

# Finance 9.0 Upgrade

IVN Show and Tell  
General Ledger



**NORTH DAKOTA**  
**UNIVERSITY SYSTEM**

The Vital Link to a Brighter Future

# Journal Entries

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: UND01    Journal ID: 0000515143    Date: 02/11/2008    Process:

[Template List](#) | [Search Criteria](#) | [Change Values](#) |  |  Errors Only | Line: 10

Select	Line	Unit	SpeedType	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	An Type	Amount	Reference	Journal
<input type="checkbox"/>	1	UND01		515005	43500	2710		UND01	UND0010690	1	GLE	750.00		Salarie
<input type="checkbox"/>	2	UND01		105251	43500	2710		UND01	UND0010690	1	GLE	-750.00		Cash-

Lines to add:

Totals				
Unit	Total Lines	Total Debits	Total Credits	Budget Status
UND01	2	750.00	750.00	V E

- ▶ Project information on line page (no look up)
- ▶ Must populate PC BU before Project, Activity ID, & An Type fields

# Chartfields

## Fund Code

SetID: UND01 Fund Code: 40105

Effective Date							Customize   Find   View All		First 1 of 1 Last	
*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes					
02/11/2008	Active	Test Nicci Budget Only	NS Budget	<input checked="" type="checkbox"/>	<a href="#">Attributes</a>	<a href="#">+</a>	<a href="#">-</a>			

Chartfield's fund & program can be set as budgetary only.

## Program Code

SetID: UND01 Program Code: 00040

Effective Date							Customize   Find   View All		First 1-2 of 2 Last	
*Effective Date	Status	Description	Short Description	Manager Name	Budgetary Only	Attributes				
04/01/2008	Active	Nursing/Personnel, Supplies	Nursing/Pe		<input checked="" type="checkbox"/>	<a href="#">Attributes</a>	<a href="#">+</a>	<a href="#">-</a>		
04/12/2006	Inactive	Nursing/Personnel, Supplies	Nursing/Pe		<input type="checkbox"/>	<a href="#">Attributes</a>	<a href="#">+</a>	<a href="#">-</a>		

# Project Chartfields



- ▶ New Navigation
- ▶ Project Costing > Project Definitions > General Information

## General Information

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

**Find an Existing Value**

**Add a New Value**

<b>Business Unit:</b>	=	▼	bsc01	
<b>Project:</b>	begins with	▼		
<b>Description:</b>	begins with	▼		
<b>Program:</b>	=	▼	Detail Project	▼
<b>Processing Status:</b>	=	▼		▼

Include History    Correct History    Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Project Chartfields

General Information

Project Costing Definition

Manager

Location

Phases

Approval

Justification

User Fields



Project: BSC0001300

Add to My Projects

\*Description: CCE CONFERENCES  Program

Processing Status: Active

\*Integration: BSC01  Bismarck State College

Project Status: [Approved](#)

Project Type: MISC  Miscellaneous

Percent Complete: 0.00 As Of:

Project Health:  As Of:

## Project Schedule

\*Start Date: 06/09/2005  \*End Date: 01/28/2008  [Additional Dates](#)

## Description

Find | View All First 1 of 1 Last

Date/Time Stamp: 06/09/05 9:54:44AM User ID: gross

### Description:

CCE conferences under fund 12100

### Long Description:

Save as Template

Copy Project

# Project Chartfields

General Information | Project Coding Definition | Manager | Location | Phases | Approval | Substitution | User Fields

Project: BSC0001300

Add to My Projects

\*Description: CCE CONFERENCES

Program

Processing Status: Active

\*Integration: BSC01 Bismarck State College

Project Status: [Approved](#)

Project Type: MISC Miscellaneous

Percent Complete: 0.00 As Of:

Project Health: As Of:

## Project Schedule

\*Start Date: 06/09/2005

\*End Date: 01/28/2008

[Additional Dates](#)

## Description

Find | View All | First | 1 of 1 | Last

Date/Time Stamp: 06/09/05 9:54:44AM

User ID: gross

### Description:

CCE conferences under fund 12100

### Long Description:

Save as Template

Copy Project

Go To: [My Projects](#)

[Project Valuation](#)

[Project Team](#)

[Project Activities](#)

[More](#)

# Project Chartfields

Project Activities

Gantt Chart

**Project:** BSC0001300    **Description:** CCE CONFERENCES    **Processing Status:** Active

**Number Rows:**     **Expand:** All Subtasks

Project Activities

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Schedule

More Dates

Details

User Fields

	WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	1	CCE CONFERENCES	1	06/09/2005	01/28/2008	0.00			

Save as Template

[Return to General Information](#)

# Close projects

- ▶ Project Costing > Project Definitions > Status

**Find an Existing Value**

**Business Unit:** =

**Project:** begins with

**Description:** begins with

**Program:** =

**Processing Status:** =

Include History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**Search Results**

[View All](#) First  1-100 of 116  Last

Business Unit	Project	Description	Project Type	Processing Status
BSC01	BSC0000001	<a href="#">CTI Appropriation</a>	MISC	<a href="#">Active</a>
BSC01	BSC0000002	<a href="#">CTI - Local Funds COE Monies</a>	00000	<a href="#">Active</a>
BSC01	BSC0000220	<a href="#">WERNER HALL</a>	MISC	<a href="#">Active</a>
BSC01	BSC0000221	<a href="#">SWENSEN HALL</a>	MISC	<a href="#">Active</a>
BSC01	BSC0000222	<a href="#">STUDENT APARTMENTS</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001300	<a href="#">CCE CONFERENCES</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001301	<a href="#">CCE-Fall Enrichment</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001302	<a href="#">CCE-Spring Enrichment</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001303	<a href="#">College for Kids/Music Inst</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001310	<a href="#">CCE-Speakers Bureau</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001311	<a href="#">CCE-Terry Fleck</a>	MISC	<a href="#">Active</a>
BSC01	BSC0001315	<a href="#">CCE-Petroleum Conference</a>	MISC	<a href="#">Active</a>

# Close projects

## Status

Project: BSC0001303

Description: College for Kids/Music Inst



Project Status		Find   View All	First	1 of 1	Last
Effective Date:	<input type="text" value="12/16/2004"/>	Sequence:	<input type="text" value="0"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Status:	<input type="text" value="A"/>	Approved			
Priority:	<input type="text" value="0"/>				
Interest Calculation Factor:	<input type="text" value="0.0"/>				
Comments:	<input type="text"/>				

# Close projects

## Status

Project: BSC0001303

Description: College for Kids/Music Inst

Project Status		Find   View All	First	1 of 2	Last
Effective Date:	<input type="text" value="04/01/2008"/> 	Sequence:	<input type="text" value="0"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Status:	<input type="text" value="A"/> 	Approved			
Priority:	<input type="text" value="0"/>				
Interest Calculation Factor:	<input type="text" value="0.0"/>				
Comments:	<input type="text"/>				

# Close projects

## Look Up Status

SetID: SHARE

Project Status: begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

## Search Results

View All First 1-9 of 9 Last

Project Status	Status Description
<a href="#">A</a>	<a href="#">Approved</a>
<a href="#">B</a>	<a href="#">Budgeted</a>
<a href="#">C</a>	<a href="#">Closed</a>
<a href="#">F</a>	<a href="#">Forecasted</a>
<a href="#">H</a>	<a href="#">Hold</a>
<a href="#">I</a>	<a href="#">In Service</a>
<a href="#">O</a>	<a href="#">Open</a>
<a href="#">P</a>	<a href="#">Proposed</a>
<a href="#">Z</a>	<a href="#">Frozen</a>

# Close projects

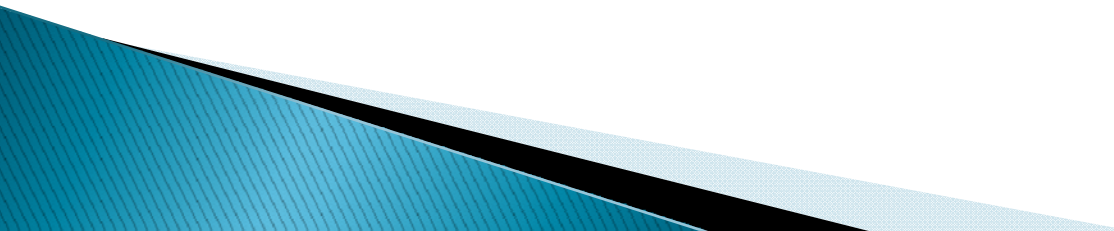
## Status

**Project:** BSC0001303

**Description:** College for Kids/Music Inst

Project Status		Find   View All	First	1 of 2	Last
<b>Effective Date:</b>	<input type="text" value="04/01/2008"/>		<b>Sequence:</b>	<input type="text" value="0"/>	
<b>Status:</b>	<input type="text" value="c"/>	Closed			
<b>Priority:</b>	<input type="text" value="0"/>				
<b>Interest Calculation Factor:</b>	<input type="text" value="0.0"/>				
<b>Comments:</b>	<input type="text"/>				

# Ledger Inquiry

- ▶ Hyperlinks replaced with checkboxes
  - ▶ Enhanced drill down capability to source documents
  - ▶ Wildcards
- 

# Ledger Inquiry

## Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria								
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code	
NDFT_NS	UND01	ACTUALS	2008	1	12			
<input type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments		<input type="checkbox"/> Show Transaction Details				<input type="checkbox"/> Only in Base Currency
						Max Ledger Rows:	100	
Search		Clear		Delete				

Chartfield Criteria						
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	52%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods	
Sel	Period
<input type="checkbox"/>	998

# Ledger Inquiry

## Ledger Inquiry

### Ledger Summary

Before clicking on Detail hyper link, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.

#### Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
NDFT_NS	UND01	ACTUALS	2008	1	12		
<input type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input type="checkbox"/> Only in Base Currency						
<b>Max Ledger Rows:</b>							100

Go To: [Inquiry Criteria](#)

[Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency								
Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521005	Registration Fees	34,816.57	USD	34,816.57	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521010	In State - Air Transportation	8,955.95	USD	8,955.95	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521015	In State - Lodging	3,450.66	USD	3,450.66	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521020	In State - Meals	2,707.50	USD	2,707.50	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521030	In State - Vehicle Mileage	3,796.52	USD	3,796.52	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521035	Meals Taxable	610.75	USD	610.75	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521045	Motor/Aircraft Pool	2,468.03	USD	2,468.03	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521050	Moving - NonTaxable	9,368.45	USD	9,368.45	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521055	Moving - Taxable	633.24	USD	633.24	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521065	Other Transportation & Misc Ex	7,706.34	USD	7,706.34	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	521070	Out of State - Air Transportatio	11,903.38	USD	11,903.38	USD

# Ledger Inquiry

## Ledger Inquiry

### Ledger Details

#### Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
NDFT_NS	UND01	ACTUALS	2008	1	12		

Show YTD Balance       Include Closing Adjustments  
 Show Transaction Details       Only in Base Currency


Max Ledger Rows: 100

Go To [Inquiry](#) ▪ [Ledger Summary](#)  
[Criteria](#)

#### Ledger Details

Period	Activity	Account	Oper Unit	Fund	Dept	Program	Class	Project	Subsys	PC	BU	Subs
1	Activity	521055		22062	1120							

 Save

 Notify

# Ledger Inquiry

## Ledger Inquiry

### Transaction Details

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
NDFT_NS	UND01	ACTUALS	2008	1	12		
<input type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input type="checkbox"/> Only in Base Currency						
							Max Ledger Rows: 100

Go To [Inquiry Criteria](#) | [Ledger Summary](#) | [Ledger Details](#)

[Transaction Criteria](#)

Transaction Details											
Ledger by Period and Chartfields											
Period	Account	Oper Unit	Fund	Dept	Program	Class	Project	Subsys PC BU	Subsys Activ ID	Subsys Anal T	
1	521055		22062	1120							
<b>Amount (in Transaction Currency):</b>				633.24		USD		<b>Amount (in Base Currency):</b>			
				633.24		USD					
Journals											
							Customize   Find	First  1 of 1  Last			
Journal ID	Line Descr	Date	Seg	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency		
AP00510077	AP Accruals	07/25/2007		0.00	N	633.24	USD	633.24	USD		

# Ledger Inquiry

## [Journal Inquiry](#)

### Journal Inquiry Details

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
NDFT_NS	UND01	ACTUALS	2008	1	12		
<input type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments						
<input type="checkbox"/> Show Transaction Details	<input type="checkbox"/> Only in Base Currency						
<b>Max Ledger Rows:</b>							100

Go To: [Inquiry](#) | [Ledger](#) | [Ledger](#) | [Transaction Details](#)  
[Criteria](#) | [Summary](#) | [Details](#)


Journal Header			
<b>Journal ID:</b>	AP00510077	<b>Date:</b>	07/25/2007
<b>Ledger Group:</b>	ACTUALS	<b>Original Date:</b>	07/25/2007
<b>Source:</b>	AP	<b>Date Posted:</b>	07/25/2007
<b>Journal Status:</b>	Posted	<b>Reversal Date:</b>	
<b>Balanced:</b>	DR=CR	<b>Reversal:</b>	None
<b>Doc Seq:</b>		<b>Budget Status:</b>	Valid
<b>Schedule:</b>		<b>Process:</b>	No Request
		<b>Total Lines:</b>	220
		<b>User ID:</b>	INDS_PROCESS
		<b>InterUnit BU:</b>	UND01
<b>Long Description:</b>	Accounts Payable		

Totals by Currency					
<b>Currency:</b>	USD	<b>Debit Amount:</b>	313,148.28	<b>Credit Amount:</b>	313,148.28
		<b>Net:</b>			0.00

[Find](#) | [View All](#) | First  1 of 1  Last

All Lines

From/To From Line:  To Line:  [Query Journal Lines](#)

Journal Line													
Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activ
	100	AP Accruals	633.24	USD	521055		22062	1120					

# Ledger Inquiry

- ▶ Note Voucher number

Drill to Source									
Journal ID									
Unit	Journal	Date	Ledger	Line	Line Descr	<a href="#">GL Journal</a>			
UND01	AP00510077	07/25/2007	ACTUALS	100	AP Accruals				
Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	An Type
521055		22062	1120						
Base Currency	Base Amount DR	Base Amount CR	Currency						
USD	633.24	0.00	USD						
Details									
<a href="#">Chartfields</a>	<a href="#">Voucher Information</a>	<a href="#">Document Information</a>							
Voucher ID	Descr								
336090	Expense Distribution								

# Ledger Inquiry

## Voucher Accounting Entries

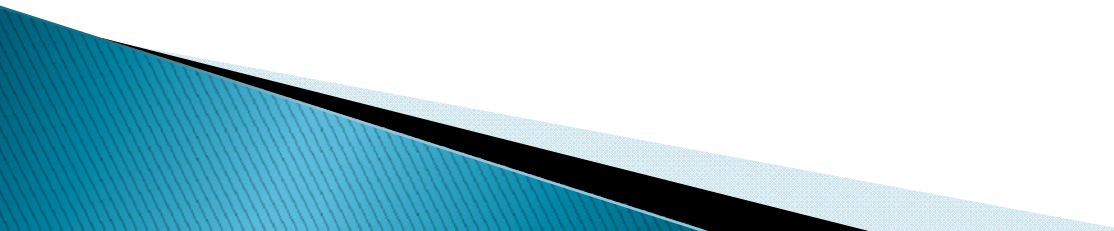
\*Business Unit:   Voucher ID:   Invoice Number:

\*Accounting Line View Option:    Show Foreign Currency

Invoice Date: 07/25/2007 Vendor ID:  Vendor Name:

Accounting Information					
Posting Process: AP Accrual		GL Dist Status: Distributed			
Accounting Information					
Find   <u>View All</u>   First ◀ 1 of 2 ▶ Last					
Customize   Find   View All   <input type="button" value="🔍"/>   First ◀ 1-2 of 2 ▶ Last					
Main Information   Chartfields   Journal   <input type="button" value="🔍"/>					
Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit
Accounts Payable		633.24	USD	ACTUALS	UND01
Expense Distribution	633.24		USD	ACTUALS	UND01

# Spreadsheet import

- ▶ NEXT Journal ID to insure controlled sequencing of transactions.
  - ▶ Speedtypes to reduce data entry time and error correction.
  - ▶ Defaulting of business unit from journal header to journal line
- 

# Spreadsheet import

- ▶ Enter data like in 8.4

The screenshot displays a software interface for 'Spreadsheet Journal Import'. The interface is organized into several sections:

- Journal Header:** A table with columns: Sys ID, Unit, Journal ID, Date, and Description. The data row shows: 1002, WSC01, 0000564405, 3/6/2008, Test WSC01 SSI.
- Journal Lines:** A table with columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Alt Account, Speed Type, Currency, and Amount. Below the header, there are checkboxes for each column and a note: 'Select fields to copy from a previous line by marking the checkboxes under each field.'
- Data Rows:** A list of 12 journal lines, each with a unique Line # and corresponding values for the other columns.

Spreadsheet Journal Import														
Journal Header					Journal Lines									
Sys ID	Unit	Journal ID	Date	Description	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount
1002	WSC01	0000564405	3/6/2008	Test WSC01 SSI					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1002	0000564405	1							ACTUALS	105251				4,443.42
1002	0000564405	2							ACTUALS	479005				-4,521.94
1002	0000564405	3							ACTUALS	531005				0.89
1002	0000564405	4							ACTUALS	536015				77.63
1002	0000564405	5							ACTUALS	105251				-163.66
1002	0000564405	6							ACTUALS	105251				-14.34
1002	0000564405	7							ACTUALS	105251				-7.57
1002	0000564405	8							ACTUALS	535045				7.57
1002	0000564405	9							ACTUALS	536015				14.34
1002	0000564405	10							ACTUALS	536015				163.66
1002	0000564405	11							ACTUALS	105251				-1.93
1002	0000564405	12							ACTUALS	536015				1.02

# Spreadsheet import

- ▶ Enter your peoplesoft password

The screenshot shows a spreadsheet interface for 'Spreadsheet Journal Import'. The 'Journal Header' section contains the following data:

Sys ID	Unit	Journal ID	Date	Description
1002	WSC01	0000564405	3/6/2008	Test WSC01 SSI

The 'Journal Lines' section has a header with the following columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Alt Account, Speed Type, Currency, Amount, N/R, Rate Type, Rate, Base Amount. Below the header, there are several rows of data, each with a '1' in the Line # column. The 'Account' column contains 'ACTUALS' and the 'Amount' column contains various values.

An 'Import Journals Now' dialog box is overlaid on the spreadsheet. It contains the following fields and buttons:

- URL: <http://fscmtest.connectnd.us/xmlink/ndft/>
- User ID:
- Password:
- Buttons: OK, Cancel

# Spreadsheet import

- ▶ Log on to Peoplesoft
  - Navigate to Create Journal Entries
    - Find an existing value

# Spreadsheet import

## ▶ Need to edit journal

Header | Lines | Totals | Errors | Approval

Unit: WSC01    Journal ID: 0000564405    Date: 03/06/2008

Long Description:

Ledger Group:

Ledger:

Source:

Reference Number:

SJE Type:

Journal Class:   Save Journal Incomplete Status


Transaction Code:

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The page at <https://www.connectnd.us> says:

 This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)

The journal you selected comes from an unknown source and / or needs some additional formatting before it can be properly displayed and used here. Process it through Journal Edit and then try again.

# Delete Run Control

- ▶ ND HE Applications > Technical > HE Delete Run Control ID's

HE Delete Run Control Ids

[Find an Existing Value](#) [Add a New Value](#)

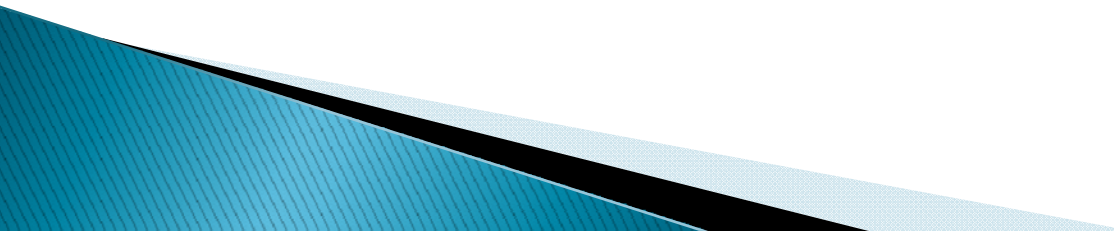
---

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Delete Run Control

- ▶ Run Control must not have been used within the last 60 days
  - ▶ Long processing time
- 

# Delete Run Control

- ▶ Enter Run control you wish to delete

**Delete Run Controls**

Run Control ID: Delete\_RC [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Parameters**

No Update (Do not delete)

'Run Control Id:

# Cash Flow Statement

- ▶ Functionality/set up to be looked into post 9.0 go live.



# UAT Listserv

- ▶ Used for 9.0 issues discovered by users
  - [NDUS-FINUPGRADE-AT@LISTSERV.NODAK.EDU](mailto:NDUS-FINUPGRADE-AT@LISTSERV.NODAK.EDU)
- ▶ Replies from CND posted
  - [CND-FIN-USERS@LISTSERV.NODAK.EDU](mailto:CND-FIN-USERS@LISTSERV.NODAK.EDU)
- ▶ Listserv closes on May 6<sup>th</sup>

Questions ?

