particular voucher on demand by using the Budget Checking drop down on the Invoice Information page:

Menu

- Accounts Receivable
- Accounts Payable
  - Vouchers
    - Add/Update
      - ECAC DATA ENTRY
      - Regular Entry
      - Quick Invoice Entry
      - Complete Register
      - Voucher
      - 1099-S Property Information
    - Maintain
    - Approve
    - Control Groups
    - Payments
    - Batch Processes
    - Review Accounts Payable Info
    - Archiving
    - Reports
    - Accounts Payable Center
    - Travel Expenses
    - eSettlements
    - Asset Management
    - Banking
    - Cash Management
    - Deal Management
    - Risk Management
    - VAT and Intrastat
    - Excise and Sales Tax/VAT IND
    - Commitment Control

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: BRB01      Invoice Number: 1AP0304R1

Voucher ID: 00000401      Invoice Date: 03/19/2007

Voucher Style: Regular

Vendor: 0000000001      Last Receipt Date: 03/19/2007

Name: PRIMATESTV-001      Misc. Amount:

Location: CHK      Freight Amount:

\*Address: 1

PRIMARY TEST VENDOR      Total: 1.00

ADDRESS1      Balance: 0.00

CITY1, OH 43201

[Advanced Vendor Search](#)

\*Pay Terms: Due Now

Accounting Date: 03/19/2007

\*Currency: USD

[Non Merchandise Summary](#)

[Comments](#)

Action: Budget Checking



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6.	<p>Review and delete vouchers in Threshold Exceeded status</p> <ul style="list-style-type: none"><li>▪ From the Main Menu navigate to: <b>Accounts Payable &gt; Vouchers &gt; Maintain &gt; Delete Voucher</b></li><li>▪ Enter <b>Business Unit</b>, if not defaulted.</li><li>▪ Select <b>Entry Status</b> = <i>"Threshold Exceeded"</i></li><li>▪ Click the <b>Search</b> button.</li><li>▪ Review the search results and delete the vouchers as appropriate.</li></ul>
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## Billing (BI):

Agencies should make sure that all their billings are completed at the end of the period so that the revenue is recognized in the correct period. This period can be weekly, monthly, quarterly, or any other billing period that an agency uses. Otherwise, the date of the revenue will have to be changed to be included in the new monthly period.

## Unprocessed billings

1.	Identify billing transactions that have not been finalized and printed.
2.	Navigation for Users to identify billing transactions that have not been invoiced (have not been finalized and printed):  <b>Billings&gt;Maintain Bills&gt;Standard Billings</b>
3.	On the <b>Find an Existing Value</b> tab, users should enter their <b>Business Unit</b> and click <b>Search</b> .
4.	All invoices for your Business Unit that has not been invoiced will be shown.
5.	Review each invoice to determine what needs to be done to finalize and print.
6.	Make necessary adjustments and change the <b>Status</b> to <b>Ready "RDY"</b> .
7.	The BI Administrator can now finalize and print the invoice. These steps can be found in BI201 training material.



### Unprocessed billing interface transactions

1.	Identify billing interface transactions that have not been processed.
2.	Navigation for Users to identify billing interface transactions that have not been processed;  <b>Billings&gt;Interface Transactions&gt;Review Pending Transactions</b>
3.	Use job-aid " <b>INF30 Error Handling Procedure</b> " to determine what the issue with the transaction is.
4.	Navigation for Users to correct billing interface transactions;  <b>Billings&gt;Interface Transactions&gt;Correct Interface Errors</b>
5.	On the <b>Find an Existing Value</b> tab, users should enter their <b>Business Unit</b> and click <b>Search</b> .
6.	All interfaced invoice lines for your Business Unit that has interface errors will be shown.
7.	Review and correct each line as needed using the job-aid " <b>INF30 Error Handling Procedure</b> ".
8.	The nightly billing batch jobs needs to run to process the interface file. If you need these transactions within the current account period beware of this nightly batch job that needs to be run. Therefore you need to do this before the last day of the period.
9.	Use the steps above to process Unprocessed billings.



**Accounts Receivable (AR):**

Agencies should make sure that all their revenue is completed at the end of the month so that the revenue is recognized in the correct period. Otherwise, the date of the revenue will have to be changed to be included in the new monthly period.

**Pending Item Groups with Errors or Not Posted**

8.	Identify Pending Item Groups that are not posted.
9.	<p>Navigation for Users to identify Online, External, Maintenance, Transfer, and Unpost Groups:</p> <p><b>Accounts Receivable&gt;Update Receivables&gt;Posting Results-Pending Items&gt;All Items w/Detail</b></p>
10.	On <b>Search</b> criteria, users should set the <b>Posting Status</b> not = <b>“Complete”</b>
11.	<p>Groups returned with a status of <b>Not Posted</b> should either be set to <b>“Batch Standard”</b> or Deleted. Selecting <b>“Batch Standard”</b> will balance and create the accounting entries for the groups during the next ARUPDATE batch process runs. Posting pending groups will allow the creation of accounting entries and updating of customer balances for any pending items in the group during the next Receivables Update process. Select the appropriate button on the <b>Group Action</b> or <b>Worksheet Action</b> page under the following navigation:</p> <p><b>Accounts Receivable&gt;Pending Items&gt;Online Items&gt;Group Entry&gt;Group Action</b></p> <p><b>Accounts Receivable&gt;Maintenance&gt;Transfer Worksheet&gt;Finalize Worksheet&gt;Group Action</b></p> <p><b>Accounts Receivable&gt;Update Receivables&gt;Unpost Results&gt;Group Action</b></p>
12.	<p>Item groups returned with a status of <b>“Error”</b> should be corrected or deleted. Corrections should be made by navigating the appropriate path below, dependent upon where the error is derived:</p> <p><b>Accounts Receivable&gt;Update Receivables&gt;Correct Posting Errors&gt;Online Items</b></p> <p><b>Accounts Receivable&gt;Update Receivables&gt;Correct Posting Errors&gt;Worksheet</b></p>



### Pending Payment Groups with Errors or Not Posted

13.	Next users should identify Payment Groups not posted
14.	Navigation for Users to identify Payment Groups not posted:  <b>Accounts Receivable&gt;Update Receivables&gt;Posting Results-Payments&gt;Payment Group-Single Item</b>
15.	On Search criteria, users should set the <b>Posting Status</b> not = <i>“Complete”</i>
16.	Payment Groups returned with a status of <i>“Not Posted”</i> should be completed and set to <i>“Batch Standard”</i> on the <b>Payment Worksheet Action</b> page. This will allow the creation of accounting entries for any pending payments in the group. Select the appropriate button using the following navigation:  <b>Accounts Receivable&gt;Payments&gt;Apply Payments&gt;Finalize Worksheet&gt;Group Action</b>
17.	Payment groups returned with a status of <i>“Error”</i> should be corrected or deleted. Corrections should be made by navigating the appropriate path below, dependent upon where the error is derived:  <b>Accounts Receivable&gt;Update Receivables&gt;Correct Posting Errors&gt;Transfer</b>  <b>Accounts Receivable&gt;Update Receivables&gt;Correct Posting Errors&gt;Unpost</b>  <b>Accounts Receivable&gt;Update Receivables&gt;Correct Posting Errors&gt;Payment</b>
18.	Next users should identify Incomplete Deposits
19.	All Incomplete Deposits must be completed as soon as possible by the Agencies to maintain current information within their system. Agencies should navigate to <b>Accounts Receivable&gt;Payments&gt;Online Payments&gt;Regular Deposit</b> and select <b>Search</b> to see if they have incomplete deposits. If deposits are returned after selecting search, agencies should determine if the deposits should be direct journalled or applied to open items. The oldest deposits should be given top priority. All deposits need to be complete and approved by Month End.
20.	If deposits will not be completed by Month End, the accounting date should be updated to the next month.



### Direct Journal Deposits with Coding Errors Before Approval

10.	Direct journal deposits that have not been approved because of erroneously entered chartfields need to be corrected.
11.	To remedy the erroneous entries, first note the Deposit ID numbers with errors.  Navigation: <b>Accounts Receivable&gt;Payments&gt;Direct Journal Payment &gt; Modify Accounting Entries</b>  Fill in the <b>Deposit Unit</b> and <b>Deposit ID</b> fields of the deposit in question, and click <b>Search</b> .
12.	Once the page is open, click on the checkbox next to the <b>Complete</b> button to unlock the fields.
13.	A message will pop up directing you to complete the edits on the <b>Direct Journal Create Accounting Entry</b> page. Click <b>OK</b> and then click <b>Save</b> .
14.	Navigation: <b>Accounts Receivable&gt;Payments&gt;Direct Journal Payment &gt; Create Accounting Entries</b>  The deposit will be displayed on that page. Click the  button to the right of the lightning bolt; it will delete the line that was created. This allows the user to remove the incorrect chartfields selected for the deposit, and re-enter the appropriate chartfield values.
15.	Once you have entered these values, complete the transaction as normal with direct journal transactions.

### Direct Journal Deposits with Coding Errors After Approval by Agency and TOS

1.	Direct journal deposits that have been approved, but contain erroneously entered chartfields need to be corrected.
2.	To remedy the erroneous entries, first note the Deposit ID numbers with errors.  Note down the amount of the deposit that needs to be re-distributed to a different chartfield combination. This could also be the entire deposit or a portion of the original deposit.
3.	Navigation: <b>Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposits</b>  Enter in a zero dollar deposit. It's recommended that the same Deposit ID be used with the suffix "M" added at the end to create an audit trail.  There will be two payments, one for a negative amount and the other for a positive amount.



4.	<p>Navigation: Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Create Accounting Entries</p> <p>When entering in the chartfield combination for the zero dollar deposit ensures that the negative payment amount is coding to the original coding line and the positive payment amount is coding to the new coding line.</p>
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**General Ledger (GL):**

Month-end processing is important to OAKS General Ledger as it allows OAKS reports to display the correct monetary amounts. Also, month-end processing will ensure that the spending authority, allotment, and cash budgets are impacted correctly.

1.	<p>Ensure all journals have been edited, budget checked, and posted.</p> <ol style="list-style-type: none"> <li>1. From the Main Menu, navigate to: <b>General ledger &gt; Journals &gt; Journal Entry &gt; Create Journal Entries &gt; Find an Existing Value tab</b></li> <li>2. In the Search Criteria, enter: <ul style="list-style-type: none"> <li>▪ <b>Business Unit:</b> "STATE"</li> <li>▪ <b>Line Business Unit:</b> "STATE"</li> <li>▪ <b>Journal Header Status :</b> "&lt;Blank&gt;"</li> <li>▪ <b>Source:</b> "AR, AP, SPJ, PAY, or ONL" (<b>NOTE:</b> Searching for each individual source will make it easier to look through all the journals.)</li> <li>▪ Click the <b>Search</b> button.</li> </ul> </li> <li>3. All journals will appear under the Search Results and should have a Journal Header Status of <b>Posted</b>.</li> </ol>
2.	<p>Check all allotment budgets to validate availability of funds.</p> <ol style="list-style-type: none"> <li>1. From the Main Menu, navigate to: <b>Commitment Control &gt; Review Budget Activities &gt; Budget Details</b></li> <li>2. In the Search Criteria, enter: <ul style="list-style-type: none"> <li>▪ <b>Business Unit:</b> "STATE"</li> <li>▪ <b>Ledger Group:</b> "CC_ALLOT (Allotment)"</li> <li>▪ <b>Fund:</b> "&lt;Fund Desired&gt;"</li> <li>▪ <b>Department =</b> "&lt;3 letter agency Department&gt;" <ul style="list-style-type: none"> <li>• (<b>NOTE:</b> You can enter as many chartfields as desired to narrow your search)</li> </ul> </li> <li>▪ Click the <b>Search</b> button.</li> </ul> </li> <li>3. Search Results will display lines for the combination entered in the Search Criteria.</li> </ol>
3.	<p>Verify that reports provide expected results/amounts.</p> <ol style="list-style-type: none"> <li>1. From the Main Menu, navigate to: <b>Reporting Tools &gt; Report Manager &gt; Administration tab</b></li> <li>2. Reports distributed to the user will be available for viewing (i.e.</li> </ol>



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	OHGLR052, OHGLR015).
4.	Review Budget Check Exceptions for sub-modules (AP, AR, and GL) 1. Reference job aid: FINJA086 - Review Budget Check Exceptions. <a href="http://www.oaks.ohio.gov/oaks/training/ClassMaterials/jobaidFin.asp">http://www.oaks.ohio.gov/oaks/training/ClassMaterials/jobaidFin.asp</a> .