

Quarter and Year End Close

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This Job Aid covers the Quarter and Year End Close processes in the upgraded ONEPeralta system.

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Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: "User ID" and "Password". A red box highlights these two fields, with a yellow circle containing the number "2" next to it. Below the input fields is a "Select a Language" dropdown menu with "English" selected. A green "Sign In" button is highlighted with a red box, with a yellow circle containing the number "3" next to it. Below the button, there is a checkbox for "Enable Screen Reader Mode" and a link for "Set Trace Flags".



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

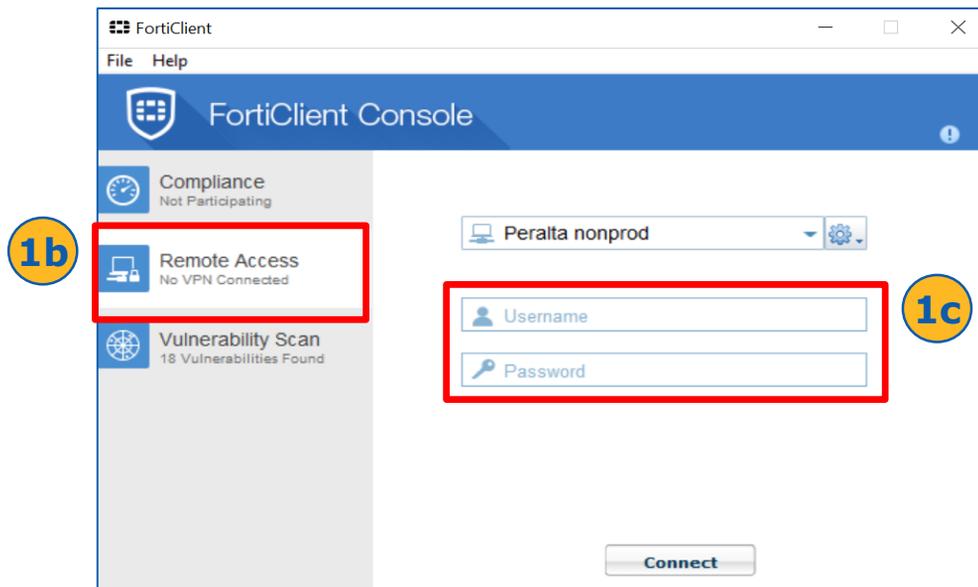
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



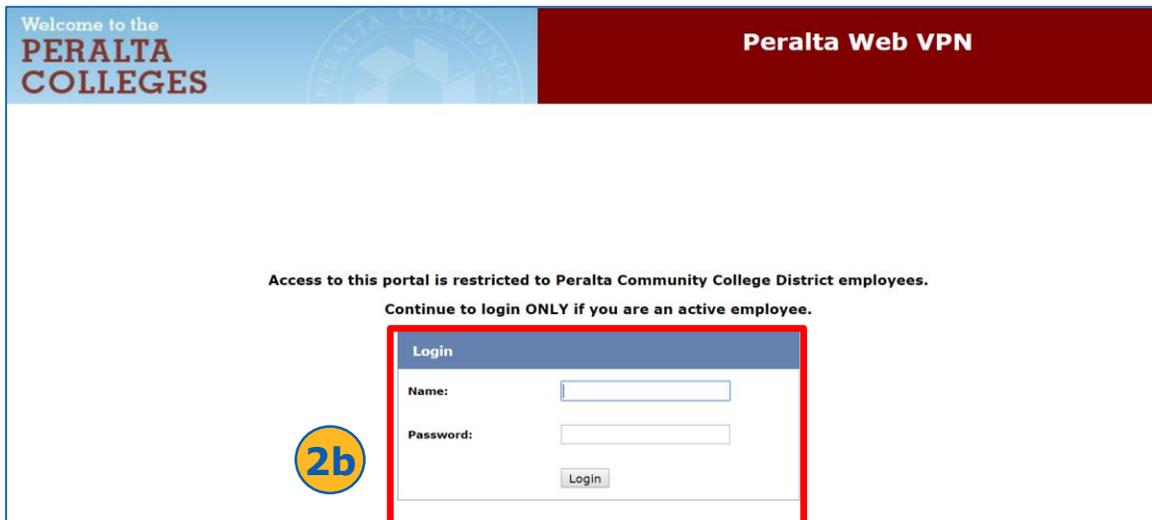
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

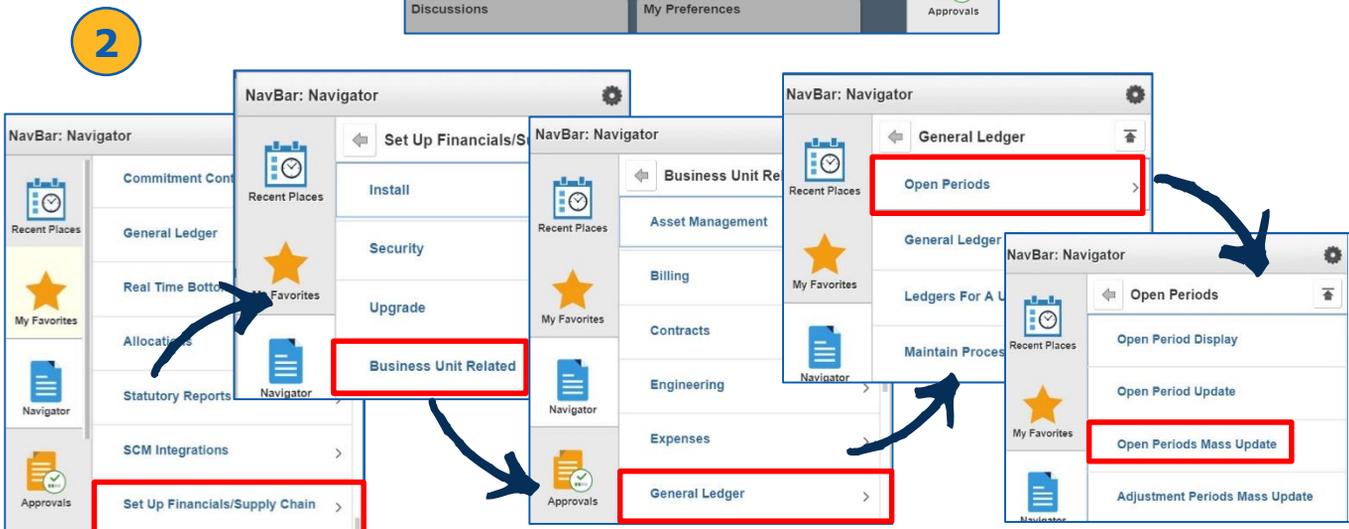
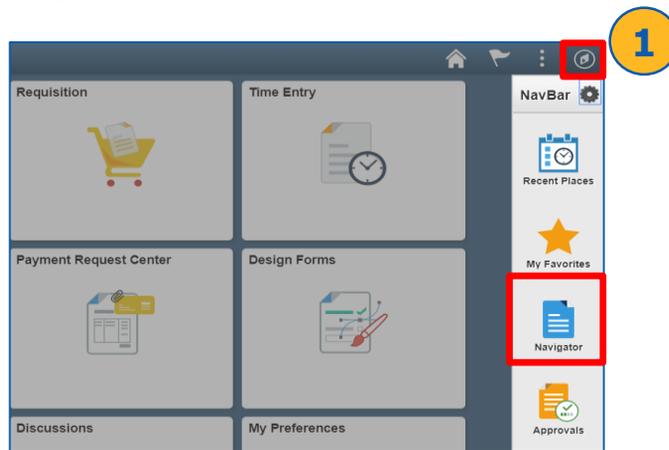
Login

Quarter and Year End Close

Open Next Period

Every quarter, a new period will be opened to allow users to book transactions in the new period. When a new period is open, the previous period is closed. Users will not be able to book transactions to closed accounting periods.

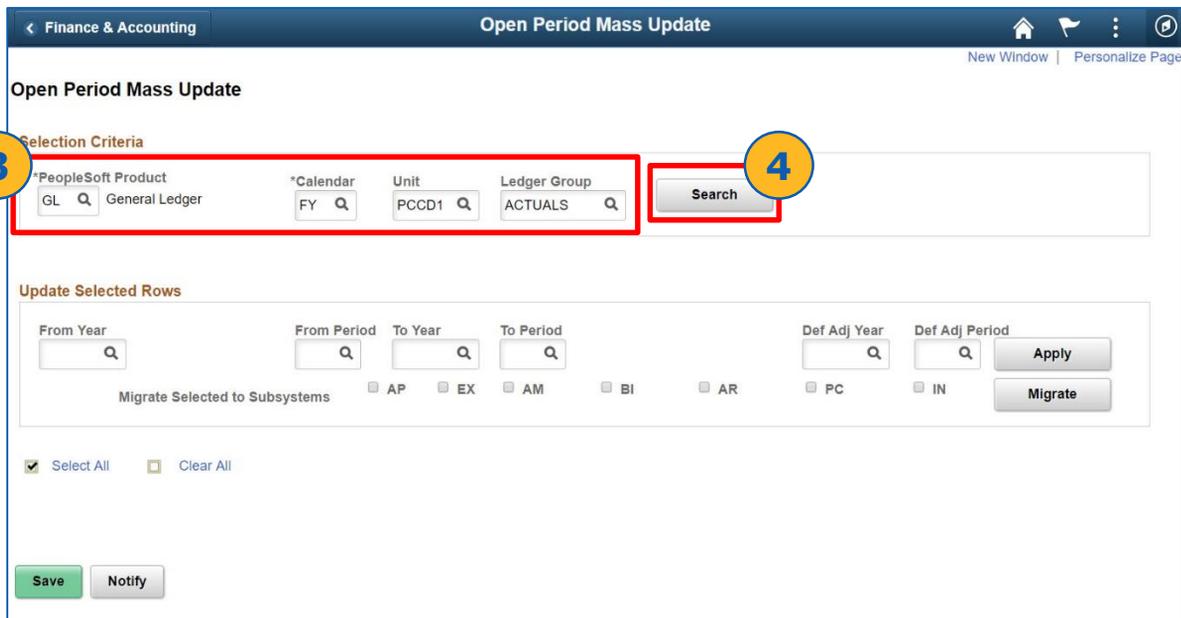
1. Click > **NavBar** icon > **Navigator**
2. Click > **Setup Financials/Supply Chain** > **Business Unit Related** > **General Ledger** > **Open Periods** > **Open Period Mass Update**



Quarter and Year End Close

Open Next Period

3. Select > **PeopleSoft Product** > **Calendar** > **Unit** > **Ledger Group** by clicking the icons
4. Click > **Search**



Open Period Mass Update

Selection Criteria

3

PeopleSoft Product: GL General Ledger

*Calendar: FY

Unit: PCCD1

Ledger Group: ACTUALS

4

Search

Update Selected Rows

From Year:

From Period:

To Year:

To Period:

Def Adj Year:

Def Adj Period:

Apply

Migrate Selected to Subsystems

AP EX AM BI AR PC IN

Migrate

Select All Clear All

Save Notify

Quarter and Year End Close

Open Next Period

5. Click > **Select** for desired open period(s)
6. Enter (Required) > **From Year** > **From Period** > **To Year** > **To Period**
7. Enter (Optional) > **Def Adj Year** > **Def Adj Period**
8. Click > **Apply**
9. Click > **Save**

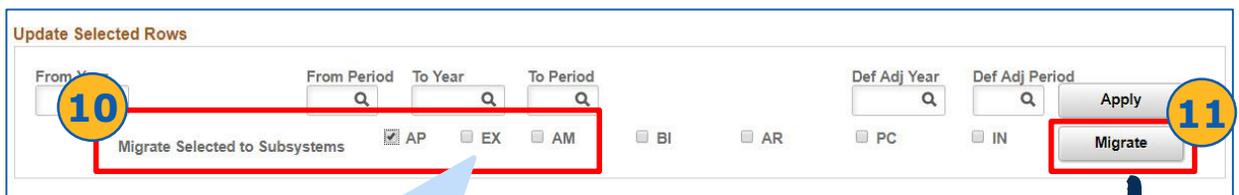
The screenshot shows the 'Update Selected Rows' interface. At the top, there are input fields for 'From Year', 'From Period', 'To Year', and 'To Period' (callout 6). To the right, there are fields for 'Def Adj Year' and 'Def Adj Period' (callout 7), followed by an 'Apply' button (callout 8). Below these fields are several checkboxes for subsystems: AP, EX, AM, BI, AR, PC, and IN. A 'Migrate' button is also present. Below the input fields, there are 'Select All' and 'Clear All' options. The main section is a table titled 'Open Period(s)' (callout 5) with columns: Select, Ledger Grp, Unit, Trans Type, Edit Row, From Year, From Period, First Open, To Year, To Period, and Last Open. The first row is selected (callout 5). At the bottom left, there is a 'Save' button (callout 9) and a 'Notify' button.

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	PCCD1	DEF		2017	1	07/01/2016	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	PCA		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	POR		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	RCA		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	REQ		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	UNP		2016	1	07/01/2015	2018	12	06/30/2018

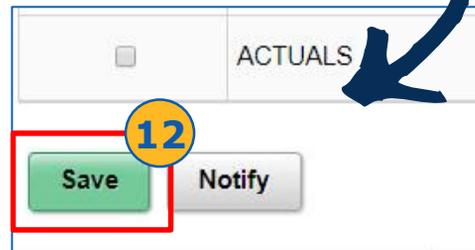
Quarter and Year End Close

Open Next Period

10. Select > Applicable box next to **Migrate Selected to Subsystems**
11. Click > **Migrate**
12. Click > **Save**



Note that **AP** and **AM** are the only modules currently implemented at Peralta

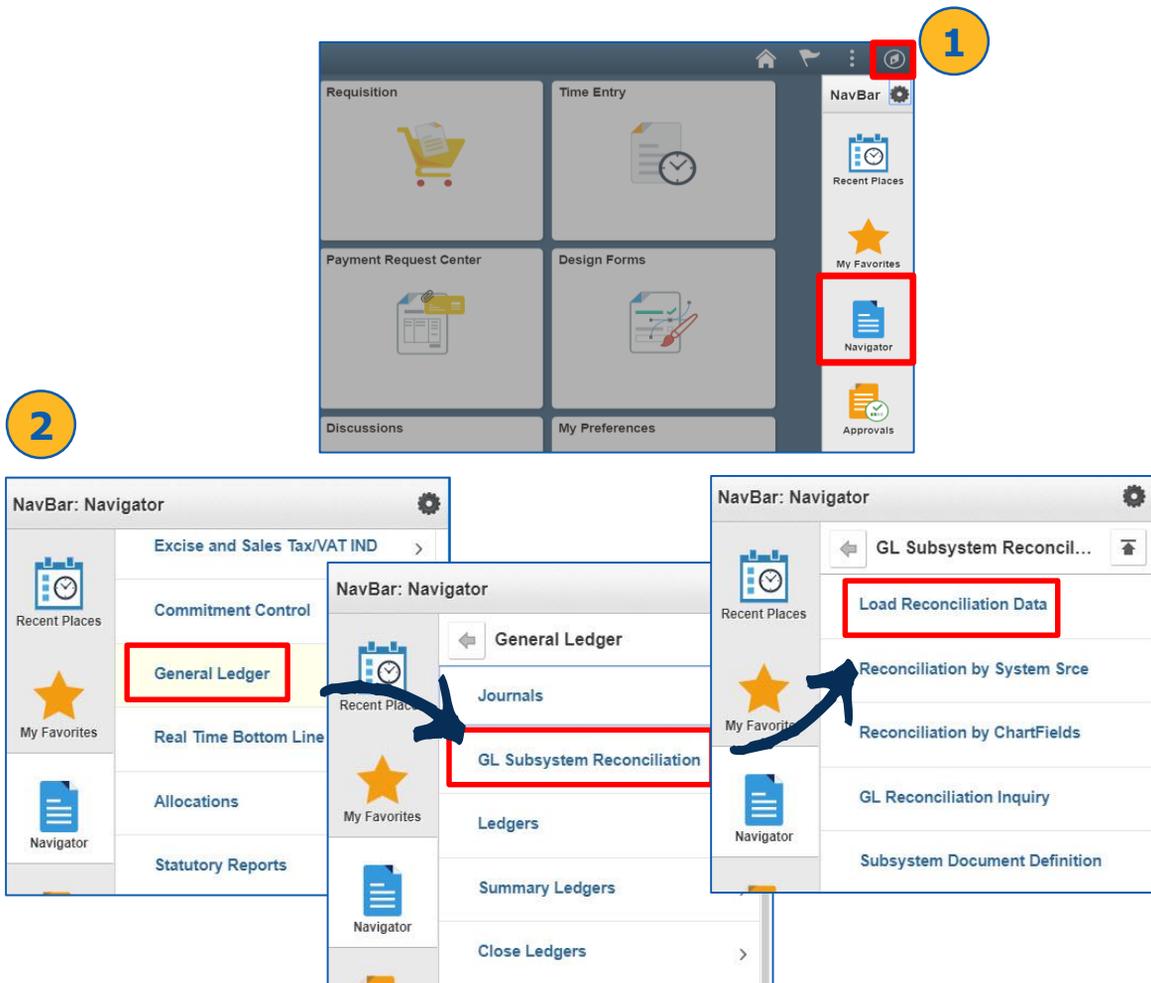


Quarter and Year End Close

Perform Subledger to General Ledger Reconciliation

General Ledger staff will perform subledger reconciliation at the end of every quarter to identify discrepancies between the subledger (AP) and GL.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **GL Subsystem Reconciliation** > **Load Reconciliation Data**



Quarter and Year End Close

Perform Subledger to General Ledger Reconciliation

3. Click > **Add a New Value**
4. Enter > **Run Control ID**
5. Click > **Add**
6. Enter > **Description**
7. Enter > **Process Frequency: Always** > **Request Type**
8. Enter > **Fiscal Year** > **From Period** > **To Period**
9. Check > **All Business Units** > **All System Source**

Load Reconciliation Data

Find an Existing Value **3** Add a New Value

4 Run Control ID LOAD_DATA

5 Add

*Select **Request Type: Create** for first time running process, or **Increment** for subsequent runs*

6 Request Parameters

Last Run On

Description Load Data

7 Process Instance

Process Frequency Always

Request type Create

8 *Fiscal Year 2018

*From Period 1 To Period 12

9 All Business Units All System Sources

Quarter and Year End Close

Perform Subledger to General Ledger Reconciliation

10. Enter > **Business Unit** > **Business Unit To** > **System Source(s)**
11. Click > **Refresh**
12. Select > **All Checkboxes** under **Include CF**
13. Click > **Save**
14. Click > **Run**

Specify Business Units

*Business Unit	Description	*Business Unit To	Description

Specify System Sources

System Source	System Source
1	

View Recon Data Status

10

11

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF
1	Location	<input checked="" type="checkbox"/>
2	Fund Code	<input type="checkbox"/>
3	Cost Center	<input type="checkbox"/>
4	Object Code	<input type="checkbox"/>

12

13

Save Notify

< Employee Self Service

Load Reconciliation Data

Run Control ID LOAD_DATA

Report Manager Process Monitor

14

Run

Quarter and Year End Close

Perform Subledger to General Ledger Reconciliation

15. Select > **Load Reconciliation Data**
16. Click > **OK**
17. Click > **Process Monitor**
18. Verify > **Run Status: Success** > **Distribution Status: Posted**

Process Scheduler Request

User ID: FUNC_2 Run Control ID: LOAD_DATA

Server Name: [Dropdown] Run Date: 04/25/2018 [Calendar]

Recurrence: [Dropdown] Run Time: 9:46:31PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	Load Reconciliation Data	GL_REC_N	Application Engine	Web	TXT	Distribution

15 (points to 'Load Reconciliation Data' row)

16 (points to 'OK' button)

Employee Self Service

Load Reconciliation Data

Run Control ID: LOAD_DATA

Report Manager **17** (points to 'Process Monitor' button) Run

Load Reconciliation Data **Process Monitor**

Process List Server List

View Process Request For

User ID: FUNC_2 Type: [Dropdown] Last: [Dropdown] 1 Days Refresh

Server: [Dropdown] Name: [Dropdown] Instance From: [Dropdown] Instance To: [Dropdown]

Run Status: Success Distribution Status: Posted Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588335		Application Engine	GL_REC_N	FUNC_2	04/25/2018 9:46:31PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588330		BI Publisher	PCC_ALA	FUNC_2	04/25/2018 6:38:02PM PDT	Success	Posted	Details

18 (points to 'Run Status' and 'Distribution Status' columns)

Go back to Load Reconciliation Data

Save Notify

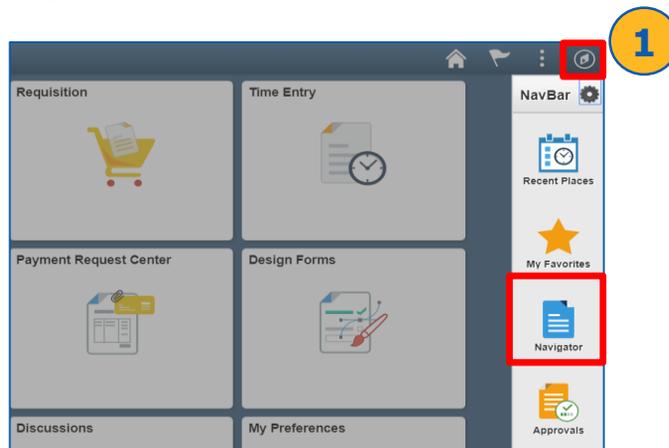
Process List | Server List

Quarter and Year End Close

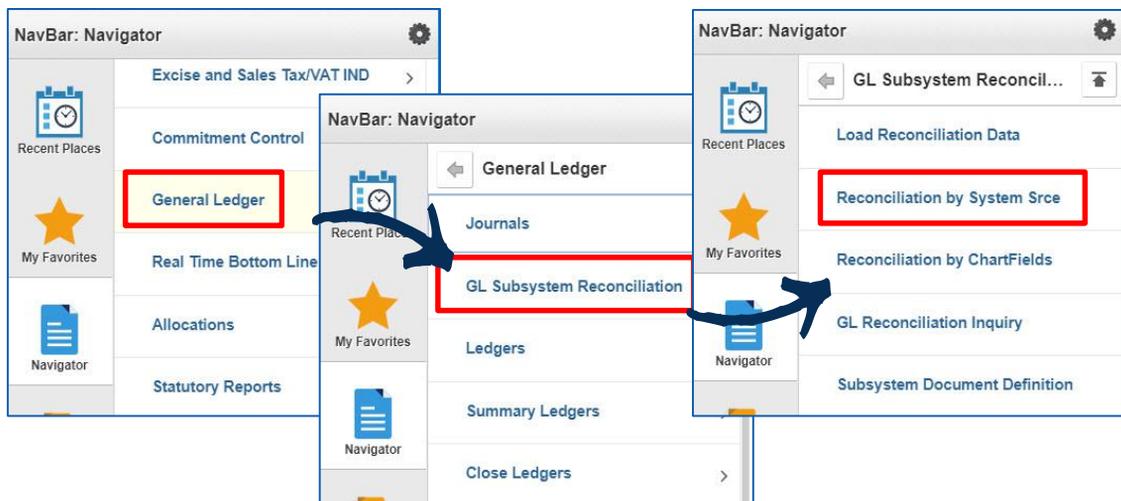
Perform Reconciliation by System Source

You can also load reconciliation data by system source or by ChartFields. We will walk through the process for Reconciliation by System Source.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **GL Subsystem Reconciliation** > **Reconciliation by System Source**



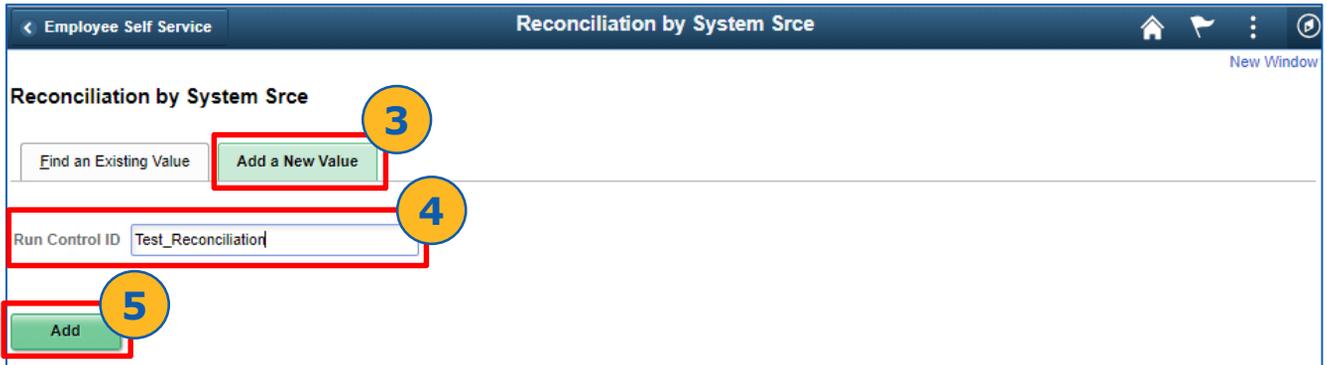
2



Quarter and Year End Close

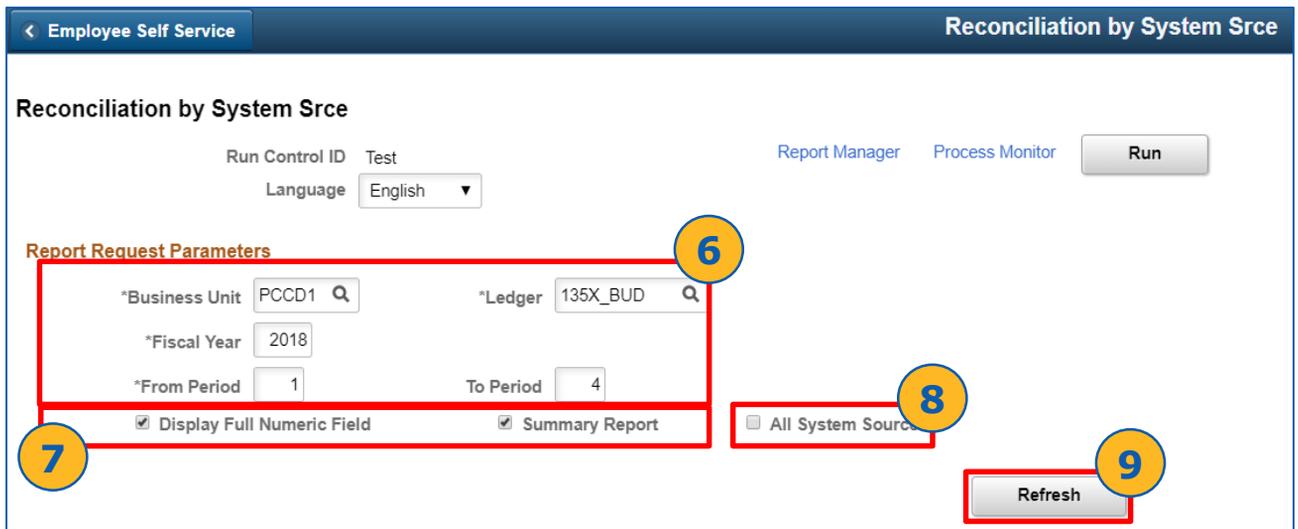
Perform Reconciliation by System Source

3. Click > **Add a New Value**
4. Enter > **Run Control ID**
5. Click > **Add**



The screenshot shows the 'Reconciliation by System Sorce' window. Step 3 points to the 'Add a New Value' button. Step 4 points to the 'Run Control ID' text box containing 'Test_Reconciliation'. Step 5 points to the 'Add' button.

6. Enter > **Business Unit** > **Ledger** > **Fiscal Year** > **From Period** > **To Period**
7. Select > **Display Full Numeric Value** > **Summary Report** boxes
8. Deselect > **All Systems Sources** box
9. Click > **Refresh**



The screenshot shows the 'Reconciliation by System Sorce' window with various parameters. Step 6 points to the 'Report Request Parameters' section containing fields for Business Unit (PCCD1), Ledger (135X_BUD), Fiscal Year (2018), From Period (1), and To Period (4). Step 7 points to the 'Display Full Numeric Field' and 'Summary Report' checkboxes. Step 8 points to the 'All System Sources' checkbox, which is unchecked. Step 9 points to the 'Refresh' button.

Quarter and Year End Close

Perform Reconciliation by System Source

10. Verify > **ChartField Selection** is listed
11. Select > All **Include CF** boxes
12. Click > **Q icon** in **Value** and **To Value** fields to choose the start and end values of the range

The screenshot shows the 'Employee Self Service' report request parameters interface. The 'ChartField Selection' table is highlighted with a red box and a callout '10'. The 'Include CF' column is highlighted with a red box and a callout '11'. The 'Value' and 'To Value' columns are highlighted with a red box and a callout '12'. A blue arrow points from the 'Look Up Value' dialog box to the 'Value' and 'To Value' fields.

Report Request Parameters:

- *Business Unit: PCCD1
- *Ledger: 135X_BUD
- *Fiscal Year: 2018
- *From Period: 1
- To Period: 4
- Display Full Numeric Field
- Summary Report
- All System Sources

ChartField Selection Table:

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Location	<input checked="" type="checkbox"/>			
2	Fund Code	<input checked="" type="checkbox"/>			
3	Cost Center	<input checked="" type="checkbox"/>			
4	Object Code	<input checked="" type="checkbox"/>			
5	Program Code	<input checked="" type="checkbox"/>			
6	Activity Suffix	<input checked="" type="checkbox"/>			
7	Project	<input checked="" type="checkbox"/>			
8	Accounting Line	<input checked="" type="checkbox"/>			
9	Fund Affiliate	<input checked="" type="checkbox"/>			
10	Book Code	<input checked="" type="checkbox"/>			

Look Up Value Dialog:

Search by: Location begins with

Search Results:

Location	Description	Short Description
1	Central Support Services-Dist	CentralSup
2	College of Alameda	Alameda
5	Laney College	Laney
6	Merritt College	Merritt
8	Berkeley Community College	Berkeley
9	District Wide	DistWide

Quarter and Year End Close

Perform Reconciliation by System Source

13. Click > icon next to **System Source** and Search for **GAP**
14. Click > **Save**
15. Click > **Run**
16. Click > **Program Monitor**

Employee Self Service

Reconciliation by System Srce

Run Control ID: Test Report Manager: **Process Monitor** **Run**

Language: English

Report Request Parameters

*Business Unit: PCCD1 *Ledger: ACTUALS

*Fiscal Year: 2018

*From Period: 1 To Period: 4

Display Full Numerio Field Summary Report All System Sources

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	5
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Cost Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Object Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Activity Suffix	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	Accounting Line	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
9	Fund Affiliate	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
10	Book Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Specify System Sources

System Source	Description		
GAP	JrnGen - Accounts Payable	+	-

Save Notify Add

Quarter and Year End Close

Perform Reconciliation by System Source

17. Verify > Run Status: Success > Distribution Status: Posted

< Reconciliation by System Srce
Process Monitor

Process List

Server List

View Process Request For

Type

Last

25
Days

Server

Name

Instance From

Instance To

Run Status

Distribution Status

 Save On Refresh

Process List

1-43 of 43

View All

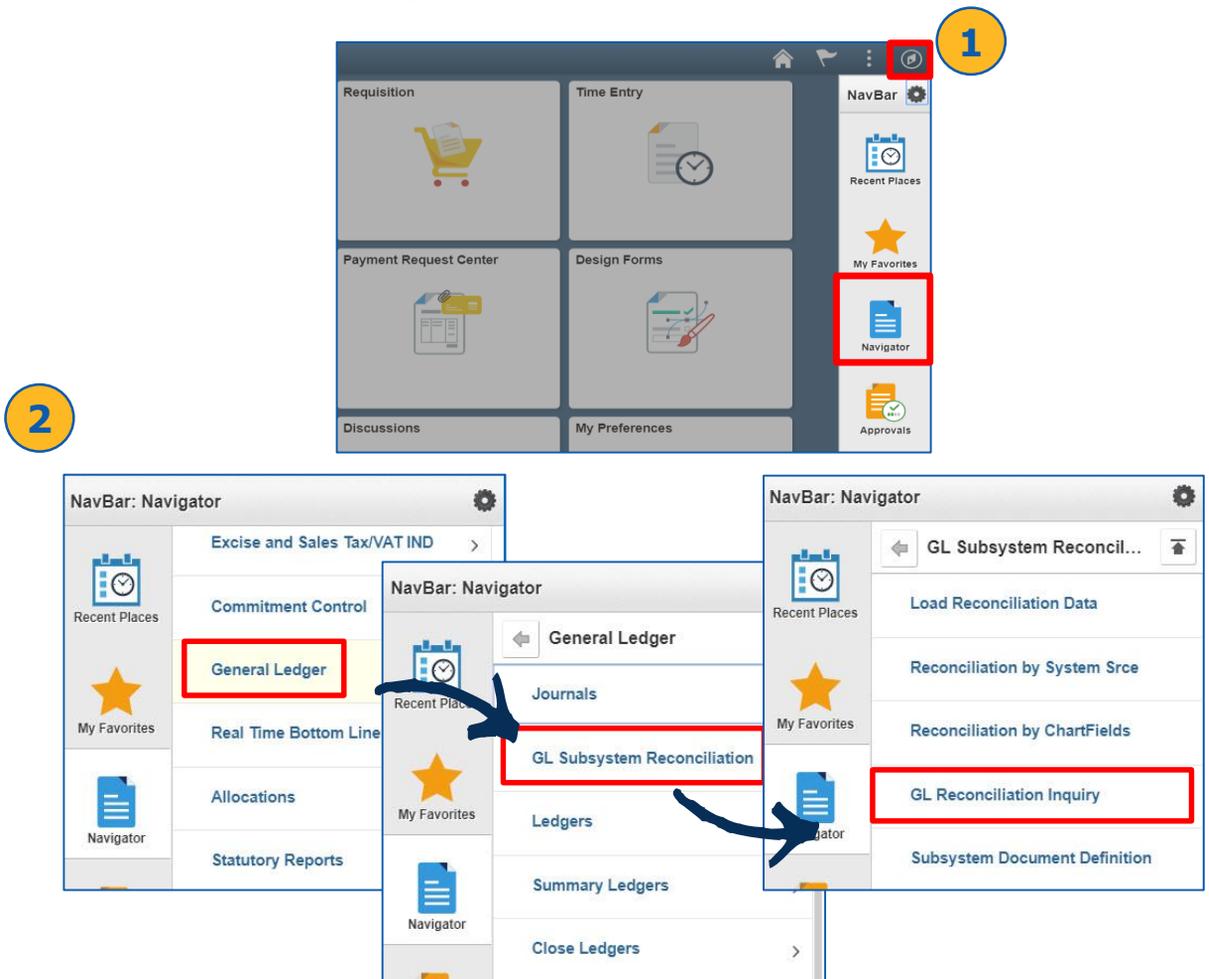
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590271		Application Engine	PCC_TB_FD_AE	FUNC_2	05/01/2018 11:31:25PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590270		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 10:55:21PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590269		Application Engine	PCC_BS_FD_AE	FUNC_2	05/01/2018 10:25:33PM PDT	Success	Posted	Details

Quarter and Year End Close

General Ledger Reconciliation Inquiry

After loading the AP and GL data into tables, running the inquiry will show you any discrepancies between the subledger (AP) and GL.

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **GL Subsystem Reconciliation** > **GL Reconciliation Inquiry**



Quarter and Year End Close

General Ledger Reconciliation Inquiry

3. Click > **Add a New Value**
4. Do Not Edit **User ID**
5. Enter > **Inquiry Name**
6. Click > **Add**



The screenshot shows the 'GL Reconciliation Inquiry' interface. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'GL Reconciliation Inquiry' on the right. Below this, the title 'GL Reconciliation Inquiry' is displayed. The form contains several fields and buttons:

- A button labeled 'Find an Existing Value' and a button labeled 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 3.
- A 'User ID' field containing the text 'FUNC_2' and a search icon. This field is highlighted with a red box and a yellow circle containing the number 4.
- An 'Inquiry Name' field containing the text 'Test'. This field is highlighted with a red box and a yellow circle containing the number 5.
- An 'Add' button at the bottom left, highlighted with a red box and a yellow circle containing the number 6.

Quarter and Year End Close

General Ledger Reconciliation Inquiry

7. Enter >
 - a) Description
 - b) GL Business Unit
 - c) Ledger Group
 - d) Ledger
 - e) Fiscal Year
 - f) From Period
 - g) To Period
 - h) As of Date
8. Select (Required) > **ChartField** from dropdown menu
9. Select (Optional) > **ChartField Value From** > **ChartField Value To** > **ChartField Value Set**
10. Click > **Save**
11. Click > **Search**

The screenshot shows the 'GL Reconciliation Inquiry' application interface. The 'Reconciliation Criteria' section includes 'Subsystem reconciliation' with fields for 'Inquiry' (TEST) and '*Description' (Test Reconciliation Inquiry). The 'Accounting Line Reconciliation' section contains a 'Search Criteria' table with columns for GL Business Unit, Ledger Group, Ledger, Fiscal Year, From Period, To Period, and As of Date. The 'ChartField Criteria' section includes a table with columns for *ChartField, ChartField From Value, ChartField To, Info, and ChartField Value Set. A 'Save' button is located at the bottom left, and a 'Search' button is located at the bottom right. Numbered callouts (7-11) point to the description field, the search criteria table, the chart field dropdown, the chart field value set field, the save button, and the search button respectively.

GL Business Unit	Ledger Group	Ledger	Fiscal Year	From Period	To Period	As of Date
PCCD1	ACTUALS	ACTUALS	2018	1	4	05/02/2018

*ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/New
Cost Center					Update/New

Quarter and Year End Close

General Ledger Reconciliation Inquiry

- 12. Review > **Reconciliation Overview**
- 13. Click > **Details icon**
- 14. Click > **Return to Inquiry**

12

< Process List
Reconciliation Overview

Reconciliation Overview

Inquiry Name TEST Description Test Reconciliation Inquiry

Business Unit PCCD1

Ledger Group ACTUALS Refresh Data

[Return to Criteria](#)

Documents not yet Posted

Base Currency USD

Not Distributed amount	0.00	Ledger Amount	0.00
Distributed amount	3,175.67	Not Distributed amount	0.00
Total Accounting Line Amount	3,175.67	Journal Amount Not Posted	3,175.67
		Adjusted GL Amount	3,175.67

Difference

Details

1-30 of 3390
View 100

	System Source	Detail	Cost Center	Ledger	Not Distributed amount	Distributed amount	Total Accounting Line Amount	Journal Amount Not Posted	Total Jml Line Amount
1	PS/GL Spreadsheet Journal		124	ACTUALS	0.00	22,065.94	22,065.94	0.00	22,065.94
2	PS/GL Spreadsheet Journal		654	ACTUALS	0.00	5,099.51	5,099.51	0.00	5,099.51

< Process List
Drill to Source

Drill to Source

Chartfields

Cost Ctr	Fiscal Year	Accounting Period
124	2018	3

Distributed amount 22,065.94 Not Distributed amount 0.00 Base Currency USD

[Return to Criteria](#) [Return to Inquiry Overview](#)

Details

1-30 of 61

Unit	Journal ID	Journal Date	Line #	Foreign Amount	Currency	Base Amount	Currency Code
PCCD1	0000062095	09/30/2017	26	9194.14	USD	9194.14	USD
PCCD1	0000062095	09/30/2017	27	1592.06	USD	1592.06	USD

Quarter and Year End Close

General Ledger Reconciliation Inquiry

15. Click > **Return to Criteria**

< Process List
Reconciliation Overview

Reconciliation Overview

<p>15</p> <p>Return to Criteria</p> <p>Documents not yet Posted</p>	<p>Inquiry Name TEST</p> <p>Business Unit PCCD1</p> <p>Ledger Group ACTUALS</p> <p style="text-align: right;">Refresh Data</p>	<p>Description Test Reconcilia</p> <p>Base Currency USD</p>
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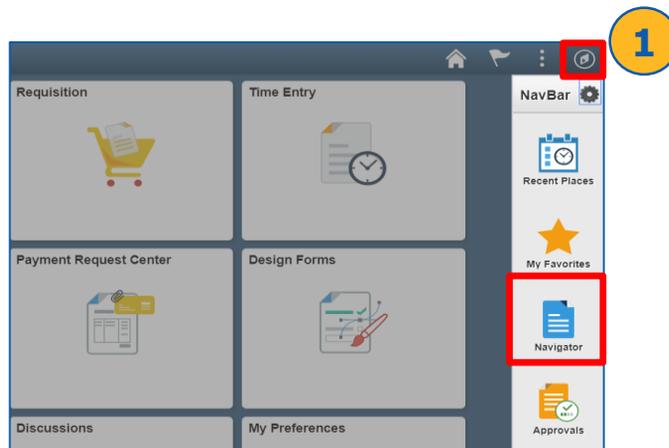
Not Distributed amount	0.00	Ledger Amount
Distributed amount	3,175.67	Not Distributed amount
Total Accounting Line Amount	3,175.67	Journal Amount Not Posted
		Adjusted GL Amount
Difference	<input type="text" value="0.00"/>	

Quarter and Year End Close

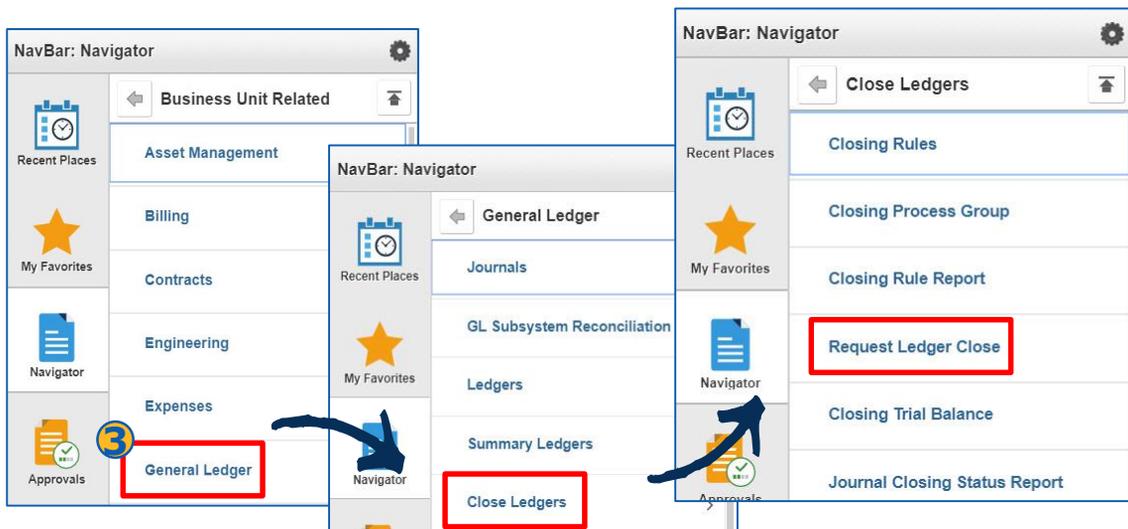
Execute, Run, and Undo Year End Close Process

Only a few General Ledger users will have access to perform Year End Close tasks

1. Click > **NavBar** icon > **Navigator**
2. Click > **General Ledger** > **Close Ledgers** > **Request Ledger Close**



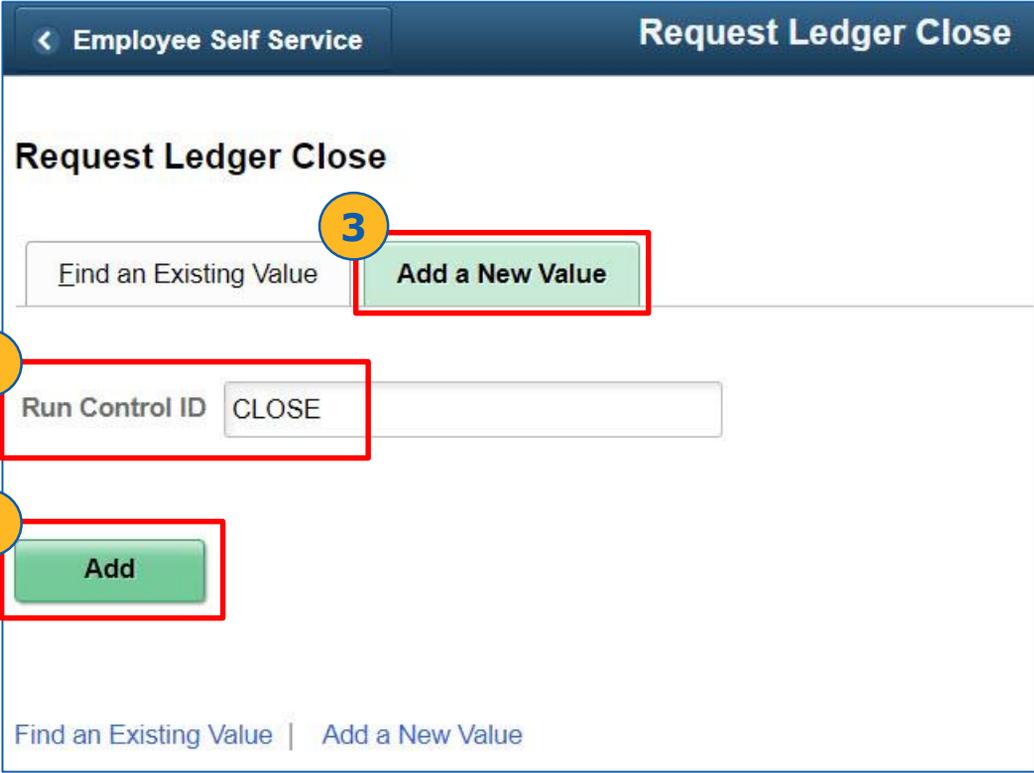
2



Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

3. Click > **Add a New Value**
4. Enter > **Run Control ID**
5. Click > **Add**



Employee Self Service Request Ledger Close

Request Ledger Close

Find an Existing Value Add a New Value

Run Control ID CLOSE

Add

Find an Existing Value | Add a New Value

Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

6. Select > **Process Frequency**
7. Select > **Close Request Type: Close**
8. Select > **Business Unit for Prompting**
9. Select > **Closing Group**
10. Select > **Check Only, Do Not Process**

Check this **option only if review is required** for Year End Close

The screenshot shows the 'Ledger Close Request' interface. The 'Process Request Parameters' section contains the following fields and options:

- Process Frequency:** Radio buttons for 'Once', 'Always', and 'Don't Run'. (Callout 6)
- *Close Request Type:** A dropdown menu set to 'Close'. (Callout 7)
- Business Unit for Prompting:** A search field containing 'PCCD1'. (Callout 8)
- Closing Group:** A search field containing 'YEAR_END'. (Callout 9)
- *Request Type:** A dropdown menu set to 'Full'. (Callout 10)
- Rules to Execute:** A checkbox labeled 'Check only, Do not process' which is checked. (Callout 10)

Other visible fields include 'Request Number 1', 'Closing Date Option' (with 'BU Process Date' selected), 'Fiscal Year', 'Ledger Group', and 'Ledger'. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

11. Enter > **Fiscal Year**
12. Select > **Ledger Group > Ledger**
13. Select > **Closing Date > As of Date** (Optional) > Close Date: June 30
14. Click > **Selected Detail Values**
15. Select > **Business Unit**
16. Click > **Save**

The screenshot shows the 'Ledger Close Request' form with the following fields and callouts:

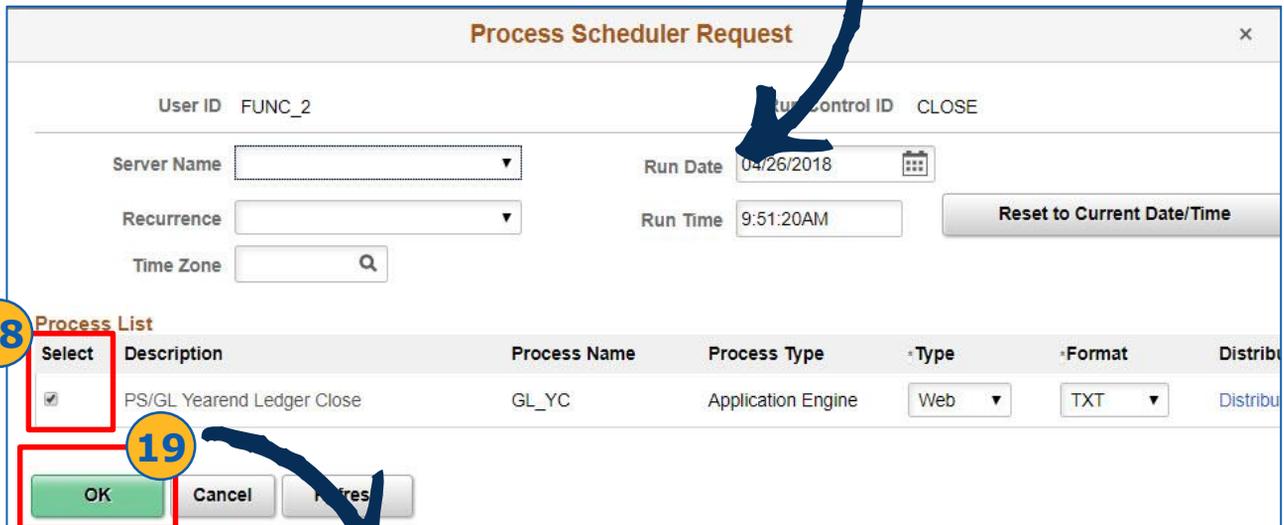
- 11:** Fiscal Year (set to 2018)
- 12:** Ledger Group (set to ACTUALS) and Ledger (set to ACTUALS)
- 13:** As of Date (Specify: 06/30/2018)
- 14:** Selected Detail Values (radio button selected)
- 15:** Business Unit to Close (set to PCCD1)
- 16:** Save button

Other visible fields include: Process Frequency (Always), Closing Date Option (BU Process Date), Request Number (1), *Close Request Type (Close), Business Unit for Prompting (PCCD1), *Request Type (Full), Closing Group (YEAR_END), and *Select Value (PCCD1).

Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

17. Click > **Run**
18. Select > **Process** box
19. Click > **OK**
20. Click > **Process Monitor**



Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

21. Click > **Refresh**
22. Note > **Process Instance ID** and **Process Name**
23. Verify > **Run Status:** Success > **Distribution Status:** Posted

Process Monitor

View Process Request For

User ID: FUNC_2 | Type: [] | Last: [] | 1 Days | **Refresh** 21

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: Success | Distribution Status: Posted | Save On Refresh

Process List

Select	Instance	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588347	Application Engine	GL_YC FUNC_2	04/26/2018 9:51:20AM PDT	Success	Posted	Details
<input type="checkbox"/>	1588335	Application Engine	GL_RECNC FUNC_2	04/25/2018 9:46:31PM PDT	Success	Posted	Details

Select All | Deselect All
 | | |

Go back to Request Ledger Close

|

Process List | Server List

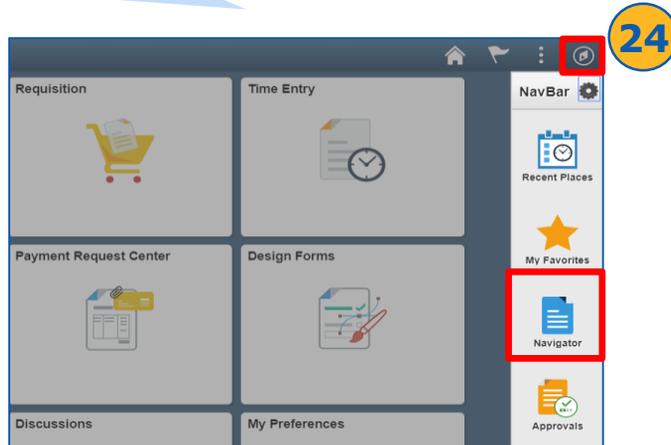
Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

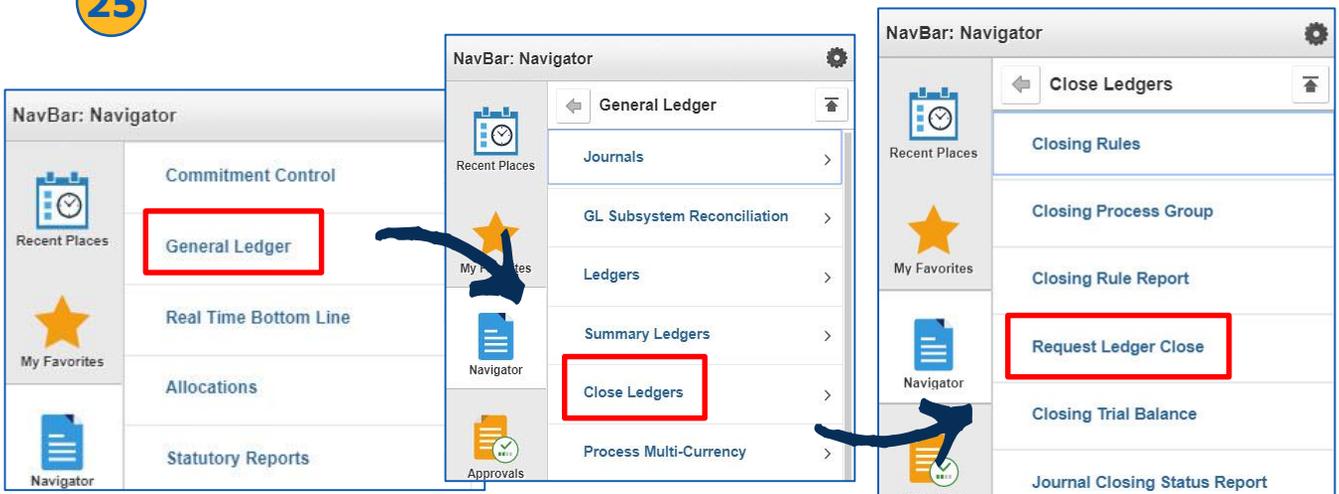
24. Click > **NavBar** > **Navigator**

25. Click > **General Ledger** > **Close Ledgers** > **Request Ledger Close**

If you find a need to adjust balances or enter additional journals in the fiscal year that you are closing, you will need to **undo the Year End Close**, make adjustments, and run the Year End Close process again. Follow the steps below to undo the Year End Close process.



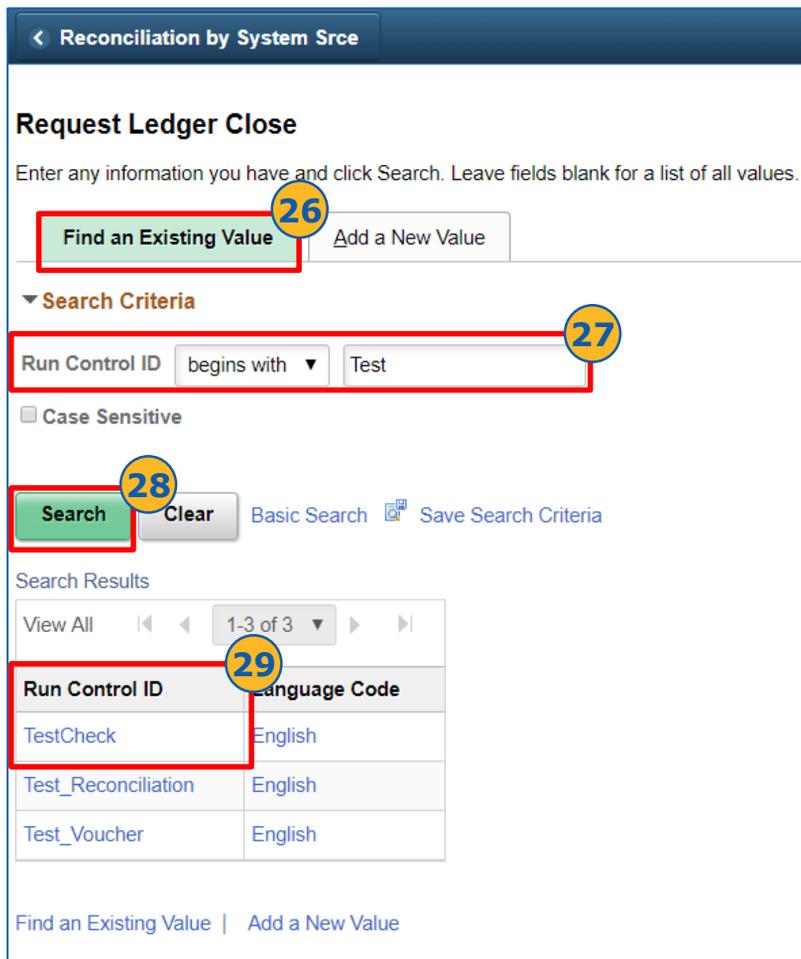
25



Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

26. Click > **Find an Existing Value**
27. Enter > **Run Control ID** used in the Year End Close Process
28. Click > **Search**
29. Select > Correct **Run Control ID** from the list



Reconciliation by System Srce

Request Ledger Close

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

Find an Existing Value 26 Add a New Value

Search Criteria

Run Control ID begins with 27 Test

Case Sensitive

Search 28 Clear Basic Search  Save Search Criteria

Search Results

View All 1-3 of 3

Run Control ID	Language Code
TestCheck	English
Test_Reconciliation	English
Test_Voucher	English

29

Find an Existing Value | Add a New Value

Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

30. Select > **Process Frequency**
31. Select > **Undo** for **Close Request Type**
32. Select > **PCCD1** for **Business Unit for Prompting**
33. Select > **Closing Group**
34. Enter > **Fiscal Year**
35. Enter > **ACTUALS** for **Ledger Group** and **Ledger**
36. Enter > **06/30/20YY** for **As of Date**
37. Click > **Selected Detail Values**
38. Enter > **PCCD1** for **Business Unit**
39. Click > **Save**

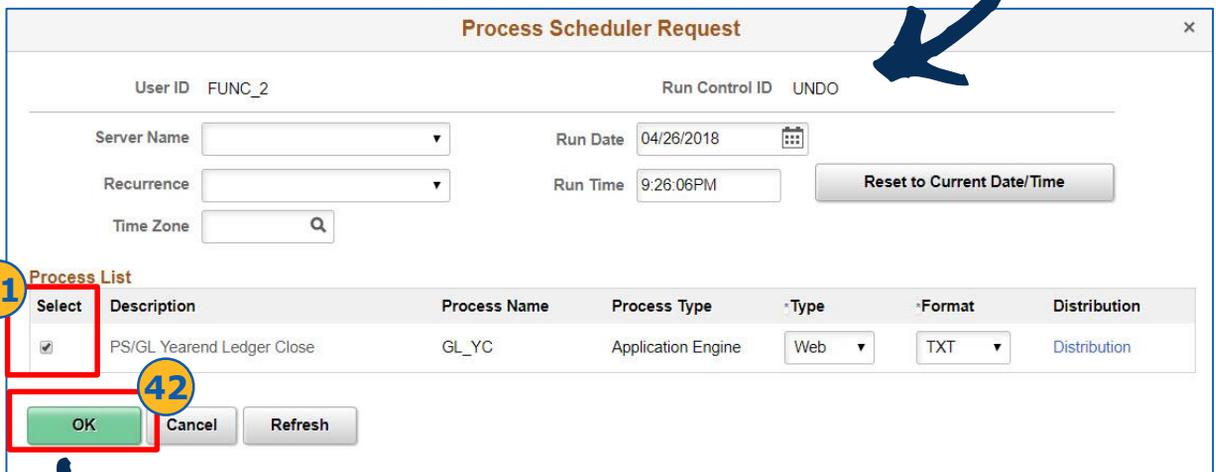
The screenshot shows the 'Ledger Close Request' form with the following fields and callouts:

- 30**: Process Frequency (radio buttons for Once, Always, Don't Run)
- 31**: Close Request Type (dropdown menu set to Undo)
- 32**: Business Unit for Prompting (text field with PCCD1)
- 33**: Closing Group (text field with YEAR_END)
- 34**: Fiscal Year (text field with 2018)
- 35**: Ledger Group (text field with ACTUALS)
- 35**: Ledger (text field with ACTUALS)
- 36**: Closing Date Option (radio buttons for BU Process Date, As of Date; Specify: 06/30/2018)
- 37**: Selections (radio buttons for Selected Detail Values, Detail - Selected Parents)
- 38**: *Select Value (text field with PCCD1)
- 39**: Save button

Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

- 40. Click > **Run**
- 41. Select > **Process** box
- 42. Click > **OK**
- 43. Click > **Process Monitor**



Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

- 44. Click > **Refresh**
- 45. Note > **Process Instance ID > Process Name**
- 46. Verify > **Run Status: Success > Distribution Status: Posted**

The screenshot shows the 'Close Request' application interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search and filter section titled 'View Process Request For'. It includes fields for 'User ID' (set to 'FUNC_2'), 'Type', 'Last' (set to '26' days), 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a red box and a yellow circle containing the number 44. Below the search section is a table titled 'Process List' with 13 rows. The first row is highlighted with a red box and a yellow circle containing the number 45. This row contains the following data: Instance 1588568, Seq., Process Type Application Engine, Process Name FS_BP, User FUNC_2, Run Date/Time 04/28/2018 4:30:30PM PDT, Run Status Success, Distribution Status Posted, and Details. The 'Run Status' and 'Distribution Status' cells in this row are also highlighted with a red box and a yellow circle containing the number 46. At the bottom of the interface, there are 'Save' and 'Notify' buttons and a link to 'Go back to Request Ledger Close'.

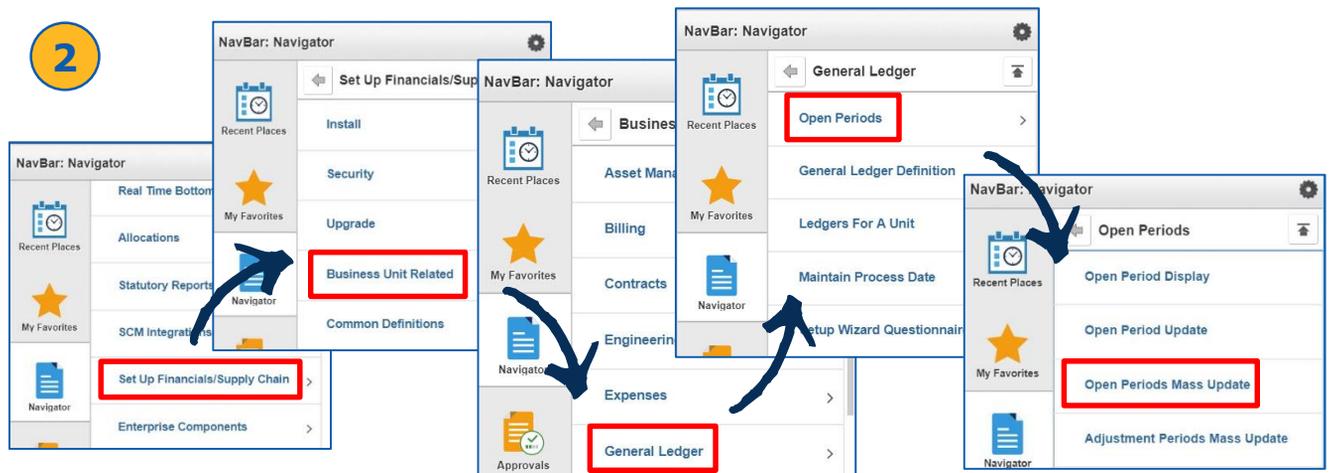
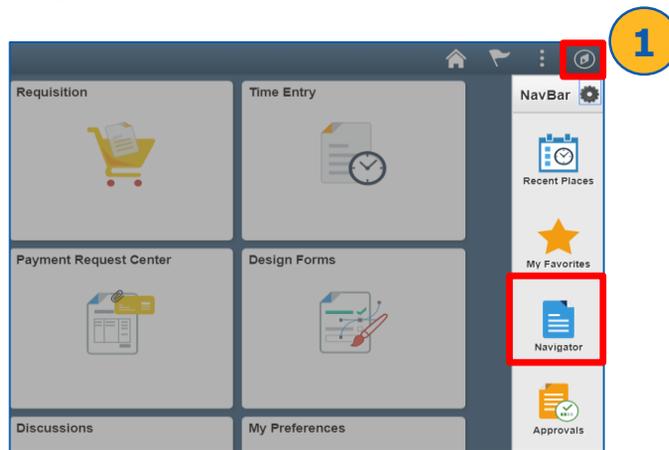
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588568		Application Engine	FS_BP	FUNC_2	04/28/2018 4:30:30PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588540		BI Publisher	PCC_ALA	FUNC_2	04/28/2018 3:03:28PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588519		Application Engine	PCC_BD_IN_AE	FUNC_2	04/28/2018 2:28:43PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588488		Application Engine	PCC_BDACT_AE	FUNC_2	04/28/2018 1:57:00PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588417		Application Engine	PO_AUTO_SRC	FUNC_2	04/28/2018 12:36:13PM PDT	Success	Posted	Details
<input type="checkbox"/>	1588347		Application Engine	GL_YC	FUNC_2	04/28/2018 9:51:20AM PDT	Success	Posted	Details
<input type="checkbox"/>	1588335		Application Engine	GL_REC_N	FUNC_2	04/25/2018 9:46:31PM PDT	Success	Posted	Details

Quarter and Year End Close

Review and Update Open Periods

Open periods can be reviewed and updated by a limited number of users.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Setup Financials/Supply Chain** > **Business Unit Related** > **General Ledger** > **Open Periods** > **Open Period Mass Update**



Quarter and Year End Close

Review and Update Open Periods

3. Enter > **PeopleSoft Product** > **Calendar** > **Unit** > **Ledger** > **Group**
4. Enter > **Search**
5. Click > **Select** box for desired open period(s)
6. Enter (Required) > **From Year** > **From Period** > **To Year** > **To Period**
7. Enter (Optional) > **Def Adj Year** > **Def Adj Period**
8. Click > **Apply**
9. Click > **Save**

The screenshot shows the 'Open Period Mass Update' interface. The 'Selection Criteria' section includes fields for *PeopleSoft Product (GL), *Calendar (FY), Unit (PCCD1), and Ledger Group (ACTUALS), with a Search button. The 'Update Selected Rows' section includes fields for From Year (2017), From Period (2 Q), To Year (2018), To Period (10 Q), Def Adj Year (2018), and Def Adj Period, with an Apply button. Below these are checkboxes for 'Migrate Selected to Subsystems' and 'Migrate'. The 'Open Period(s)' table lists various periods with a 'Select' column. A 'Save' button is located at the bottom left.

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	PCCD1	DEF		2017	2	08/01/2016	2018	10	04/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	PCA		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	POR		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	RCA		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	REQ		2016	1	07/01/2015	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	UNP		2016	1	07/01/2015	2018	12	06/30/2018

Quarter and Year End Close

Review and Update Open Periods

10. Select > Applicable modules next to **Migrate Selected to Subsystems**
11. Click > **Migrate**
12. Click > **Save**

Update Selected Rows

From Year: From Period: To Year: To Period: Def Adj Year: Def Adj Period:

Migrate Selected to Subsystems AP EX AM BI AR PC IN

Select All Clear All

Open Period(s)

Select	Ledger Grp	Unit	Trans Type	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	PCCD1	DEF	2018	10	04/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	PCA	2018	12	06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	POR	2016	1 07/01/2015	2018 12 06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	RCA	2016	1 07/01/2015	2018 12 06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	REQ	2016	1 07/01/2015	2018 12 06/30/2018
<input type="checkbox"/>	ACTUALS	PCCD1	UNP	2016	1 07/01/2015	2018 12 06/30/2018

10

11

12

Note that AP and AM are the only modules currently implemented at Peralta

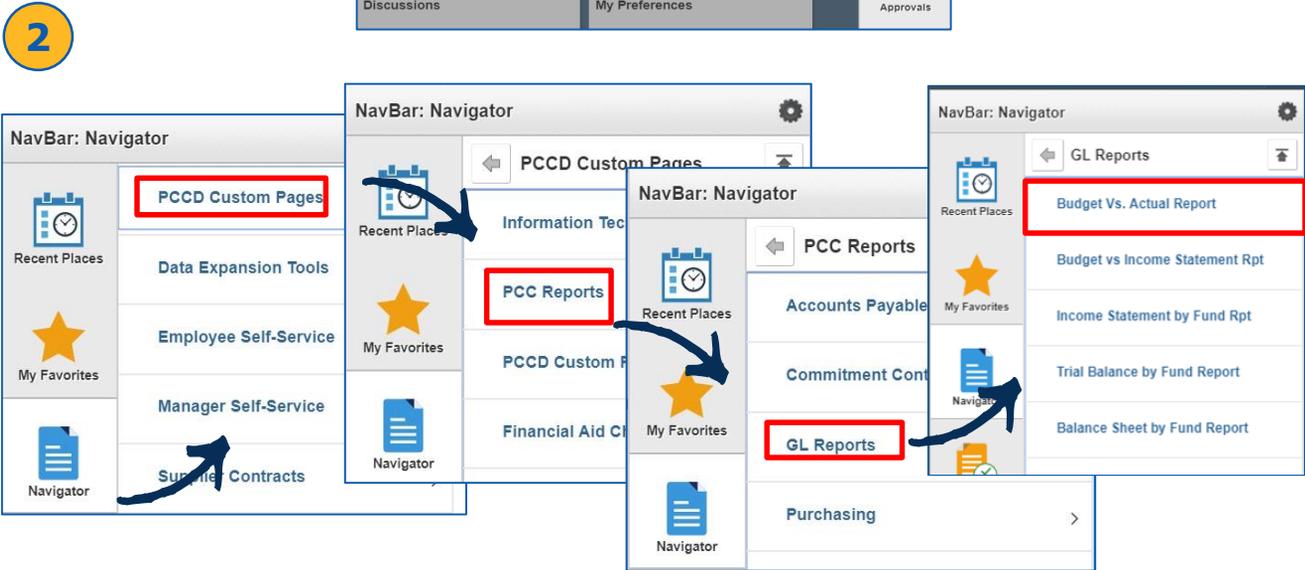
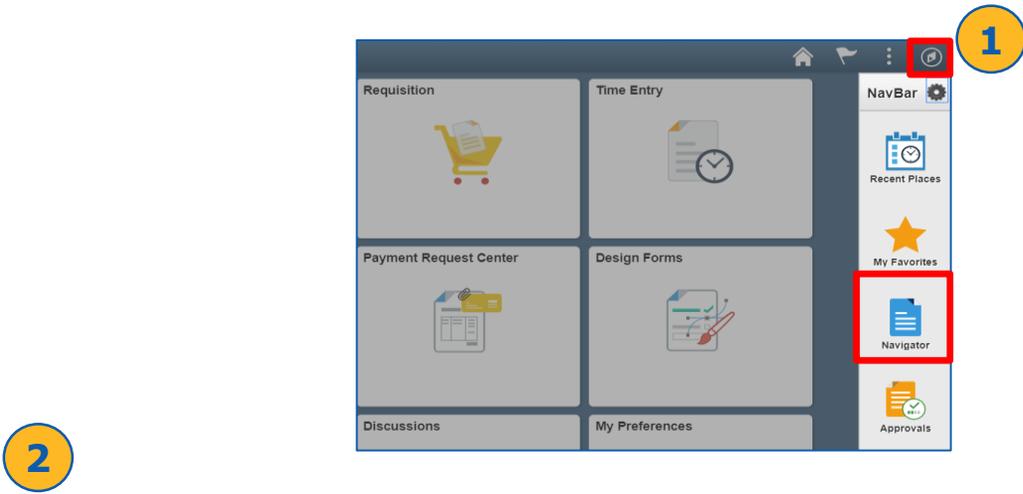
Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

Follow these steps to run General Ledger reports in ONEPeralta.

Trial Balance Report

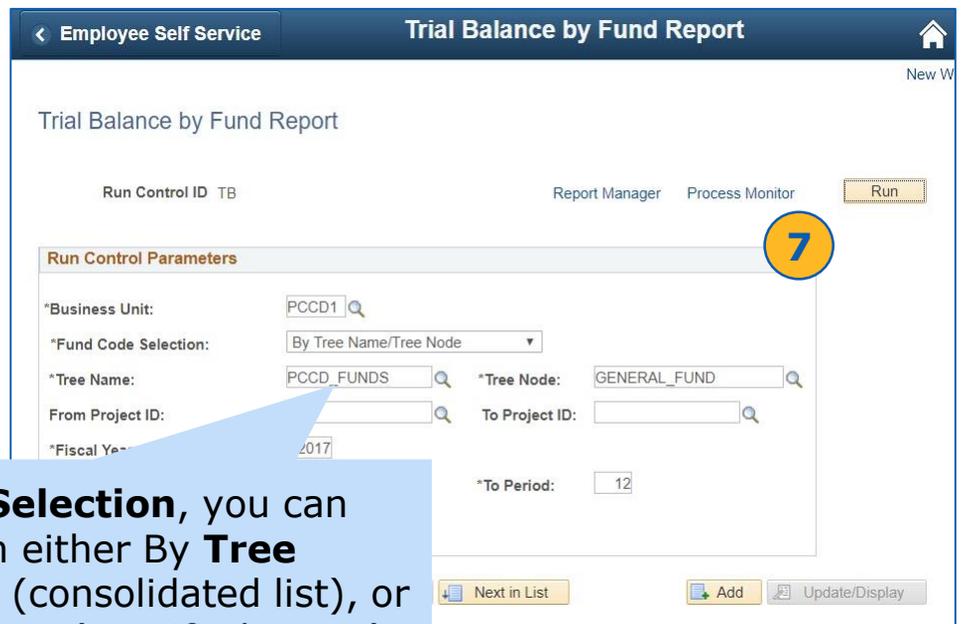
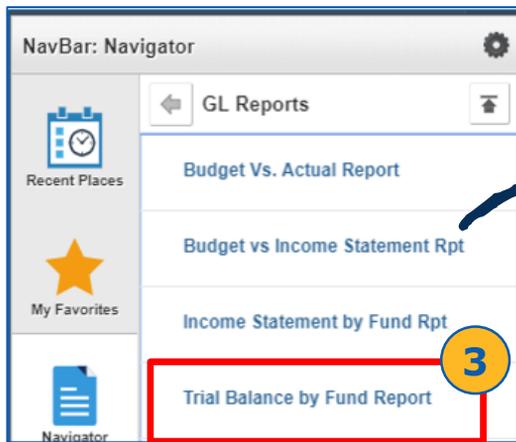
1. Click > **NavBar** icon > **Navigator**
2. Click > **PCCD Custom Pages**> **PCC Reports** > **GL Reports** > **Budget Vs. Actual Report**



Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

3. Click > **Trial Balance by Fund Report** from **GL Reports** in Navigator
4. Click > **Add a New Value**
5. Enter > **Run Control ID**
6. Click > **Add**
7. Complete > **Fields Marked with ***



In **Fund Code Selection**, you can choose to run either By **Tree Name/Tree Node** (consolidated list), or by **Range of Values** (specified range)

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

8. Click > **Run**
9. Select > **Trial Balance by Fund Report**
10. Click > **OK**
11. Click > **Process Monitor**
12. Verify > **Run Status: Success** > **Distribution Status: Posted**
13. Click > Back to **Trial Balance by Fund Report**

The screenshot illustrates the steps for running reports. It shows a 'Process Scheduler Request' dialog box and a 'Process Monitor' window. The 'Process Scheduler Request' dialog has fields for User ID (FUNC_2), Run Control ID (TRIAL), Server Name, Run Date (05/01/2018), Recurrence, Run Time (11:31:25PM), and Time Zone. A 'Process List' table is visible with the following data:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance by Fund Report	PCC_TB_FD_AE	Application Engine	Web	TXT	Distribution

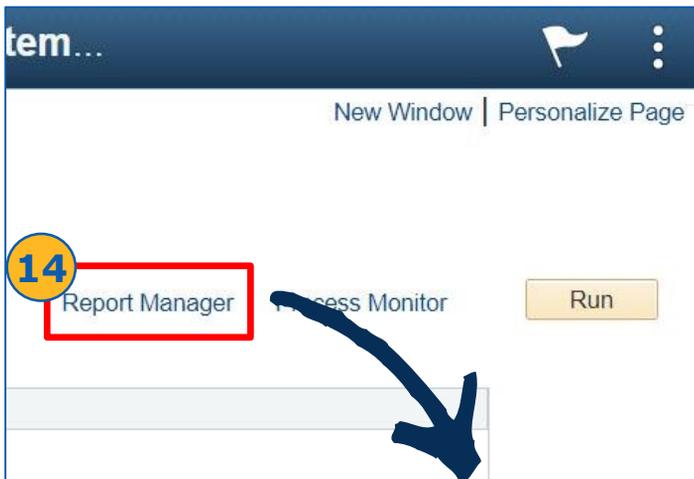
The 'Process Monitor' window shows a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590271		Application Engine	PCC_TB_FD_AE	FUNC_2	05/01/2018 11:31:25PM PDT	Queued	N/A	Details
<input type="checkbox"/>	1590270		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 10:55:21PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590269		Application Engine	PCC_BS_FD_AE	FUNC_2	05/01/2018 10:25:33PM PDT	Success	Posted	Details

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

14. Click > **Report Manager**
15. Click > **Administration**
16. Download > **Trial Balance by Tree** (select either .pdf or .xlsx)



Report Manager

Administration

View Reports For

User ID: FUNC_2 Type: [Dropdown] Last: [Dropdown] 1 Days Refresh

Status: [Dropdown] Folder: [Dropdown] Instance: [Input] to [Input]

Report List

Select	Report ID	Prcc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1239104	1590271	PCC_TB_TREE - Trial_Balance_by_Tree.pdf	05/01/2018 11:32:30PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1239103	1590271	PCC_TB_TREE - Trial_Balance_by_Tree.xlsx	05/01/2018 11:32:30PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1239102	1590271	Trial Balance by Fund Report	05/01/2018 11:32:19PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1239101	1590270	PCC_IS_TREE - Income_Statement_by_Tree.pdf	05/01/2018 10:56:28PM	Acrobat (*.pdf)	Posted	Details

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

Income Statement Report

1. Click > **Income Statement by Fund Report** from **GL Reports** in Navigator
2. Click > **Add a New Value**
3. Enter > **Run Control ID**
4. Click > **Add**
5. Enter > **Fields marked with ***

Income Statement by Fund Report

Run Control ID:

Report Manager | Process Monitor | **Run**

Run Control Parameters

- *Business Unit:
- *Fund Code Selection:
- *From Fund Code: *To Fund Code:
- From Project ID: To Project ID:
- *Fiscal Year:
- *From Period: *To Period:
- *Include Adjustment Period:

Save | Return to Search

In Fund Code Selection, you can choose to run either By Tree Name/Tree Node (consolidated list), or by Range of Values (specified range)

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

6. Click > **Run**
7. Select > **Income Statement by Fund Report**
8. Click > **OK**
9. Click > **Process Monitor**
10. Verify > **Run Status: Success > Distribution Status: Posted**
11. Click > Back to **Income Statement by Fund Report**

Process Scheduler Request

User ID: FUNC_2 Run Control ID: IS

Server Name: [Dropdown] Run Date: 05/01/2018

Recurrence: [Dropdown] Run Time: 10:55:21PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Income Statement by Fund Rpt	PCC_IS_FD_AE	Application Engine	Web	TXT

OK Cancel

Process Monitor

View Process Request For

User ID: FUNC_2 Type: [Dropdown] Last: [Dropdown] 25 Days Refresh

Server: [Dropdown] Name: [Search] Instance From: [Dropdown] Instance To: [Dropdown]

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590270		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 10:55:21PM PDT	Success	N/A	Details
<input type="checkbox"/>	1590269		Application Engine	PCC_BS_FD_AE	FUNC_2	05/01/2018 10:25:33PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590268		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 7:02:33PM PDT	Success	Posted	Details

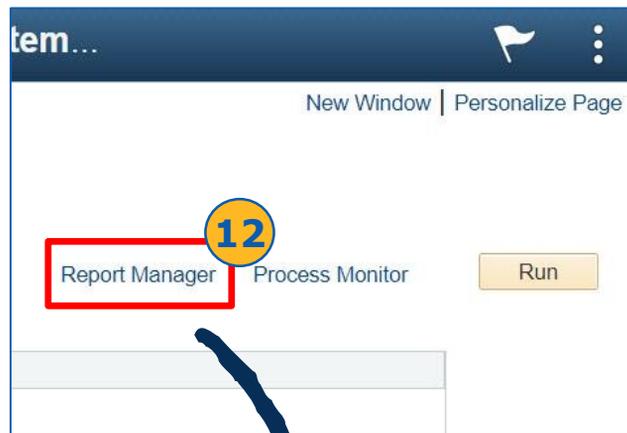
Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

12. Click > **Report Manager**

13. Click > **Administration**

14. Download > **Income Statement by Tree** (either .pdf or .xlsx)



Income Sheet by Fund Report **Report Manager**

List Explorer **Administration** Archives

View Reports For

User ID: FUNC_2 Type: [] Last: [] 1 Days Refresh

Status: [] Folder: [] Instance: [] to []

Report List

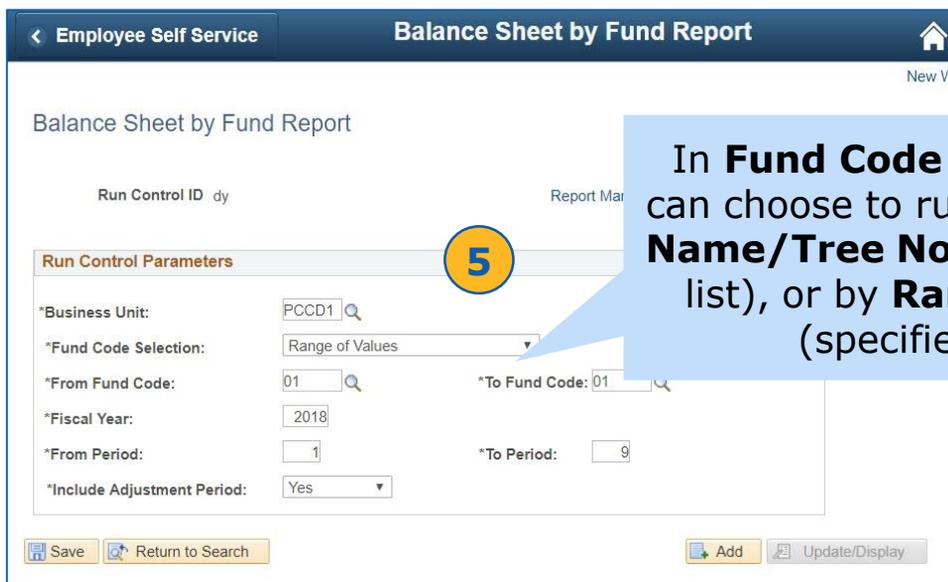
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1239101	1590270	PCC_IS_TREE - Income_Statement_by_Tree.pdf	05/01/2018 10:56:28PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1239100	1590270	PCC_IS_TREE - Income_Statement_by_Tree.xlsx	05/01/2018 10:56:28PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1239099	1590270	Income Statement by Fund Rpt	05/01/2018 10:56:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1239098	1590269	PCC_BS_TREE - Balance_Sheet_by_Tree.pdf	05/01/2018 10:30:08PM	Acrobat (*.pdf)	Posted	Details

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

Balance Sheet Report

1. Click > **Balance Sheet by Fund Report**
2. Click > **Add a New Value**
3. Enter > **Run Control ID**
4. Click > **Add**
5. Enter > **Fields marked with ***



In **Fund Code Selection**, you can choose to run either By **Tree Name/Tree Node** (consolidated list), or by **Range of Values** (specified range)

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

6. Click > **Run**
7. Select > **Balance Sheet by Fund Report**
8. Click > **OK**
9. Click > **Process Monitor**
10. Verify > **Run Status: Success** > **Distribution Status: Posted** Monitor
11. Click > Back to **Balance Sheet by Fund Report**

The screenshot illustrates the workflow for running reports. It shows two overlapping windows: 'Balance Sheet by Fund Report' (top) and 'Process Scheduler Request' (middle), with a 'Process Monitor' window (bottom) showing the results.

Process Scheduler Request window details:

- User ID: FUNC_2
- Run Control ID: BA
- Server Name: [Dropdown]
- Run Date: 05/01/2018
- Recurrence: [Dropdown]
- Run Time: 10:25:33PM
- Time Zone: [Dropdown]
- Process List table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Balance Sheet by Fund Report	PCC_BS_FD_AE	Application Engine	Web	TXT	Distribution

Process Monitor window details:

- View Process Request For: User ID FUNC_2, Type [Dropdown], Last [Dropdown], 25 Days, Refresh
- Server: [Dropdown], Name: [Search], Instance From: [Dropdown], Instance To: [Dropdown]
- Run Status: [Dropdown], Distribution Status: [Dropdown], Save On Refresh
- Process List table:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1590269		Application Engine	PCC_BS_FD_AE	FUNC_2	05/01/2018 10:25:33PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590268		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 7:02:33PM PDT	Success	Posted	Details
<input type="checkbox"/>	1590259		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 4:14:14PM PDT	Success	Posted	Details

Quarter and Year End Close

Run Balance Sheet, Income Statement, Trial Balance Reports

12. Click > **Report Manager**
13. Click > **Administration**
14. Download > **Balance Sheet by Tree** (.pdf or .xlsx)



Report Manager

View Reports For

User ID: FUNC_2 Type: Last: 1 Days: Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1239098	1590269	PCC_BS_TREE - Balance_Sheet_by_Tree.pdf	05/01/2018 10:30:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1239097	1590269	PCC_BS_TREE - Balance_Sheet_by_Tree.xlsx	05/01/2018 10:30:08PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1239096	1590269	Balance Sheet by Fund Report	05/01/2018 10:29:57PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1239095	1590268	PCC_ISFD_RPT - Income_Statement_by_Fund.xlsx	05/01/2018 7:03:50PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1239094	1590268	PCC_ISFD_RPT - Income_Statement_by_Fund.pdf	05/01/2018 7:03:50PM	Acrobat (*.pdf)	Posted	Details