

Objective: Each agency CFO is responsible for verifying the accuracy and completeness of the trial balance in preparation for each month end close and for the fiscal year-end audit.

Pages

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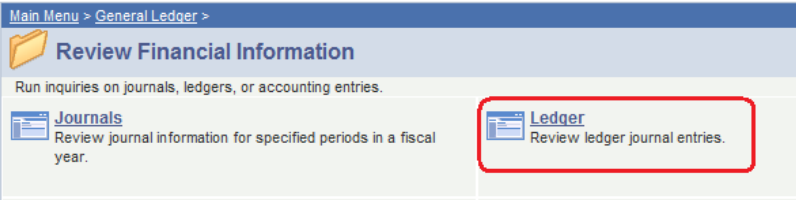
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
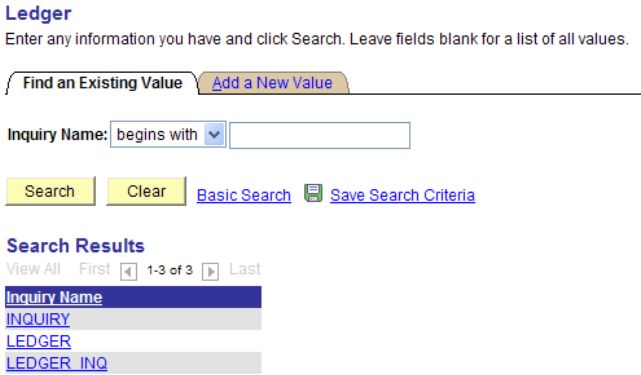

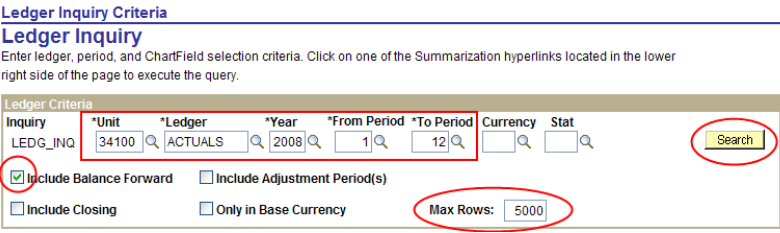
Note: All of the tools from SHARE that are used and referenced in this document begin with NMS, with the exception of the Trial Bal by Fund/A or Z Cd and the HCM_ACCT_LINE_DETAILS query. These tools have been created specifically for the State and have been tested prior to migration into the production version of SHARE. You are welcome to use the tools that Oracle provided with PeopleSoft; however, these tools have not been tested for the State. Please use these tools with caution. In addition, we suggest that you reconcile any information from the PeopleSoft tools with the Actuals Ledger to ensure their accuracy.

Trial Balance

The trial balance can be obtained by three different methods using tools from SHARE. The results of each method are the same; choose which method works best for your agency. The trial balance should be the basis of your monthly verification.

#1 Trial Balance by GL On-line Inquiry Download

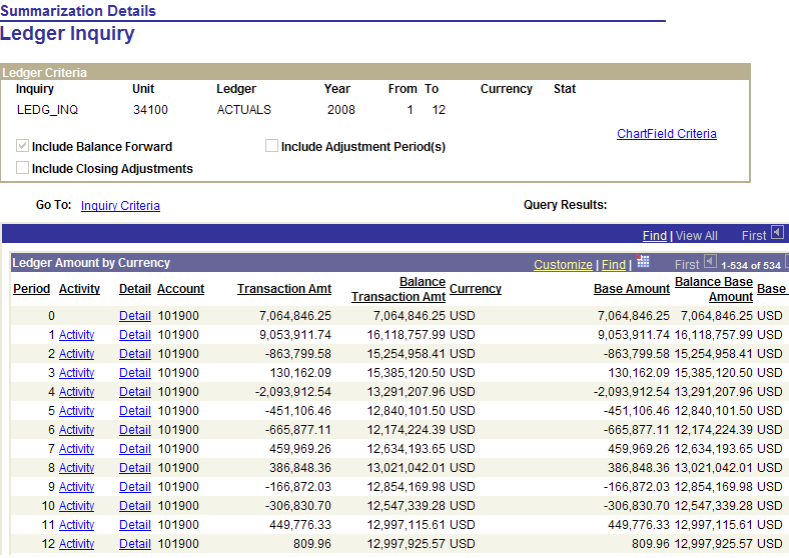


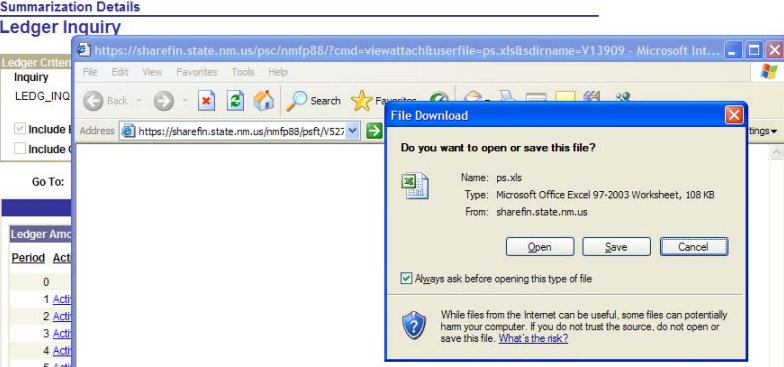
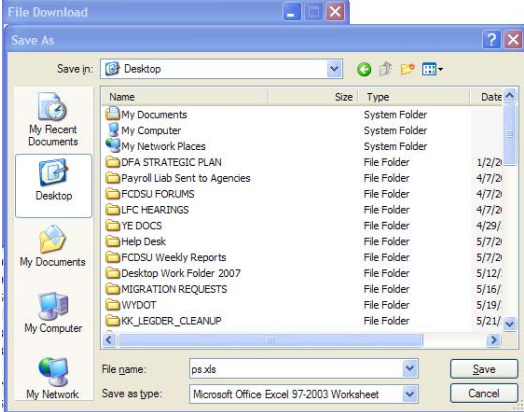
Instructions	Screen Shots
<p>1. On-line Inquiry –Ledger (General Ledger)</p> <p>Navigation: FINANCIALS, General Ledger, Review Financial Information, Ledger</p> <p>Note: General Ledger = Actuals Ledger You may find that General Ledger and Actuals Ledger are used interchangeably. PeopleSoft has named the general ledger in its software as the Actuals Ledger; therefore, do not be confused when you hear Actuals Ledger in place of or used concurrently with General Ledger.</p>	

Instructions	Screen Shots
<p>2. If this is the first time that you are reviewing the Ledger Inquiry, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click  and select the appropriate inquiry name.</p> <p>Note: If you only have one Run Control ID for the inquiry, the Ledger Inquiry Criteria will be displayed immediately. You will not need to choose a Run Control ID.</p> <p>Note: You may <u>not</u> need to create a Run Control ID every time a Run Control ID is required, try to use an established Run Control ID before creating a new one.</p> <p>Also, when creating a new Run Control ID, try to name the Run Control ID the same as the task you are attempting to access (i.e. TB_by_Fund_Account). This will eliminate any unnecessary Run Control IDs.</p> <p>Currently, Run Control IDs cannot be deleted.</p>	
<p>3. Enter the Unit, Ledger (Actuals), Year, and Period From and To.</p> <p>Check the "Include Balance Forward" <input checked="" type="checkbox"/> .</p> <p>Increase maximum rows to 5000.</p> <p>Click  to reveal the Chartfield Criteria of the Ledger Inquiry.</p> <p>Note: Increasing the "Max Line" field will allow SHARE to display more than the default of 100 lines per screen.</p>	

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<p>4. To run the Ledger Inquiry for the entire agency, leave the Chartfield Criteria blank.</p> <p>To run the Ledger Inquiry for a specific fund, enter the fund using a % (wildcard) for the last digit.</p> <p>Select the Balance by Period, Account view option.</p> <p>Note: When using the Fund Chartfield, you must use a % sign in place of the last one or two digits of the fund number to obtain all transactions that have posted to the Actuals Ledger. Using the wildcard will include activity that has posted to the subfunds. Each fund has a rollup fund which ends in "00" (i.e. 10000, 21000, or 65400). Along with the rollup fund, a fund may have subfunds (i.e. 10001, 10002, 10003, 1000, and 10005). Each of the subfunds rolls up to the main fund ending in "00". Including all funds and subfunds in the Ledger Inquiry Criteria ensures that all financial data is gathered for the specific fund.</p> <p>Note: If you do not want any activity in a subfund (s), you will can prepare an AGY journal entry to move the activity in the subfund (s) to the rollup fund (00).</p> <p>Note: Review the SHARE Chartfields 10/30/07 for the complete designations of the chartfields available in SHARE. The fund designations are as such:</p>	<div data-bbox="662 317 1414 911"> <p>Ledger Inquiry Criteria</p> <p>Ledger Inquiry</p> <p>Enter ledger, period, and ChartField selection criteria. Click on one of the Summarization hyperlinks located in the lower right side of the page to execute the query.</p> <p>Ledger Criteria</p> <p>Inquiry *Unit *Ledger *Year *From Period *To Period Currency Stat LEDG_INQ 34100 ACTUALS 2008 1 12</p> <p><input checked="" type="checkbox"/> Include Balance Forward <input type="checkbox"/> Include Adjustment Period(s) <input type="checkbox"/> Include Closing <input type="checkbox"/> Only in Base Currency Max Rows: 5000</p> <p>Chartfield Criteria Customize Find First 1-14 of 14 Last View</p> <table border="1"> <thead> <tr> <th>Chartfield</th> <th>Value</th> <th>ChartField Value Set</th> <th>Update/New</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td></td> <td></td> <td>Update/New</td> <td>Balance by Period, Account</td> </tr> <tr> <td>Department</td> <td></td> <td></td> <td>Update/New</td> <td>Balance by Period, Acct, Dept</td> </tr> <tr> <td>Oper Unit</td> <td></td> <td></td> <td>Update/New</td> <td>Balance by Period, Acct, Project</td> </tr> <tr> <td>Rpt Cat</td> <td></td> <td></td> <td>Update/New</td> <td>Sum by Period, Account</td> </tr> <tr> <td>Fund</td> <td>01000%</td> <td></td> <td>Update/New</td> <td>Sum by Period, Account, Dept</td> </tr> <tr> <td>Class</td> <td></td> <td></td> <td>Update/New</td> <td>Sum by Period, Project</td> </tr> <tr> <td>Specs</td> <td></td> <td></td> <td>Update/New</td> <td>Ledger Balances</td> </tr> <tr> <td>Bud Ref</td> <td></td> <td></td> <td>Update/New</td> <td>Ledger Activity</td> </tr> <tr> <td>Affiliate</td> <td></td> <td></td> <td>Update/New</td> <td>Clear Criteria</td> </tr> <tr> <td>Fund Affil</td> <td></td> <td></td> <td>Update/New</td> <td>Delete Criteria</td> </tr> <tr> <td>Oper Unit Affil</td> <td></td> <td></td> <td>Update/New</td> <td></td> </tr> <tr> <td>Sub Acct</td> <td></td> <td></td> <td>Update/New</td> <td></td> </tr> <tr> <td>Project</td> <td></td> <td></td> <td>Update/New</td> <td></td> </tr> <tr> <td>Adjustment Type</td> <td></td> <td></td> <td>Update/New</td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="654 1306 841 1843"> <table border="1"> <thead> <tr> <th>Fund (\$)</th> </tr> </thead> <tbody> <tr> <td>Statewide</td> </tr> <tr> <td>_____</td> </tr> <tr> <td>Used to Identify Fund</td> </tr> <tr> <td>_____</td> </tr> <tr> <td>Notes:</td> </tr> <tr> <td>5th Digit signifies appropriation source—</td> </tr> <tr> <td>0 = Multiple appropriation sources</td> </tr> <tr> <td>1 = State GF</td> </tr> <tr> <td>2 = Federal</td> </tr> <tr> <td>3 = Internal Service Fund</td> </tr> <tr> <td>4 = Inter Agency Transfers</td> </tr> <tr> <td>5 = Other State Funds</td> </tr> </tbody> </table> </div>	Chartfield	Value	ChartField Value Set	Update/New	View	Account			Update/New	Balance by Period, Account	Department			Update/New	Balance by Period, Acct, Dept	Oper Unit			Update/New	Balance by Period, Acct, Project	Rpt Cat			Update/New	Sum by Period, Account	Fund	01000%		Update/New	Sum by Period, Account, Dept	Class			Update/New	Sum by Period, Project	Specs			Update/New	Ledger Balances	Bud Ref			Update/New	Ledger Activity	Affiliate			Update/New	Clear Criteria	Fund Affil			Update/New	Delete Criteria	Oper Unit Affil			Update/New		Sub Acct			Update/New		Project			Update/New		Adjustment Type			Update/New		Fund (\$)	Statewide	_____	Used to Identify Fund	_____	Notes:	5 th Digit signifies appropriation source—	0 = Multiple appropriation sources	1 = State GF	2 = Federal	3 = Internal Service Fund	4 = Inter Agency Transfers	5 = Other State Funds
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
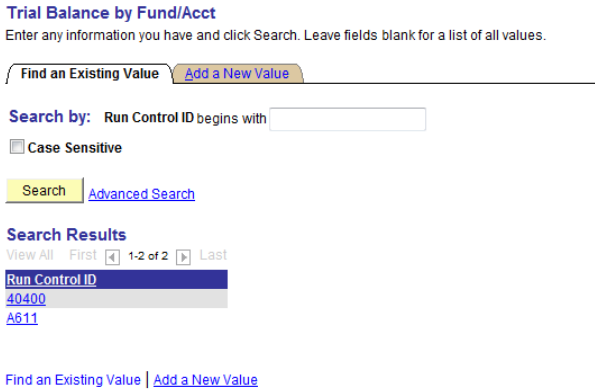
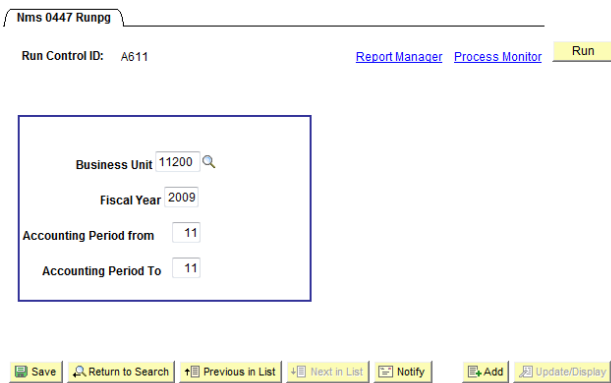
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<p>5. The Ledger Inquiry returns a listing by period (month) and account. The "Transaction Amt" column contains the total of transactions recorded in the month, the "Balance Transaction Amt" column contains the fiscal year to date balance.</p> <p>Note: For balance sheet accounts, the activity in Period 0 is the account balance rolled forward of the prior year's ending balances in the Actuals Ledger.</p> <p>Note: Click Detail to drill down to specific vouchers, deposits, and/or journal entries.</p>	 <p>Summarization Details Ledger Inquiry</p> <p>Ledger Criteria</p> <table border="1"> <thead> <tr> <th>Inquiry</th> <th>Unit</th> <th>Ledger</th> <th>Year</th> <th>From</th> <th>To</th> <th>Currency</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td>LEDG_INQ</td> <td>34100</td> <td>ACTUALS</td> <td>2008</td> <td>1</td> <td>12</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Include Balance Forward <input type="checkbox"/> Include Adjustment Period(s)</p> <p><input type="checkbox"/> Include Closing Adjustments</p> <p>Go To: Inquiry Criteria Query Results:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Activity</th> <th>Detail</th> <th>Account</th> <th>Transaction Amt</th> <th>Balance Transaction Amt</th> <th>Currency</th> <th>Base Amount</th> <th>Balance Base Amount</th> <th>Base I</th> </tr> </thead> <tbody> <tr><td>0</td><td></td><td>Detail</td><td>101900</td><td>7,064,846.25</td><td>7,064,846.25</td><td>USD</td><td>7,064,846.25</td><td>7,064,846.25</td><td>USD</td></tr> <tr><td>1</td><td>Activity</td><td>Detail</td><td>101900</td><td>9,053,911.74</td><td>16,118,757.99</td><td>USD</td><td>9,053,911.74</td><td>16,118,757.99</td><td>USD</td></tr> <tr><td>2</td><td>Activity</td><td>Detail</td><td>101900</td><td>-863,799.58</td><td>15,254,958.41</td><td>USD</td><td>-863,799.58</td><td>15,254,958.41</td><td>USD</td></tr> <tr><td>3</td><td>Activity</td><td>Detail</td><td>101900</td><td>130,162.09</td><td>15,385,120.50</td><td>USD</td><td>130,162.09</td><td>15,385,120.50</td><td>USD</td></tr> <tr><td>4</td><td>Activity</td><td>Detail</td><td>101900</td><td>-2,093,912.54</td><td>13,291,207.96</td><td>USD</td><td>-2,093,912.54</td><td>13,291,207.96</td><td>USD</td></tr> <tr><td>5</td><td>Activity</td><td>Detail</td><td>101900</td><td>-451,106.46</td><td>12,840,101.50</td><td>USD</td><td>-451,106.46</td><td>12,840,101.50</td><td>USD</td></tr> <tr><td>6</td><td>Activity</td><td>Detail</td><td>101900</td><td>-665,877.11</td><td>12,174,224.39</td><td>USD</td><td>-665,877.11</td><td>12,174,224.39</td><td>USD</td></tr> <tr><td>7</td><td>Activity</td><td>Detail</td><td>101900</td><td>459,969.26</td><td>12,634,193.65</td><td>USD</td><td>459,969.26</td><td>12,634,193.65</td><td>USD</td></tr> <tr><td>8</td><td>Activity</td><td>Detail</td><td>101900</td><td>386,848.36</td><td>13,021,042.01</td><td>USD</td><td>386,848.36</td><td>13,021,042.01</td><td>USD</td></tr> <tr><td>9</td><td>Activity</td><td>Detail</td><td>101900</td><td>-166,872.03</td><td>12,854,169.98</td><td>USD</td><td>-166,872.03</td><td>12,854,169.98</td><td>USD</td></tr> <tr><td>10</td><td>Activity</td><td>Detail</td><td>101900</td><td>-306,830.70</td><td>12,547,339.28</td><td>USD</td><td>-306,830.70</td><td>12,547,339.28</td><td>USD</td></tr> <tr><td>11</td><td>Activity</td><td>Detail</td><td>101900</td><td>449,776.33</td><td>12,997,115.61</td><td>USD</td><td>449,776.33</td><td>12,997,115.61</td><td>USD</td></tr> <tr><td>12</td><td>Activity</td><td>Detail</td><td>101900</td><td>809.96</td><td>12,997,925.57</td><td>USD</td><td>809.96</td><td>12,997,925.57</td><td>USD</td></tr> </tbody> </table>	Inquiry	Unit	Ledger	Year	From	To	Currency	Stat	LEDG_INQ	34100	ACTUALS	2008	1	12			Period	Activity	Detail	Account	Transaction Amt	Balance Transaction Amt	Currency	Base Amount	Balance Base Amount	Base I	0		Detail	101900	7,064,846.25	7,064,846.25	USD	7,064,846.25	7,064,846.25	USD	1	Activity	Detail	101900	9,053,911.74	16,118,757.99	USD	9,053,911.74	16,118,757.99	USD	2	Activity	Detail	101900	-863,799.58	15,254,958.41	USD	-863,799.58	15,254,958.41	USD	3	Activity	Detail	101900	130,162.09	15,385,120.50	USD	130,162.09	15,385,120.50	USD	4	Activity	Detail	101900	-2,093,912.54	13,291,207.96	USD	-2,093,912.54	13,291,207.96	USD	5	Activity	Detail	101900	-451,106.46	12,840,101.50	USD	-451,106.46	12,840,101.50	USD	6	Activity	Detail	101900	-665,877.11	12,174,224.39	USD	-665,877.11	12,174,224.39	USD	7	Activity	Detail	101900	459,969.26	12,634,193.65	USD	459,969.26	12,634,193.65	USD	8	Activity	Detail	101900	386,848.36	13,021,042.01	USD	386,848.36	13,021,042.01	USD	9	Activity	Detail	101900	-166,872.03	12,854,169.98	USD	-166,872.03	12,854,169.98	USD	10	Activity	Detail	101900	-306,830.70	12,547,339.28	USD	-306,830.70	12,547,339.28	USD	11	Activity	Detail	101900	449,776.33	12,997,115.61	USD	449,776.33	12,997,115.61	USD	12	Activity	Detail	101900	809.96	12,997,925.57	USD	809.96	12,997,925.57	USD
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<p>6. To download the ledger in Excel, click .</p> <p>Note: If you are using Excel 2007, press the CTRL key while clicking .</p>	 <p>Summarization Details Ledger Inquiry</p> <p>File Download</p> <p>Do you want to open or save this file?</p> <p>Name: ps.xls Type: Microsoft Office Excel 97-2003 Worksheet, 108 KB From: sharefin.state.nm.us</p> <p><input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p><input checked="" type="checkbox"/> Always ask before opening this type of file</p> <p>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?</p>																																																																																																																																																												
<p>7. Enter the file name and save to your computer or network drive.</p>	 <p>File Download</p> <p>Save As</p> <p>Save in: Desktop</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size</th> <th>Type</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>My Documents</td><td></td><td>System Folder</td><td></td></tr> <tr><td>My Computer</td><td></td><td>System Folder</td><td></td></tr> <tr><td>My Network Places</td><td></td><td>System Folder</td><td></td></tr> <tr><td>DFA STRATEGIC PLAN</td><td></td><td>File Folder</td><td>1/2/2</td></tr> <tr><td>Payroll Liab Sent to Agencies</td><td></td><td>File Folder</td><td>4/7/2</td></tr> <tr><td>FCDU FORUMS</td><td></td><td>File Folder</td><td>4/7/2</td></tr> <tr><td>LFC HEARINGS</td><td></td><td>File Folder</td><td>4/7/2</td></tr> <tr><td>YE DOCS</td><td></td><td>File Folder</td><td>4/29/</td></tr> <tr><td>Help Desk</td><td></td><td>File Folder</td><td>5/7/2</td></tr> <tr><td>FCDU Weekly Reports</td><td></td><td>File Folder</td><td>5/7/2</td></tr> <tr><td>Desktop Work Folder 2007</td><td></td><td>File Folder</td><td>5/12/</td></tr> <tr><td>MIGRATION REQUESTS</td><td></td><td>File Folder</td><td>5/16/</td></tr> <tr><td>WYDOT</td><td></td><td>File Folder</td><td>5/19/</td></tr> <tr><td>KK_LEGDER_CLEANUP</td><td></td><td>File Folder</td><td>5/21/</td></tr> </tbody> </table> <p>File name: ps.xls Save as type: Microsoft Office Excel 97-2003 Worksheet</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	Name	Size	Type	Date	My Documents		System Folder		My Computer		System Folder		My Network Places		System Folder		DFA STRATEGIC PLAN		File Folder	1/2/2	Payroll Liab Sent to Agencies		File Folder	4/7/2	FCDU FORUMS		File Folder	4/7/2	LFC HEARINGS		File Folder	4/7/2	YE DOCS		File Folder	4/29/	Help Desk		File Folder	5/7/2	FCDU Weekly Reports		File Folder	5/7/2	Desktop Work Folder 2007		File Folder	5/12/	MIGRATION REQUESTS		File Folder	5/16/	WYDOT		File Folder	5/19/	KK_LEGDER_CLEANUP		File Folder	5/21/																																																																																																
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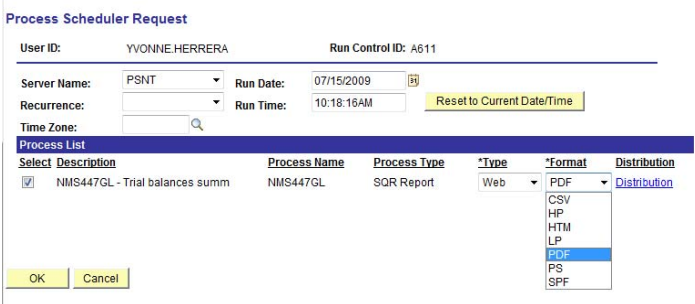

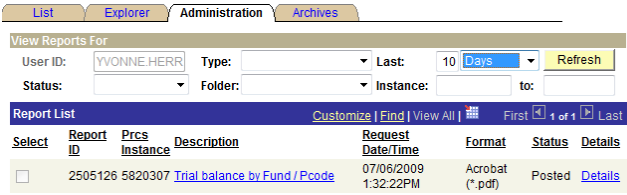
Instructions	Screen Shots																																																	
<p>8. The ledger totals by period are now downloaded into Excel. The agency can use the full functionality of Excel (Sort, Filter, Pivot Table, etc.) to analyze the data including trend analysis.</p> <p>Note: When using the above download from the On-line Inquiry method, you need to remember that you will not have the individual transactions that created the balances in the accounts, unlike a query. The On-line method only provides data on the screen it was downloaded from. The Ledger Inquiry provides the same balance information as the NMS Trial Balance Fund/Account report.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Period</td> <td>Activity</td> <td>Detail</td> <td>Account</td> <td>Transaction Amt</td> <td>Balance Transaction Amt</td> </tr> <tr> <td>2</td> <td>0</td> <td></td> <td>Detail</td> <td>101900</td> <td>7,064,846.25</td> <td>7,064,846.25</td> </tr> <tr> <td>3</td> <td>1</td> <td>Activity</td> <td>Detail</td> <td>101900</td> <td>9,053,911.74</td> <td>16,118,757.99</td> </tr> <tr> <td>4</td> <td>2</td> <td>Activity</td> <td>Detail</td> <td>101900</td> <td>-863,799.58</td> <td>15,254,958.41</td> </tr> <tr> <td>5</td> <td>3</td> <td>Activity</td> <td>Detail</td> <td>101900</td> <td>130,162.09</td> <td>15,385,120.50</td> </tr> <tr> <td>6</td> <td>4</td> <td>Activity</td> <td>Detail</td> <td>101900</td> <td>-2,093,912.54</td> <td>13,291,207.96</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	Period	Activity	Detail	Account	Transaction Amt	Balance Transaction Amt	2	0		Detail	101900	7,064,846.25	7,064,846.25	3	1	Activity	Detail	101900	9,053,911.74	16,118,757.99	4	2	Activity	Detail	101900	-863,799.58	15,254,958.41	5	3	Activity	Detail	101900	130,162.09	15,385,120.50	6	4	Activity	Detail	101900	-2,093,912.54	13,291,207.96
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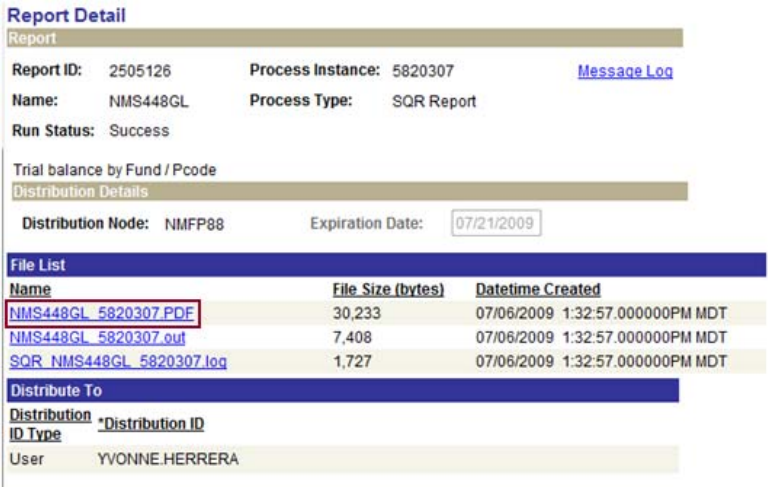
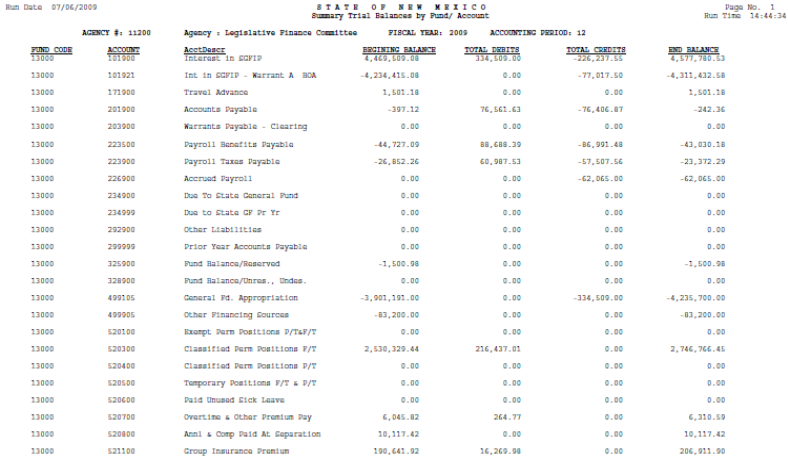
#2 Trial Balance by Fund/Acct Report as PDF

The process documented below will work for **any** report in SHARE. The trick will be understanding the criteria and what the criteria will produce in a report format. The report can be generated in different formats by selecting the format option you want.

Instructions	Screen Shots
<p>1. NMS Trial Balance Fund/Acct or Trial Bal by Fund/A or Z Cd Reports</p> <p>Navigation: FINANCIALS, General Ledger, General Reports, NMS Trial Balance Fund/Acct</p> <p>Note: If you have special and/or capital appropriations you will also need to run the Trial Bal by Fund /A or Z Cd report. The following screen shots only detail the steps for the NMS Trial Balance Fund/Account report. As previously stated, these same steps will apply for any report in SHARE.</p>	

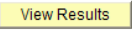

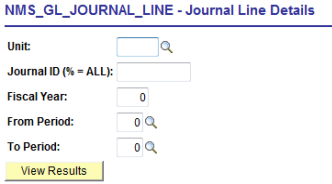




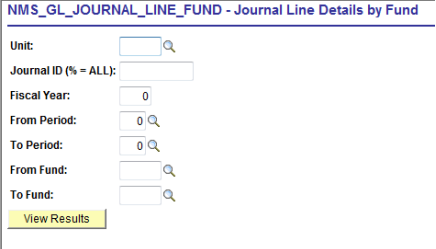






Instructions	Screen Shots
<p>2. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click  and select the appropriate report name.</p> <p>Note: If you only have one Run Control ID for the report, Nms 0447 Runpg will be displayed immediately. You will not need to choose a Run Control ID.</p> <p>Note: You may <u>not</u> need to create a Run Control ID every time a Run Control ID is required, try to use an established Run Control ID before creating a new one.</p> <p>Also, when creating a new Run Control ID, try to name the Run Control ID the same as the task you are attempting to access (i.e. TB_by_Fund_Account). This will eliminate any unnecessary Run Control IDs.</p> <p>Currently, Run Control IDs cannot be deleted.</p>	
<p>3. Enter Business Unit, Fiscal Year, and Accounting Period From and To.</p>	

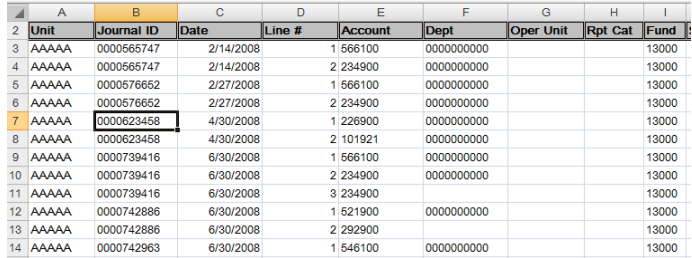
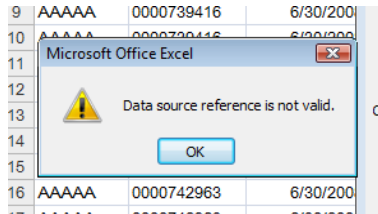
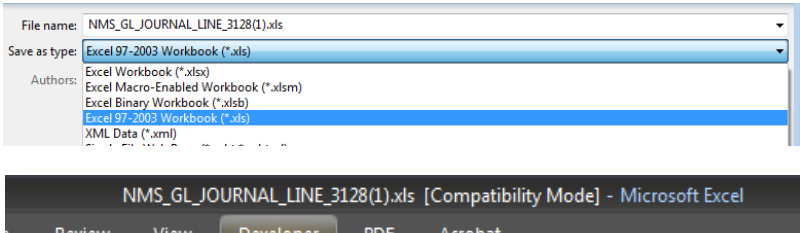
Instructions	Screen Shots
<p>4. Click Run to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking OK. Process the request by clicking OK. You will be taken back to the Nms 0447 Runpg.</p> <p>Note: When using a different Format from PDF for reports, the information may not be as useful to you in Excel; you may be unable to manipulate the data easily. The data will appear in Excel exactly as it appears as a PDF. You will not be able to do a lot with the information such as sorting, filtering, or using a pivot table because of how the data is downloaded.</p>	
<p>5. Once back in Nms 0447 Runpg, click Report Manager.</p>	
<p>6. Once in Report Manager, select the “Administration” folder tab to see the report’s status. Clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p> <p>Note: Please be advised that clicking Refresh consecutively may make you feel better, however; it does not make the process any faster. In addition, you may experience fatigue and carpal tunnel of the index finger with consistent and consecutive clicking of Refresh.</p>	

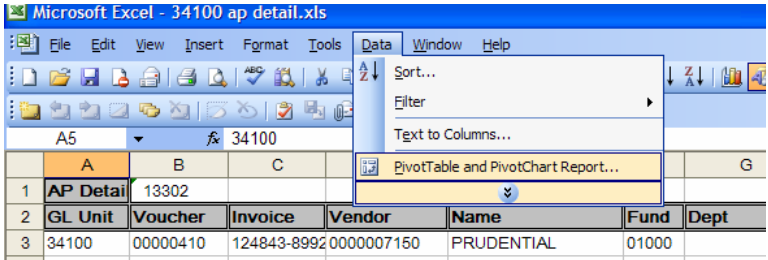
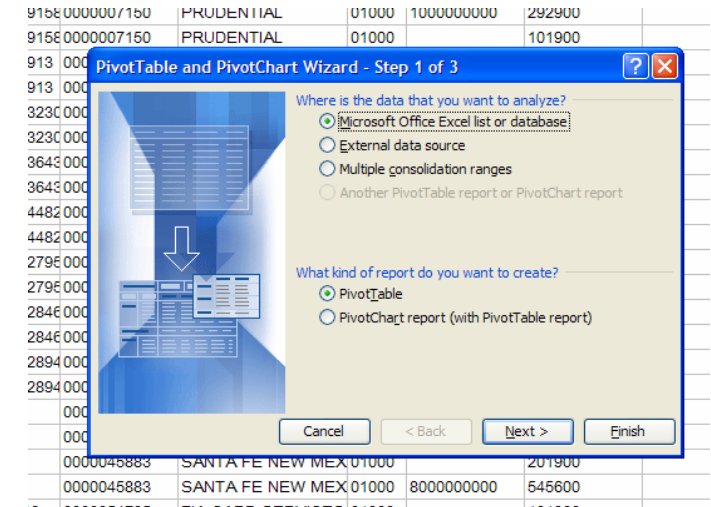


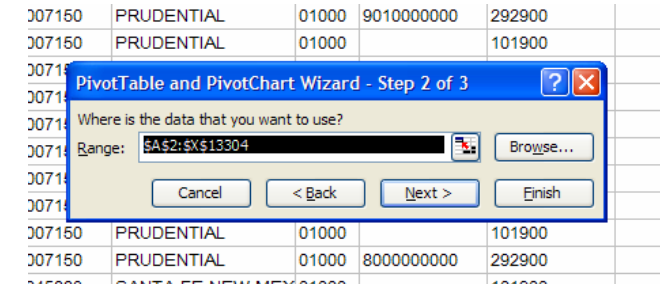
Instructions	Screen Shots																																																																																																																																																																															
<p>7. Then click on the PDF to open the report. You can save or print the report.</p>	 <p>Report Detail Report</p> <p>Report ID: 2505126 Process Instance: 5820307 Message Log Name: NMS448GL Process Type: SQR Report Run Status: Success</p> <p>Trial balance by Fund / Pcode Distribution Details Distribution Node: NMF88 Expiration Date: 07/21/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>NMS448GL_5820307.pdf</td> <td>30,233</td> <td>07/06/2009 1:32:57.000000PM MDT</td> </tr> <tr> <td>NMS448GL_5820307.out</td> <td>7,408</td> <td>07/06/2009 1:32:57.000000PM MDT</td> </tr> <tr> <td>SQR_NMS448GL_5820307.log</td> <td>1,727</td> <td>07/06/2009 1:32:57.000000PM MDT</td> </tr> </tbody> </table> <p>Distribute To Distribution ID Type User: YVONNE.HERRERA</p>	Name	File Size (bytes)	Datetime Created	NMS448GL_5820307.pdf	30,233	07/06/2009 1:32:57.000000PM MDT	NMS448GL_5820307.out	7,408	07/06/2009 1:32:57.000000PM MDT	SQR_NMS448GL_5820307.log	1,727	07/06/2009 1:32:57.000000PM MDT																																																																																																																																																																			
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<p>8. Results</p>	 <p>Run Date: 07/06/2009 STATE OF NEW MEXICO Page No. 1 Summary Trial Balance by Fund/ Account Run Time: 14:44:34</p> <table border="1"> <thead> <tr> <th>FUND CODE</th> <th>ACCOUNT</th> <th>Acct/Descr</th> <th>BEGINNING BALANCE</th> <th>TOTAL DEBITS</th> <th>TOTAL CREDITS</th> <th>END BALANCE</th> </tr> </thead> <tbody> <tr> <td>13000</td> <td>101000</td> <td>Interest in SDFIP</td> <td>4,469,509.08</td> <td>334,109.00</td> <td>-226,237.55</td> <td>4,577,380.53</td> </tr> <tr> <td>13000</td> <td>101921</td> <td>Int in SDFIP - Warrant A BSA</td> <td>-4,234,415.08</td> <td>0.00</td> <td>-77,017.50</td> <td>-4,311,432.58</td> </tr> <tr> <td>13000</td> <td>171900</td> <td>Travel Advance</td> <td>1,501.18</td> <td>0.00</td> <td>0.00</td> <td>1,501.18</td> </tr> <tr> <td>13000</td> <td>201900</td> <td>Accounts Payable</td> <td>-397.12</td> <td>76,141.63</td> <td>-76,406.87</td> <td>-242.36</td> </tr> <tr> <td>13000</td> <td>203900</td> <td>Warrants Payable - Clearing</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>223500</td> <td>Payroll Benefits Payable</td> <td>-44,727.09</td> <td>88,488.39</td> <td>-86,991.48</td> <td>-43,030.18</td> </tr> <tr> <td>13000</td> <td>223900</td> <td>Payroll Taxes Payable</td> <td>-26,852.26</td> <td>60,987.53</td> <td>-57,507.56</td> <td>-23,372.29</td> </tr> <tr> <td>13000</td> <td>226900</td> <td>Accrued Payroll</td> <td>0.00</td> <td>0.00</td> <td>-62,065.00</td> <td>-62,065.00</td> </tr> <tr> <td>13000</td> <td>234900</td> <td>Due To State General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>234999</td> <td>Due to State CF Pr Yr</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>292900</td> <td>Other Liabilities</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>299999</td> <td>Prior Year Accounts Payable</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>325900</td> <td>Fund Balance/Reserved</td> <td>-1,500.98</td> <td>0.00</td> <td>0.00</td> <td>-1,500.98</td> </tr> <tr> <td>13000</td> <td>328900</td> <td>Fund Balance/Other, Undes.</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>499100</td> <td>General Fd. Appropriation</td> <td>-3,901,191.00</td> <td>0.00</td> <td>-334,509.00</td> <td>-4,235,700.00</td> </tr> <tr> <td>13000</td> <td>499900</td> <td>Other Financing Sources</td> <td>-83,200.00</td> <td>0.00</td> <td>0.00</td> <td>-83,200.00</td> </tr> <tr> <td>13000</td> <td>520100</td> <td>Exempt Perm Positions P/T&P/T</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>520300</td> <td>Classified Perm Positions P/T</td> <td>2,530,320.44</td> <td>216,437.01</td> <td>0.00</td> <td>2,746,757.45</td> </tr> <tr> <td>13000</td> <td>520400</td> <td>Classified Perm Positions P/T</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>520500</td> <td>Temporary Positions P/T & P/T</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>520600</td> <td>Paid Unused Sick Leave</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>520700</td> <td>Overtime & Other Premium Pay</td> <td>6,045.82</td> <td>264.77</td> <td>0.00</td> <td>6,310.59</td> </tr> <tr> <td>13000</td> <td>520800</td> <td>Amal & Comp Paid At Separation</td> <td>10,117.42</td> <td>0.00</td> <td>0.00</td> <td>10,117.42</td> </tr> <tr> <td>13000</td> <td>521100</td> <td>Group Insurance Premium</td> <td>190,641.92</td> <td>16,269.98</td> <td>0.00</td> <td>206,911.90</td> </tr> </tbody> </table>	FUND CODE	ACCOUNT	Acct/Descr	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	END BALANCE	13000	101000	Interest in SDFIP	4,469,509.08	334,109.00	-226,237.55	4,577,380.53	13000	101921	Int in SDFIP - Warrant A BSA	-4,234,415.08	0.00	-77,017.50	-4,311,432.58	13000	171900	Travel Advance	1,501.18	0.00	0.00	1,501.18	13000	201900	Accounts Payable	-397.12	76,141.63	-76,406.87	-242.36	13000	203900	Warrants Payable - Clearing	0.00	0.00	0.00	0.00	13000	223500	Payroll Benefits Payable	-44,727.09	88,488.39	-86,991.48	-43,030.18	13000	223900	Payroll Taxes Payable	-26,852.26	60,987.53	-57,507.56	-23,372.29	13000	226900	Accrued Payroll	0.00	0.00	-62,065.00	-62,065.00	13000	234900	Due To State General Fund	0.00	0.00	0.00	0.00	13000	234999	Due to State CF Pr Yr	0.00	0.00	0.00	0.00	13000	292900	Other Liabilities	0.00	0.00	0.00	0.00	13000	299999	Prior Year Accounts Payable	0.00	0.00	0.00	0.00	13000	325900	Fund Balance/Reserved	-1,500.98	0.00	0.00	-1,500.98	13000	328900	Fund Balance/Other, Undes.	0.00	0.00	0.00	0.00	13000	499100	General Fd. 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#3 Trial Balance by Fund/Acct Report as a Query

Instructions	Screen Shots																																																																																																																
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE query or the NMS_GL_JOURNAL_LINE_FUND query to obtain a listing of all transactions that have posted to the Actuals Ledger for the business unit or fund.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p style="text-align: center;"> Run to Excel Click Excel . </p> <p>Note: The query function in PeopleSoft creates Excel files with hundreds of rows of data. Excel has two features that make analyzing or reviewing the data much simpler. The first is Data Filter and the second is PivotTables.</p> <p>Note: The PivotTable feature in Excel generates an interactive table that organizes and summarizes data. This is a very powerful and useful tool for analyzing data, detecting patterns or relationships, and discovering trends.</p>	<p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: <input type="text" value="Query Name"/> begins with <input type="text" value="NMS_GL_JOURNAL_LINE"/></p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: <input type="text" value="-- All Folders --"/></p> <table border="1"> <thead> <tr> <th colspan="8">Query</th> </tr> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_JOURNAL_LINE_MULTIBU</td> <td>Journal Line Details Multi BU</td> <td>Private</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE</td> <td>Journal Line Details</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_ACCT</td> <td>Journal Line Details by Acct</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_ACCT_RANGE</td> <td>Journal Line by Acct Range</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_BY_SOURCE</td> <td>Journal Listing by Source</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_CASH</td> <td>Journal Lines Cash Recon</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_DATE</td> <td>Journal Listing by Date</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_DEPT</td> <td>Journal Details by Dept & Fund</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_DEPT_RANGE</td> <td>Journal by Dept & Fund & Acct</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_FUND</td> <td>Journal Line Details by Fund</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_STO</td> <td>Journal Line Details - STO</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>NMS_GL_JOURNAL_LINE_UNPOST</td> <td>Journal Line Details Not Post</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query								Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_GL_JOURNAL_LINE_MULTIBU	Journal Line Details Multi BU	Private		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE	Journal Line Details	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_ACCT	Journal Line Details by Acct	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_ACCT_RANGE	Journal Line by Acct Range	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_BY_SOURCE	Journal Listing by Source	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_CASH	Journal Lines Cash Recon	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_DATE	Journal Listing by Date	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_DEPT	Journal Details by Dept & Fund	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_DEPT_RANGE	Journal by Dept & Fund & Acct	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_FUND	Journal Line Details by Fund	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_STO	Journal Line Details - STO	Public		HTML	Excel	Schedule	Favorite	NMS_GL_JOURNAL_LINE_UNPOST	Journal Line Details Not Post	Public		HTML	Excel	Schedule	Favorite
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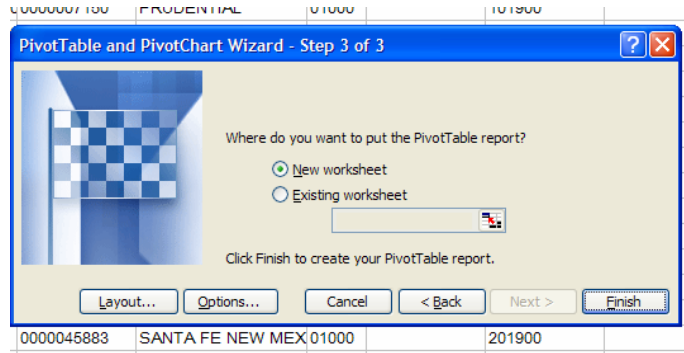
Instructions	Screen Shots
<p>2. For both queries, enter the Unit, Fiscal Year, Period From and To. In the Journal ID criteria enter a % to select all journals or enter a specific journal ID for a single specific journal. For the NMS_GL_JOURNAL_LINE_FUND query, enter information for the Fund From and To.</p> <p>Click  .</p> <p>Save the file to Excel.</p> <p>Note: When you are being asked to enter accounting periods from and to, always begin with Period 0 to include the fiscal year's beginning balances.</p> <p>Note: When using a query requesting specific funds, include the fund and subfunds (i.e. fund 11100, 11101, 11102, 11103, 11104, and 111005). If you are not sure what subfunds you have, enter The first four digits of the fund number and click  to see all fund values available for that specific fund. Including all funds and subfunds in the query criteria ensures that all financial data is gathered for the specific fund.</p> <p>Note: If the query is too large for SHARE to download, try a shorter timeframe using the same queries.</p> <p>Note: If you find that SHARE is running slow or you want to plan ahead, you can also schedule the query to be available the following day or at a later time in the day.</p> <p>Note: When you find a query that you like best, you can set it as your favorite. Once you have your favorite list, every time you go into Query Viewer, your favorite list will be at your fingertips.</p>	 <p>NMS_GL_JOURNAL_LINE - Journal Line Details</p> <p>Unit: <input type="text"/> </p> <p>Journal ID (% = ALL): <input type="text"/></p> <p>Fiscal Year: <input type="text" value="0"/></p> <p>From Period: <input type="text" value="0"/> </p> <p>To Period: <input type="text" value="0"/> </p> <p></p>  <p>NMS_GL_JOURNAL_LINE_FUND - Journal Line Details by Fund</p> <p>Unit: <input type="text"/> </p> <p>Journal ID (% = ALL): <input type="text"/></p> <p>Fiscal Year: <input type="text" value="0"/></p> <p>From Period: <input type="text" value="0"/> </p> <p>To Period: <input type="text" value="0"/> </p> <p>From Fund: <input type="text"/> </p> <p>To Fund: <input type="text"/> </p> <p></p>

Instructions	Screen Shots																																																																																																																					
<p>3. Your data should look like this:</p> <p>Note: If you have activity that has posted to subfunds (i.e. 11101, 11102, 111103, 11104, or 11105), when you do your pivot table by fund, the data will be summarized by fund. Excel recognizes 11100, 11101, 11102, 111103, 11104, and 11105 as separate funds. To prevent this breakdown, you will need to split the data contained in the Fund column into two columns. By forcing the last digit of the fund number into its own column, you will have eliminated the problem of the separate funds while still keeping the data intact. This procedure is called “Text to Columns”. See the Validate Allotments section of for the instructions.</p>	 <table border="1"> <thead> <tr> <th>Unit</th> <th>Journal ID</th> <th>Date</th> <th>Line #</th> <th>Account</th> <th>Dept</th> <th>Oper Unit</th> <th>Rpt Cat</th> <th>Fund</th> </tr> </thead> <tbody> <tr><td>AAAAA</td><td>0000565747</td><td>2/14/2008</td><td></td><td>1 566100</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000565747</td><td>2/14/2008</td><td></td><td>2 234900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000576652</td><td>2/27/2008</td><td></td><td>1 566100</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000576652</td><td>2/27/2008</td><td></td><td>2 234900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000623458</td><td>4/30/2008</td><td></td><td>1 226900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000623458</td><td>4/30/2008</td><td></td><td>2 101921</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000739416</td><td>6/30/2008</td><td></td><td>1 566100</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000739416</td><td>6/30/2008</td><td></td><td>2 234900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000739416</td><td>6/30/2008</td><td></td><td>3 234900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000742886</td><td>6/30/2008</td><td></td><td>1 521900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000742886</td><td>6/30/2008</td><td></td><td>2 292900</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> <tr><td>AAAAA</td><td>0000742963</td><td>6/30/2008</td><td></td><td>1 546100</td><td>0000000000</td><td></td><td></td><td>13000</td></tr> </tbody> </table>	Unit	Journal ID	Date	Line #	Account	Dept	Oper Unit	Rpt Cat	Fund	AAAAA	0000565747	2/14/2008		1 566100	0000000000			13000	AAAAA	0000565747	2/14/2008		2 234900	0000000000			13000	AAAAA	0000576652	2/27/2008		1 566100	0000000000			13000	AAAAA	0000576652	2/27/2008		2 234900	0000000000			13000	AAAAA	0000623458	4/30/2008		1 226900	0000000000			13000	AAAAA	0000623458	4/30/2008		2 101921	0000000000			13000	AAAAA	0000739416	6/30/2008		1 566100	0000000000			13000	AAAAA	0000739416	6/30/2008		2 234900	0000000000			13000	AAAAA	0000739416	6/30/2008		3 234900	0000000000			13000	AAAAA	0000742886	6/30/2008		1 521900	0000000000			13000	AAAAA	0000742886	6/30/2008		2 292900	0000000000			13000	AAAAA	0000742963	6/30/2008		1 546100	0000000000			13000
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<p>4. Once the data is retrieved, save the file before proceeding. If you begin the pivot table process prior to saving the file, you will receive the following error message:</p> <p>Note: If you are using Excel 2007, you are able to save the file as an Excel 97-2003 Workbook. Users who have Excel versions prior to 2007 will be able to open this file. The file name will include the Excel 97-2003 extension (.XLS) and show that the file is in “Compatibility Mode”.</p> <p>Note: Once the file is saved, try not to modify the original data. This will ensure that the data’s integrity is kept intact. Any analysis done should be done with a copy of the data in another tab in the file.</p> <p>Note: Once the file is saved, you can begin to format the data, hide columns, change column size, etc.</p>	  <p>NMS_GL_JOURNAL_LINE_3128(1).xls [Compatibility Mode] - Microsoft Excel</p>																																																																																																																					

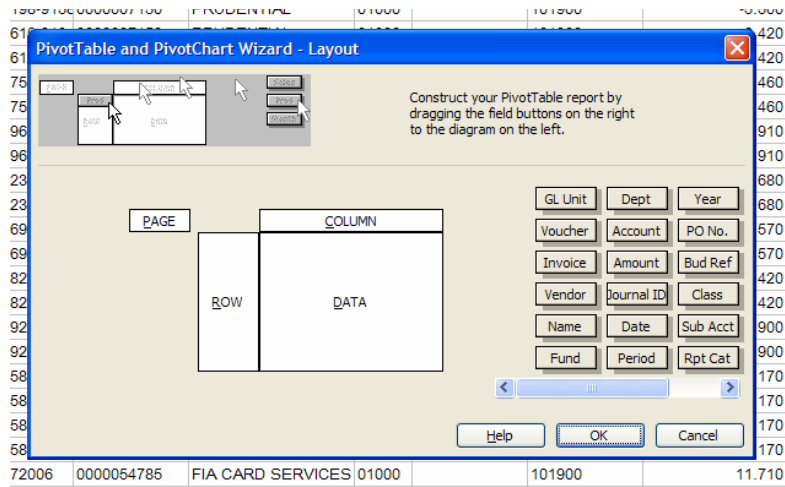
Instructions	Screen Shots
<p>5. Prepare a trial balance using the query results by summarizing in a pivot table with Excel 2003</p> <p style="margin-left: 20px;">a. Navigation</p> <p style="margin-left: 40px;">b. Pivot Table and PivotChart Wizard</p>	<p>Step #1: Data PivotTable and PivotChart Report</p>  <p>Step #2</p>  <p>Step #3: Choose the Microsoft Office Excel and Pivot Table radio buttons, and then click .</p> <p>Step #4: Excel will infer the range of the data set. Ensure the range is correct and click .</p> 

Instructions | **Screen Shots**

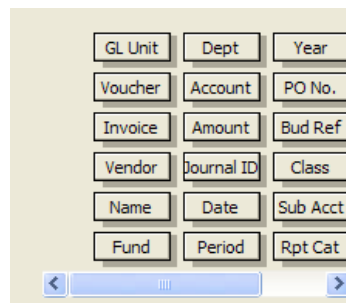
Step #5: Choose between the pivot table appearing on a “New Worksheet” or on the “Existing Worksheet”. It is always best to create a new worksheet when creating a pivot table. Next, click **Layout...**



Step #6: Determine the layout of the pivot table and the data.

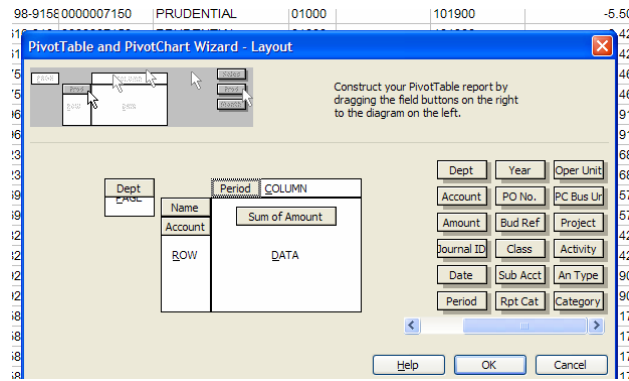


Each column heading will appear on the right side of the layout screen. Click on the desired data item, drag to the diagram on the left, and place it where you want it to appear on the pivot table.



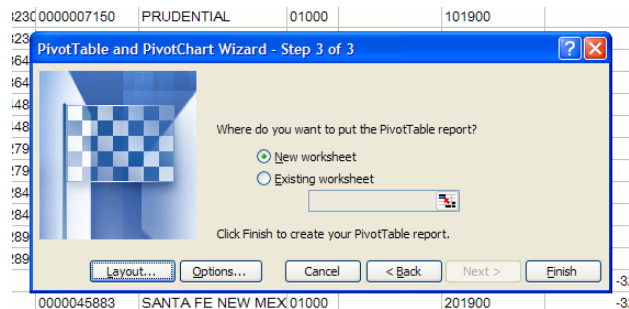
Instructions | **Screen Shots**

Example:
 Department appears under PAGE
 Period appears under COLUMN
 Name and Account appear under ROW
 Amount appears under DATA as a Sum value



Click **OK**. You will be taken back to Step 3 of the Pivot Table and Pivot Chart Wizard.

Step #7: Click **Finish**.



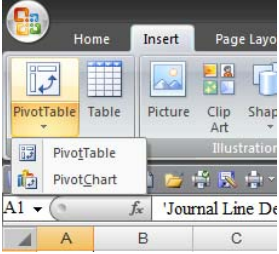
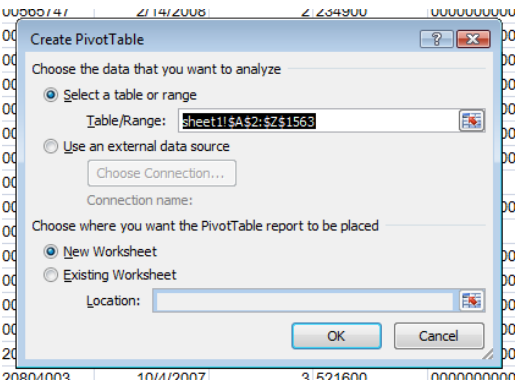
c. Results

Note: If you have multiple funds, you can create a separate pivot table for each fund in separate tabs of the same file.

Note: To see the detail of any summarized field, double click the summarized value cell and a separate tab will appear with the details.

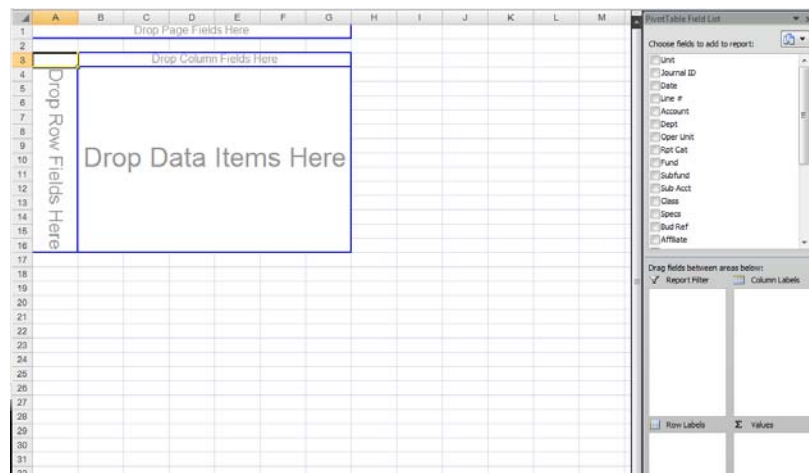
Step #8

	A	B	C
1	Drop Page Fields Here		
2			
3	Sum of		
4	Fund	Account	Total
5	1300	101900	2,936,305.80
6		101921	(2,574,640.80)
7		171900	1,501.18
8		201900	(69,483.99)
9		203900	-
10		223500	(48,549.76)
11		223900	(33,956.76)
12		226900	(81,587.54)
13		234900	(2,558.81)
14		292900	0.00
15		299999	0.00
16		325900	(1,984.79)
17		328900	483.81
18		499105	(3,976,400.00)

Instructions	Screen Shots
<p>6. Prepare a trial balance using the query results by summarizing in a pivot table with Excel 2007</p> <ul style="list-style-type: none"> a. Navigation b. Create Pivot Table 	<p>Step #1: Insert, PivotTable, PivotTable</p>  <p>Step #2: Excel will infer the range of the data set. Ensure the range is correct and click <input type="button" value="Next >"/> . Choose between the pivot table appearing on a “New Worksheet” or on the “Existing Worksheet”. It is always best to create a new worksheet when creating a pivot table. Next, click <input type="button" value="OK"/> .</p> 

Instructions | **Screen Shots**

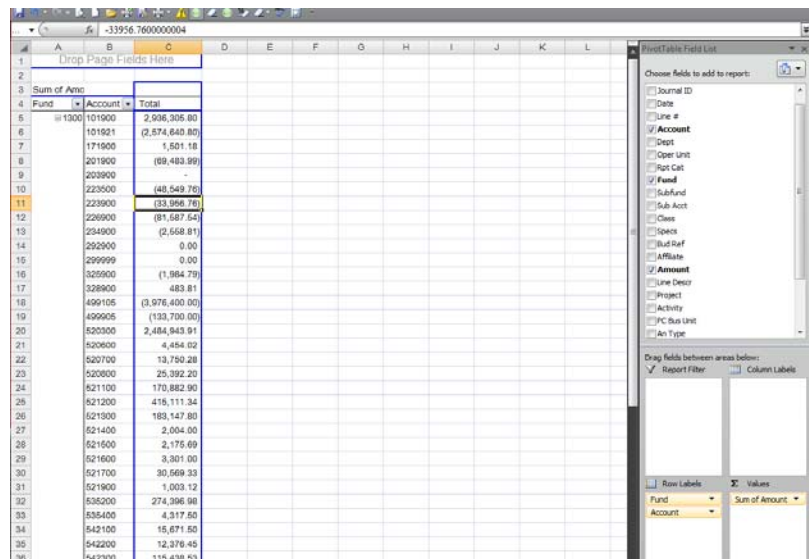
Step #3: Determine the layout of the pivot table and the data.

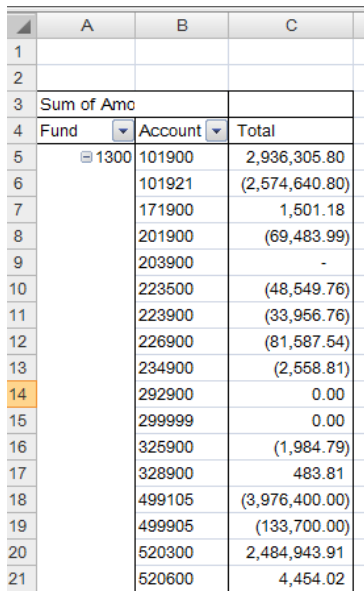
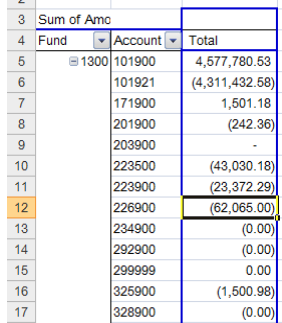


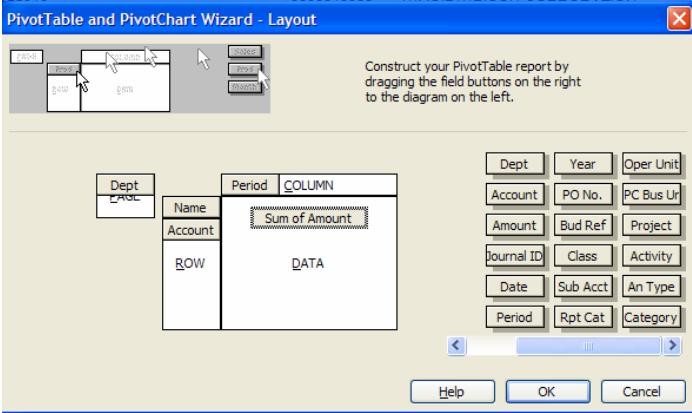
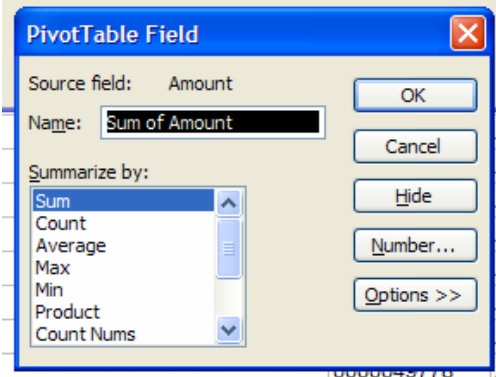
Each column heading will appear on the right side of your screen in the PivotTable Field List. Click on the desired field, drag to the diagram on the left or below in the PivotTable Quadrant Boxes, and place it where you want it to appear on the pivot table. Once you begin dragging the different fields, you will see the pivot table on the left begin to take shape. You have the ability to instantly see the pivot table and rearrange the fields until the desired results are obtained.

Example:

Fund and Account appear in the Row quadrant
Amount appears in the Values quadrant as a Sum value



Instructions	Screen Shots																																																																																																									
<p>c. Results</p> <p>Note: As long as the cursor is located in a cell within the pivot table, the PivotTable Field List will be visible. To hide the PivotTable Field List, place the cursor in a cell outside of the pivot table.</p> <p>Note: If you have multiple funds, you can create a separate pivot table for each fund in separate tabs of the same file.</p> <p>Note: To see the detail of any summarized field, double click the summarized value cell and a separate tab will appear with the details.</p>	<p>Step #4</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>FUND CODE</th> <th>ACCOUNT</th> <th>AcctDescr</th> <th>BEGINNING BALANCE</th> <th>TOTAL DEBITS</th> <th>TOTAL CREDITS</th> <th>END BALANCE</th> </tr> </thead> <tbody> <tr> <td>13000</td> <td>101900</td> <td>Interest In EGPIF</td> <td>4,469,509.08</td> <td>334,509.00</td> <td>-226,237.55</td> <td>4,577,780.53</td> </tr> <tr> <td>13000</td> <td>101921</td> <td>Int in EGPIF - Warrant A BOA</td> <td>-4,234,415.08</td> <td>0.00</td> <td>-77,017.50</td> <td>-4,311,432.58</td> </tr> <tr> <td>13000</td> <td>171900</td> <td>Travel Advance</td> <td>1,501.18</td> <td>0.00</td> <td>0.00</td> <td>1,501.18</td> </tr> <tr> <td>13000</td> <td>201900</td> <td>Accounts Payable</td> <td>-397.12</td> <td>76,561.63</td> <td>-76,406.87</td> <td>-242.36</td> </tr> <tr> <td>13000</td> <td>203900</td> <td>Warrants Payable - Clearing</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>223500</td> <td>Payroll Benefits Payable</td> <td>-44,727.09</td> <td>88,688.39</td> <td>-86,991.48</td> <td>-43,030.18</td> </tr> <tr> <td>13000</td> <td>223900</td> <td>Payroll Taxes Payable</td> <td>-26,852.26</td> <td>60,987.53</td> <td>-57,507.56</td> <td>-23,372.29</td> </tr> <tr> <td>13000</td> <td>226900</td> <td>Accrued Payroll</td> <td>0.00</td> <td>0.00</td> <td>-62,065.00</td> <td>-62,065.00</td> </tr> <tr> <td>13000</td> <td>234900</td> <td>Due To State General Fund</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>234999</td> <td>Due to State GF Pr Yr</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>292900</td> <td>Other Liabilities</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>299999</td> <td>Prior Year Accounts Payable</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>13000</td> <td>325900</td> <td>Fund Balance/Reserved</td> <td>-1,500.98</td> <td>0.00</td> <td>0.00</td> <td>-1,500.98</td> </tr> <tr> <td>13000</td> <td>328900</td> <td>Fund Balance/Unres., Undes.</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> 	FUND CODE	ACCOUNT	AcctDescr	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	END BALANCE	13000	101900	Interest In EGPIF	4,469,509.08	334,509.00	-226,237.55	4,577,780.53	13000	101921	Int in EGPIF - Warrant A BOA	-4,234,415.08	0.00	-77,017.50	-4,311,432.58	13000	171900	Travel Advance	1,501.18	0.00	0.00	1,501.18	13000	201900	Accounts Payable	-397.12	76,561.63	-76,406.87	-242.36	13000	203900	Warrants Payable - Clearing	0.00	0.00	0.00	0.00	13000	223500	Payroll Benefits Payable	-44,727.09	88,688.39	-86,991.48	-43,030.18	13000	223900	Payroll Taxes Payable	-26,852.26	60,987.53	-57,507.56	-23,372.29	13000	226900	Accrued Payroll	0.00	0.00	-62,065.00	-62,065.00	13000	234900	Due To State General Fund	0.00	0.00	0.00	0.00	13000	234999	Due to State GF Pr Yr	0.00	0.00	0.00	0.00	13000	292900	Other Liabilities	0.00	0.00	0.00	0.00	13000	299999	Prior Year Accounts Payable	0.00	0.00	0.00	0.00	13000	325900	Fund Balance/Reserved	-1,500.98	0.00	0.00	-1,500.98	13000	328900	Fund Balance/Unres., Undes.	0.00	0.00	0.00	0.00
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<p>NOTE: Remember the NMS Trial Balance Fund/Acct PDF report, the NMS_GL_JOURNAL_LINE query, and the NMS_GL_JOURNAL_LINE_FUND query will result in the same summarized balances.</p>																																																																																																										

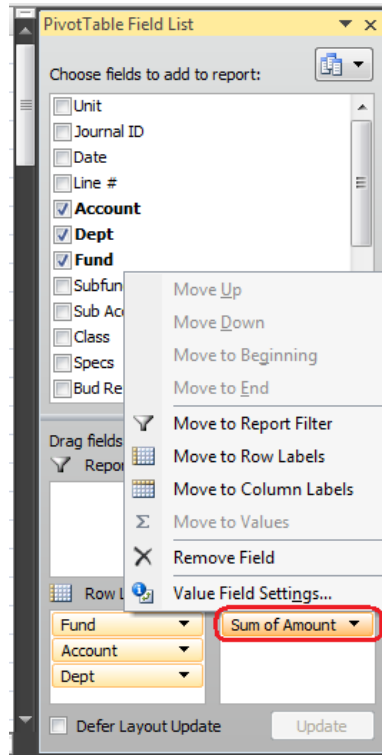
Instructions	Screen Shots
<p>7. Data Options within the pivot tables with Excel 2003</p>	<p>Step #1: Double click on “Sum of Amount” under Data box.</p>  <p>Step #2: The Pivot Table Field box will appear with the Summarized by menu. Typically, under the data box, a field that is a numeric value should be used. The options for data are:</p> <ul style="list-style-type: none"> SUM totals the field COUNT creates a count of the field AVERAGE averages the field 

Instructions	Screen Shots
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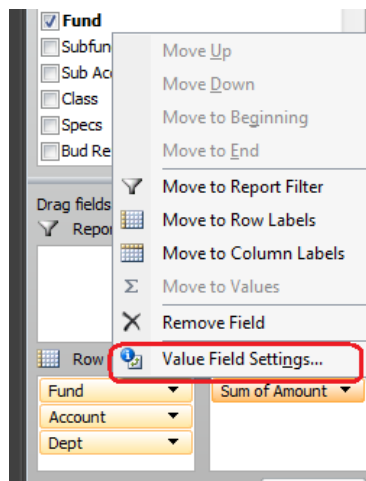
8. Data Options within the pivot tables with Excel 2007

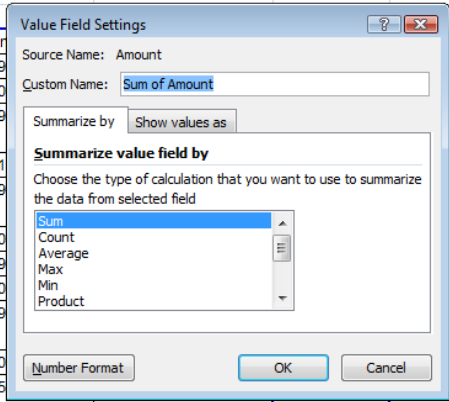

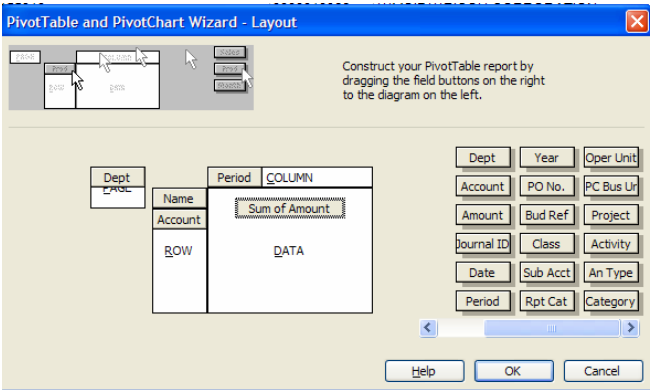
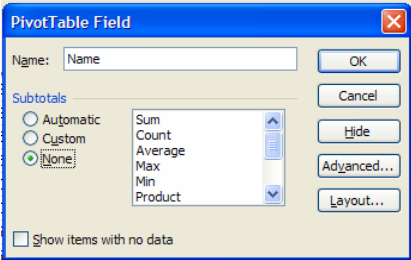
Note: The only difference between Excel 2003 and Excel 2007 is the navigation to the PivotTable Field.

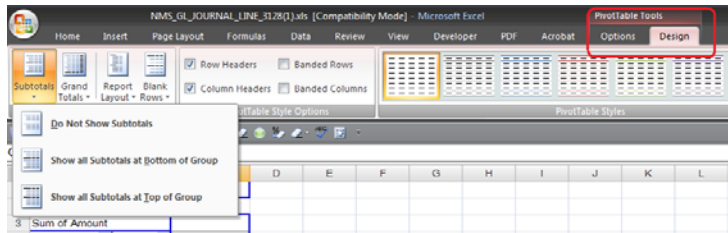
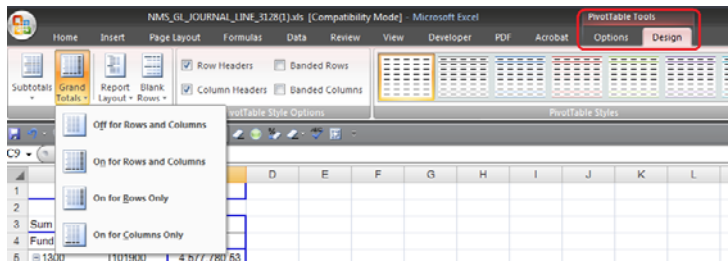
Step #1: With the PivotTable Field List visible, click next to the Sum of Amount to get the menu for the Amount field.

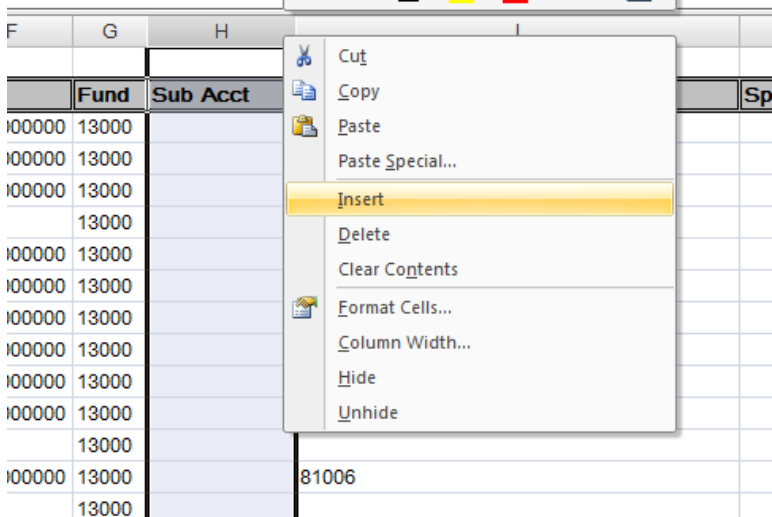
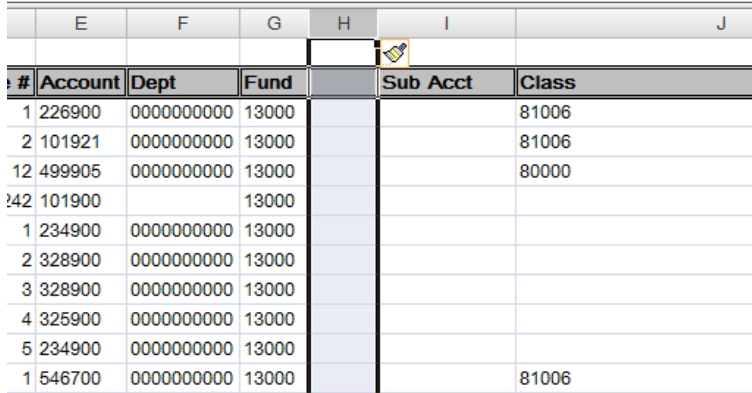
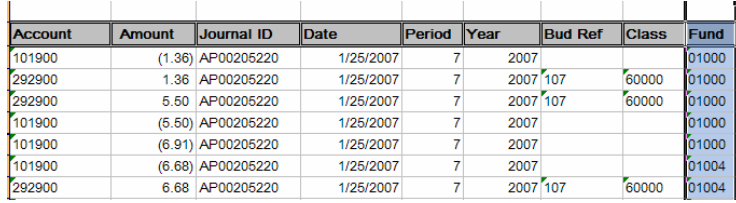


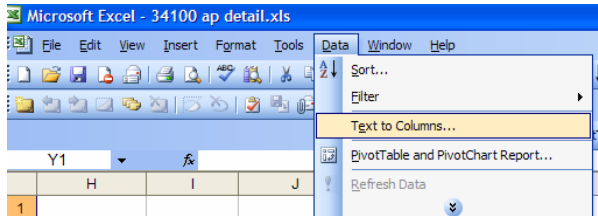
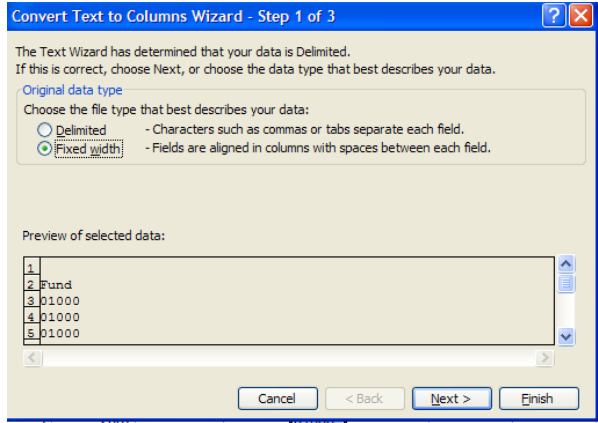
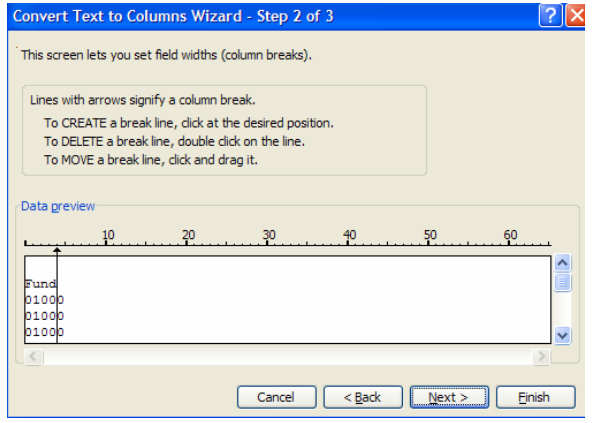
Step #2: Click on “Value Field Settings” option

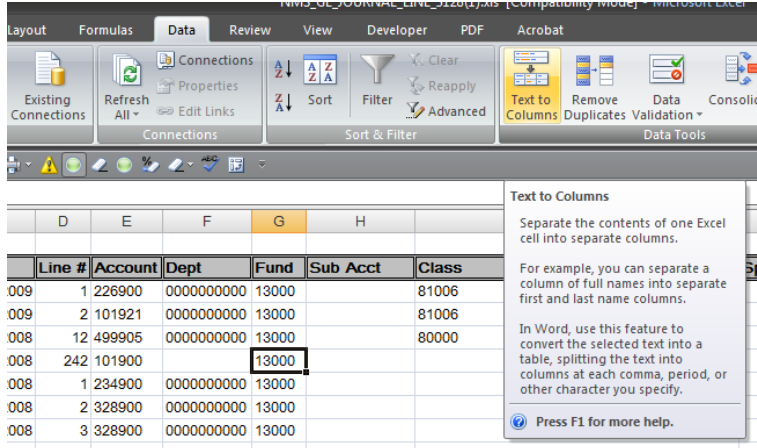


Instructions	Screen Shots
	<p>Step #3: The PivotTable Value Field Settings box will appear displaying the Summarized by folder tab. Typically, under the data box, a field that is a numeric value should be used. The options for data are:</p> <p>SUM totals the field COUNT creates a count of the field AVERAGE averages the field</p>  <p>Step #4: Select format for data field and click .</p>
<p>9. Field Subtotal Options within the pivot table with Excel 2003</p>	<p>Step #1: Double click on the “Name” field under Row box.</p>  <p>Step #2: The PivotTable Field box will appear. Choose the “None” radio button to turn off subtotals for each Name.</p> 

Instructions		Screen Shots																																																																																																																																																														
<p>Note: Period and Grand Total columns are not formatted in either example. Highlight column C and D. Using the Excel menu, select Format, Cells, Number.</p>		<p>BEFORE TURNING OFF SUBTOTAL</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dept</td> <td>(All)</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Sum of Amount</td> <td></td> <td>Period</td> <td></td> </tr> <tr> <td>4</td> <td>Name</td> <td>Account</td> <td>7</td> <td>Grand Total</td> </tr> <tr> <td>9</td> <td>AFSCME COUNCIL 18</td> <td>101900</td> <td>6.66</td> <td>6.66</td> </tr> <tr> <td>10</td> <td></td> <td>292900</td> <td>-6.66</td> <td>-6.66</td> </tr> <tr> <td>12</td> <td>AFSCME COUNCIL 18 Total</td> <td></td> <td>0</td> <td>0</td> </tr> <tr> <td>13</td> <td>ALBUQUERQUE PUBLISHING CO</td> <td>101900</td> <td>-47.88</td> <td>-47.88</td> </tr> <tr> <td>14</td> <td></td> <td>201900</td> <td>0</td> <td>0</td> </tr> <tr> <td>15</td> <td></td> <td>546900</td> <td>47.88</td> <td>47.88</td> </tr> <tr> <td>16</td> <td>ALBUQUERQUE PUBLISHING CO Total</td> <td></td> <td>0</td> <td>0</td> </tr> <tr> <td>17</td> <td>APODACA, ROBERT M</td> <td>101900</td> <td>37.76</td> <td>37.76</td> </tr> <tr> <td>18</td> <td></td> <td>201900</td> <td>-1.42109E-14</td> <td>-1.42109E-14</td> </tr> <tr> <td>19</td> <td></td> <td>542100</td> <td>-37.76</td> <td>-37.76</td> </tr> <tr> <td>20</td> <td></td> <td>542200</td> <td>0</td> <td>0</td> </tr> <tr> <td>21</td> <td>APODACA, ROBERT M Total</td> <td></td> <td>-7.10543E-15</td> <td>-7.10543E-15</td> </tr> </tbody> </table> <p>AFTER TURNING OFF SUBTOTAL</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dept</td> <td>(All)</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Sum of Amount</td> <td></td> <td>Period</td> <td></td> </tr> <tr> <td>4</td> <td>Name</td> <td>Account</td> <td>7</td> <td>Grand Total</td> </tr> <tr> <td>9</td> <td>AFSCME COUNCIL 18</td> <td>101900</td> <td>6.66</td> <td>6.66</td> </tr> <tr> <td>10</td> <td></td> <td>292900</td> <td>-6.66</td> <td>-6.66</td> </tr> <tr> <td>11</td> <td>ALBUQUERQUE PUBLISHING CO</td> <td>101900</td> <td>-47.88</td> <td>-47.88</td> </tr> <tr> <td>12</td> <td></td> <td>201900</td> <td>0</td> <td>0</td> </tr> <tr> <td>13</td> <td></td> <td>546900</td> <td>47.88</td> <td>47.88</td> </tr> <tr> <td>14</td> <td>APODACA, ROBERT M</td> <td>101900</td> <td>37.76</td> <td>37.76</td> </tr> <tr> <td>15</td> <td></td> <td>201900</td> <td>-1.42109E-14</td> <td>-1.42109E-14</td> </tr> <tr> <td>16</td> <td></td> <td>542100</td> <td>-37.76</td> <td>-37.76</td> </tr> <tr> <td>17</td> <td></td> <td>542200</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					A	B	C	D	1	Dept	(All)			2					3	Sum of Amount		Period		4	Name	Account	7	Grand Total	9	AFSCME COUNCIL 18	101900	6.66	6.66	10		292900	-6.66	-6.66	12	AFSCME COUNCIL 18 Total		0	0	13	ALBUQUERQUE PUBLISHING CO	101900	-47.88	-47.88	14		201900	0	0	15		546900	47.88	47.88	16	ALBUQUERQUE PUBLISHING CO Total		0	0	17	APODACA, ROBERT M	101900	37.76	37.76	18		201900	-1.42109E-14	-1.42109E-14	19		542100	-37.76	-37.76	20		542200	0	0	21	APODACA, ROBERT M Total		-7.10543E-15	-7.10543E-15		A	B	C	D	1	Dept	(All)			2					3	Sum of Amount		Period		4	Name	Account	7	Grand Total	9	AFSCME COUNCIL 18	101900	6.66	6.66	10		292900	-6.66	-6.66	11	ALBUQUERQUE PUBLISHING CO	101900	-47.88	-47.88	12		201900	0	0	13		546900	47.88	47.88	14	APODACA, ROBERT M	101900	37.76	37.76	15		201900	-1.42109E-14	-1.42109E-14	16		542100	-37.76	-37.76	17		542200	0	0
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<p>10. Field Subtotal Options within the pivot table with Excel 2007 a. Navigation</p> <p>Note: The only difference between Excel 2003 and Excel 2007 is the navigation to the PivotTable Field (PivotTable Tools, Design in Excel 2007).</p> <p>Note: The PivotTable Tools menu is shown when the cursor is placed in a cell within the pivot table.</p>		<p>Step #1: Pivot Table, Design, Subtotals or Grand Totals</p>  																																																																																																																																																														

Instructions	Screen Shots
<p>11. Split the Fund column into two columns using Text to Columns with Excel 2003</p> <p style="margin-left: 20px;">a. Preparation steps</p>	<p><u>Step #1:</u> Insert a column in the data query</p> <p>Highlight the column to the immediate right of the Fund column by right clicking on the H, as shown below. Select the insert option.</p>  <p>Your screen should appear like this:</p>  <p><u>Step #2:</u> Select the column you want to split</p> 

Instructions	Screen Shots
<p>b. Navigation</p>	<p><u>Step #3</u>: Data, Text to Columns</p> 
<p>c. Convert Text to Columns Wizard</p> <p>Note: The Fixed Width option allows the user to manually select where the separation will occur.</p> <p>Note: The Delimited radio button is used when common delimiters are used to separate the data. Example of common delimiters are:</p> <div data-bbox="188 953 344 1117" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Delimiters</p> <input checked="" type="checkbox"/> Tab <input type="checkbox"/> Semicolon <input type="checkbox"/> Comma <input type="checkbox"/> Space <input type="checkbox"/> Other: <input style="width: 40px;" type="text"/> </div> <p>You also have the option of selecting the Other category and identifying the delimiter. The trick is that the delimiter is used specifically to separate data fields within the date file. If the delimiter character is included within the data fields themselves, the separation will not be useful.</p> <p>Note: If you were unable to place the break line where you wanted the break, simply drag the line to the correct position. To remove a break, double click the break line.</p>	<p><u>Step #4</u>: Select the Fixed Width radio button and click Next >.</p>  <p><u>Step #5</u>: Use the mouse to click between the fourth and fifth digit of the fund, creating the line below. Next, click Next >.</p> 

Instructions	Screen Shots																																																
<p>12. Split the Fund column into two columns using Text to Columns with Excel 2007</p> <p>a. Navigation</p> <p>Note: The only difference between Excel 2003 and Excel 2007 is the navigation to the Text to Columns.</p>	<p><u>Step #1:</u> Data, Text to Columns</p>  <p>The screenshot shows the Excel 2007 interface with the 'Data' ribbon selected. The 'Text to Columns' button is highlighted in the 'Data Tools' group. A dialog box titled 'Text to Columns' is open, providing instructions on how to use the feature. The spreadsheet below shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Account</th> <th>Dept</th> <th>Fund</th> <th>Sub Acct</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>009</td> <td>1</td> <td>226900</td> <td>0000000000</td> <td>13000</td> <td>81006</td> </tr> <tr> <td>009</td> <td>2</td> <td>101921</td> <td>0000000000</td> <td>13000</td> <td>81006</td> </tr> <tr> <td>008</td> <td>12</td> <td>499905</td> <td>0000000000</td> <td>13000</td> <td>80000</td> </tr> <tr> <td>008</td> <td>242</td> <td>101900</td> <td>13000</td> <td></td> <td></td> </tr> <tr> <td>008</td> <td>1</td> <td>234900</td> <td>0000000000</td> <td>13000</td> <td></td> </tr> <tr> <td>008</td> <td>2</td> <td>328900</td> <td>0000000000</td> <td>13000</td> <td></td> </tr> <tr> <td>008</td> <td>3</td> <td>328900</td> <td>0000000000</td> <td>13000</td> <td></td> </tr> </tbody> </table>	Line #	Account	Dept	Fund	Sub Acct	Class	009	1	226900	0000000000	13000	81006	009	2	101921	0000000000	13000	81006	008	12	499905	0000000000	13000	80000	008	242	101900	13000			008	1	234900	0000000000	13000		008	2	328900	0000000000	13000		008	3	328900	0000000000	13000	
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Validate Allotments

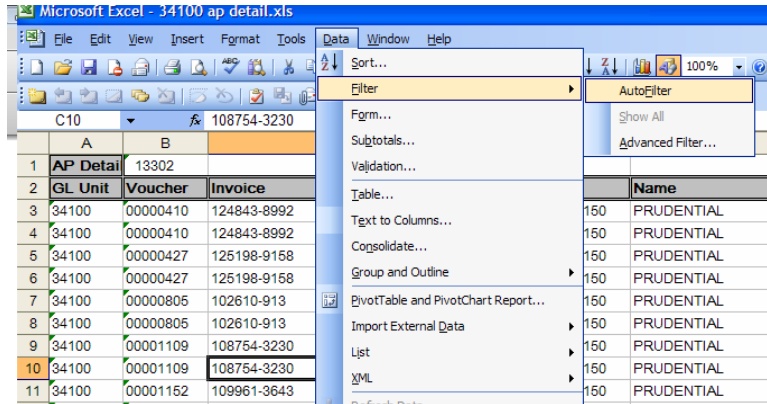
The agency should validate that all allotments are received and properly recorded in the Actuals Ledger. If your agency identifies a missing allotment, contact the FCD Financial Management Bureau at 827-3681.

Instructions	Screen Shots																																																																																																																																																										
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE_ACCT query to obtain a listing of all allotments recorded in the Actuals Ledger.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	<p>Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_GL_JOURNAL_LINE_ACCT</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_JOURNAL_LINE_ACCT</td> <td>Journal Line Details by Acct</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_GL_JOURNAL_LINE_ACCT	Journal Line Details by Acct	Public		HTML	Excel																																																																																																																																														
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NMS_GL_JOURNAL_LINE_ACCT	Journal Line Details by Acct	Public		HTML	Excel																																																																																																																																																						
<p>2. Enter the Unit, Fiscal Year, Period From and To, and Account criteria as 499105.</p> <p>Click View Results.</p> <p>Save the file to Excel.</p>	<p>Unit: 34100</p> <p>Fiscal Year: 2008</p> <p>From Period: 1</p> <p>To Period: 12</p> <p>Account: 499105</p> <p>View Results</p>																																																																																																																																																										
<table border="1"> <thead> <tr> <th>Sum of Amount</th> <th>Period</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> </tr> </thead> <tbody> <tr> <td>1000000000</td> <td></td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,891)</td> <td>(84,900)</td> </tr> <tr> <td>1850000000</td> <td></td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,616)</td> <td>(28,621)</td> </tr> <tr> <td>2000000000</td> <td></td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,433)</td> <td>(132,437)</td> </tr> <tr> <td>4000000000</td> <td></td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,741)</td> <td>(35,750)</td> </tr> <tr> <td>6000000000</td> <td></td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,791)</td> <td>(130,800)</td> </tr> <tr> <td>8000000000</td> <td></td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,708)</td> <td>(204,712)</td> </tr> <tr> <td>9000000000</td> <td></td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,758)</td> <td>(461,762)</td> </tr> <tr> <td>A073922</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>(25,000)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A083946</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>(10,000)</td> <td></td> </tr> <tr> <td>Z8000</td> <td></td> <td>(332,133)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,333)</td> <td>(208,337)</td> </tr> </tbody> </table>		Sum of Amount	Period	1	2	3	4	5	6	7	8	9	10	11	12	1000000000		(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,891)	(84,900)	1850000000		(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,616)	(28,621)	2000000000		(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,433)	(132,437)	4000000000		(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,741)	(35,750)	6000000000		(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,791)	(130,800)	8000000000		(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,708)	(204,712)	9000000000		(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,758)	(461,762)	A073922						(25,000)								A083946												(10,000)		Z8000		(332,133)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,333)	(208,337)
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<p>3. Use a pivot table in Excel to provide a trend of allotments received by department.</p> <p>Note: The 10-digit department codes roll up to individual P-Codes. The Z-Codes are special appropriations and the A-Codes are capital outlay appropriations.</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Account column would be filtered to show only account 499105.</p>																																																																																																																																																											

Instructions | **Screen Shots**

- 4. Using the Excel Filter option with Excel 2003
 - a. Navigation

Step #1: Data, Filter, Auto Filter



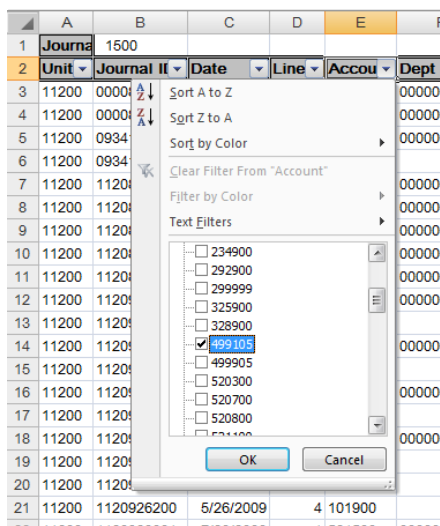
- b. Sub results

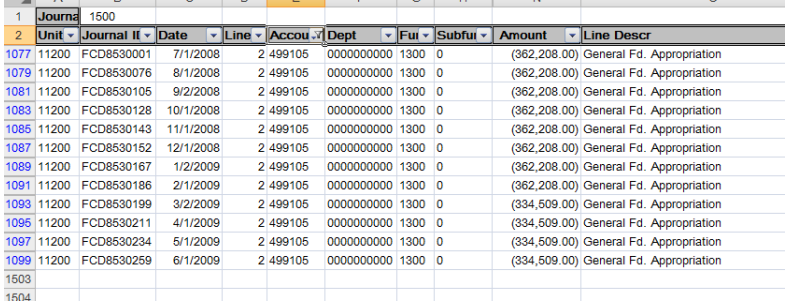
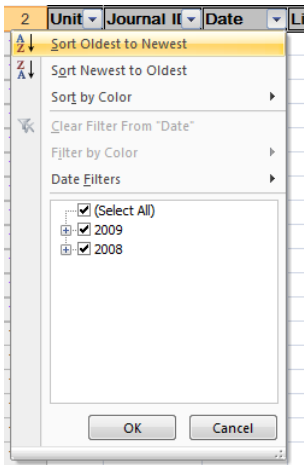
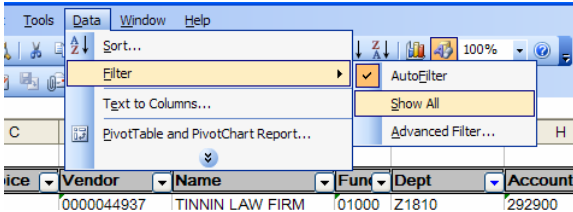
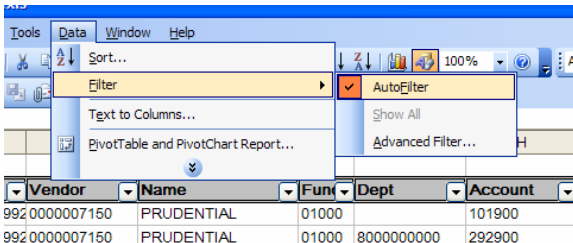
Step #2: A drop down selection box will appear at the top of each column of data.

	A	B	C	D	F	G	H
1	AP Detail	13302					
2	GL Unit	Voucher	Invoice	Vendor	Fun	Dept	Account
3	34100	00000410	124843-8992	0000007150	01000		101900
4	34100	00000410	124843-8992	0000007150	01000	8000000000	292900
5	34100	00000427	125198-9158	0000007150	01000	10000000000	292900
6	34100	00000427	125198-9158	0000007150	01000		101900
7	34100	00000805	102610-913	0000007150	01000		101900
8	34100	00000805	102610-913	0000007150	01000	1000000000	292900
9	34100	00001109	108754-3230	0000007150	01000		101900

- c. Using by account.

Step #3: Use under the Account column to select account 499105. Click OK when account selection is done.



Instructions	Screen Shots
<p>d. Results</p> <p>Note: The data that was filtered out was not deleted. By observing the screen print, you can see that other lines have been “hidden” from the user’s view.</p> <p>Note: The information provided by NMS_GL_JOURNAL_LINE query is the same information but in a different format than number item 3 above. By filtering the query, you have the exact line detail as it was posted to the Actuals Ledger. To summarize the data in the same format as above, simply prepare a pivot table of the filtered data using the steps, previously detailed in the Trial Balance section, for preparing a pivot table.</p> <p>Note: As part of the filtering option, you are also able to sort the filtered data.</p> <p>Note: The query used for this section was not for the same business unit as the example in numbered items 1-4 above.</p> <p>e. Navigation to restore all lines of data.</p> <p>Note: This restores all rows, but retains the filter drop down boxes.</p> <p>f. Navigation to turn off AutoFilter.</p>	  <p>Step #4: Data, Filter, Show All</p>  <p>Step #5: Data, Filter, AutoFilter</p> 

Instructions	Screen Shots							
<p>Note: The spreadsheet no longer has the filter drop down boxes under each heading.</p>		A	B	C	D	E	F	G
	1	AP Detail	13302					
	2	GL Unit	Voucher	Invoice	Vendor	Name	Fund	Dept
	3	34100	00000410	124843-8992	0000007150	PRUDENTIAL	01000	
	4	34100	00000410	124843-8992	0000007150	PRUDENTIAL	01000	8000000000
	5	34100	00000427	125198-9156	0000007150	PRUDENTIAL	01000	1000000000
	6	34100	00000427	125198-9156	0000007150	PRUDENTIAL	01000	

Validate Deposits

The Agency should validate that all deposits are properly recorded in the Actuals Ledger to the correct account. The deposits recorded in SHARE should be compared to source documents such as deposit slip, deposit log, etc. to ensure completeness. If your agency identifies a missing deposit, a deposit with budget checking errors, or an unposted DJ journal, contact the FCDSU Help Desk at FCDSU.help@state.nm.us.

Instructions	Screen Shots																																																																																																																																																																																																																																																								
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_DJ_JOURNAL_DETAIL query to obtain a listing of deposits cross-referenced to the associated DJ journals recorded in the Actuals Ledger.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Run to Excel Click Excel.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name <input type="text" value="begins with"/> <input type="text" value="NMS_DJ_JOURNAL_DETAIL"/></p> <p><input type="button" value="Search"/> Advanced Search</p>																																																																																																																																																																																																																																																								
<p>2. Enter the GL Unit and Acct Period From and To.</p> <p>Click <input type="button" value="View Results"/>.</p> <p>Save the file to Excel.</p>	<p>NMS_DJ_JOURNAL_DETAIL - DJ Entries for Distribution</p> <p>Deposit BU: <input type="text"/></p> <p>From Acctg Date: <input type="text"/> <input type="button" value="B1"/></p> <p>To Acctg Date: <input type="text"/> <input type="button" value="B1"/></p> <p><input type="button" value="View Results"/></p>																																																																																																																																																																																																																																																								
<p>3. By sorting the data by "Journal ID" order, the agency can validate that STO completed each deposit as evidenced by the DJ journal entry. Use a pivot table to review and validate the revenue account associated with the deposit.</p> <p>Note: The above analysis will supplement the GL queries documented in the Trial Balance section of this document. The GL queries provide the DJ journals that posted to Actuals Ledger. The query above provides the deposit detail for the DJ journals in the GL queries.</p> <p>Note: When using separate queries together for an analysis, you will want to make sure that the data of the queries agrees with each other when possible. You may be required to do a quick reconciliation between queries and the trial balance before proceeding with your monthly verification of the trial balance.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="19">DJ Entries for Distribution</td> </tr> <tr> <td>2</td> <td>GL Unit</td> <td>Account</td> <td>Deposit ID</td> <td>Unit</td> <td>Amount</td> <td>Dept</td> <td>Fund</td> <td>Journal ID</td> <td>Journal ID</td> <td>Period</td> <td>Year</td> <td>Class</td> <td>Bud Ref</td> <td>Sub Acc</td> <td>Distrib</td> <td>Budget S</td> <td>Status</td> <td>Acctg Date</td> </tr> <tr> <td>3</td> <td>34100</td> <td>101900</td> <td>3410001884</td> <td>34100</td> <td>1,168.00</td> <td></td> <td>73600</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td></td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>4</td> <td>34100</td> <td>496901</td> <td>3410001884</td> <td>34100</td> <td>(1,168.00)</td> <td>Z8000</td> <td>73600</td> <td></td> <td></td> <td></td> <td>0</td> <td>010000</td> <td>912</td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>5</td> <td>34100</td> <td>101900</td> <td>3410001883</td> <td>34100</td> <td>625.00</td> <td></td> <td>10880</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td></td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>6</td> <td>34100</td> <td>433102</td> <td>3410001883</td> <td>34100</td> <td>(625.00)</td> <td>Z8000</td> <td>10880</td> <td></td> <td></td> <td></td> <td>0</td> <td>010000</td> <td>912</td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>7</td> <td>34100</td> <td>101900</td> <td>3410001882</td> <td>34100</td> <td>33.33</td> <td></td> <td>01000</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td></td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>8</td> <td>34100</td> <td>232900</td> <td>3410001882</td> <td>34100</td> <td>(33.33)</td> <td>900000000</td> <td>01000</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td></td> <td></td> <td>N</td> <td>V</td> <td>C</td> <td>9/16/2011</td> </tr> <tr> <td>9</td> <td>34100</td> <td>101900</td> <td>3410001881</td> <td>34100</td> <td>1,640.10</td> <td></td> <td>80000</td> <td>DJ01357480</td> <td>9/15/2011</td> <td></td> <td>3</td> <td>2012</td> <td></td> <td></td> <td>D</td> <td>V</td> <td>C</td> <td>9/15/2011</td> </tr> <tr> <td>10</td> <td>34100</td> <td>232900</td> <td>3410001881</td> <td>34100</td> <td>(1,640.10)</td> <td>Z4000</td> <td>80000</td> <td>DJ01357480</td> <td>9/15/2011</td> <td></td> <td>3</td> <td>2012</td> <td></td> <td></td> <td>D</td> <td>V</td> <td>C</td> <td>9/15/2011</td> </tr> <tr> <td>11</td> <td>34100</td> <td>101900</td> <td>3410001880</td> <td>34100</td> <td>16,905.50</td> <td></td> <td>80000</td> <td>DJ01356773</td> <td>9/14/2011</td> <td></td> <td>3</td> <td>2012</td> <td></td> <td></td> <td>D</td> <td>V</td> <td>C</td> <td>9/14/2011</td> </tr> <tr> <td>12</td> <td>34100</td> <td>232900</td> <td>3410001880</td> <td>34100</td> <td>(16,905.50)</td> <td>Z4000</td> <td>80000</td> <td>DJ01356773</td> <td>9/14/2011</td> <td></td> <td>3</td> <td>2012</td> <td></td> <td></td> <td>D</td> <td>V</td> <td>C</td> <td>9/14/2011</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	1	DJ Entries for Distribution																			2	GL Unit	Account	Deposit ID	Unit	Amount	Dept	Fund	Journal ID	Journal ID	Period	Year	Class	Bud Ref	Sub Acc	Distrib	Budget S	Status	Acctg Date	3	34100	101900	3410001884	34100	1,168.00		73600				0	0			N	V	C	9/16/2011	4	34100	496901	3410001884	34100	(1,168.00)	Z8000	73600				0	010000	912		N	V	C	9/16/2011	5	34100	101900	3410001883	34100	625.00		10880				0	0			N	V	C	9/16/2011	6	34100	433102	3410001883	34100	(625.00)	Z8000	10880				0	010000	912		N	V	C	9/16/2011	7	34100	101900	3410001882	34100	33.33		01000				0	0			N	V	C	9/16/2011	8	34100	232900	3410001882	34100	(33.33)	900000000	01000				0	0			N	V	C	9/16/2011	9	34100	101900	3410001881	34100	1,640.10		80000	DJ01357480	9/15/2011		3	2012			D	V	C	9/15/2011	10	34100	232900	3410001881	34100	(1,640.10)	Z4000	80000	DJ01357480	9/15/2011		3	2012			D	V	C	9/15/2011	11	34100	101900	3410001880	34100	16,905.50		80000	DJ01356773	9/14/2011		3	2012			D	V	C	9/14/2011	12	34100	232900	3410001880	34100	(16,905.50)	Z4000	80000	DJ01356773	9/14/2011		3	2012			D	V	C	9/14/2011
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4	34100	496901	3410001884	34100	(1,168.00)	Z8000	73600				0	010000	912		N	V	C	9/16/2011																																																																																																																																																																																																																																							
5	34100	101900	3410001883	34100	625.00		10880				0	0			N	V	C	9/16/2011																																																																																																																																																																																																																																							
6	34100	433102	3410001883	34100	(625.00)	Z8000	10880				0	010000	912		N	V	C	9/16/2011																																																																																																																																																																																																																																							
7	34100	101900	3410001882	34100	33.33		01000				0	0			N	V	C	9/16/2011																																																																																																																																																																																																																																							
8	34100	232900	3410001882	34100	(33.33)	900000000	01000				0	0			N	V	C	9/16/2011																																																																																																																																																																																																																																							
9	34100	101900	3410001881	34100	1,640.10		80000	DJ01357480	9/15/2011		3	2012			D	V	C	9/15/2011																																																																																																																																																																																																																																							
10	34100	232900	3410001881	34100	(1,640.10)	Z4000	80000	DJ01357480	9/15/2011		3	2012			D	V	C	9/15/2011																																																																																																																																																																																																																																							
11	34100	101900	3410001880	34100	16,905.50		80000	DJ01356773	9/14/2011		3	2012			D	V	C	9/14/2011																																																																																																																																																																																																																																							
12	34100	232900	3410001880	34100	(16,905.50)	Z4000	80000	DJ01356773	9/14/2011		3	2012			D	V	C	9/14/2011																																																																																																																																																																																																																																							
Instructions	Screen Shots																																																																																																																																																																																																																																																								

4. **GL Query in FINANCIALS**

Run the **NMS_AR_ENTRIES** query to obtain a listing of accounts receivable deposits cross-referenced to the associated AR journals recorded in the Actuals Ledger.

Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer

[Run to Excel](#)

Click [Excel](#).

Query Viewer

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

*Search By: Query Name begins with NMS_AR_ENTRIES

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NMS_AR_ENTRIES	AR Customer Deposit Entries	Public		HTML	Excel	Schedule	Favorite

5. Enter the GL Unit and Accounting Period From and To.

Click [View Results](#).

Save the file to Excel.

NMS_AR_ENTRIES - AR Customer Deposit Entries

Business Unit:

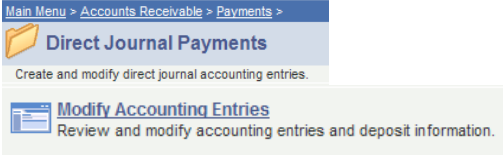

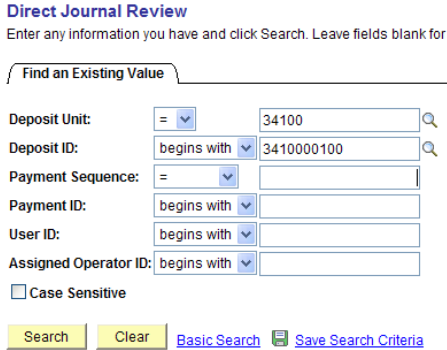
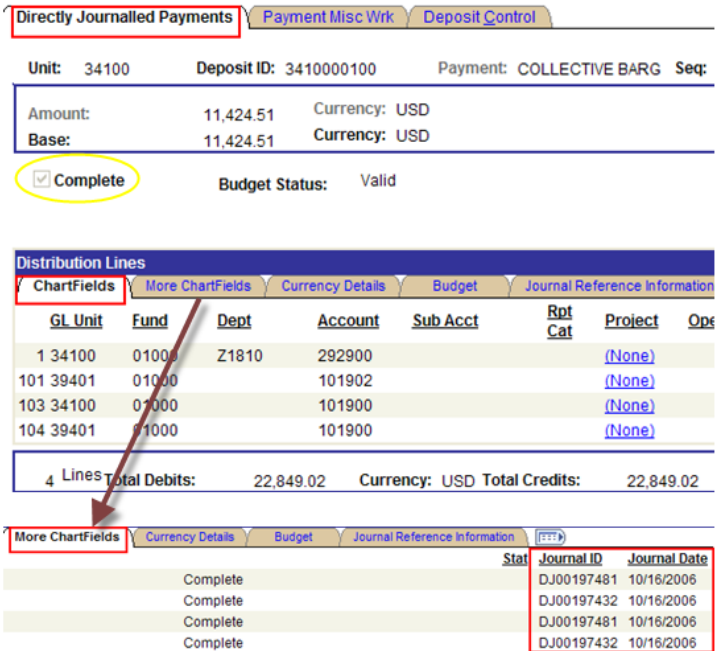
From Acctg Date:

To Acctg Date:

[View Results](#)

Bank Account	Business Unit	Customer	Name	Deposit ID	Acctg Date	Account	Distribut	Journal ID	Journal Date	Amount	Revenue	Fund	Contract	Dept	Rpt Cat	Bud Ref	Sub Acct
	34100	0000095	U.S. Dep		8/20/2011	132900	I			51,597.73	B	89000	ARRACDBGFY2010				
MD	34100	0000095	U.S. Dep	0IA036210663899	8/17/2011	132900	D	AR01344867	8/17/2011	(3,845.53)	P	08800	CDBG 2010				
MD	34100	0000095	U.S. Dep	0IA036210663899	8/17/2011	101900	D	AR01344867	8/17/2011	3,845.53	P	08800	CDBG 2010				
MD	34100	0000095	U.S. Dep	0IA036210520605	8/5/2011	132900	D	AR01344866	8/5/2011	(65,874.27)	P	10540	NSP 2009				
MD	34100	0000095	U.S. Dep	0IA036210520605	8/5/2011	101900	D	AR01344866	8/5/2011	65,874.27	P	10540	NSP 2009				

6. By sorting the data by "Journal ID" order, the agency can validate that the deposits have been journal generated into the general ledger. Use a pivot table to review and validate the revenue account associated with the deposit.

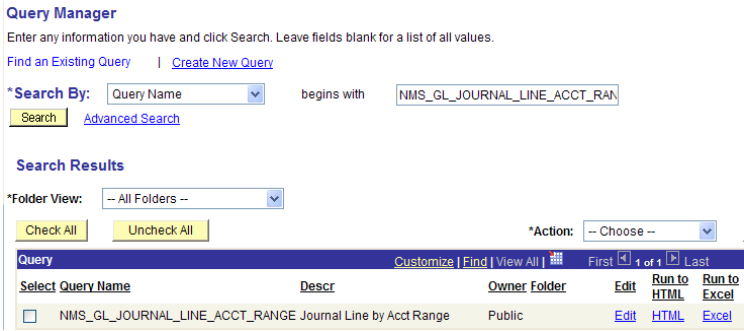
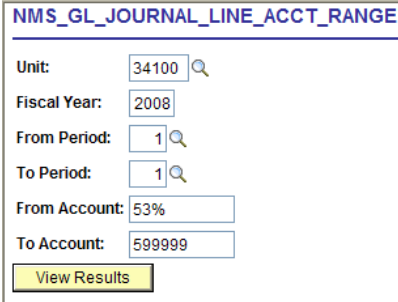
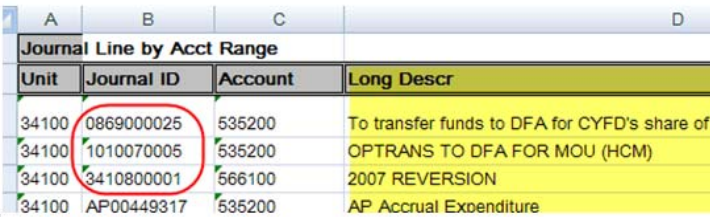
Instructions	Screen Shots
<p>7. On-line Inquiry – Modify Accounting Entries (Accounts Receivable)</p> <p>Navigation: FINANCIALS, Accounts Receivable, Payments, Direct Journal Payments, Modify Accounting Entries</p> <p>Note: If a deposit appears to be missing, the agency can validate the deposit online.</p> <p>Note: No Run Control ID is necessary for the Modify Accounting Entries Inquiry.</p>	
<p>8. Enter the Deposit Unit and Deposit ID.</p> <p>Click .</p>	
<p>9. If <input checked="" type="checkbox"/> Complete is checked, the deposit was reconciled to the bank and approved by STO.</p> <p>On the Directly Journalled Payments folder tab, the distribution lines are available. The Chartfields tab provides the GL Unit, Fund, Dept, Account and other chartfields.</p> <p>The More Chartfields folders tab provides the Journal ID and Journal Date.</p>	

Instructions	Screen Shots
<p>10. The Deposit Control folder tab provides the Accounting Date and the name of the User who entered the deposit.</p>	
<p>11. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE_ACCT query to obtain a listing of deposits STO recorded to the Agency's suspense account.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	
<p>12. Enter the Unit, Fiscal Year, Period From and To and in the Account criteria enter 290900 (Receipts Held in Suspense).</p> <p>Click View Results.</p> <p>Save the file to Excel.</p>	

Instructions	Screen Shots																						
<p>13. The query will return a list of DJ journal created to record deposits identified by STO as belonging to the agency. After researching, the agency must generate a journal entry (CFR source) to reclassify the deposit from Receipts Held in Suspense to the appropriate revenue account.</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Account column would be filtered by selecting only account 290900.</p>	<table border="1"> <thead> <tr> <th data-bbox="625 254 764 281">Journal ID</th> <th data-bbox="764 254 878 281">Date</th> </tr> </thead> <tbody> <tr> <td>DJ00550181</td> <td>1/26/2008</td> </tr> <tr> <td>DJ00568537</td> <td>2/13/2008</td> </tr> <tr> <td>DJ00568538</td> <td>2/14/2008</td> </tr> <tr> <td>DJ00572678</td> <td>2/20/2008</td> </tr> <tr> <td>DJ00579532</td> <td>2/28/2008</td> </tr> <tr> <td>DJ00580920</td> <td>2/25/2008</td> </tr> <tr> <td>DJ00611630</td> <td>4/4/2008</td> </tr> <tr> <td>DJ00617063</td> <td>4/17/2008</td> </tr> <tr> <td>DJ00633479</td> <td>5/7/2008</td> </tr> <tr> <td>DJ00641409</td> <td>5/15/2008</td> </tr> </tbody> </table>	Journal ID	Date	DJ00550181	1/26/2008	DJ00568537	2/13/2008	DJ00568538	2/14/2008	DJ00572678	2/20/2008	DJ00579532	2/28/2008	DJ00580920	2/25/2008	DJ00611630	4/4/2008	DJ00617063	4/17/2008	DJ00633479	5/7/2008	DJ00641409	5/15/2008
Journal ID	Date																						
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DJ00579532	2/28/2008																						
DJ00580920	2/25/2008																						
DJ00611630	4/4/2008																						
DJ00617063	4/17/2008																						
DJ00633479	5/7/2008																						
DJ00641409	5/15/2008																						

Validate Expenditures

The Agency should validate that all expenditures are properly recorded in the Actuals Ledger.

Instructions	Screen Shots																				
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE_ACCT_RANGE query to obtain a listing of non-payroll expenditures recorded in the Actuals Ledger.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>																					
<p>2. Run the query for one accounting period at a time. Enter the Unit, Fiscal Year, Period From and To. The account range should be 53% to 599999.</p> <p>Click View Results.</p> <p>Save the file to Excel</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Account column would be filtered by selecting only accounts from 530000 to 599999.</p>																					
<p>3. The majority of expenditures will relate to AP journals. Details for AP transactions are available by running the NMS_AP_JRNL_DETAIL query. See line item #5 below.</p> <p>Review the long description for non-AP journals to confirm it is a valid transaction. Investigate as needed.</p>	 <table border="1"> <thead> <tr> <th>Unit</th> <th>Journal ID</th> <th>Account</th> <th>Long Descr</th> </tr> </thead> <tbody> <tr> <td>34100</td> <td>0869000025</td> <td>535200</td> <td>To transfer funds to DFA for CYFD's share of</td> </tr> <tr> <td>34100</td> <td>1010070005</td> <td>535200</td> <td>OPTRANS TO DFA FOR MOU (HCM)</td> </tr> <tr> <td>34100</td> <td>3410800001</td> <td>566100</td> <td>2007 REVERSION</td> </tr> <tr> <td>34100</td> <td>AP00449317</td> <td>535200</td> <td>AP Accrual Expenditure</td> </tr> </tbody> </table>	Unit	Journal ID	Account	Long Descr	34100	0869000025	535200	To transfer funds to DFA for CYFD's share of	34100	1010070005	535200	OPTRANS TO DFA FOR MOU (HCM)	34100	3410800001	566100	2007 REVERSION	34100	AP00449317	535200	AP Accrual Expenditure
Unit	Journal ID	Account	Long Descr																		
34100	0869000025	535200	To transfer funds to DFA for CYFD's share of																		
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34100	3410800001	566100	2007 REVERSION																		
34100	AP00449317	535200	AP Accrual Expenditure																		

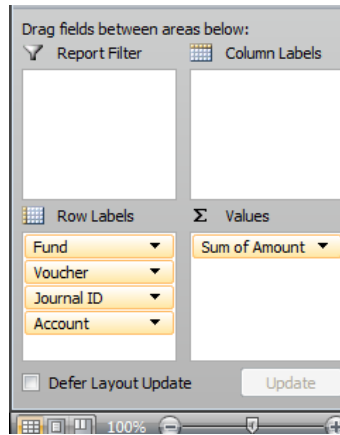
Instructions	Screen Shots																																										
<p>4. GL Query in FINANCIALS</p> <p>Run one of the NMS_AP_JRNL_DETAIL queries to obtain detail information at the voucher level for each AP journal.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel .</p> <p>Note: Numerous versions of the above query are available depending on the selection option (e.g., account, department, fund, grant, or journal).</p> <p>Note: Run the NMS_AP_JRNL_DETAIL_FUND query for expenditures for a specific fund.</p> <p>Note: The above analysis will supplement the GL queries documented in the Trial Balance section of this document. The GL queries provide the AP journals that posted to the Actuals Ledger. The query above provides the voucher detail for the AP journals in the GL queries.</p>	<p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_AP_JRNL_DETAIL_ACCT</td> <td>AP Detail by Account</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>NMS_AP_JRNL_DETAIL_DEPT</td> <td>AP Detail by Dept & Fund</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>NMS_AP_JRNL_DETAIL_FUND</td> <td>AP Detail by Fund</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>NMS_AP_JRNL_DETAIL_GRANT</td> <td>AP Detail - by Grant & Date</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>NMS_AP_JRNL_DETAIL_JOURNAL</td> <td>AP Detail by Journal ID</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> <tr> <td>NMS_AP_JRNL_DETAIL_USERID</td> <td>AP Detail with User ID</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_AP_JRNL_DETAIL_ACCT	AP Detail by Account	Public		HTML	Excel	NMS_AP_JRNL_DETAIL_DEPT	AP Detail by Dept & Fund	Public		HTML	Excel	NMS_AP_JRNL_DETAIL_FUND	AP Detail by Fund	Public		HTML	Excel	NMS_AP_JRNL_DETAIL_GRANT	AP Detail - by Grant & Date	Public		HTML	Excel	NMS_AP_JRNL_DETAIL_JOURNAL	AP Detail by Journal ID	Public		HTML	Excel	NMS_AP_JRNL_DETAIL_USERID	AP Detail with User ID	Public		HTML	Excel
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel																																						
NMS_AP_JRNL_DETAIL_ACCT	AP Detail by Account	Public		HTML	Excel																																						
NMS_AP_JRNL_DETAIL_DEPT	AP Detail by Dept & Fund	Public		HTML	Excel																																						
NMS_AP_JRNL_DETAIL_FUND	AP Detail by Fund	Public		HTML	Excel																																						
NMS_AP_JRNL_DETAIL_GRANT	AP Detail - by Grant & Date	Public		HTML	Excel																																						
NMS_AP_JRNL_DETAIL_JOURNAL	AP Detail by Journal ID	Public		HTML	Excel																																						
NMS_AP_JRNL_DETAIL_USERID	AP Detail with User ID	Public		HTML	Excel																																						
<p>5. Enter the GL Unit, Jrnl Date From and To, Fund From and To.</p> <p>Click View Results .</p> <p>Save the file to Excel</p>	<p>GL Unit: <input type="text" value="34100"/></p> <p>Jrnl Date From: <input type="text" value="01/01/2007"/></p> <p>Jrnl Date To: <input type="text" value="01/31/2007"/></p> <p>From Fund: <input type="text" value="01000"/></p> <p>To Fund: <input type="text" value="01005"/></p> <p>View Results</p>																																										

Instructions | **Screen Shots**

Voucher	Invoice	Vendor	Name	Fund	Account	Amount	Journal ID	Date	Period	Year	PO No.
01170018	c80865-12-06	0000049778	ALBUQUERQUE PUBLISHING CO	01000	201900	(47.88)	AP00194576	1/17/2007	7	2007	
01170018	c80865-12-06	0000049778	ALBUQUERQUE PUBLISHING CO	01000	546900	47.88	AP00194576	1/17/2007	7	2007	0701000156
01170018	c80865-12-06	0000049778	ALBUQUERQUE PUBLISHING CO	01000	201900	47.88	AP00194581	1/22/2007	7	2007	
01170018	c80865-12-06	0000049778	ALBUQUERQUE PUBLISHING CO	01000	101900	(47.88)	AP00194581	1/22/2007	7	2007	

6. Use the Sort, Filter, or PivotTable features in Excel to evaluate expenditures by Voucher, Invoice Number, Vendor Name, Fund, Journal ID, or Account.

Note: Summarizing the data using a pivot table is best. Placement of the data fields should be as follows:



This will summarize the data by voucher. You can review each voucher to make sure that the invoice was accrued and subsequently relieved (cash paid). If there are vouchers with balances, then the agency should do further research on those specific vouchers using the tools described beginning with numbered item #8 below.

Note: When reconciling the AP query to any of the **NMS_GL_JOURNAL_LINE** queries, you will need to include the prior period's ending balance. The AP query requests information by accounting date, not accounting period, therefore, period 0 will never be included in the AP query's results. This also holds true if using this query for the monthly verification. The query results only gather information that fits the specific date criteria requested.

7. All debits and credits related to the voucher are included in the query results.

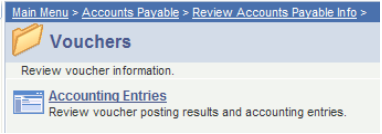

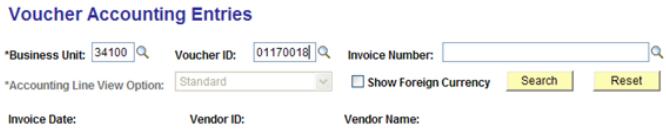
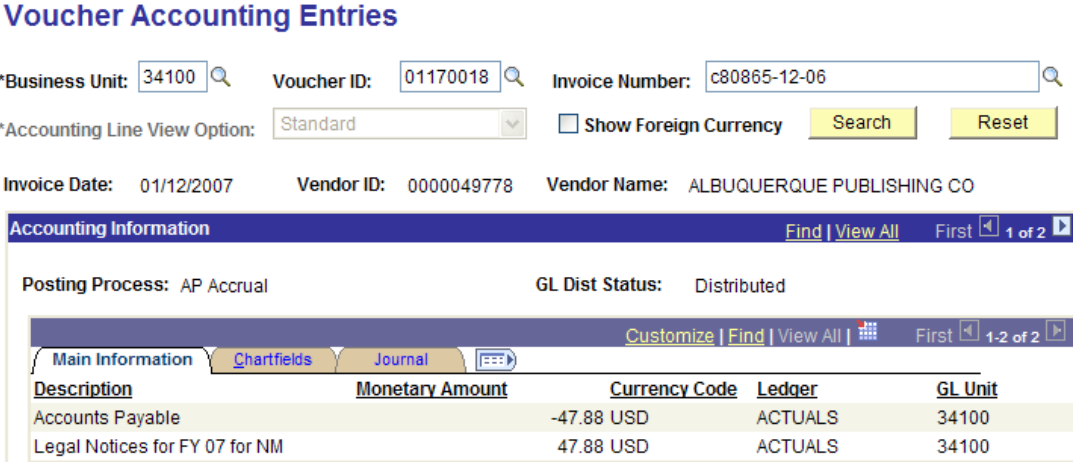


Account	Amount	Journal ID	Date
201900	(47.88)	AP00194576	1/17/2007
546900	47.88	AP00194576	1/17/2007
201900	47.88	AP00194581	1/22/2007
101900	(47.88)	AP00194581	1/22/2007



AP00194576 on Jan. 17th is to accrue the voucher :

546900 expenditure DR \$47.88
 201900 accounts payable CR <47.88>

AP00194581 on Jan. 22nd is to record the payment via warrant:

201900 accounts payable DR \$47.88
 101900 cash CR <47.88>

Instructions	Screen Shots
<p>8. On-line Inquiry – Voucher Accounting Entries (Accounts Payable)</p> <p>Navigation: FINANCIALS, Accounts Payable, Review Accounts Payable Info, Vouchers, Accounting Entries</p> <p>Note: Use the Vouchers Accounting Entries Inquiry to analyze individual vouchers on an as needed basis.</p> <p>Note: No Run Control ID is necessary for the Voucher Accounting Entries Inquiry.</p>	
<p>9. Enter the Business Unit and Voucher ID.</p> <p>Click .</p>	
 <p>10. The Voucher Accounting Entries provides the Invoice Date, Vendor ID, and Vendor Name.</p>	
<p>11. Click  to see both posting processes.</p>	

Instructions	Screen Shots
<p>12. Click on the show all columns </p> <p>Note: The Chartfield folder tab shows the accounting string.</p> <p>Note: The Journal folder tab shows any associated Journal ID, Journal Date, Budget Date, and Journal Budget Status.</p>	

Accounting Information Find | View 1 | First

Posting Process: AP Accrual GL Dist Status: Distributed

Customize | Find | View All | First

Description	Monetary Amount	GL Unit	Fund	Dept	Account	Bud Ref	Class	Journal ID	Journal Date	Budget Date	Budget Status
Accounts Payable	-47.88	34100	01000		201900			AP00194576	01/17/2007	01/17/2007	V
Legal Notices for FY 07 for NM	47.88	34100	01000	Z8050	546900	907	60000	AP00194576	01/17/2007	01/17/2007	V

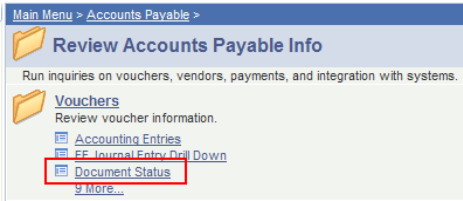
Posting Process: Payments GL Dist Status: Distributed


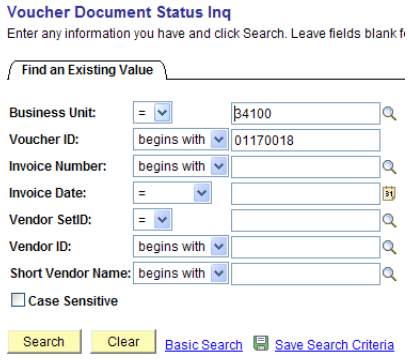
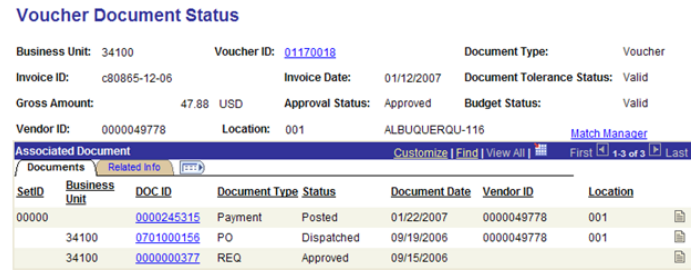
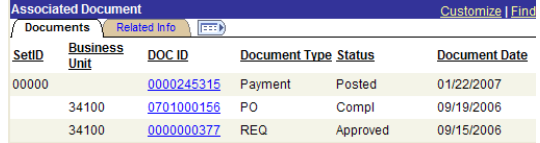
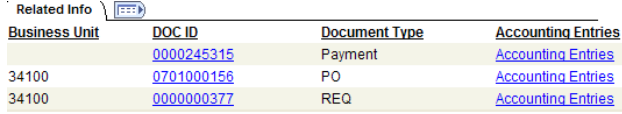

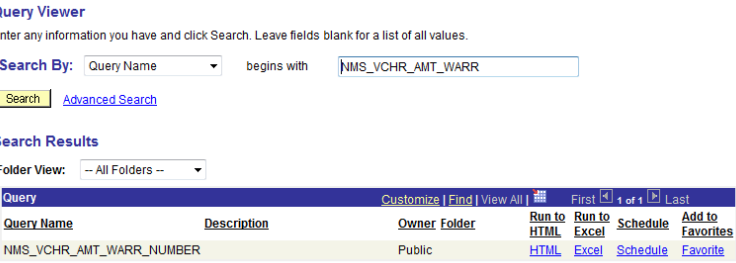
Customize | Find | View All | First

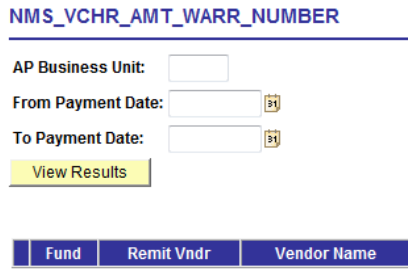
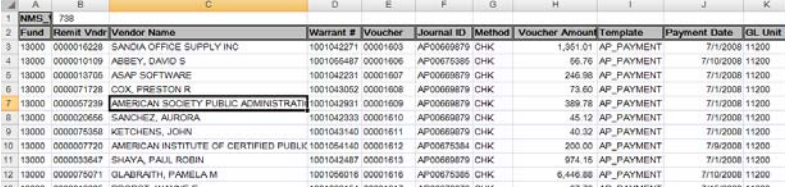
Description	Monetary Amount	GL Unit	Fund	Dept	Account	Bud Ref	Class	Journal ID	Journal Date	Budget Date	Budget Status
Accounts Payable	47.88	34100	01000		201900			AP00194581	01/22/2007	01/22/2007	V
Cash On Dep w/State Treasurer	-47.88	34100	01000		101900			AP00194581	01/22/2007	01/22/2007	V
Cash Distribution	-47.88	39401	01000		101922			AP00194307	01/22/2007	01/22/2007	V
Cash On Dep w/State Treasurer	47.88	39401	01000		101900			AP00194307	01/22/2007	01/22/2007	V

13. The fully expanded view provides the Monetary Amount, GL Unit, Fund, Dept, Account, Bud Ref, Class, Journal ID, Journal Date, and Budget Date. It also provides the Budget Status.

Note: The entries for BU 39401 are for treasury purposes only and do not impact the agency’s trial balance.

<p>14. On-line Inquiry – Document Status (Accounts Payable)</p> <p>Navigation: FINANCIALS, Accounts Payable, Review Accounts Payable Info, Vouchers, Document Status</p> <p>Note: Use the Document Status inquiry to analyze individual vouchers on an as needed basis.</p> <p>Note: No Run Control ID is necessary for the Document Status.</p>	
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Instructions	Screen Shots																																
<p>15. Enter the Business Unit and Voucher ID.</p> <p>Click .</p>	 <p>Voucher Document Status Inq Enter any information you have and click Search. Leave fields blank for</p> <p>Find an Existing Value</p> <p>Business Unit: = [v] 34100 [Q] Voucher ID: begins with [v] 01170018 [Q] Invoice Number: begins with [v] [Q] Invoice Date: = [v] [Q] Vendor SetID: = [v] [Q] Vendor ID: begins with [v] [Q] Short Vendor Name: begins with [v] [Q]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																
<p>16. Voucher Document Status provides a cross reference to all associated documents related to the voucher.</p>	 <p>Voucher Document Status</p> <p>Business Unit: 34100 Voucher ID: 01170018 Document Type: Voucher Invoice ID: c80865-12-06 Invoice Date: 01/12/2007 Document Tolerance Status: Valid Gross Amount: 47.88 USD Approval Status: Approved Budget Status: Valid Vendor ID: 0000049778 Location: 001 ALBUQUERQU-116 Match Manager</p> <p>Associated Document Customize Find View All First 13 of 13 Last</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Business Unit</th> <th>DOC ID</th> <th>Document Type</th> <th>Status</th> <th>Document Date</th> <th>Vendor ID</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>00000</td> <td></td> <td>0000245315</td> <td>Payment</td> <td>Posted</td> <td>01/22/2007</td> <td>0000049778</td> <td>001</td> </tr> <tr> <td></td> <td>34100</td> <td>0701000156</td> <td>PO</td> <td>Dispatched</td> <td>09/19/2006</td> <td>0000049778</td> <td>001</td> </tr> <tr> <td></td> <td>34100</td> <td>0000000377</td> <td>REQ</td> <td>Approved</td> <td>09/15/2006</td> <td></td> <td></td> </tr> </tbody> </table>	SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	00000		0000245315	Payment	Posted	01/22/2007	0000049778	001		34100	0701000156	PO	Dispatched	09/19/2006	0000049778	001		34100	0000000377	REQ	Approved	09/15/2006		
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<p>17. Documents folder tab provides a hyperlink to the other documents (e.g., purchase order, requisition, etc.).</p>	 <p>Associated Document Customize Find</p> <p>Documents Related Info [...]</p> <table border="1"> <thead> <tr> <th>SetID</th> <th>Business Unit</th> <th>DOC ID</th> <th>Document Type</th> <th>Status</th> <th>Document Date</th> </tr> </thead> <tbody> <tr> <td>00000</td> <td></td> <td>0000245315</td> <td>Payment</td> <td>Posted</td> <td>01/22/2007</td> </tr> <tr> <td></td> <td>34100</td> <td>0701000156</td> <td>PO</td> <td>Compl</td> <td>09/19/2006</td> </tr> <tr> <td></td> <td>34100</td> <td>0000000377</td> <td>REQ</td> <td>Approved</td> <td>09/15/2006</td> </tr> </tbody> </table>	SetID	Business Unit	DOC ID	Document Type	Status	Document Date	00000		0000245315	Payment	Posted	01/22/2007		34100	0701000156	PO	Compl	09/19/2006		34100	0000000377	REQ	Approved	09/15/2006								
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<p>18. Related Info folder tab provides a hyperlink to the related documents and a link to the associated accounting entries.</p>	 <p>Related Info [...]</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>DOC ID</th> <th>Document Type</th> <th>Accounting Entries</th> </tr> </thead> <tbody> <tr> <td></td> <td>0000245315</td> <td>Payment</td> <td>Accounting Entries</td> </tr> <tr> <td>34100</td> <td>0701000156</td> <td>PO</td> <td>Accounting Entries</td> </tr> <tr> <td>34100</td> <td>0000000377</td> <td>REQ</td> <td>Accounting Entries</td> </tr> </tbody> </table>	Business Unit	DOC ID	Document Type	Accounting Entries		0000245315	Payment	Accounting Entries	34100	0701000156	PO	Accounting Entries	34100	0000000377	REQ	Accounting Entries																
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<p>19. GL Query in FINANCIALS</p> <p>Run the NMS_VCHR_AMT_WARR_NUMBER query to obtain a listing of warrants issued by the agency with voucher and accounts payable journal information.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click .</p>	 <p>Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name [v] begins with NMS_VCHR_AMT_WARR [Q]</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders -- [v]</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_VCHR_AMT_WARR_NUMBER</td> <td></td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_VCHR_AMT_WARR_NUMBER		Public		HTML	Excel	Schedule	Favorite																
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<p>21. Review query results in Excel.</p> <p>Note: The auditors can use the information to audit at the payment level for accounts payable during the year. The auditor can also use the same query for the search for unrecorded liabilities by running the query beginning with the next fiscal year's date (7/1/xx) to a current date.</p>	 <table border="1"> <thead> <tr> <th>#</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> </tr> <tr> <th>1</th> <th>NMS</th> <th>738</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>2</th> <th>Fund</th> <th>Remit Vndr</th> <th>Vendor Name</th> <th>Warrant #</th> <th>Voucher</th> <th>Journal ID</th> <th>Method</th> <th>Voucher Amount</th> <th>Template</th> <th>Payment Date</th> <th>GL Unit</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>13000</td> <td>0000010228</td> <td>SANDIA OFFICE SUPPLY INC</td> <td>1001042271</td> <td>00001603</td> <td>AP00669679</td> <td>CHK</td> <td>1,851.01</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>4</td> <td>13000</td> <td>0000010109</td> <td>ABBEY, DAVID S</td> <td>1001056487</td> <td>00001606</td> <td>AP00675385</td> <td>CHK</td> <td>56.76</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>5</td> <td>13000</td> <td>00000103705</td> <td>ASAP SOFTWARE</td> <td>1001042231</td> <td>00001607</td> <td>AP00669679</td> <td>CHK</td> <td>246.98</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>6</td> <td>13000</td> <td>0000071728</td> <td>COX, PRESTON R</td> <td>1001043052</td> <td>00001608</td> <td>AP00669679</td> <td>CHK</td> <td>73.60</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr style="background-color: #FFD700;"> <td>7</td> <td>13000</td> <td>0000057239</td> <td>AMERICAN SOCIETY PUBLIC ADMINISTRAT</td> <td>1001042991</td> <td>00001609</td> <td>AP00669679</td> <td>CHK</td> <td>389.78</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>8</td> <td>13000</td> <td>0000020656</td> <td>SANCHEZ, AURORA</td> <td>1001042320</td> <td>00001610</td> <td>AP00669679</td> <td>CHK</td> <td>45.12</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>9</td> <td>13000</td> <td>0000075358</td> <td>KETCHENS, JOHN</td> <td>1001043140</td> <td>00001611</td> <td>AP00669679</td> <td>CHK</td> <td>40.33</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>10</td> <td>13000</td> <td>0000007720</td> <td>AMERICAN INSTITUTE OF CERTIFIED PUBLIC</td> <td>1001054140</td> <td>00001612</td> <td>AP00675384</td> <td>CHK</td> <td>200.00</td> <td>AP_PAYMENT</td> <td>7/9/2008</td> <td>11200</td> </tr> <tr> <td>11</td> <td>13000</td> <td>0000033647</td> <td>SHAYA, PAUL ROBIN</td> <td>1001042487</td> <td>00001613</td> <td>AP00669679</td> <td>CHK</td> <td>974.15</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> <tr> <td>12</td> <td>13000</td> <td>0000075071</td> <td>GLABRATH, PAMELA M</td> <td>1001056016</td> <td>00001616</td> <td>AP00675385</td> <td>CHK</td> <td>6,446.88</td> <td>AP_PAYMENT</td> <td>7/1/2008</td> <td>11200</td> </tr> </tbody> </table>	#	A	B	C	D	E	F	G	H	I	J	K	1	NMS	738										2	Fund	Remit Vndr	Vendor Name	Warrant #	Voucher	Journal ID	Method	Voucher Amount	Template	Payment Date	GL Unit	3	13000	0000010228	SANDIA OFFICE SUPPLY INC	1001042271	00001603	AP00669679	CHK	1,851.01	AP_PAYMENT	7/1/2008	11200	4	13000	0000010109	ABBEY, DAVID S	1001056487	00001606	AP00675385	CHK	56.76	AP_PAYMENT	7/1/2008	11200	5	13000	00000103705	ASAP SOFTWARE	1001042231	00001607	AP00669679	CHK	246.98	AP_PAYMENT	7/1/2008	11200	6	13000	0000071728	COX, PRESTON R	1001043052	00001608	AP00669679	CHK	73.60	AP_PAYMENT	7/1/2008	11200	7	13000	0000057239	AMERICAN SOCIETY PUBLIC ADMINISTRAT	1001042991	00001609	AP00669679	CHK	389.78	AP_PAYMENT	7/1/2008	11200	8	13000	0000020656	SANCHEZ, AURORA	1001042320	00001610	AP00669679	CHK	45.12	AP_PAYMENT	7/1/2008	11200	9	13000	0000075358	KETCHENS, JOHN	1001043140	00001611	AP00669679	CHK	40.33	AP_PAYMENT	7/1/2008	11200	10	13000	0000007720	AMERICAN INSTITUTE OF CERTIFIED PUBLIC	1001054140	00001612	AP00675384	CHK	200.00	AP_PAYMENT	7/9/2008	11200	11	13000	0000033647	SHAYA, PAUL ROBIN	1001042487	00001613	AP00669679	CHK	974.15	AP_PAYMENT	7/1/2008	11200	12	13000	0000075071	GLABRATH, PAMELA M	1001056016	00001616	AP00675385	CHK	6,446.88	AP_PAYMENT	7/1/2008	11200
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Review Outstanding Warrants

The Agency should review outstanding warrants issued to vendors on a monthly basis. For warrants that are outstanding for more than 90 days, contact the vendor to get an updated status of when their payment will be deposited. If needed properly cancel the warrant and re-issue.

Instructions	Screen Shots																																																																																																																																
<p>1. GL Query in Financials</p> <p>Run the NMS_OUTSTANDING_WARRANTS query to obtain a listing of all warrants issued by your agency that are outstanding.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Run to Excel</p> <p>Click Excel</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_OUTSTANDING_WARRANTS</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_OUTSTANDING_WARRANTS</td> <td>List of Outstanding Warrants</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Customize	Find	View All	First	1 of 1	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_OUTSTANDING_WARRANTS	List of Outstanding Warrants	Public		HTML	Excel	Schedule	Favorite																																																																																																									
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00000	WFB10	B	17240030	CHK	1002130437	8/3/2010	ROSS E C	0000057155	UNR	8/3/2010	VCHR	P	1.00	9040000000	72400																																																																																																																		
00000	WFB10	B	17240031	CHK	1002132890	8/4/2010	NICOLAS	0000057155	UNR	8/4/2010	VCHR	P	1.00	9040000000	72400																																																																																																																		
00000	WFB10	B	17240035	CHK	1002132894	8/4/2010	RONALD	0000057155	UNR	8/4/2010	VCHR	P	1.00	9040000000	72400																																																																																																																		
00000	WFB10	B	17240039	CHK	1002132898	8/4/2010	KATHLEE	0000057155	UNR	8/4/2010	VCHR	P	1.00	9040000000	72400																																																																																																																		
00000	WFB10	B	11000764	CHK	1002269562	11/15/2010	BURCH, D	0000030647	UNR	11/15/2010	VCHR	P	1.00	1000000000	01000																																																																																																																		
00000	WFB10	B	17240123	CHK	1002285001	11/24/2010	DAMIEN V	0000057155	UNR	11/24/2010	VCHR	P	3,686.42	9040000000	72400																																																																																																																		
<p>4. GL Query in Financials</p> <p>Run the NMS_CM_3RD_PARTY_WARRANTS query to obtain a listing of all 3rd party warrants issued by your agency that are outstanding.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_CM_3RD_PARTY_WARRANTS</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_CM_3RD_PARTY_WARRANTS</td> <td>List of 3rd Party Warrants</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Customize	Find	View All	First	1 of 1	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_CM_3RD_PARTY_WARRANTS	List of 3rd Party Warrants	Public		HTML	Excel	Schedule	Favorite																																																																																																									
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[Run to Excel](#)
 Click [Excel](#)

5. Enter Business Unit and Transactions Date From and To.

Click [View Results](#)

NMS_CM_3RD_PARTY_WARRANTS - List of 3rd Party Warrants

Business Unit:

From Trans Date:

To Trans Date:

[View Results](#)

6. Review the results in Excel

Account	Referenc	Tran Date	Tran Amt	Recon Status	Tran D	Recon S	Template
9600135	000002050	8/3/2010	5.00	UNR	ABM J/U		CIT
9600135	000002054	8/5/2010	27.97	UNR	TBS PFU		CIT
9600135	000002056	8/11/2010	9,682.80	UNR	AMERIKU		CIT
9600135	000002064	8/24/2010	579.00	UNR	NEVAL U		CIT
9600135	000002074	9/2/2010	3,615.18	UNR	SIVALL U		CIT

7. **GL Query in Financials**

Run the **NMS_PAYMENT_LOAD_WARRANTS** query to obtain a listing of all payment load warrants issued by your agency that are outstanding.

Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer

Click [Run to Excel](#)

Query Viewer

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

* Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NMS_PAYMENT_LOAD_WARRANTS	Outstanding Payment Load Pymts	Public		HTML	Excel	Schedule	Favorite

8. Click [Excel](#)

9. Enter Payment Date From and To and Business Unit

Click [View Results](#)

NMS_PAYMENT_LOAD_WARRANTS - Outstanding Payment Load Pymts

FROM PYMNT DT:

TO PYMNT DT:

Business Unit:

[View Results](#)

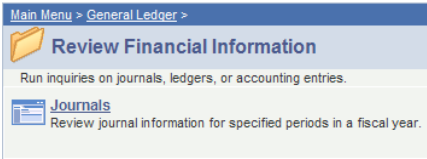

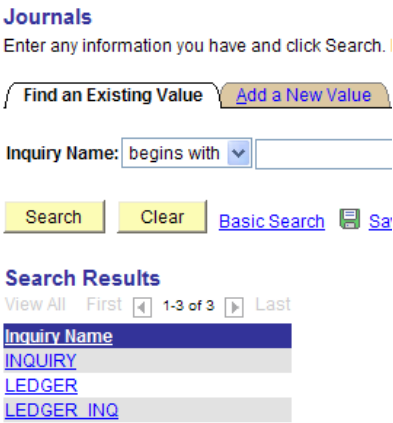
10. Review the results in Excel

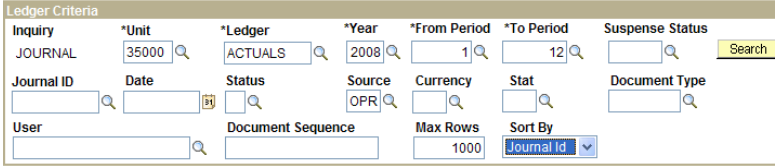
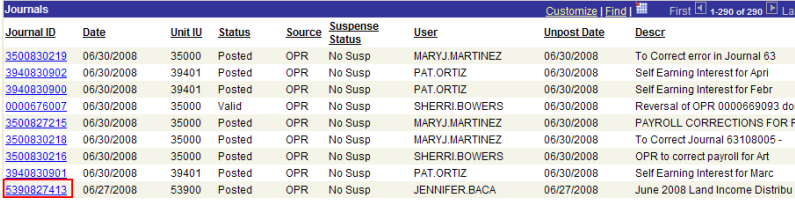
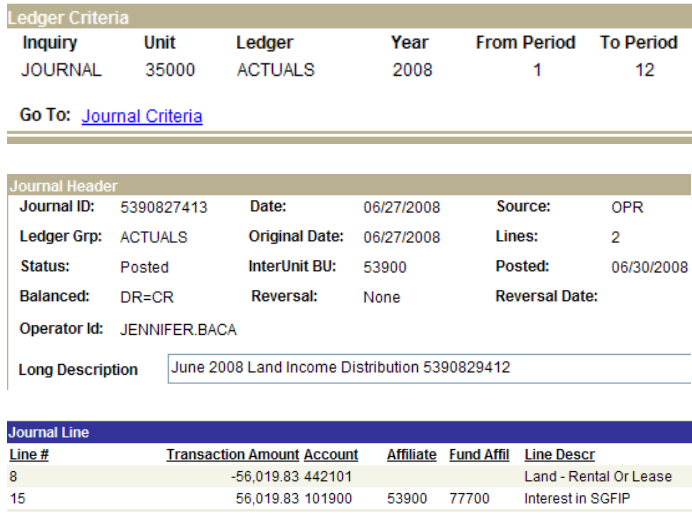
SetID	Bank	Account	Pay Cyc	Payment	Name	Warrant #	Amount	Payment	Message	Pay Cyc	Pay Stat	Status
00000	WFB10	B	PMTLD	7/2/2010	KARI D	1002091405	13.17	0000106762	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	ANDRE	1002091407	12.53	0000106764	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	RANDY	1002091413	0.96	0000106770	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	RAMON	1002091486	0.64	0000106843	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	GEOFF	1002091534	20.63	0000106891	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	CHERYL	1002091552	12.53	0000106909	Fund:01200	PMTLD	P	UNR
00000	WFB10	B	PMTLD	7/2/2010	BREND	1002091562	1.92	0000106919	Fund:01200	PMTLD	P	UNR

Validate Operating Transfers

The Agency should validate that all operating transfers are properly recorded in the Actuals Ledger. If your agency identifies a missing operating transfer, record the appropriate receivable (due from) or payable (due to) utilizing a journal entry. The agency must coordinate the recording of the due to/due from with the paying or receiving agency.

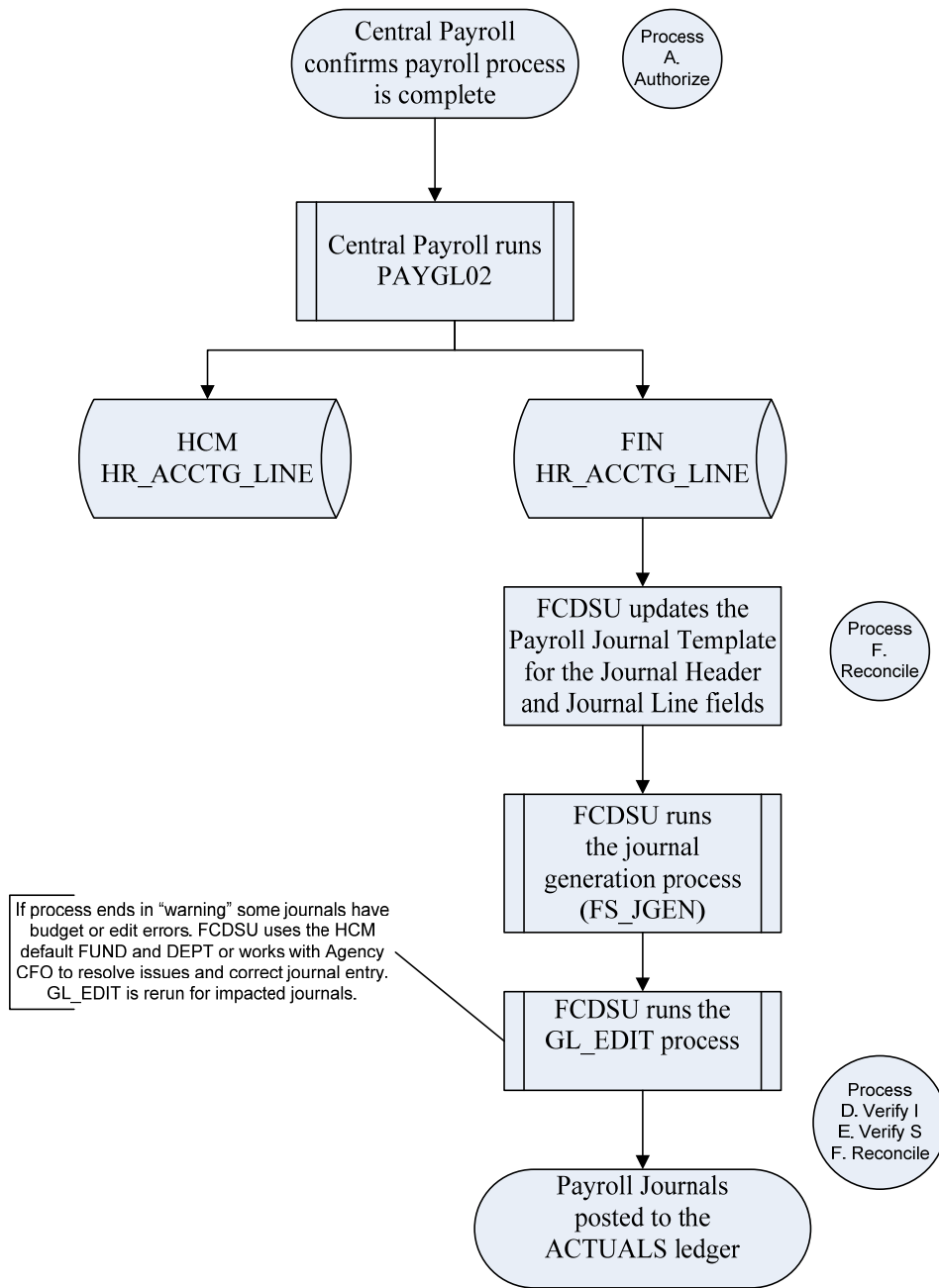
Instructions	Screen Shots																																																		
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_OPER_TRANS query to obtain a listing of all operating transfers relating to your agency.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name <input type="text" value="begins with NMS_GL_OPER_TRANS"/> <input type="button" value="Search"/> Advanced Search</p> <p>Search Results</p> <p>*Folder View: <input type="text" value="-- All Folders --"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_OPER_TRANS</td> <td>Operating Transfer - Detail JE</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_GL_OPER_TRANS	Operating Transfer - Detail JE	Public		HTML	Excel																																						
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NMS_GL_OPER_TRANS	Operating Transfer - Detail JE	Public		HTML	Excel																																														
<p>2. Enter the Fiscal Year, Period From and To, and Unit.</p> <p>Click View Results.</p> <p>Save the file to Excel.</p>	<p>Fiscal Year: <input type="text" value="2008"/></p> <p>From Period: <input type="text" value="1"/> <input type="button" value="Q"/></p> <p>To Period: <input type="text" value="12"/> <input type="button" value="Q"/></p> <p>Unit: <input type="text" value="34100"/> <input type="button" value="Q"/></p> <p>View Results</p>																																																		
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<p>3. The query provides details of operating transfers in and out. The Long Descr column provides the journal entry description.</p> <p>Example: Journal ID 0852900006, BU 34100 paid BU 92400 \$185,000 Journal ID 0869000025, BU 69000 paid BU 34100 \$123,500</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Journal Source column would be filtered by selecting only the OPR source data. Both GL queries should provide the Business Unit and Fund Affiliate.</p> <p>Note: You may find monthly allotments that were posted using an OPR source. To obtain a complete listing of allotments, you may need to combine the OPR source transactions with the ALT source transactions for a complete listing of all allotments for the year.</p>																																																			

Instructions	Screen Shots
<p>4. On-line Inquiry –Journals (General Ledger)</p> <p>Navigation: FINANCIALS, General Ledger, Review Financial Information, Journals</p> <p>Note: Journals Inquiry can also be used to search for operating transfer journals.</p>	
<p>5. If this is the first time that you are reviewing the Journals Inquiry, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click  and select the appropriate inquiry name.</p> <p>Note: If you only have one Run Control ID for the inquiry, Journals Inquiry Ledger Criteria will be displayed immediately. You will not need to choose a Run Control ID.</p> <p>Note: You may <u>not</u> need to create a Run Control ID every time a Run Control ID is required, try to use an established Run Control ID before creating a new one.</p> <p>Also, when creating a new Run Control ID, try to name the Run Control ID the same as the task you are attempting to access (i.e. TB_by_Fund_Account). This will eliminate any unnecessary Run Control IDs.</p> <p>Currently, Run Control IDs cannot be deleted.</p>	

Instructions	Screen Shots																																																																		
<p>6. Enter the following: Unit Ledger = ACTUALS Year Period From and To Source = OPR Max Rows = 1000</p> <p>Click <input type="button" value="Search"/> .</p>																																																																			
<p>7. Click on the Journal ID hyperlink to see details of a specific operating transfer.</p>																																																																			
<p>8. Journal Inquiry includes three areas:</p> <p>Ledger Criteria – indicates the criteria selected by the user</p> <p>Journal Header – provides the Journal ID, Date, Source, InterUnit BU (paying or receiving agency), Date Posted, Operator ID, and Long Description</p> <p>Journal Line – provides the lines relating to the Business Unit. The lines belonging to the other agencies are not shown. The affiliate column indicates the paying or receiving agency.</p>	 <p>Ledger Criteria</p> <table border="1"> <thead> <tr> <th>Inquiry</th> <th>Unit</th> <th>Ledger</th> <th>Year</th> <th>From Period</th> <th>To Period</th> </tr> </thead> <tbody> <tr> <td>JOURNAL</td> <td>35000</td> <td>ACTUALS</td> <td>2008</td> <td>1</td> <td>12</td> </tr> </tbody> </table> <p>Go To: Journal Criteria</p> <hr/> <p>Journal Header</p> <table border="1"> <tbody> <tr> <td>Journal ID:</td> <td>5390827413</td> <td>Date:</td> <td>06/27/2008</td> <td>Source:</td> <td>OPR</td> </tr> <tr> <td>Ledger Grp:</td> <td>ACTUALS</td> <td>Original Date:</td> <td>06/27/2008</td> <td>Lines:</td> <td>2</td> </tr> <tr> <td>Status:</td> <td>Posted</td> <td>InterUnit BU:</td> <td>53900</td> <td>Posted:</td> <td>06/30/2008</td> </tr> <tr> <td>Balanced:</td> <td>DR=CR</td> <td>Reversal:</td> <td>None</td> <td>Reversal Date:</td> <td></td> </tr> <tr> <td>Operator Id:</td> <td colspan="5">JENNIFER.BACA</td> </tr> <tr> <td>Long Description</td> <td colspan="5">June 2008 Land Income Distribution 5390829412</td> </tr> </tbody> </table> <hr/> <p>Journal Line</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Transaction Amount</th> <th>Account</th> <th>Affiliate</th> <th>Fund Affil</th> <th>Line Descr</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>-56,019.83</td> <td>442101</td> <td></td> <td></td> <td>Land - Rental Or Lease</td> </tr> <tr> <td>15</td> <td>56,019.83</td> <td>101900</td> <td>53900</td> <td>77700</td> <td>Interest in SGFIP</td> </tr> </tbody> </table>	Inquiry	Unit	Ledger	Year	From Period	To Period	JOURNAL	35000	ACTUALS	2008	1	12	Journal ID:	5390827413	Date:	06/27/2008	Source:	OPR	Ledger Grp:	ACTUALS	Original Date:	06/27/2008	Lines:	2	Status:	Posted	InterUnit BU:	53900	Posted:	06/30/2008	Balanced:	DR=CR	Reversal:	None	Reversal Date:		Operator Id:	JENNIFER.BACA					Long Description	June 2008 Land Income Distribution 5390829412					Line #	Transaction Amount	Account	Affiliate	Fund Affil	Line Descr	8	-56,019.83	442101			Land - Rental Or Lease	15	56,019.83	101900	53900	77700	Interest in SGFIP
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PAYROLL POSTING PROCESS

(See HR 9.3 in MAPS)



Payroll Journal Entries

AGENCY

<table border="0"> <tr> <td colspan="2"><u>52xxx - Payroll Expenditures</u></td> <td colspan="2"><u>223500 Payroll Benefits Payable</u></td> </tr> <tr> <td>A</td> <td>2,110.59</td> <td>B</td> <td>400.74</td> </tr> <tr> <td></td> <td></td> <td></td> <td>447.74 A</td> </tr> </table>		<u>52xxx - Payroll Expenditures</u>		<u>223500 Payroll Benefits Payable</u>		A	2,110.59	B	400.74				447.74 A	<table border="0"> <tr> <td colspan="2"><u>1019xx - Int in SGFIP</u></td> <td colspan="2"><u>223900 - Payroll Taxes Payable</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td>250.00</td> </tr> <tr> <td></td> <td>1,406.13</td> <td>A</td> <td>256.72 A</td> </tr> <tr> <td></td> <td>650.74</td> <td>B</td> <td></td> </tr> </table>		<u>1019xx - Int in SGFIP</u>		<u>223900 - Payroll Taxes Payable</u>					250.00		1,406.13	A	256.72 A		650.74	B	
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DFA - 34102

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		C	650.74														
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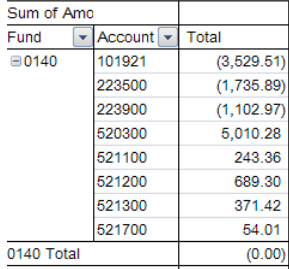

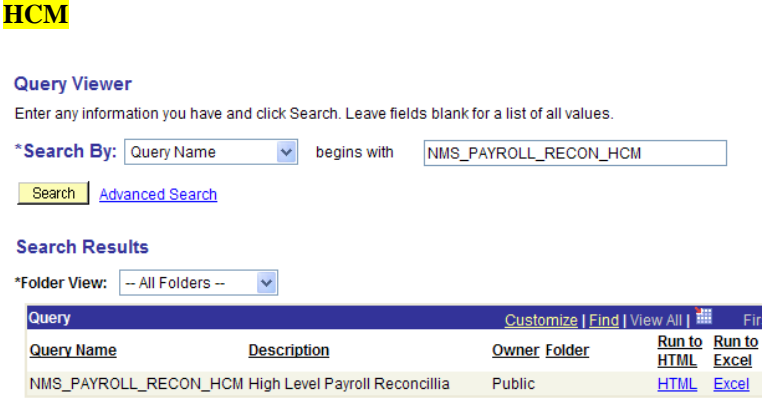
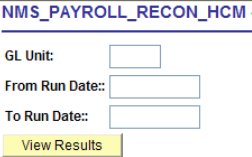
- A Record payroll paid via warrant or direct deposit to employee
- B Record voucher for 3rd Party Payroll distributions
- C Issue warrant to 3rd Party Payroll vendors (benefits, unions, PERA, child support, etc.)

Remaining balances in 223500 and 223900 are due to timing differences in recording Earned Income Credits, Garnishments, Child Support Direct Deposits and credits for refunds and cancelled checks

Validate Payroll Entries

The Agency should validate payroll data to determine if payroll journals are complete and properly recorded in the Actuals Ledger.

Instructions	Screen Shots																																																																																																																																																																																																																																										
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE_DATE query to obtain a listing of all payroll journals to determine if payroll is properly recorded in the Actuals Ledger.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel .</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: <input type="text" value="Query Name"/> begins with <input type="text" value="NMS_GL_JOURNAL_LINE_DATE"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Search Results</p> <p>*Folder View: <input type="text" value="-- All Folders --"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> </tr> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_JOURNAL_LINE_DATE</td> <td>Journal Listing by Date</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Customize	Find	View All	First	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_GL_JOURNAL_LINE_DATE	Journal Listing by Date	Public		HTML	Excel																																																																																																																																																																																																																									
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<p>2. Enter the Unit, Fiscal Year, and Journal Date From and To. In Journal ID enter PR% to obtain all payroll journals.</p> <p>Click <input type="button" value="View Results"/> .</p> <p>Save the file to Excel</p>	<p>Unit: <input type="text" value="52200"/></p> <p>Journal ID (% = ALL): <input type="text" value="PR%"/></p> <p>Fiscal Year: <input type="text" value="2008"/></p> <p>From Journal Date: <input type="text" value="06/01/2008"/></p> <p>To Jrnl Date: <input type="text" value="06/30/2008"/></p> <p><input type="button" value="View Results"/></p>																																																																																																																																																																																																																																										
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<p>3. The Date is the end of the month for payroll journals. The system generated payroll journals begin with PR and have a journal source of PR. The Long Descr provides the pay period end date and the pay date.</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Source column would be filtered by selecting only the PR journal source data.</p>																																																																																																																																																																																																																																											

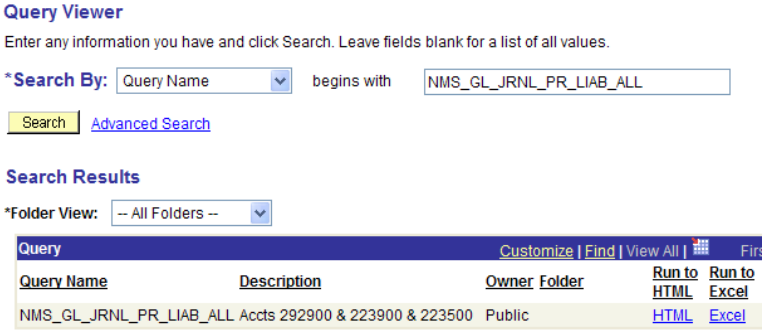
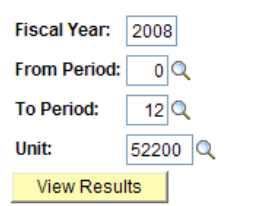
Instructions	Screen Shots																										
<p>4. The Agency can summarize the payroll journals by fund and account using the PivotTable feature in Excel using the steps previously detailed for preparing a pivot table.</p>	 <table border="1"> <thead> <tr> <th colspan="3">Sum of Amo</th> </tr> <tr> <th>Fund</th> <th>Account</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td rowspan="7">0140</td> <td>101921</td> <td>(3,529.51)</td> </tr> <tr> <td>223500</td> <td>(1,735.89)</td> </tr> <tr> <td>223900</td> <td>(1,102.97)</td> </tr> <tr> <td>520300</td> <td>5,010.28</td> </tr> <tr> <td>521100</td> <td>243.36</td> </tr> <tr> <td>521200</td> <td>689.30</td> </tr> <tr> <td>521300</td> <td>371.42</td> </tr> <tr> <td>521700</td> <td>54.01</td> </tr> <tr> <td colspan="2">0140 Total</td> <td>(0.00)</td> </tr> </tbody> </table>	Sum of Amo			Fund	Account	Total	0140	101921	(3,529.51)	223500	(1,735.89)	223900	(1,102.97)	520300	5,010.28	521100	243.36	521200	689.30	521300	371.42	521700	54.01	0140 Total		(0.00)
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<p>5. Payroll run dates are available on the FCDSU website http://nmdfa.state.nm.us/PostingPayroll.aspx/</p> <p>Payroll run dates are needed to run queries using the HR_ACCTG_LINES tables in HCM and Financials.</p>	 <p>Posting Payroll</p> <ul style="list-style-type: none"> Correcting the General Ledger Payroll Entries HCM Accounting Lines Detail Query HCM Query Viewer Security Role Request Form Payroll Run Dates Table Updating Task Profile IDs for FY09 																										
<p>6. PR Query in HCM</p> <p>Run the NMS_PAYROLL_RECON query and compare the results to the NMS_PAYROLL_RECON queries in FINANCIALS to determine if employees have transferred.</p> <p>Navigation: HCM, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p> <p>Note: If employees transferred to/from the agency during the pay period, the query must be run by FCDSU.</p>	 <p>HCM</p> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_PAYROLL_RECON_HCM</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_PAYROLL_RECON_HCM</td> <td>High Level Payroll Reconcilia</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_PAYROLL_RECON_HCM	High Level Payroll Reconcilia	Public		HTML	Excel														
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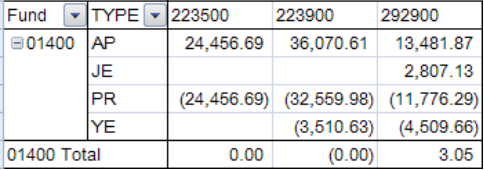
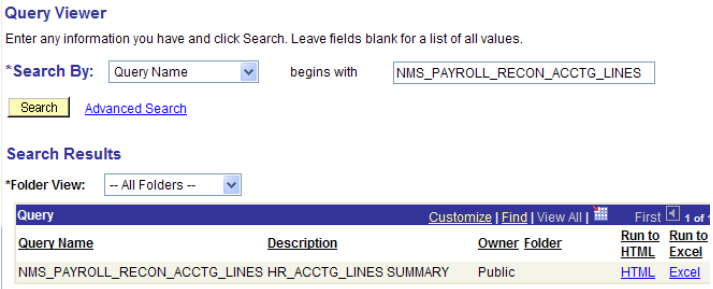
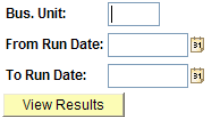
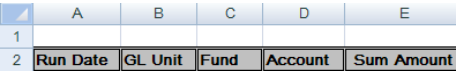
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<p>10. Compare the result of both queries. If the two queries do not return the same data, this indicates that employees have transferred to/from another agency. In this instance, the agency should submit a help desk ticket to FCDSU.help@state.nm.us requesting a CD of the payroll data for each pay period.</p> <p>If the two queries return the same data, then the agency can run the HCM_ACCTG_LINE_DETAILS query in HCM to obtain a listing of payroll by employee name.</p>	<p>High Level Reconciliation - FIN</p> <table border="1"> <thead> <tr> <th>Run Date</th> <th>GL Unit</th> <th>Fund</th> <th>Account</th> <th>Sum Amount</th> </tr> </thead> <tbody> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>101921</td><td>(1,406.13)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>223500</td><td>(447.74)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>223900</td><td>(256.72)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>520300</td><td>1,677.96</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521100</td><td>4.09</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521200</td><td>278.37</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521300</td><td>128.36</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521700</td><td>21.81</td></tr> </tbody> </table> <p>High Level Payroll Reconciliation - HCM</p> <table border="1"> <thead> <tr> <th>Run Date</th> <th>GL Unit</th> <th>Fund</th> <th>Account</th> <th>Sum Amount</th> </tr> </thead> <tbody> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>101921</td><td>(1,406.13)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>223500</td><td>(447.74)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>223900</td><td>(256.72)</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>520300</td><td>1,677.96</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521100</td><td>4.09</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521200</td><td>278.37</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521300</td><td>128.36</td></tr> <tr><td>6/19/2008</td><td>52200</td><td>01400</td><td>521700</td><td>21.81</td></tr> </tbody> </table>	Run Date	GL Unit	Fund	Account	Sum Amount	6/19/2008	52200	01400	101921	(1,406.13)	6/19/2008	52200	01400	223500	(447.74)	6/19/2008	52200	01400	223900	(256.72)	6/19/2008	52200	01400	520300	1,677.96	6/19/2008	52200	01400	521100	4.09	6/19/2008	52200	01400	521200	278.37	6/19/2008	52200	01400	521300	128.36	6/19/2008	52200	01400	521700	21.81	Run Date	GL Unit	Fund	Account	Sum Amount	6/19/2008	52200	01400	101921	(1,406.13)	6/19/2008	52200	01400	223500	(447.74)	6/19/2008	52200	01400	223900	(256.72)	6/19/2008	52200	01400	520300	1,677.96	6/19/2008	52200	01400	521100	4.09	6/19/2008	52200	01400	521200	278.37	6/19/2008	52200	01400	521300	128.36	6/19/2008	52200	01400	521700	21.81
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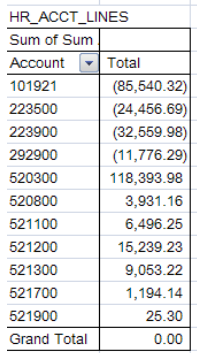
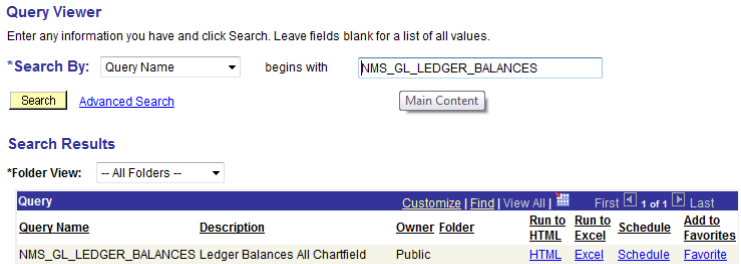
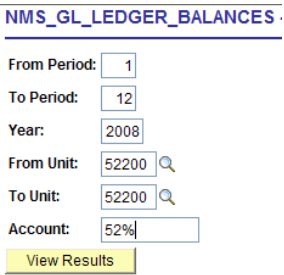
Instructions	Screen Shots																								
<p>11. PR Query in HCM</p> <p>Run the HCM_ACCTG_LINE_DETAILS query to provide a listing of payroll entries by chartfields and employee name.</p> <p>Navigation: HCM, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with HCM_ACCTG_LINE_DETAILS</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>HCM_ACCTG_LINE_DETAILS</td> <td>Acctg Line Details</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	HCM_ACCTG_LINE_DETAILS	Acctg Line Details	Public		HTML	Excel	Schedule	Favorite								
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<p>12. Enter the GL Unit and Run Dates From and To (see line item #5 above to obtain run date).</p> <p>Click View Results.</p> <p>Note: The fields contained in the HCM_ACCTG_LINE_DETAILS query are:</p>	<table> <tr> <td>Run Date</td> <td>GL Unit</td> <td>Activity</td> </tr> <tr> <td>Sub Acct</td> <td>Class</td> <td>Sum Amount</td> </tr> <tr> <td>Date</td> <td>Fund</td> <td>Specs</td> </tr> <tr> <td>Rpt Cat</td> <td>Project</td> <td></td> </tr> <tr> <td>Employee ID</td> <td>Project</td> <td></td> </tr> <tr> <td>Oper Unit</td> <td>Dept ID</td> <td></td> </tr> <tr> <td>Name</td> <td>Proj BU</td> <td></td> </tr> <tr> <td>Bud Ref</td> <td>Account</td> <td></td> </tr> </table>	Run Date	GL Unit	Activity	Sub Acct	Class	Sum Amount	Date	Fund	Specs	Rpt Cat	Project		Employee ID	Project		Oper Unit	Dept ID		Name	Proj BU		Bud Ref	Account	
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<p>13. Evaluate the data to ensure expenditures are appropriate and classified correctly.</p>																									

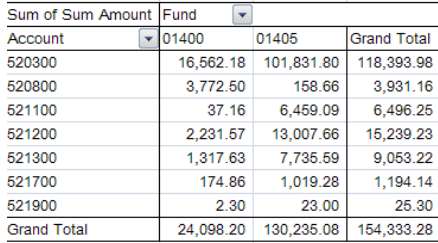
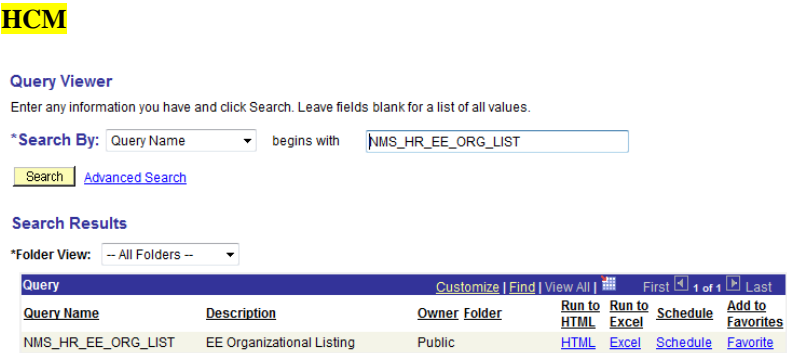

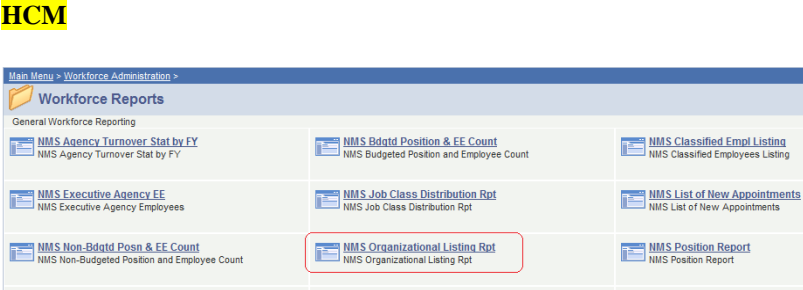
Validate Payroll Expenditures & Payroll Liabilities


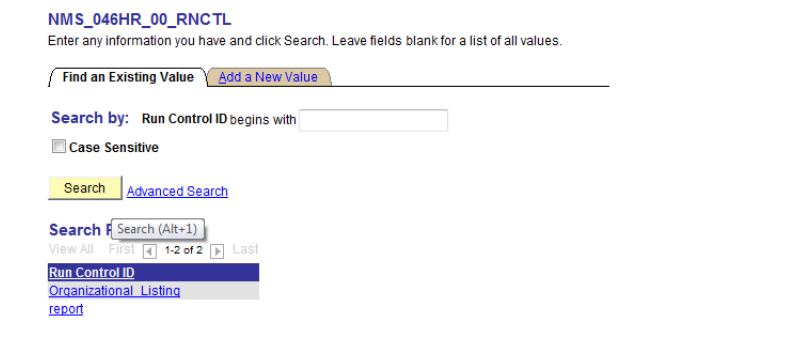



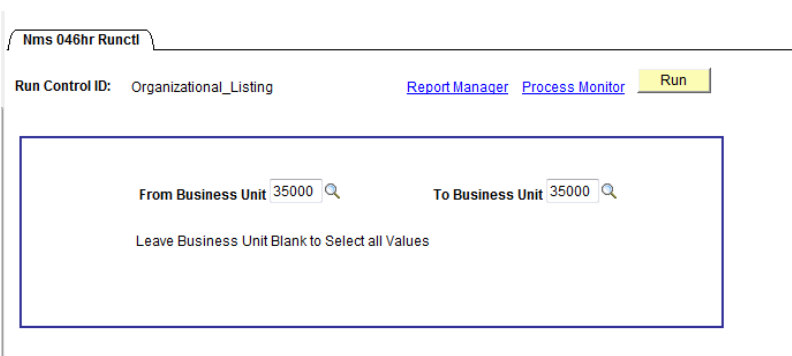




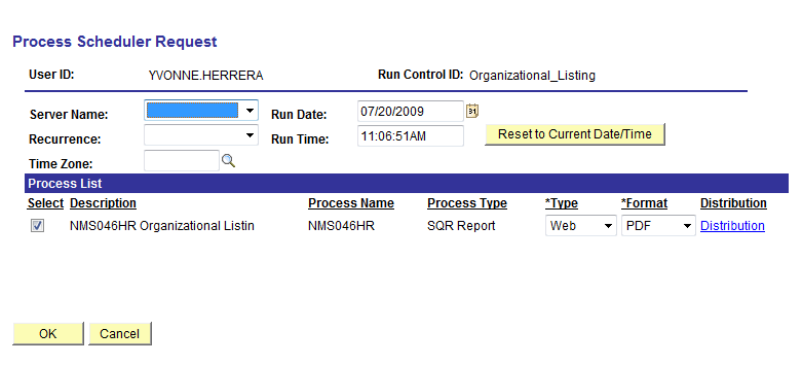
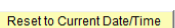


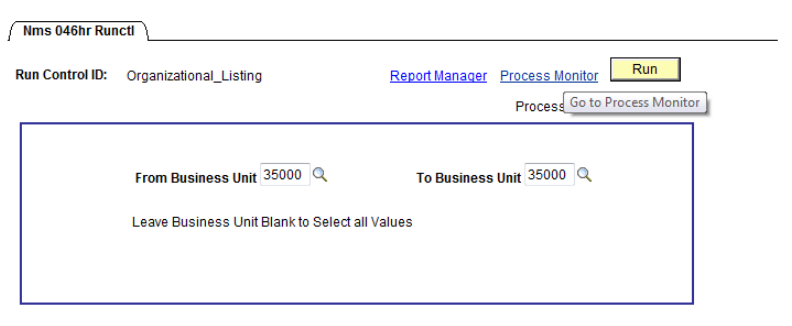

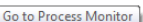
The Agency should prepare a summary of payroll expenditures and liabilities to ensure that both payroll expenditures and liability payments are recorded to the correct fund(s).

Instructions	Screen Shots																																																												
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JRNL_PR_LIAB_ALL query to obtain the journal details for the payroll liability accounts 292900, 223900 and 223500.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>																																																													
<p>2. Enter the Fiscal Year, Period From and To, and Unit.</p> <p>Click View Results.</p> <p>Note: Always use period 0 for balance sheet accounts to ensure you receive the opening balance.</p>																																																													
<table border="1" data-bbox="203 1249 1409 1411"> <thead> <tr> <th colspan="10">Accts 292900 & 223900 & 223500</th> </tr> <tr> <th>Unit</th> <th>Journal ID</th> <th>TYPE</th> <th>Date</th> <th>Fund</th> <th>Amount</th> <th>Period</th> <th>Account</th> <th>Long Descr</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>52200</td> <td>3410723001</td> <td>JE</td> <td>9/24/2007</td> <td>01405</td> <td>935.71</td> <td>3</td> <td>292900</td> <td>3e Party Payroll PERA Reg Liability Corrections</td> <td>OPR</td> </tr> <tr> <td>52200</td> <td>AP00367310</td> <td>AP</td> <td>7/9/2007</td> <td>01405</td> <td>1,325.26</td> <td>1</td> <td>223900</td> <td>AP Accrual Expenditure</td> <td>AP</td> </tr> <tr> <td>52200</td> <td>PR00416138</td> <td>PR</td> <td>8/31/2007</td> <td>01405</td> <td>(1,087.62)</td> <td>2</td> <td>223900</td> <td>PPE 8/10 Pay Day 8/17/07</td> <td>PR</td> </tr> <tr> <td>52200</td> <td>YE9242</td> <td>YE</td> <td>7/1/2007</td> <td>01400</td> <td>(13,340.23)</td> <td>0</td> <td>223900</td> <td>Journals from closing</td> <td>YE</td> </tr> </tbody> </table> <p>3. Sort the query results in Excel by Journal ID. 4. Add a column after Journal ID called TYPE. 5. Add a type for each Journal (e.g., JE, AP, PR, DJ, YE)</p> <p>Note: Steps 4 and 5 are optional. You can use the Source column to obtain the information Steps 4 and 5 are trying to obtain by identifying the journals by type.</p>		Accts 292900 & 223900 & 223500										Unit	Journal ID	TYPE	Date	Fund	Amount	Period	Account	Long Descr	Source	52200	3410723001	JE	9/24/2007	01405	935.71	3	292900	3e Party Payroll PERA Reg Liability Corrections	OPR	52200	AP00367310	AP	7/9/2007	01405	1,325.26	1	223900	AP Accrual Expenditure	AP	52200	PR00416138	PR	8/31/2007	01405	(1,087.62)	2	223900	PPE 8/10 Pay Day 8/17/07	PR	52200	YE9242	YE	7/1/2007	01400	(13,340.23)	0	223900	Journals from closing	YE
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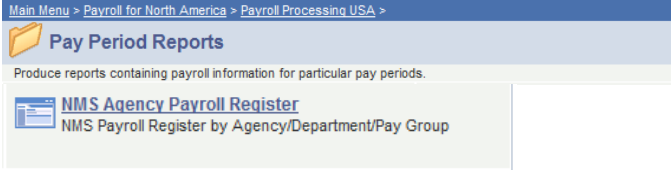
Instructions	Screen Shots																											
<p>6. Run a pivot table to summarize balances by Fund, Account, and Type/Source.</p> <p>Enter the results on the Payroll Expenditures and Liabilities Reconciliation worksheet (see Attachment)</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Account column would be filtered by selecting only accounts from 223500, 223900, 292900, and 226900 (at year-end).</p>	 <table border="1"> <thead> <tr> <th>Fund</th> <th>TYPE</th> <th>223500</th> <th>223900</th> <th>292900</th> </tr> </thead> <tbody> <tr> <td rowspan="4">01400</td> <td>AP</td> <td>24,456.69</td> <td>36,070.61</td> <td>13,481.87</td> </tr> <tr> <td>JE</td> <td></td> <td></td> <td>2,807.13</td> </tr> <tr> <td>PR</td> <td>(24,456.69)</td> <td>(32,559.98)</td> <td>(11,776.29)</td> </tr> <tr> <td>YE</td> <td></td> <td>(3,510.63)</td> <td>(4,509.66)</td> </tr> <tr> <td colspan="2">01400 Total</td> <td>0.00</td> <td>(0.00)</td> <td>3.05</td> </tr> </tbody> </table>	Fund	TYPE	223500	223900	292900	01400	AP	24,456.69	36,070.61	13,481.87	JE			2,807.13	PR	(24,456.69)	(32,559.98)	(11,776.29)	YE		(3,510.63)	(4,509.66)	01400 Total		0.00	(0.00)	3.05
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<p>7. GL Query in FINANCIALS</p> <p>Run the NMS_PAYROLL_RECON_ACCTG_LINES query to obtain a listing of the HR_ACCTG_LINES summary by run date.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	 <p>Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_PAYROLL_RECON_ACCTG_LINES</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_PAYROLL_RECON_ACCTG_LINES</td> <td>HR_ACCTG_LINES SUMMARY</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_PAYROLL_RECON_ACCTG_LINES	HR_ACCTG_LINES SUMMARY	Public		HTML	Excel															
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<p>8. Enter the Business Unit and Run Date From and To.</p> <p>Click View Results.</p> <p>Note: Payroll run dates are available on the FCDSU website http://nmdfa.state.nm.us/Posting Payroll.aspx/</p>	 <p>Bus. Unit: <input type="text"/></p> <p>From Run Date: <input type="text"/></p> <p>To Run Date: <input type="text"/></p> <p>View Results</p>																											
<p>9. The query will provide Run Date, GL Unit, Fund, Account, and Amount.</p>	 <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Run Date</td> <td>GL Unit</td> <td>Fund</td> <td>Account</td> <td>Sum Amount</td> </tr> </tbody> </table>		A	B	C	D	E	1						2	Run Date	GL Unit	Fund	Account	Sum Amount									
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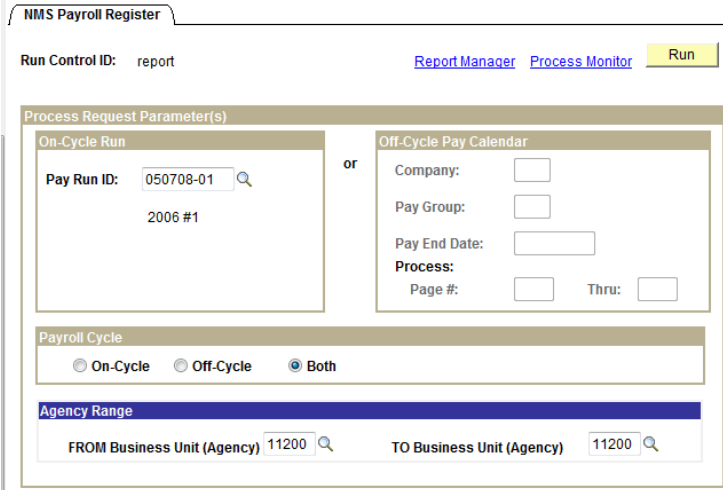
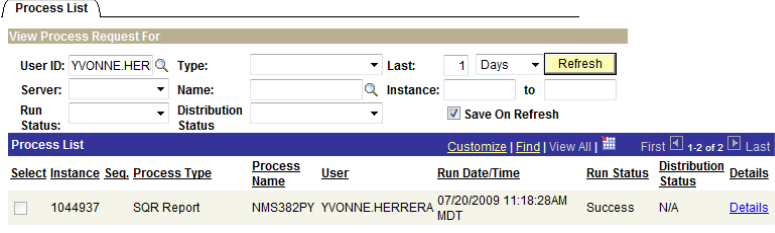
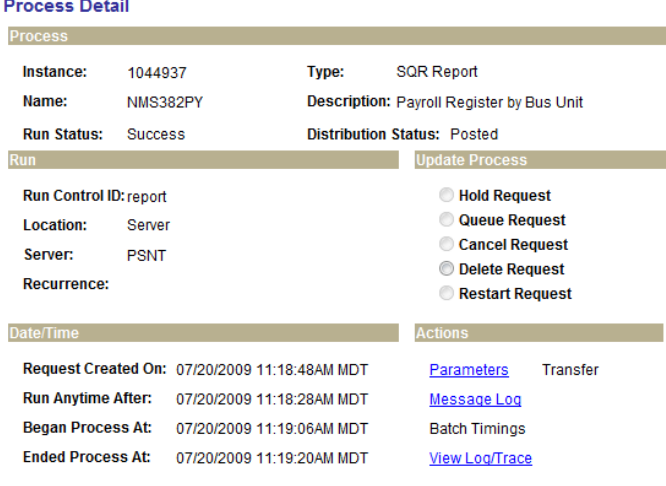
Instructions	Screen Shots																										
<p>10. Run a pivot table to summarize balances.</p> <p>Enter the results on the Payroll Expenditures and Liabilities Reconciliation worksheet (see Attachment).</p>	 <table border="1"> <thead> <tr> <th>Account</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>101921</td> <td>(85,540.32)</td> </tr> <tr> <td>223500</td> <td>(24,456.69)</td> </tr> <tr> <td>223900</td> <td>(32,559.98)</td> </tr> <tr> <td>292900</td> <td>(11,776.29)</td> </tr> <tr> <td>520300</td> <td>118,393.98</td> </tr> <tr> <td>520800</td> <td>3,931.16</td> </tr> <tr> <td>521100</td> <td>6,496.25</td> </tr> <tr> <td>521200</td> <td>15,239.23</td> </tr> <tr> <td>521300</td> <td>9,053.22</td> </tr> <tr> <td>521700</td> <td>1,194.14</td> </tr> <tr> <td>521900</td> <td>25.30</td> </tr> <tr> <td>Grand Total</td> <td>0.00</td> </tr> </tbody> </table>	Account	Total	101921	(85,540.32)	223500	(24,456.69)	223900	(32,559.98)	292900	(11,776.29)	520300	118,393.98	520800	3,931.16	521100	6,496.25	521200	15,239.23	521300	9,053.22	521700	1,194.14	521900	25.30	Grand Total	0.00
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<p>11. GL Query in FINANCIALS</p> <p>Run either the NMS_GL_LEDGER_BALANCES query or the NMS_GL_JOURNAL_LINE_ACCT query to obtain payroll expenditures data posted to the ACTUALS ledger.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p> <p>Note: NMS_GL_LEDGER_BALANCES = balances only NMS_GL_JOURNAL_LINE_ACCT = journal details</p> <p>Note: To use the ledger balances, all payroll journals must be posted for the month. Payroll journals use the last date of the month for the accounting date.</p>	 <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_GL_LEDGER_BALANCES</p> <p>Search Advanced Search Main Content</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_LEDGER_BALANCES</td> <td>Ledger Balances All Chartfield</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_GL_LEDGER_BALANCES	Ledger Balances All Chartfield	Public		HTML	Excel	Schedule	Favorite										
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<p>12. Enter the Period From and To, Year, Unit From and To, and Account. To obtain all payroll expenditure accounts, enter 52% in Account.</p> <p>Click View Results.</p>	 <p>NMS_GL_LEDGER_BALANCES</p> <p>From Period: 1</p> <p>To Period: 12</p> <p>Year: 2008</p> <p>From Unit: 52200</p> <p>To Unit: 52200</p> <p>Account: 52%</p> <p>View Results</p>																										


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<p>13. Run a pivot table to summarize balances by Fund, Account, and Type/Source.</p> <p>Enter the results on the Payroll Expenditures and Liabilities Reconciliation worksheet (see Attachment)</p> <p>Note: The above analysis can be done with the two queries demonstrated in the Trial Balance section of this document. The Filter option in Excel can be used to obtain the same information above; however, it will be in a different layout. The Account column would be filtered by selecting only accounts from 520000 to 529999.</p>	 <table border="1"> <thead> <tr> <th>Sum of Sum Amount</th> <th colspan="2">Fund</th> <th>Grand Total</th> </tr> <tr> <th>Account</th> <th>01400</th> <th>01405</th> <th></th> </tr> </thead> <tbody> <tr> <td>520300</td> <td>16,562.18</td> <td>101,831.80</td> <td>118,393.98</td> </tr> <tr> <td>520800</td> <td>3,772.50</td> <td>158.66</td> <td>3,931.16</td> </tr> <tr> <td>521100</td> <td>37.16</td> <td>6,459.09</td> <td>6,496.25</td> </tr> <tr> <td>521200</td> <td>2,231.57</td> <td>13,007.66</td> <td>15,239.23</td> </tr> <tr> <td>521300</td> <td>1,317.63</td> <td>7,735.59</td> <td>9,053.22</td> </tr> <tr> <td>521700</td> <td>174.86</td> <td>1,019.28</td> <td>1,194.14</td> </tr> <tr> <td>521900</td> <td>2.30</td> <td>23.00</td> <td>25.30</td> </tr> <tr> <td>Grand Total</td> <td>24,098.20</td> <td>130,235.08</td> <td>154,333.28</td> </tr> </tbody> </table>	Sum of Sum Amount	Fund		Grand Total	Account	01400	01405		520300	16,562.18	101,831.80	118,393.98	520800	3,772.50	158.66	3,931.16	521100	37.16	6,459.09	6,496.25	521200	2,231.57	13,007.66	15,239.23	521300	1,317.63	7,735.59	9,053.22	521700	174.86	1,019.28	1,194.14	521900	2.30	23.00	25.30	Grand Total	24,098.20	130,235.08	154,333.28
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<p>14. PR Query in HCM</p> <p>Run the NMS_HR_EE_ORG_LIST query to obtain a listing of employees.</p> <p>Navigation: HCM, Reporting Tools, Query, Query Viewer</p> <p>Click Run to Excel.</p>	 <p>HCM</p> <p>Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: Query Name begins with NMS_HR_EE_ORG_LIST</p> <p>Search Advanced Search</p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>NMS_HR_EE_ORG_LIST</td> <td>EE Organizational Listing</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	NMS_HR_EE_ORG_LIST	EE Organizational Listing	Public		HTML	Excel	Schedule	Favorite																								
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<p>15. Enter the Business Unit.</p> <p>Click View Results.</p> <p>Save the file to Excel.</p> <p>Note: The auditors may use this report to select employees for sample testing.</p>	 <p>NMS_HR_EE_ORG_LIST - EE Organizational Listing</p> <p>Business Unit: <input type="text"/></p> <p>View Results</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Business Unit Name</th> <th>DeptID</th> <th>DeptID Name</th> <th>Sal Plan</th> <th>Position #</th> <th>Name</th> <th>EmplID</th> <th>SSN</th> <th>Job Code</th> <th>J</th> </tr> </thead> <tbody> </tbody> </table>	Business Unit	Business Unit Name	DeptID	DeptID Name	Sal Plan	Position #	Name	EmplID	SSN	Job Code	J																													
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<p>16. NMS Organizational Listing Report</p> <p>Navigation: HCM, Workforce Administration, Workforce Reports, NMS Organizational Listing Rpt</p>	 <p>HCM</p> <p>Main Menu > Workforce Administration > Workforce Reports</p> <p>General Workforce Reporting</p> <ul style="list-style-type: none"> NMS Agency Turnover Stat by FY NMS Agency Turnover Stat by FY NMS Executive Agency EE NMS Executive Agency Employees NMS Non-Budget Posn & EE Count NMS Non-Budgeted Position and Employee Count NMS Bdatd Position & EE Count NMS Budgeted Position and Employee Count NMS Job Class Distribution Rpt NMS Job Class Distribution Rpt NMS Organizational Listing Rpt NMS Organizational Listing Rpt NMS Classified Empl Listing NMS Classified Employees Listing NMS List of New Appointments NMS List of New Appointments NMS Position Report NMS Position Report 																																								

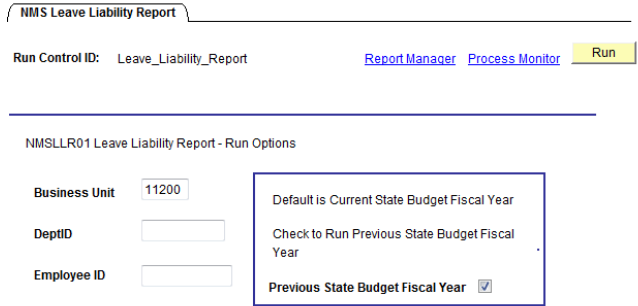
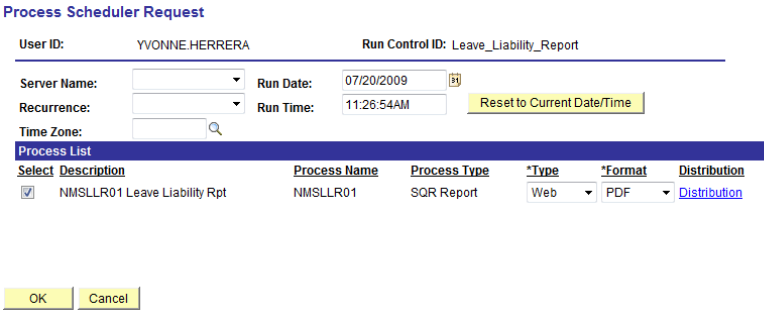
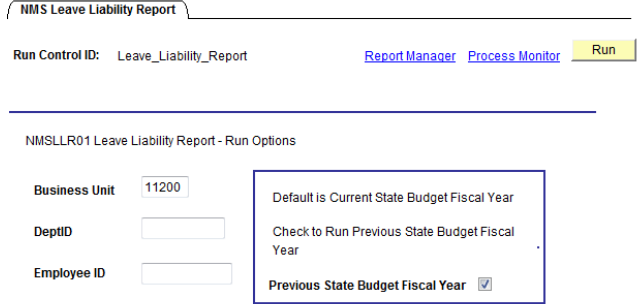
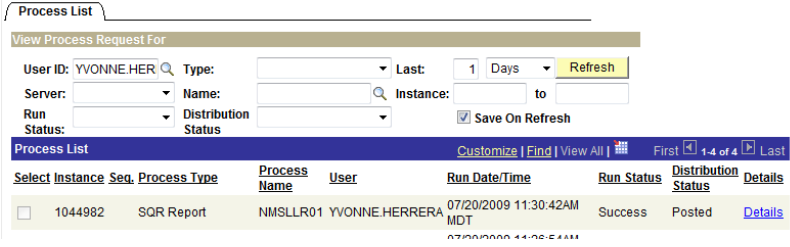
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<p>17. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click  and select the appropriate report name.</p>	 <p>NMS_046HR_00_RNCTL Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value </p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> </p> <p>Search <input type="text"/> Search (Alt+1)</p> <p>View All First 1-2 of 2 Last</p> <p>Run Control ID Organizational_Listing report</p>														
<p>18. Enter Business Unit From and To.</p>	 <p>Nms 046hr Runctl</p> <p>Run Control ID: Organizational_Listing Report Manager Process Monitor </p> <p>From Business Unit <input type="text" value="35000"/> To Business Unit <input type="text" value="35000"/></p> <p>Leave Business Unit Blank to Select all Values</p>														
<p>19. Click  to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking . Process the request by clicking . You will be taken back to Nms 046hr Runctl.</p>	 <p>Process Scheduler Request</p> <p>User ID: YVONNE.HERRERA Run Control ID: Organizational_Listing</p> <p>Server Name: <input type="text"/> Run Date: 07/20/2009</p> <p>Recurrence: <input type="text"/> Run Time: 11:06:51AM </p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>NMS046HR Organizational Listin</td> <td>NMS046HR</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p> </p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	NMS046HR Organizational Listin	NMS046HR	SQR Report	Web	PDF	Distribution
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<p>20. Once back in Nms 046hr Runctl, click Process Monitor.</p>	 <p>Nms 046hr Runctl</p> <p>Run Control ID: Organizational_Listing Report Manager Process Monitor </p> <p>Process </p> <p>From Business Unit <input type="text" value="35000"/> To Business Unit <input type="text" value="35000"/></p> <p>Leave Business Unit Blank to Select all Values</p>														

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<p>21. Once Process List appears, clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	
<p>22. Process Detail will appear, click View Log/Trace.</p>	
<p>23. Then click on the PDF to open the report. You can save or print the report.</p>	

Instructions	Screen Shots														
<p>24. NMS Agency Payroll Register Report</p> <p>Navigation: HCM, Payroll from North America, Payroll Processing USA, Pay Period Reports, NMS Agency Payroll Register</p>	<p>HCM</p>  <p>Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports</p> <p>Produce reports containing payroll information for particular pay periods.</p> <p>NMS Agency Payroll Register NMS Payroll Register by Agency/Department/Pay Group</p>														
<p>25. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click <input type="button" value="Search"/> and select the appropriate report name.</p>	<p>NMS Agency Payroll Register</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr> <td>Leave Liability Report</td> <td>English</td> </tr> <tr> <td>Organizational Listing report</td> <td>English</td> </tr> </tbody> </table>	Run Control ID	Language Code	Leave Liability Report	English	Organizational Listing report	English								
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<p>26. Enter Pay Run ID and Business Unit From and To. Select the Both radio button for Payroll Cycle.</p>	<p>NMS Payroll Register</p> <p>Run Control ID: report <input type="button" value="Report Manager"/> <input type="button" value="Process Monitor"/> <input type="button" value="Run"/></p> <p>Process Request Parameter(s)</p> <table border="1"> <tr> <td> <p>On-Cycle Run</p> <p>Pay Run ID: <input type="text" value="050708-01"/> <input type="button" value="Q"/></p> <p>2006 #1</p> </td> <td>or</td> <td> <p>Off-Cycle Pay Calendar</p> <p>Company: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Pay End Date: <input type="text"/></p> <p>Process: <input type="text"/></p> <p>Page #: <input type="text"/> Thru: <input type="text"/></p> </td> </tr> </table> <p>Payroll Cycle</p> <p><input type="radio"/> On-Cycle <input type="radio"/> Off-Cycle <input checked="" type="radio"/> Both</p> <p>Agency Range</p> <p>FROM Business Unit (Agency) <input type="text" value="11200"/> <input type="button" value="Q"/> TO Business Unit (Agency) <input type="text" value="11200"/> <input type="button" value="Q"/></p>	<p>On-Cycle Run</p> <p>Pay Run ID: <input type="text" value="050708-01"/> <input type="button" value="Q"/></p> <p>2006 #1</p>	or	<p>Off-Cycle Pay Calendar</p> <p>Company: <input type="text"/></p> <p>Pay Group: <input type="text"/></p> <p>Pay End Date: <input type="text"/></p> <p>Process: <input type="text"/></p> <p>Page #: <input type="text"/> Thru: <input type="text"/></p>											
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<p>27. Click <input type="button" value="Run"/> to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking <input type="button" value="OK"/>. Process the request by clicking <input type="button" value="OK"/>. You will be taken back to NMS Payroll Register.</p>	<p>Process Scheduler Request</p> <p>User ID: YVONNE.HERRERA Run Control ID: report</p> <p>Server Name: <input type="text" value="PSNT"/> Run Date: <input type="text" value="07/20/2009"/> <input type="button" value="B"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="11:18:28AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Payroll Register by Bus Unit</td> <td>NMS382PY</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Payroll Register by Bus Unit	NMS382PY	SQR Report	Web	PDF	Distribution
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Instructions	Screen Shots																				
<p>28. Once back in NMS Payroll Register, click Process Monitor.</p>	 <p>The screenshot shows the 'NMS Payroll Register' interface. At the top, there is a 'Run Control ID: report' field and a 'Run' button. Below this is a 'Process Request Parameter(s)' section with two main areas: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' area has a 'Pay Run ID' field with the value '050708-01' and a search icon, and a '2006 #1' field. The 'Off-Cycle Pay Calendar' area has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process', 'Page #', and 'Thru'. Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both', where 'Both' is selected. At the bottom is an 'Agency Range' section with 'FROM Business Unit (Agency) 11200' and 'TO Business Unit (Agency) 11200' fields, both with search icons.</p>																				
<p>29. Once Process List appears, clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	 <p>The screenshot shows the 'Process List' interface. At the top, there is a 'View Process Request For' section with fields for 'User ID: YVONNE.HER', 'Type', 'Last: 1 Days', and a 'Refresh' button. Below this are fields for 'Server', 'Name', 'Instance', and 'Run Status'. A 'Save On Refresh' checkbox is also present. Below the form is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1044937</td> <td></td> <td>SQR Report</td> <td>NMS382PY</td> <td>YVONNE.HERRERA</td> <td>07/20/2009 11:18:28AM MDT</td> <td>Success</td> <td>N/A</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1044937		SQR Report	NMS382PY	YVONNE.HERRERA	07/20/2009 11:18:28AM MDT	Success	N/A	Details
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<p>30. Process Detail will appear, click View Log/Trace.</p>	 <p>The screenshot shows the 'Process Detail' interface. It displays the following information:</p> <ul style="list-style-type: none"> Instance: 1044937 Type: SQR Report Name: NMS382PY Description: Payroll Register by Bus Unit Run Status: Success Distribution Status: Posted <p>Below this is a 'Run' section with a 'Run Control ID: report' field and a 'Update Process' button. To the right of the 'Update Process' button are several radio button options: 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. Below the 'Run' section is a 'Date/Time' section with the following information:</p> <ul style="list-style-type: none"> Request Created On: 07/20/2009 11:18:48AM MDT Run Anytime After: 07/20/2009 11:18:28AM MDT Began Process At: 07/20/2009 11:19:06AM MDT Ended Process At: 07/20/2009 11:19:20AM MDT <p>To the right of the 'Date/Time' section is an 'Actions' section with the following links:</p> <ul style="list-style-type: none"> Parameters Transfer Message Log Batch Timings View Log/Trace 																				


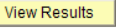
Instructions	Screen Shots																
<p>31. Then click on the PDF to open the report. You can save or print the report.</p>	<p>View Log/Trace</p> <p>Report</p> <p>Report ID: 473167 Process Instance: 1044937 Message Log</p> <p>Name: NMS382PY Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Payroll Register by Bus Unit</p> <p>Distribution Details</p> <p>Distribution Node: NMHP89 Expiration Date: 08/19/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>NMS382PY_1044937.PDF</td> <td>2,300</td> <td>07/20/2009 11:19:20.000000AM MDT</td> </tr> <tr> <td>NMS382PY_1044937.out</td> <td>513</td> <td>07/20/2009 11:19:20.000000AM MDT</td> </tr> <tr> <td>SQR_NMS382PY_1044937.log</td> <td>1,729</td> <td>07/20/2009 11:19:20.000000AM MDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>YVONNE.HERRERA</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	NMS382PY_1044937.PDF	2,300	07/20/2009 11:19:20.000000AM MDT	NMS382PY_1044937.out	513	07/20/2009 11:19:20.000000AM MDT	SQR_NMS382PY_1044937.log	1,729	07/20/2009 11:19:20.000000AM MDT	Distribution ID Type	Distribution ID	User	YVONNE.HERRERA
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Distribution ID Type	Distribution ID																
User	YVONNE.HERRERA																
<p>32. NMS Leave Liability Report</p> <p>Navigation: HCM, Payroll from North America, Payroll Processing USA, Pay Period Reports, NMS Leave Liability Report</p>	<p>HCM</p> 																
<p>33. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click Search and select the appropriate report name.</p>	<p>NMS Leave Liability Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>																

Instructions	Screen Shots																				
<p>34. Enter Business Unit, DeptID (optional), Employee ID (optional).</p> <p>Note: You do not need to have any information filled in for DeptID or Employee ID for the report to run.</p> <p>Note: To obtain the previous year's information, if the current date is after June 30, 200X, check <input checked="" type="checkbox"/> next to "Previous State Budget Fiscal Year".</p>	 <p>NMS Leave Liability Report</p> <p>Run Control ID: Leave_Liability_Report Report Manager Process Monitor Run</p> <hr/> <p>NMSLLR01 Leave Liability Report - Run Options</p> <p>Business Unit: 11200</p> <p>DeptID: <input type="text"/></p> <p>Employee ID: <input type="text"/></p> <p>Default is Current State Budget Fiscal Year</p> <p>Check to Run Previous State Budget Fiscal Year</p> <p>Previous State Budget Fiscal Year <input checked="" type="checkbox"/></p>																				
<p>35. Click Run to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking OK. Process the request by clicking OK. You will be taken back to NMS Leave Liability Report.</p>	 <p>Process Scheduler Request</p> <p>User ID: YVONNE.HERRERA Run Control ID: Leave_Liability_Report</p> <p>Server Name: <input type="text"/> Run Date: 07/20/2009 [H]</p> <p>Recurrence: <input type="text"/> Run Time: 11:26:54AM Reset to Current Date/Time</p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>NMSLLR01 Leave Liability Rpt</td> <td>NMSLLR01</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	NMSLLR01 Leave Liability Rpt	NMSLLR01	SQR Report	Web	PDF	Distribution						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution															
<input checked="" type="checkbox"/>	NMSLLR01 Leave Liability Rpt	NMSLLR01	SQR Report	Web	PDF	Distribution															
<p>36. Once back in NMS Leave Liability Report, click Process Monitor.</p>	 <p>NMS Leave Liability Report</p> <p>Run Control ID: Leave_Liability_Report Report Manager Process Monitor Run</p> <hr/> <p>NMSLLR01 Leave Liability Report - Run Options</p> <p>Business Unit: 11200</p> <p>DeptID: <input type="text"/></p> <p>Employee ID: <input type="text"/></p> <p>Default is Current State Budget Fiscal Year</p> <p>Check to Run Previous State Budget Fiscal Year</p> <p>Previous State Budget Fiscal Year <input checked="" type="checkbox"/></p>																				
<p>37. Once Process List appears, clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	 <p>Process List</p> <p>View Process Request For</p> <p>User ID: YVONNE.HER Type: <input type="text"/> Last: 1 Days Refresh</p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance: <input type="text"/> to <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1044982</td> <td></td> <td>SQR Report</td> <td>NMSLLR01</td> <td>YVONNE.HERRERA</td> <td>07/20/2009 11:30:42AM MDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1044982		SQR Report	NMSLLR01	YVONNE.HERRERA	07/20/2009 11:30:42AM MDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	1044982		SQR Report	NMSLLR01	YVONNE.HERRERA	07/20/2009 11:30:42AM MDT	Success	Posted	Details												

Instructions	Screen Shots															
<p>38. Process Detail will appear, click View Log/Trace.</p>	<p>Process Detail</p> <p>Process</p> <p>Instance: 1044982 Type: SQR Report Name: NMSLLR01 Description: NMSLLR01 Leave Liability Rpt Run Status: Success Distribution Status: Posted</p> <p>Run Update Process</p> <p>Run Control ID: Leave_Liability_Report <input type="radio"/> Hold Request Location: Server <input type="radio"/> Queue Request Server: PSNT <input type="radio"/> Cancel Request Recurrence: <input type="radio"/> Delete Request <input type="radio"/> Restart Request</p> <p>Date/Time Actions</p> <p>Request Created On: 07/20/2009 11:30:44AM MDT Parameters Transfer Run Anytime After: 07/20/2009 11:30:42AM MDT Message Log Began Process At: 07/20/2009 11:30:58AM MDT Batch Timings Ended Process At: 07/20/2009 11:31:13AM MDT View Log/Trace</p>															
<p>39. Then click on the .PDF to open the report. You can save or print the report.</p>	<p>View Log/Trace</p> <p>Report</p> <p>Report ID: 473175 Process Instance: 1044982 Message Log Name: NMSLLR01 Process Type: SQR Report Run Status: Success</p> <p>NMSLLR01 Leave Liability Rpt</p> <p>Distribution Details</p> <p>Distribution Node: NMHP89 Expiration Date: 08/19/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>NMSLLR01.XML</td> <td>0</td> <td>07/20/2009 11:31:13.000000AM MDT</td> </tr> <tr> <td>NMSLLR01_1044982.PDF</td> <td>24,798</td> <td>07/20/2009 11:31:13.000000AM MDT</td> </tr> <tr> <td>NMSLLR01_1044982.out</td> <td>97,252</td> <td>07/20/2009 11:31:13.000000AM MDT</td> </tr> <tr> <td>SQR_NMSLLR01_1044982.log</td> <td>1,761</td> <td>07/20/2009 11:31:13.000000AM MDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p>Distribution ID *Distribution ID ID Type</p> <p>User YVONNE.HERRERA</p>	Name	File Size (bytes)	Datetime Created	NMSLLR01.XML	0	07/20/2009 11:31:13.000000AM MDT	NMSLLR01_1044982.PDF	24,798	07/20/2009 11:31:13.000000AM MDT	NMSLLR01_1044982.out	97,252	07/20/2009 11:31:13.000000AM MDT	SQR_NMSLLR01_1044982.log	1,761	07/20/2009 11:31:13.000000AM MDT
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Unposted Journal Entries

The agency should validate that all of the journals were posted for the month. This would include all system generated journals and journal entries initiated by the agency. If your agency identifies a problem with any journal entry, contact the FCDSU Help Desk at FCDSU.help@state.nm.us.

Instructions	Screen Shots																																																																
<p>1. GL Query in FINANCIALS</p> <p>Run the NMS_GL_JOURNAL_LINE_UNPOST query to obtain a listing of unposted journals for your agency.</p> <p>Navigation: FINANCIALS, Reporting Tools, Query, Query Viewer</p> <p>Press the  .</p>	<p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>* Search By: Query Name <input type="text" value="NMS_GL_JOURNAL_LINE_UNPOST"/> begins with <input type="text" value="NMS_GL_JOURNAL_LINE_UNPOST"/></p> <p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p> <p>Search Results</p> <p>*Folder View: -- All Folders --</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> </tr> </thead> <tbody> <tr> <td>NMS_GL_JOURNAL_LINE_UNPOST</td> <td>Journal Line Details Not Post</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> </tr> </tbody> </table>	Query	Description	Owner	Folder	Run to HTML	Run to Excel	NMS_GL_JOURNAL_LINE_UNPOST	Journal Line Details Not Post	Public		HTML	Excel																																																				
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NMS_GL_JOURNAL_LINE_UNPOST	Journal Line Details Not Post	Public		HTML	Excel																																																												
<p>2. Enter the Unit and Fiscal Year. In the Journal ID criteria enter a % to select all journals or enter a specific journal ID for a single specific journal.</p> <p>Click  .</p>	<p>NMS_GL_JOURNAL_LINE_UNPOST -</p> <p>Unit: <input type="text" value="52200"/> <input type="button" value="Q"/></p> <p>Journal ID (% = ALL): <input style="width: 50px;" type="text" value="%"/></p> <p>Fiscal Year: <input type="text" value="2008"/></p> <p><input type="button" value="View Results"/></p>																																																																
<p>3. Review the listing of unposted journal entries. In addition to the chartfields, the query provides the Journal ID, Date, Edit and Budget Status, Long Description, and Journal Source.</p> <p>The query returns a list of journals that have not posted. The query indicates if Header Status (edit rules) & Budget Status (budget check) are valid. The agency must determine if the journal should be posted. Contact FCD Support Unit FCDSU.help@state.nm.us for assistance and to report unposted system generated journals.</p>	<table border="1"> <thead> <tr> <th>Unit</th> <th>Journal ID</th> <th>Date</th> <th>Status</th> <th>Budget Status</th> <th>Line #</th> <th>Long Descr</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> <table border="1"> <thead> <tr> <th>Source</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ACH</td><td>3rd party ACH transactions</td></tr> <tr><td>AGY</td><td>Not Affecting Fund or Account</td></tr> <tr><td>ALO</td><td>Allocations</td></tr> <tr><td>ALT</td><td>Allotment from General Fund</td></tr> <tr><td>AM</td><td>Asset Management</td></tr> <tr><td>AP</td><td>Accounts Payable</td></tr> <tr><td>AR</td><td>Accounts Receivable</td></tr> <tr><td>AUD</td><td>Audit Adjustments</td></tr> <tr><td>BI</td><td>Billing</td></tr> <tr><td>BUD</td><td>Budget Transaction Only</td></tr> <tr><td>CA</td><td>Contracts</td></tr> <tr><td>CFR</td><td>Affecting Fund or Account</td></tr> <tr><td>CNV</td><td>Conversion Data</td></tr> <tr><td>EX3</td><td>3rd Party Warrants</td></tr> <tr><td>EXT</td><td>External Data</td></tr> <tr><td>GM</td><td>Grants Management</td></tr> <tr><td>INV</td><td>Inventory Transactions</td></tr> <tr><td>OPR</td><td>Operating Transfers</td></tr> <tr><td>PC</td><td>Project Costing</td></tr> <tr><td>PR</td><td>Payroll</td></tr> <tr><td>TR</td><td>Treasury Entries</td></tr> <tr><td>WCN</td><td>Warrant Cancellations</td></tr> <tr><td>YE</td><td>Year End Closing Journals</td></tr> </tbody> </table> </td> </tr> </tbody> </table>	Unit	Journal ID	Date	Status	Budget Status	Line #	Long Descr	Source								<table border="1"> <thead> <tr> <th>Source</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ACH</td><td>3rd party ACH transactions</td></tr> <tr><td>AGY</td><td>Not Affecting Fund or Account</td></tr> <tr><td>ALO</td><td>Allocations</td></tr> <tr><td>ALT</td><td>Allotment from General Fund</td></tr> <tr><td>AM</td><td>Asset Management</td></tr> <tr><td>AP</td><td>Accounts Payable</td></tr> <tr><td>AR</td><td>Accounts Receivable</td></tr> <tr><td>AUD</td><td>Audit Adjustments</td></tr> <tr><td>BI</td><td>Billing</td></tr> <tr><td>BUD</td><td>Budget Transaction Only</td></tr> <tr><td>CA</td><td>Contracts</td></tr> <tr><td>CFR</td><td>Affecting Fund or Account</td></tr> <tr><td>CNV</td><td>Conversion Data</td></tr> <tr><td>EX3</td><td>3rd Party Warrants</td></tr> <tr><td>EXT</td><td>External Data</td></tr> <tr><td>GM</td><td>Grants Management</td></tr> <tr><td>INV</td><td>Inventory Transactions</td></tr> <tr><td>OPR</td><td>Operating Transfers</td></tr> <tr><td>PC</td><td>Project Costing</td></tr> <tr><td>PR</td><td>Payroll</td></tr> <tr><td>TR</td><td>Treasury Entries</td></tr> <tr><td>WCN</td><td>Warrant Cancellations</td></tr> <tr><td>YE</td><td>Year End Closing Journals</td></tr> </tbody> </table>	Source	Description	ACH	3rd party ACH transactions	AGY	Not Affecting Fund or Account	ALO	Allocations	ALT	Allotment from General Fund	AM	Asset Management	AP	Accounts Payable	AR	Accounts Receivable	AUD	Audit Adjustments	BI	Billing	BUD	Budget Transaction Only	CA	Contracts	CFR	Affecting Fund or Account	CNV	Conversion Data	EX3	3rd Party Warrants	EXT	External Data	GM	Grants Management	INV	Inventory Transactions	OPR	Operating Transfers	PC	Project Costing	PR	Payroll	TR	Treasury Entries	WCN	Warrant Cancellations	YE	Year End Closing Journals
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Instructions	Screen Shots
<p>4. Transactions originally recorded in modules in SHARE are summarized before posting to the Actuals ledger.</p> <p>Example:</p> <p>3 vouchers entered into AP for \$300 2 warrants issued from AP for \$200 10 deposits entered into AR totaling \$1,000</p> <p>Details for the above 15 individual transactions are available in AP and AR.</p> <p>Journal generation creates three journal entries that posted to the ACTUALS ledger as follows:</p> <p>AP0123456 \$300 dr 53xxxx \$300 cr 201900</p> <p>AP0123457 \$200 dr 201900 \$200 cr 101900</p> <p>DJ0327462 \$1,000 dr 101900 \$1,000 cr 49xxxx</p>	<p>Journal Types Generated by Other Modules (System Generated, non-approved)</p> <ul style="list-style-type: none"> ➤ AP – Accounts payable ➤ AR – accounts receivable revenue or receipts ➤ DJ – misc. cash receipts ➤ PR – payroll ➤ BI – billing through A/R

Other Journal Entries

The agency should review any journal entries in the Actuals Ledger not covered in the validation of Allotments, Deposits, Expenditures, Operating Transfers, Payroll Expenditures, or Payroll Liabilities.

Use the long description on the journal entry to help determine the origin and purpose of the journals. If necessary, review journal online or review physical backup documentation to validate the necessity and accuracy of the journal entry.

GL DETAIL QUERIES

Query Viewer

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

*Search By: begins with

[Advanced Search](#)



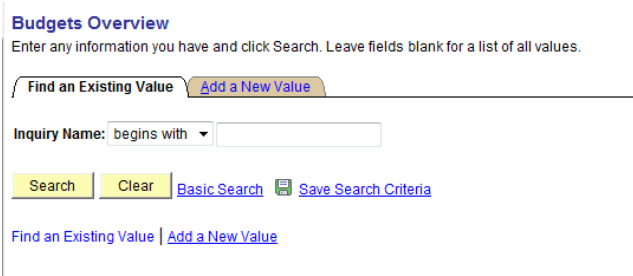
Search Results





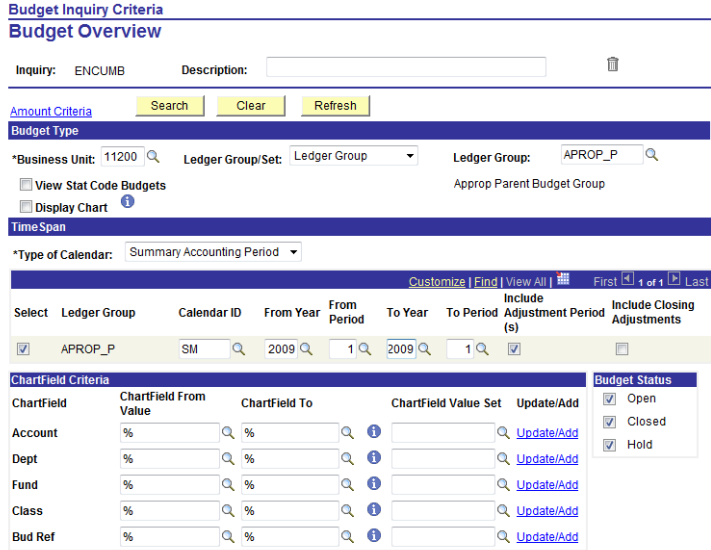
*Folder View:

Query								Customize	Find	View All	First	1-6 of 6	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites						
NMS_GL_JOURNAL_LINE_ACCT	Journal Line Details by Acct	Public		HTML	Excel	Schedule	Favorite						
NMS_GL_JOURNAL_LINE_CASH	Journal Lines Cash Recon	Public		HTML	Excel	Schedule	Favorite						
NMS_GL_JOURNAL_LINE_DATE	Journal Listing by Date	Public		HTML	Excel	Schedule	Favorite						
NMS_GL_JOURNAL_LINE_DEPT	Journal Details by Dept & Fund	Public		HTML	Excel	Schedule	Favorite						
NMS_GL_JOURNAL_LINE_FUND	Journal Line Details by Fund	Public		HTML	Excel	Schedule	Favorite						
NMS_GL_JOURNAL_LINE_UNPOST	Journal Line Details Not Post	Public		HTML	Excel	Schedule	Favorite						

Budgets

The agency should monitor their budget using reports or the on-line budget overview for correctness and completeness.

Instructions	Screen Shots
<p>1. On-line Inquiry – Budget Overview (Commitment Control)</p> <p>Navigation: FINANCIALS, Commitment Control, Review Budget Activities, Budgets Overview</p> <p>Note: Use the Budget Overview Inquiry to review budget, expenditures, encumbrances, and pre-encumbrances for budgets by expenditure and revenue category.</p>	
<p>2. If this is the first time that you are running the Budget Overview Inquiry, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click  and select the appropriate inquiry name.</p>	

Instructions	Screen Shots																						
<p>3. Enter the Business Unit, Ledger Group Set, Ledger Group, Type of Calendar, Calendar ID (SM or PQ), Year From and To, and Period From and To.</p> <p>Click  .</p> <p>Note: SM = Summary FY Calendar PQ = Project Quarterly Calendar Ledgers =</p> <table border="1" data-bbox="196 611 594 856"> <thead> <tr> <th>Ledger Group Description</th> <th>Ledger Group Type</th> </tr> </thead> <tbody> <tr><td>APROP_C</td><td>Approp Child Budget Group Expense</td></tr> <tr><td>APROP_P</td><td>Approp Parent Budget Group Expense</td></tr> <tr><td>CASH</td><td>Cash Budget Ledger Group Expense</td></tr> <tr><td>CASHR</td><td>Cash Revenue Ledger Group Revenue</td></tr> <tr><td>DEPT</td><td>Department Budget Ledger Expense</td></tr> <tr><td>DEPT_C</td><td>Dept Child Budget Group Expense</td></tr> <tr><td>DETAIL</td><td>Detail Encumb Ledger Group Expense</td></tr> <tr><td>PRJ_CH</td><td>Project - Child Budget Group Expense</td></tr> <tr><td>PRJ_PR</td><td>Project - Parent Group Expense</td></tr> <tr><td>REVENUE</td><td>Revenue Budget Revenue</td></tr> </tbody> </table> <p>Note: Use the following hints to fill out the Budget Overview screen:</p> <ul style="list-style-type: none"> To obtain budget data at a lower level, the appropriate data must be entered in the Account, Dept, Class and Bud Ref fields in the Chartfield Criteria. Once the Time Span is selected as the Summary Accounting Period is selected by clicking , the  s for Calendar ID, From Year and Period, and To Year and Period will appear. Make the following selections: <ul style="list-style-type: none"> Calendar ID = SM From Year From Period = 1 To Year = To Period = 1 In Chartfield Criteria, enter the criteria values for the information to be retrieved. <p>Click  .</p>	Ledger Group Description	Ledger Group Type	APROP_C	Approp Child Budget Group Expense	APROP_P	Approp Parent Budget Group Expense	CASH	Cash Budget Ledger Group Expense	CASHR	Cash Revenue Ledger Group Revenue	DEPT	Department Budget Ledger Expense	DEPT_C	Dept Child Budget Group Expense	DETAIL	Detail Encumb Ledger Group Expense	PRJ_CH	Project - Child Budget Group Expense	PRJ_PR	Project - Parent Group Expense	REVENUE	Revenue Budget Revenue	 <p>The screenshot shows the 'Budget Inquiry Criteria Budget Overview' interface. It includes search fields for Inquiry (ENCUMB) and Description. Below are sections for 'Amount Criteria', 'Budget Type' (with Business Unit 11200 and Ledger Group Set Ledger Group), and 'Time Span' (set to Summary Accounting Period). A table lists ledger groups with search filters for Calendar ID (SM), From Year (2009), From Period (1), To Year (2009), and To Period (1). The 'Chartfield Criteria' section has input fields for Account, Dept, Fund, Class, and Bud Ref. A 'Budget Status' sidebar on the right has checkboxes for Open, Closed, and Hold.</p>
Ledger Group Description	Ledger Group Type																						
APROP_C	Approp Child Budget Group Expense																						
APROP_P	Approp Parent Budget Group Expense																						
CASH	Cash Budget Ledger Group Expense																						
CASHR	Cash Revenue Ledger Group Revenue																						
DEPT	Department Budget Ledger Expense																						
DEPT_C	Dept Child Budget Group Expense																						
DETAIL	Detail Encumb Ledger Group Expense																						
PRJ_CH	Project - Child Budget Group Expense																						
PRJ_PR	Project - Parent Group Expense																						
REVENUE	Revenue Budget Revenue																						

Instructions | **Screen Shots**

Inquiry Results

Budget Overview

Business Unit: 11200
 Ledger Group: APROP_P Approp Parent Budget Definitio
 Type of Calendar: Summary Accounting Period
 Amounts in Base Currency: USD Revenue Associated

[Return to Criteria](#) *Notes Max Rows: [Display Options](#)

Ledger Totals (4 Rows)

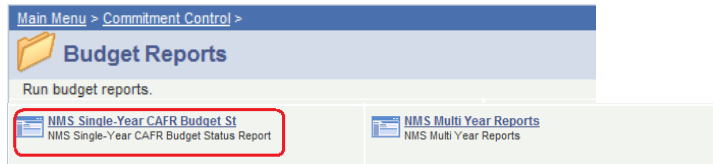
Budget:	4,318,900.00	Net Transfers:	0.00
Expense:	4,256,924.13		
Encumbrance:	15,732.07		
Pre-Encumbrance:	0.00		
Budget Balance:	46,243.80		
Associate Revenue:	0.00		
Available Budget:	46,243.80		

Budget Overview Results													Customize	Find	View All	First	1-4 of 4	Last
	Ledger Group	Fund	Department	Account	Bud Ref	Class	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available				
1	APROP_P	13000	P100	200	109	81006	2009	1	3,725,500.00	3,689,477.48	0.00	0.00	36,022.52	0.97				
2	APROP_P	13000	P100	300	109	81006	2009	1	205,200.00	198,347.95	5,916.22	0.00	935.83	0.46				
3	APROP_P	13000	P100	400	108	71003	2009	1	0.00	0.00	0.00	0.00	0.00	0.00				
4	APROP_P	13000	P100	400	109	81006	2009	1	388,200.00	369,098.70	9,815.85	0.00	9,285.45	2.39				


Note: The data can be downloaded, into Excel by using , in order to organize the data by the columnar headings that appear in the Inquiry Results of the Budget Overview Inquiry.

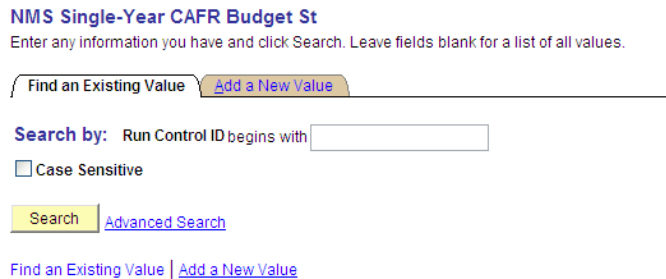
4. **NMS Single-Year CAFR Budget St Report**



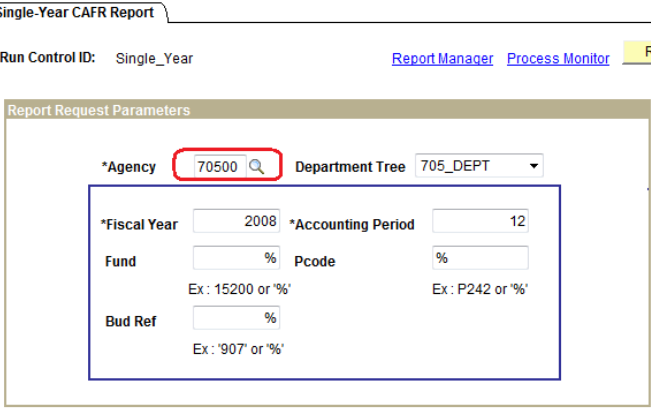
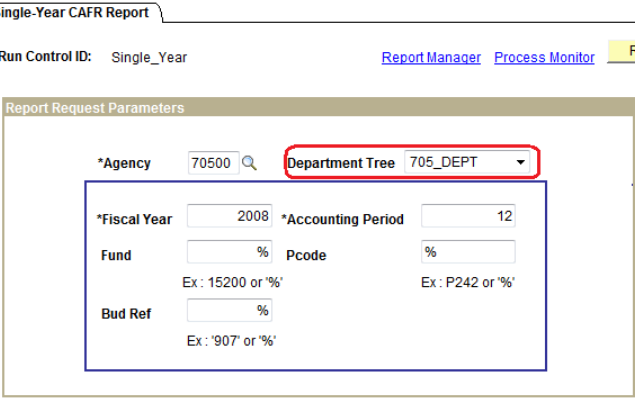



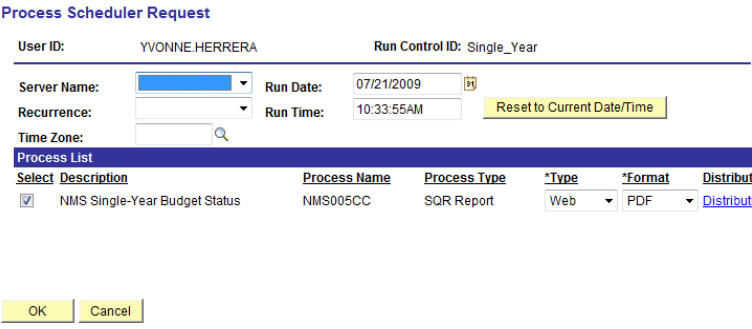
Navigation: FINANCIALS, Commitment Control, Budget Reports, NMS Single-Year CAFR Budget St.

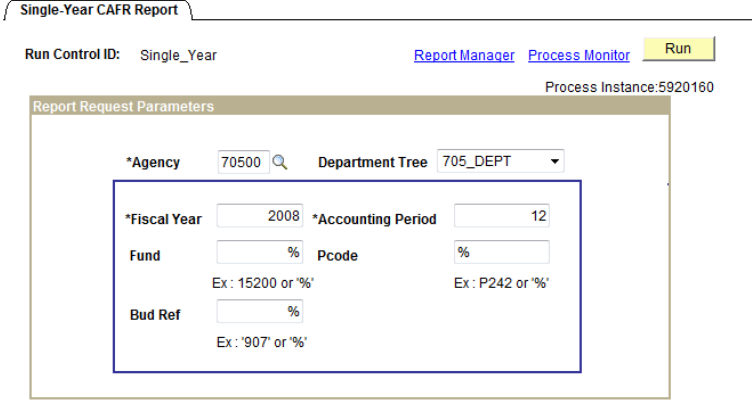
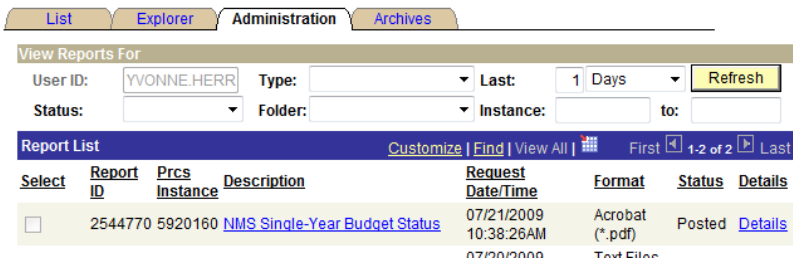
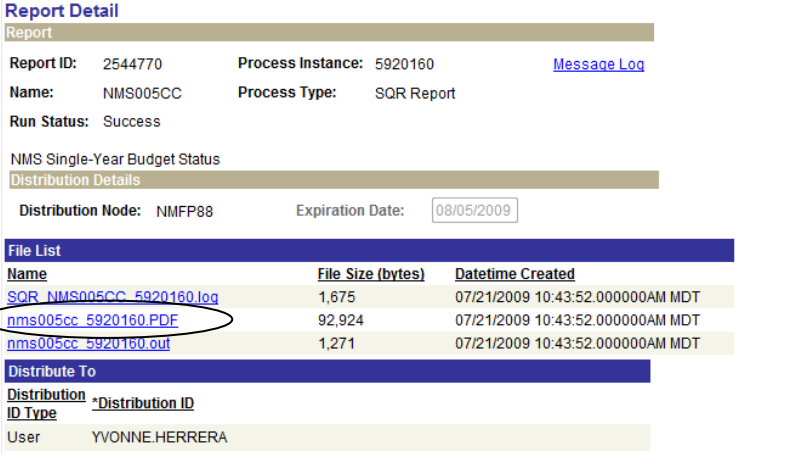



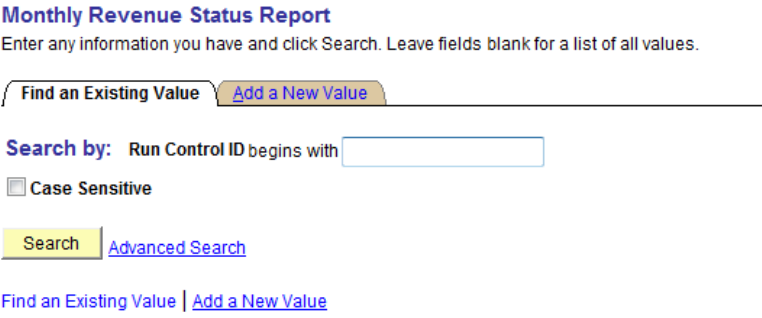
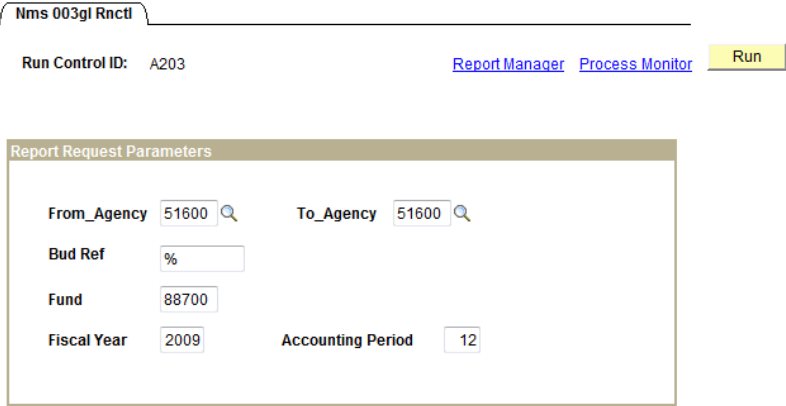
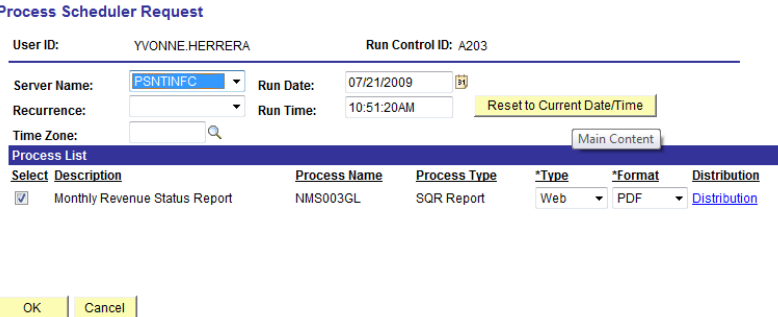
5. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.

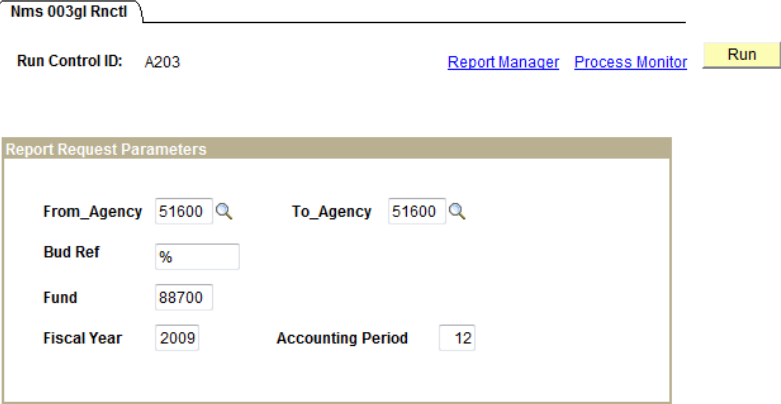
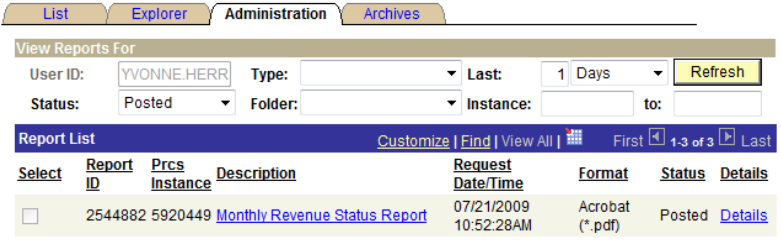
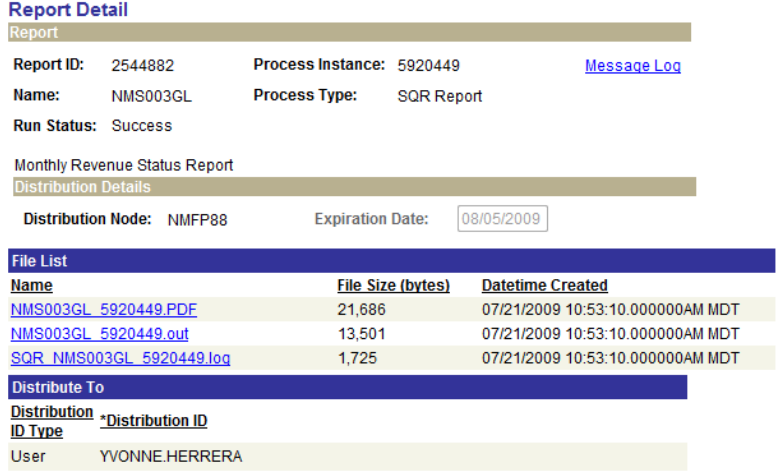
 If you have an existing Run Control ID, click  and select the appropriate report name.


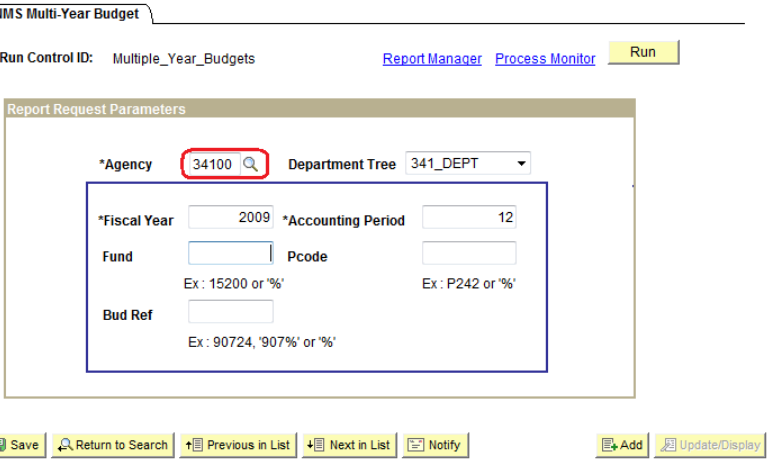
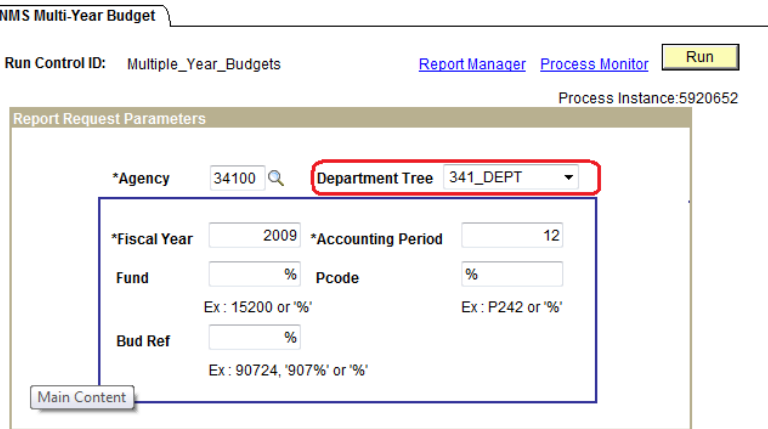


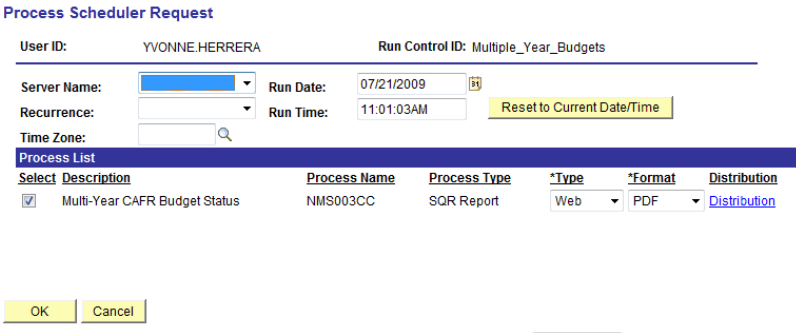
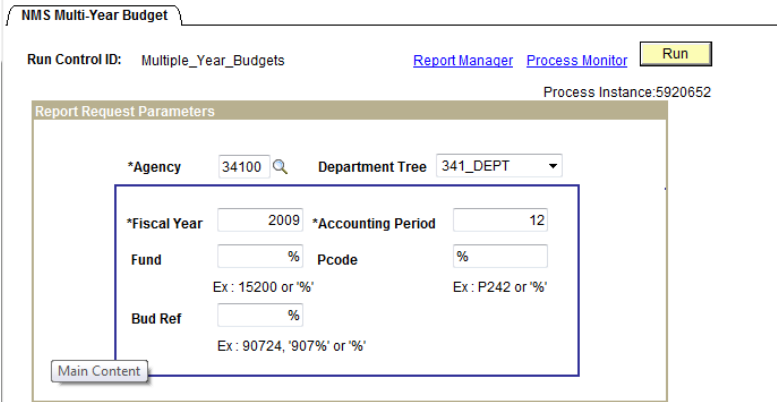
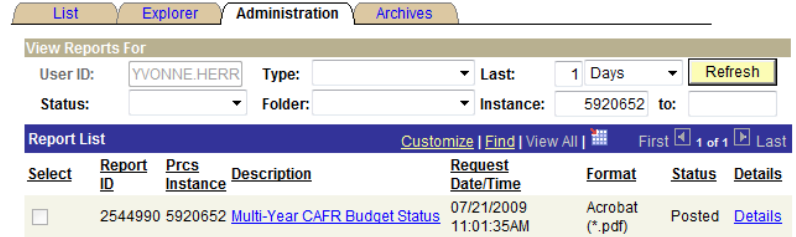
Instructions	Screen Shots														
<p>6. Enter the following:</p> <ol style="list-style-type: none"> Search for your agency by clicking  in the Agency criteria. Click  in the "Department Tree" and select the correct department . Enter t Fiscal Year, Accounting Period, Fund (% or specific fund), Pcode (% or specific Pcode), and Bud Ref (% or specific Bud Ref). 	<p>a.</p>  <p>b. & c.</p> 														
<p>7. Click  to go to Process Scheduler Request screen. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking . Process the request by clicking . You will be taken back to Single-Year CAFR Report.</p>	 <table border="1" data-bbox="638 1398 1385 1472"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>NMS Single-Year Budget Status</td> <td>NMS005CC</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	NMS Single-Year Budget Status	NMS005CC	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	NMS Single-Year Budget Status	NMS005CC	SQR Report	Web	PDF	Distribution									

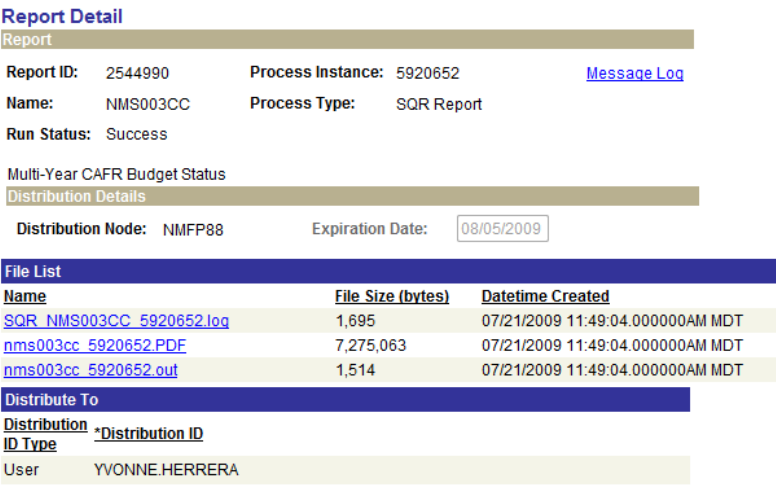

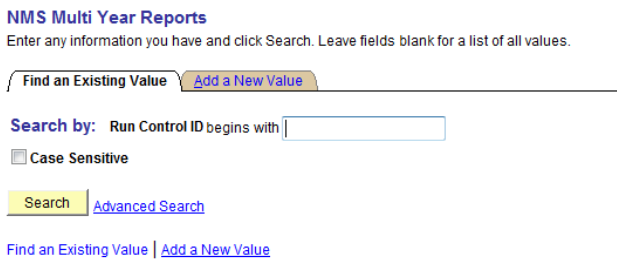
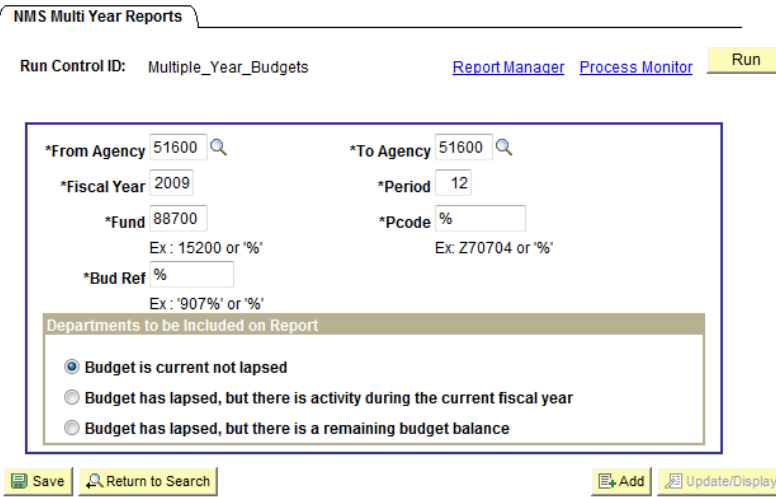
Instructions	Screen Shots																
<p>8. Once back in Single-Year CAFR Report, click Report Manager.</p>																	
<p>9. Once in Report Manager, select the “Administration” folder tab to see the report’s status. Clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	 <table border="1" data-bbox="634 877 1422 1003"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2544770</td> <td>5920160</td> <td>NMS Single-Year Budget Status</td> <td>07/21/2009 10:38:26AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	2544770	5920160	NMS Single-Year Budget Status	07/21/2009 10:38:26AM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	2544770	5920160	NMS Single-Year Budget Status	07/21/2009 10:38:26AM	Acrobat (*.pdf)	Posted	Details										
<p>10. Then click on the PDF to open the report. You can save or print the report.</p>	 <table border="1" data-bbox="634 1398 1422 1514"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_NMS005CC_5920160.log</td> <td>1,675</td> <td>07/21/2009 10:43:52.000000AM MDT</td> </tr> <tr> <td>nms005cc_5920160.PDF</td> <td>92,924</td> <td>07/21/2009 10:43:52.000000AM MDT</td> </tr> <tr> <td>nms005cc_5920160.out</td> <td>1,271</td> <td>07/21/2009 10:43:52.000000AM MDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_NMS005CC_5920160.log	1,675	07/21/2009 10:43:52.000000AM MDT	nms005cc_5920160.PDF	92,924	07/21/2009 10:43:52.000000AM MDT	nms005cc_5920160.out	1,271	07/21/2009 10:43:52.000000AM MDT				
Name	File Size (bytes)	Datetime Created															
SQR_NMS005CC_5920160.log	1,675	07/21/2009 10:43:52.000000AM MDT															
nms005cc_5920160.PDF	92,924	07/21/2009 10:43:52.000000AM MDT															
nms005cc_5920160.out	1,271	07/21/2009 10:43:52.000000AM MDT															
<p>11. NMS Monthly Revenue Status Rpt Report</p> <p>Navigation: FINANCIALS, Commitment Control, Budget Reports, NMS Monthly Revenue Status Rpt</p>																	

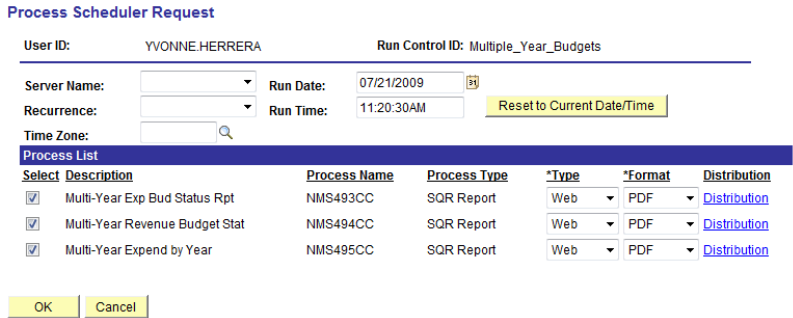
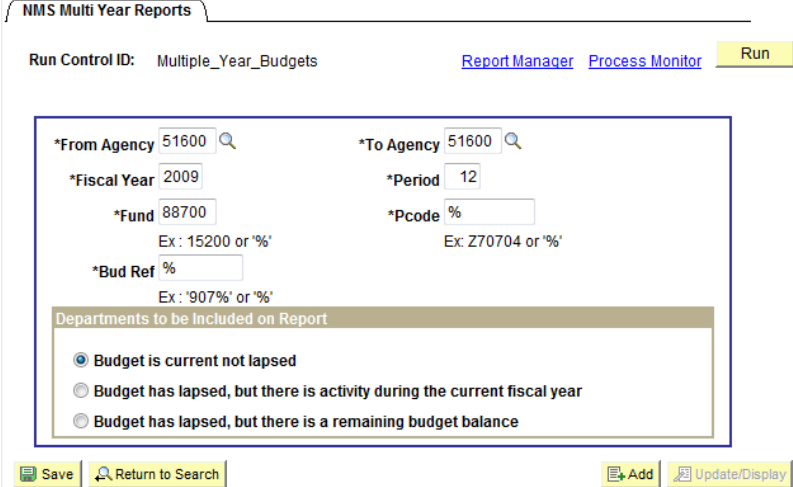

Instructions	Screen Shots														
<p>12. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click <input type="button" value="Search"/> and select the appropriate report name.</p>	 <p>Monthly Revenue Status Report Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Find an Existing Value Add a New Value</p>														
<p>13. Enter Fiscal Year, Accounting Period, Fund (% or specific fund), Pcode (% or specific Pcode), and Bud Ref (% or specific Bud Ref).</p>	 <p>Nms 003gl Rnctl</p> <p>Run Control ID: A203 Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Report Request Parameters</p> <p>From_Agency: 51600 To_Agency: 51600</p> <p>Bud Ref: %</p> <p>Fund: 88700</p> <p>Fiscal Year: 2009 Accounting Period: 12</p>														
<p>14. Click <input type="button" value="Run"/> to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking <input type="button" value="OK"/>. Process the request by clicking <input type="button" value="OK"/>. You will be taken back to Nms 003gl Rtnctl.</p>	 <p>Process Scheduler Request</p> <p>User ID: YVONNE.HERRERA Run Control ID: A203</p> <p>Server Name: <input type="text" value="PSNTINFC"/> Run Date: <input type="text" value="07/21/2009"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="10:51:20AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="Main Content"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Monthly Revenue Status Report</td> <td>NMS003GL</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Monthly Revenue Status Report	NMS003GL	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Monthly Revenue Status Report	NMS003GL	SQR Report	Web	PDF	Distribution									

Instructions	Screen Shots																
<p>15. Once back in Nms 003gl Rtnctl, click Report Manager .</p>	 <p>Nms 003gl Rtnctl</p> <p>Run Control ID: A203 Report Manager Process Monitor Run</p> <p>Report Request Parameters</p> <p>From_Agency: 51600 To_Agency: 51600</p> <p>Bud Ref: %</p> <p>Fund: 88700</p> <p>Fiscal Year: 2009 Accounting Period: 12</p>																
<p>16. Once in Report Manager, select the “Administration” folder tab to see the report’s status. Clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	 <p>List Explorer Administration Archives</p> <p>View Reports For</p> <p>User ID: YVONNE.HERR Type: Last: 1 Days Refresh</p> <p>Status: Posted Folder: Instance: to:</p> <p>Report List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2544882</td> <td>5920449</td> <td>Monthly Revenue Status Report</td> <td>07/21/2009 10:52:28AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	2544882	5920449	Monthly Revenue Status Report	07/21/2009 10:52:28AM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	2544882	5920449	Monthly Revenue Status Report	07/21/2009 10:52:28AM	Acrobat (*.pdf)	Posted	Details										
<p>17. Then click on the .PDF to open the report. You can save or print the report.</p>	 <p>Report Detail</p> <p>Report</p> <p>Report ID: 2544882 Process Instance: 5920449 Message Log</p> <p>Name: NMS003GL Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Monthly Revenue Status Report</p> <p>Distribution Details</p> <p>Distribution Node: NMF88 Expiration Date: 08/05/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>NMS003GL_5920449.PDF</td> <td>21,686</td> <td>07/21/2009 10:53:10.000000AM MDT</td> </tr> <tr> <td>NMS003GL_5920449.out</td> <td>13,501</td> <td>07/21/2009 10:53:10.000000AM MDT</td> </tr> <tr> <td>SQR_NMS003GL_5920449.log</td> <td>1,725</td> <td>07/21/2009 10:53:10.000000AM MDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p>Distribution ID Type</p> <p>User: YVONNE.HERRERA</p>	Name	File Size (bytes)	Datetime Created	NMS003GL_5920449.PDF	21,686	07/21/2009 10:53:10.000000AM MDT	NMS003GL_5920449.out	13,501	07/21/2009 10:53:10.000000AM MDT	SQR_NMS003GL_5920449.log	1,725	07/21/2009 10:53:10.000000AM MDT				
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SQR_NMS003GL_5920449.log	1,725	07/21/2009 10:53:10.000000AM MDT															

Instructions	Screen Shots
<p>18. NMS Multi-Year CAFR Budget Sta Report</p> <p>Navigation: FINANCIALS, Commitment Control, Budget Status Reports, NMS Multi-Year CAFR Budget Sta</p>	
<p>19. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click <input type="button" value="Search"/> and select the appropriate report name.</p>	<p>NMS Multi-Year CAFR Budget St Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
<p>20. Enter the following:</p> <ol style="list-style-type: none"> Search for your agency by clicking <input type="button" value="Search"/> in the Agency criteria. Click <input type="button" value="Department Tree"/> in the "Department Tree" and select the correct department. Enter Fiscal Year, Accounting Period, Fund (% or specific fund), Pcode (% or specific Pcode), and Bud Ref (% or specific Bud Ref). 	<p>a.</p>  <p>b. & c.</p> 

Instructions	Screen Shots
<p>21. Click Run to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking OK. Process the request by clicking OK. You will be taken back to the NMS Multi-Year Budget.</p>	
<p>22. Once back in NMS Multi-Year Budget, click Report Manager.</p>	
<p>23. Once in Report Manager, select the "Administration" folder tab to see the report's status. Clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail.</p>	

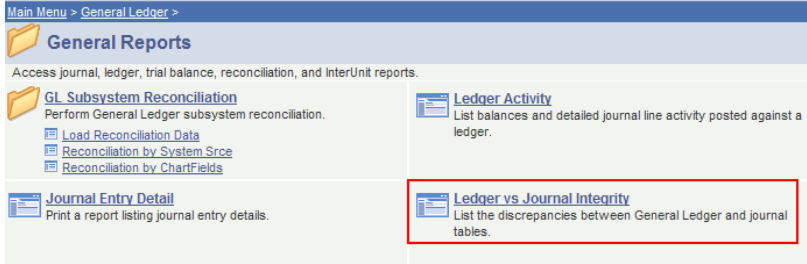
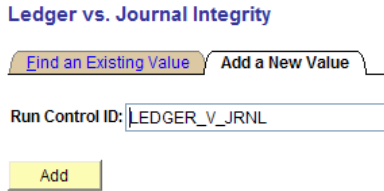
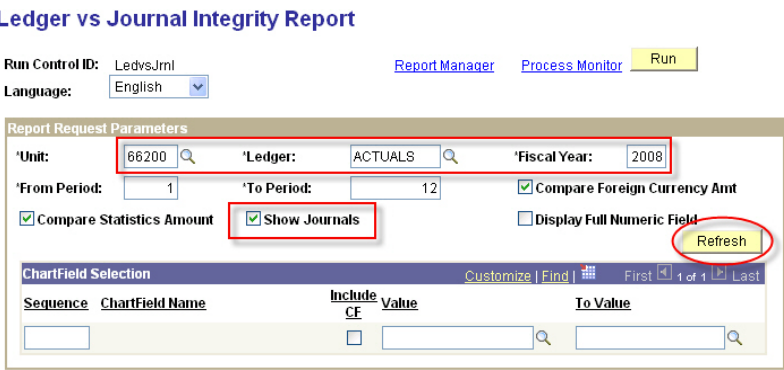
Instructions	Screen Shots
<p>24. Then click on the .PDF to open the report. You can save or print the report.</p>	
<p>25. NMS Multi Year Reports</p> <p>Navigation: FINANCIALS, Commitment Control, Budget Reports, NMS Multi Year Reports</p>	
<p>26. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click Search and select the appropriate report name.</p>	
<p>27. Enter the following:</p> <ol style="list-style-type: none"> Enter Agency From and To, Fiscal Year, Period, Fund (% or specific fund), Pcode (% or specific Pcode), and Bud Ref (% or specific Bud Ref). Select a radio button based on the information you are looking for in the Department to be Included on Report section. <p>Note: Run the budget reports for each of the radio buttons to become familiar with the information each option will provide.</p>	

Instructions	Screen Shots																																
<p>28. Click Run to go to Process Scheduler Request. The default format option is PDF; however, if you want the report in a different format remember to make the selection before clicking OK. You have a choice of three difference reports. Mark your selection by clicking on the <input checked="" type="checkbox"/>. Process the request by clicking OK. You will be taken back to NMS Multi Year Reports.</p> <p>Note: Select each report to become familiar with the presentation and data being provided.</p>	 <p>Process Scheduler Request</p> <p>User ID: YVONNE.HERRERA Run Control ID: Multiple_Year_Budgets</p> <p>Server Name: [] Run Date: 07/21/2009 [B]</p> <p>Recurrence: [] Run Time: 11:20:30AM [Reset to Current Date/Time]</p> <p>Time Zone: []</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Multi-Year Exp Bud Status Rpt</td> <td>NMS493CC</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Multi-Year Revenue Budget Stat</td> <td>NMS494CC</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Multi-Year Expend by Year</td> <td>NMS495CC</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>[OK] [Cancel]</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Multi-Year Exp Bud Status Rpt	NMS493CC	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	Multi-Year Revenue Budget Stat	NMS494CC	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	Multi-Year Expend by Year	NMS495CC	SQR Report	Web	PDF	Distribution				
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<p>29. Once back in NMS Multi Year Reports, click Report Manager.</p>	 <p>NMS Multi Year Reports</p> <p>Run Control ID: Multiple_Year_Budgets Report Manager Process Monitor Run</p> <p>*From Agency: 51600 *To Agency: 51600</p> <p>*Fiscal Year: 2009 *Period: 12</p> <p>*Fund: 88700 *Pcode: %</p> <p>Ex: 15200 or % Ex: Z70704 or %</p> <p>*Bud Ref: %</p> <p>Ex: '907%' or %</p> <p>Departments to be included on Report</p> <p><input checked="" type="radio"/> Budget is current not lapsed</p> <p><input type="radio"/> Budget has lapsed, but there is activity during the current fiscal year</p> <p><input type="radio"/> Budget has lapsed, but there is a remaining budget balance</p> <p>[Save] [Return to Search] [Add] [Update/Display]</p>																																
<p>30. Once in Report Manager, select the "Administration" folder tab to see the report's status. Clicking Refresh will update the status of the report. The report will go through the following processing stages: Queued, Processing, Posting, and then Posted.</p> <p>Click Details to go to Report Detail for any of the three reports.</p>	 <p>Administration</p> <p>View Reports For</p> <p>User ID: YVONNE.HERR Type: [] Last: 1 Days [Refresh]</p> <p>Status: [] Folder: [] Instance: [] to: []</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>PrCs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2545159</td> <td>5921061</td> <td>Multi-Year Expend by Year</td> <td>07/21/2009 11:25:48AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2545158</td> <td>5921060</td> <td>Multi-Year Revenue Budget Stat</td> <td>07/21/2009 11:25:48AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2545157</td> <td>5921059</td> <td>Multi-Year Exp Bud Status Rpt</td> <td>07/21/2009 11:25:48AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	2545159	5921061	Multi-Year Expend by Year	07/21/2009 11:25:48AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	2545158	5921060	Multi-Year Revenue Budget Stat	07/21/2009 11:25:48AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	2545157	5921059	Multi-Year Exp Bud Status Rpt	07/21/2009 11:25:48AM	Acrobat (*.pdf)	Posted	Details
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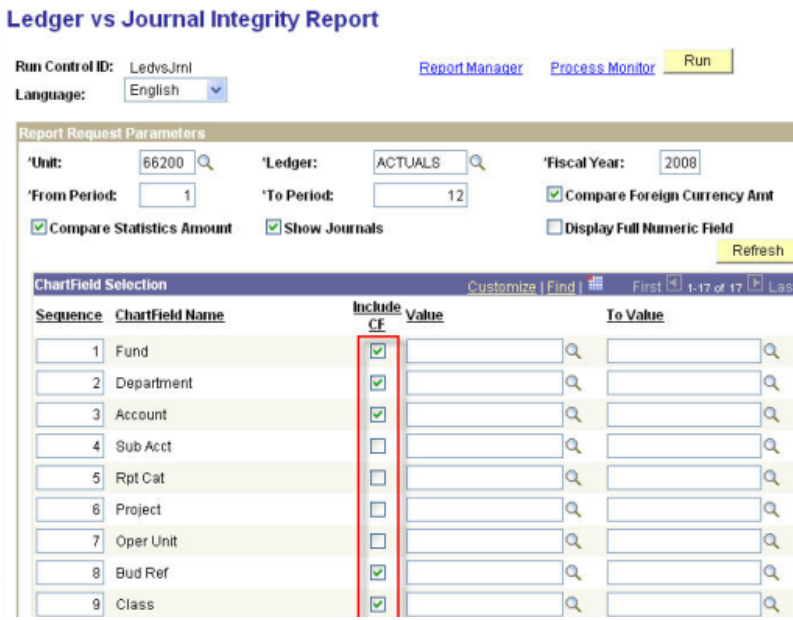
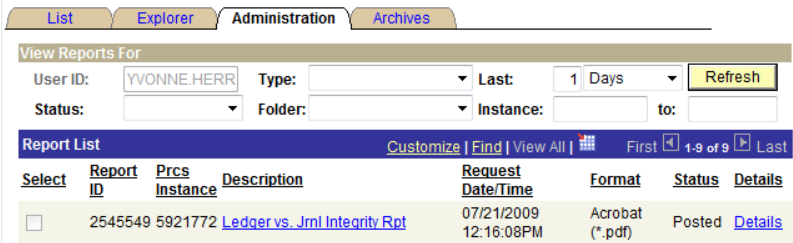
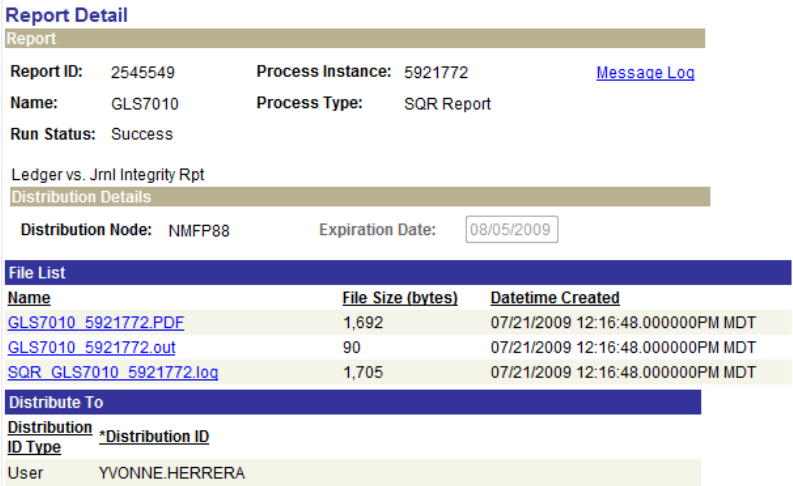
Instructions	Screen Shots												
<p>31. Then click on the .PDF to open the report. You can save or print the report.</p>	<p>Report Detail</p> <p>Report</p> <p>Report ID: 2545159 Process Instance: 5921061 Message Log</p> <p>Name: NMS495CC Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Multi-Year Expend by Year</p> <p>Distribution Details</p> <p>Distribution Node: NMFP88 Expiration Date: <input type="text" value="08/05/2009"/></p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>NMS495CC_5921061.PDF</td> <td>10,735</td> <td>07/21/2009 11:26:24.000000AM MDT</td> </tr> <tr> <td>NMS495CC_5921061.out</td> <td>1,440</td> <td>07/21/2009 11:26:24.000000AM MDT</td> </tr> <tr> <td>SQR_NMS495CC_5921061.log</td> <td>1,759</td> <td>07/21/2009 11:26:24.000000AM MDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p><u>Distribution ID Type</u> *Distribution ID</p> <p>User YVONNE.HERRERA</p>	Name	File Size (bytes)	Datetime Created	NMS495CC_5921061.PDF	10,735	07/21/2009 11:26:24.000000AM MDT	NMS495CC_5921061.out	1,440	07/21/2009 11:26:24.000000AM MDT	SQR_NMS495CC_5921061.log	1,759	07/21/2009 11:26:24.000000AM MDT
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Ledger vs. Journal Integrity Report

Agency should run the Ledger vs. Journal Integrity Report each month. If discrepancies are identified on the report, submit a copy of the pdf file to FCDSU.help@state.nm.us.

Instructions	Screen Shots										
<p>1. Ledger vs. Journal Integrity Report</p> <p>Navigation: FINANCIALS, General Ledger, General Reports, Ledger vs. Journal Integrity Report</p>	 <p>Main Menu > General Ledger ></p> <p>General Reports</p> <p>Access journal, ledger, trial balance, reconciliation, and InterUnit reports.</p> <ul style="list-style-type: none"> GL Subsystem Reconciliation Perform General Ledger subsystem reconciliation. <ul style="list-style-type: none"> Load Reconciliation Data Reconciliation by System Srce Reconciliation by ChartFields Ledger Activity List balances and detailed journal line activity posted against a ledger. Ledger vs. Journal Integrity (highlighted) List the discrepancies between General Ledger and journal tables. Journal Entry Detail Print a report listing journal entry details. 										
<p>2. If this is the first time that you are running the report, click on the "Add a New Value" folder tab to add a Run Control ID.</p> <p>If you have an existing Run Control ID, click <input type="button" value="Search"/> and select the appropriate report name.</p>	 <p>Ledger vs. Journal Integrity</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <p>Run Control ID: <input type="text" value="LEDGER_V_JRNL"/></p> <p><input type="button" value="Add"/></p>										
<p>3. Enter the Business Unit, Ledger = ACTUALS, Fiscal Year, Period From and To. Make sure "Show Journals" is <input checked="" type="checkbox"/>. Click on <input type="button" value="Refresh"/>.</p>	 <p>Ledger vs Journal Integrity Report</p> <p>Run Control ID: LedvsJrnl Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Language: <input type="text" value="English"/></p> <p>Report Request Parameters</p> <p>'Unit': <input type="text" value="66200"/> 'Ledger': <input type="text" value="ACTUALS"/> 'Fiscal Year': <input type="text" value="2008"/></p> <p>'From Period': <input type="text" value="1"/> 'To Period': <input type="text" value="12"/> <input checked="" type="checkbox"/> Compare Foreign Currency Amt</p> <p><input checked="" type="checkbox"/> Compare Statistics Amount <input checked="" type="checkbox"/> Show Journals <input type="checkbox"/> Display Full Numeric Field</p> <p><input type="button" value="Refresh"/></p> <p>ChartField Selection Customize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Value</th> <th>To Value</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Sequence	ChartField Name	Include CF	Value	To Value	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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Instructions	Screen Shots																																																		
<p>4. Under Chartfield Selection, select the "Include CF" <input checked="" type="checkbox"/> for Fund, Department, Account, Bud Ref, and Class. The selected chartfields are needed for discrepancy resolution.</p>	<p>Ledger vs Journal Integrity Report</p> <p>Run Control ID: LedvsJrnl Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Language: English</p> <p>Report Request Parameters</p> <p>'Unit: 66200 'Ledger: ACTUALS 'Fiscal Year: 2008</p> <p>'From Period: 1 'To Period: 12 <input checked="" type="checkbox"/> Compare Foreign Currency Amt</p> <p><input checked="" type="checkbox"/> Compare Statistics Amount <input checked="" type="checkbox"/> Show Journals <input type="checkbox"/> Display Full Numeric Field <input type="button" value="Refresh"/></p> <p>ChartField Selection Customize Find First 1-17 of 17 Last</p> <table border="1"> <thead> <tr> <th>Sequence</th> <th>ChartField Name</th> <th>Include CF</th> <th>Value</th> <th>To Value</th> </tr> </thead> <tbody> <tr><td>1</td><td>Fund</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> <tr><td>2</td><td>Department</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> <tr><td>3</td><td>Account</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> <tr><td>4</td><td>Sub Acct</td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>5</td><td>Rpt Cat</td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>6</td><td>Project</td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>7</td><td>Oper Unit</td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>8</td><td>Bud Ref</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> <tr><td>9</td><td>Class</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr> </tbody> </table>	Sequence	ChartField Name	Include CF	Value	To Value	1	Fund	<input checked="" type="checkbox"/>			2	Department	<input checked="" type="checkbox"/>			3	Account	<input checked="" type="checkbox"/>			4	Sub Acct	<input type="checkbox"/>			5	Rpt Cat	<input type="checkbox"/>			6	Project	<input type="checkbox"/>			7	Oper Unit	<input type="checkbox"/>			8	Bud Ref	<input checked="" type="checkbox"/>			9	Class	<input checked="" type="checkbox"/>		
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<p>5. Click <input type="button" value="Run"/> to go to Process Scheduler Request. The default format option is PDF' however, if you want the report in a different format remember to make the selection before clicking <input type="button" value="OK"/>. Use PSUNX under Server Name. Click <input type="button" value="OK"/>. Process the request by clicking <input type="button" value="OK"/>. You will be taken back to the Ledger vs Journal Integrity Report.</p>	<p>Process Scheduler Request</p> <p>User ID: TOBI.ANDRADE Run Control ID: LedvsJrnl</p> <p>Server Name: PSUNX Run Date: 07/14/2008</p> <p>Recurrence: Run Time: 8:43:52AM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone:</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Ledger vs. Jrnl Integrity Rpt</td> <td>GLS7010</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Ledger vs. Jrnl Integrity Rpt	GLS7010	SQR Report	Web	PDF	Distribution																																				
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<p>8. Then click on the .PDF to open the report.</p>	 <p>Report Detail</p> <p>Report</p> <p>Report ID: 2545549 Process Instance: 5921772 Message Log</p> <p>Name: GLS7010 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Ledger vs. Jrnl Integrity Rpt</p> <p>Distribution Details</p> <p>Distribution Node: NMFP88 Expiration Date: 08/05/2009</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>GLS7010_5921772.PDF</td> <td>1,692</td> <td>07/21/2009 12:16:48.000000PM MDT</td> </tr> <tr> <td>GLS7010_5921772.out</td> <td>90</td> <td>07/21/2009 12:16:48.000000PM MDT</td> </tr> <tr> <td>SQR_GLS7010_5921772.log</td> <td>1,705</td> <td>07/21/2009 12:16:48.000000PM MDT</td> </tr> </tbody> </table> <p>Distribute To</p> <p>Distribution ID Type</p> <p>User: YVONNE.HERRERA</p>	Name	File Size (bytes)	Datetime Created	GLS7010_5921772.PDF	1,692	07/21/2009 12:16:48.000000PM MDT	GLS7010_5921772.out	90	07/21/2009 12:16:48.000000PM MDT	SQR_GLS7010_5921772.log	1,705	07/21/2009 12:16:48.000000PM MDT																																						
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<p>LEDGER vs. JOURNAL INTEGRITY REPORT – NO DISCREPANCIES</p> <p>Report ID: GLS7010 Peoplesoft GL Bus. Unit: 63100--Workforce Solutions Department LEDGER VS. JOURNAL INTEGRITY REPORT Ledger: ACTUALS -- Budgetary Basis Page No. 1 Fiscal Year:2008 Run Date 07/14/2008 Run Time 12:53:34</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Period</th> <th style="text-align: left;">Fund</th> <th style="text-align: left;">Department</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">Bud Ref</th> <th style="text-align: left;">Class</th> <th style="text-align: right;">Journal Amount</th> <th style="text-align: right;">Ledger Amount</th> <th style="text-align: right;">Difference</th> <th style="text-align: left;">Stat</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center; padding: 10px;">No discrepancy found for Periods 1 thru 12</td> </tr> </tbody> </table>		Period	Fund	Department	Account	Bud Ref	Class	Journal Amount	Ledger Amount	Difference	Stat	No discrepancy found for Periods 1 thru 12																																									
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<p>Note: The report will open on your screen. If the report indicates "no discrepancies found," it is not necessary to do anything further.</p> <p>Note: If the report identifies discrepancies, email a copy of the report to the FCDSU Help Desk (FCDSU.help@state.nm.us).</p>																																																					