

Business Process Paper

Daily Transaction Analysis and Reconciliation

CSUB Business Process – Daily Transaction Analysis and Reconciliation

PeopleSoft Functionality

To ensure that transactions are flowing through the PeopleSoft system on a timely basis, daily system analysis is required. Departments rely upon up-to-date financial data in their business processes. This business process paper details the daily actions taken to ensure timely processing of transactions and to provide useful information to department users.

CSUB Business Process

AP Daily Review

Review Step	Tool	Responsibility	Comments
Verify all vouchers have been posted.	Query BAK_AP_POST_VCH R		If there are unposted vouchers, run voucher post.
Verify all payments have been posted.	Query BAK_AP_POST_PYM NT		If there are unposted payments, run payment post.
Review vouchers that have been budget checked, but not paid	Query BAK_AP_OPEN_VCH R		Only vouchers or vendors on hold should appear on this list. Others should be investigated for prompt payment.
Review Match Exceptions for resolution	Match Exceptions report		Joint responsibility between AP and PO
Review vouchers not yet budget checked	Query BAK_AP_VCHR_BCM		Concentrate on oldest vouchers/control groups first
Review control groups not yet verified	Query BAK_AP_GRP_VERIF Y		Concentrate on oldest control groups first
Reconcile open vouchers to GL balance for accounts payable	Query BAK_AP_OPEN_VCH R and Ledger Inquiry panel		Before attempting to reconcile, remember that all postings and journal generator processing must happen first.

Business Process Paper

Daily Transaction Analysis and Reconciliation

PO Daily Review

Review Step	Tool	Responsibility	Comments
Review purchase orders that have not yet been dispatched	Query BAK_PO_DISP		Pay special attention to change orders and their accounting date.
Review Match Exceptions for resolution	Match Exceptions inquiry panel, or Match Exceptions report		Joint responsibility between AP and PO
Review purchase orders to determine which ones should be reconciled/ completed. (Weekly)	Report		PO reconciliation returns encumbrance balances to departments where the invoices were for less than the purchase order.
Reconcile open purchase order balances to the general ledger (Ledger = KK_DTL_ENC)	Compare Report to Ledger balances		Before attempting to reconcile, remember that all postings and journal generator processing must happen first.

GL/Budget Daily Review

Review Step	Tool	Responsibility	Comments
Check AP for postings not journal generated	Query BAK_AP_JRNLGEN		Verify with AP that transactions have been posted first.
Check Banner (cashiering) interface for postings not journal generated (month-end only)	Query BAK_GL_JRNLGEN		
Check allocation transactions for postings not journal generated (month-end only)	Query BAK_GL_JRNLGEN		
Process journal generator, edit, bcm, post for any unprocessed transactions.			Be careful not to process any journal entries currently being worked on by accounting staff.
Verify all budget and actuals journals have been posted.	Query BAK_GL_JRNL_POST		
Review journal edit errors	Journal Edit Errors Report		Correct and re-process journals