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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

PEOPLESOFT	
2	
User ID	
Password	
Select a Language	
English 🗸	
Sign In Enable Screen Reader Mode Set Trace Flags	



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 to 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**

	S FortiClient	–
	File Help FortiClient C	Console
	Compliance Not Participating	
<b>1b</b>	Remote Access	
	Vulnerability Scan 18 Vulnerabilities Found	Osername     Password
		Connect







## Log on to ONEPeralta (cont'd)

#### Turn on VPN

#### All ONEPeralta Users

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

Welcome to the PERALTA COLLEGES		Peralta Web VPN
	Access to this portal is restric	ted to Peralta Community College District employees.
	Continue to log	gin ONLY if you are an active employee.
	Login	
	Name:	
	2b	Login





**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







**Open Next Period** 

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

*PeopleSoft Product				
GL Q General Ledger	*Calendar Unit FY Q PCCD1 Q	ACTUALS Q	earch 4	
Jpdate Selected Rows	From Period To Year	To Period	Def Adj Year	Def Adj Period
Q Migrate Selected to Sub	Q Q systems AP EX	Q BI	AR PC	Q Apply





#### **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

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Select A	All 🔲 Clear	All								
Q	<b>9</b> ]								4 4 1-	6 of 6 🔻 🕨 🕨   V
Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
v	ACTUALS	PCCD1	DEF	Ľ	2017	1	07/01/2016	2018	12	06/30/2018
	ACTUALS	PCCD1	PCA	Ľ	2016	1	07/01/2015	2018	12	06/30/2018
	ACTUALS	PCCD1	POR	l_	2016	1	07/01/2015	2018	12	06/30/2018
	ACTUALS	PCCD1	RCA	Ø	2016	1	07/01/2015	2018	12	06/30/2018
	ACTUALS	PCCD1	REQ	U	2016	1	07/01/2015	2018	12	06/30/2018
	ACTUALS	PCCD1	UNP	Ľ	2016	1	07/01/2015	2018	12	06/30/2018





Open Next Period

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







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

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		Requisition		Time Entry		NavBar 😳
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		Payment Request C	Center	Design Forms		My Favorites
						Navigator
2		Discussions		My Preferences		Approvals
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	Excise and Sales Tax/	/AT IND				🖕 GL Subsystem Reconcil 🚡
ecent Places	Commitment Control	NavBar: Navi	gator	-0 - 1	Recent Places	Load Reconciliation Data
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<b>*</b>	and the state of the state	Recent Place	Journals			
Ny Favorites	Real Time Bottom Line		GL Subs	ustem Reconciliation	My Favorite	Reconciliation by ChartFields
E	Allocations	My Favorites	Ledgers		Ē	GL Reconciliation Inquiry
Navigator	Statutory Reports		Summar	Lodgorg	Navigator	Subsystem Document Definition
		Navigator	Summary	A readers		
		Navigator	Close Le	dgers	5	





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 Reconcili	ation Data	â	~	: 📀	
New Value			1	New Window	
			_		
L	oad Reconciliation	Select for first Increm	Req time ent	<b>uest T</b> e runnir for sub	ype: Create ng process, or psequent runs
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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**

4			<b>—(10)</b>	1-1 of 1	P     P     View All		
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the Susta	m Sources						
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				3	Cost Center		
				4	Object Code		
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ad Red	conciliatio	on Data				<b>—</b> 14-	
	Run Con	ntrol ID LOAD_D	ATA		Report Manag	er Process Monitor	Run



#### Perform Subledger to General Ledger Reconciliation

- 15. Select > Load Reconciliation Data
- **16.** Click > **OK**

FUTURE PERALTA

- 17. Click > Process Monitor
- 18. Verify > Run Status: Success > Distribution Status: Posted

			Frocess Sc	neuulei Reque	st					
Use	er ID FUNC_	_2		Run Con	trol ID LOA	D_DATA				
Server N	ame		▼ Ru	In Date 04/25/2018	ţ.					
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ct Descrij	ption	_	Process Name	Process Type	•Туре	Format	Distributio	n		
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			< Emplo	yee Self Servic conciliation Run Contr	e I <b>Data</b> ol ID LC	PAD_DATA	Repo	rt Manager	Process Mo	17 ponitor
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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





Perform Reconciliation by System Source

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

< Employee Self Service	Reconciliation by System Srce	۲	:	Ø
Reconciliation by System Srce			New W	/indow
Run Control ID Test_Reconciliation				
Add 5				

- 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**







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

< Employee Self	Service								
*Busin		*Ledger 13	5X BUD (	2					
*Fis	cal Year 2018	Lodgor		-					
*Fron	Period 1	To Period	4						
⊮ Di	splay Full Numeric Field	✓ Summa	ry Report	All System Sources					
	10				Refresh				
ChartField Select	tion		1		<ul> <li>&lt; 1-10 c</li> </ul>	f 10			
Sequence	ChartField Name	Include CF	Descr	Value	To Value	-(12)			
1	Location	×		ا م		٩			
2	Fund Code	×		٩		٩			
3	Cost Center	×		٩		Q			
4	Object Code	×		٩		Q			
5	Program Code	×		٩		Q			
6	Activity Suffix	×		٩		٩			
7	Project	×		٩		-	Look Un	Value	×
8	Accounting Line			٩				value	^
9	Fund Affiliate			٩		Search by	: Location ▼ beg	gins with	
10	Book Code			٩					
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Specify System S	Sources								
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System Source	Description					View 100	14 A 1	1-6 of 6 🔻 🕨 🕨	
						Location	Description	Short Description	
Save Notify	y				12	1	Central Support Services-	Dist CentralSup	
						2	College of Alameda	Alameda	
						5	Laney College	Laney	
						6	Merritt College	Merritt	
						8	Berkeley Community Colle	ege Berkeley	
						9	District Wide	DistWide	





Perform Reconciliation by System Source

- 13. Click > **Q** icon next to System Source and Search for GAP
- 14. Click > Save
- **15.** Click > **Run**

**16.** Click > **Program Monitor** 

Run Control ID Test Language Englis Interes Int PCCD1 Q ar 2018 Id 1	*Ledger AC	TUALS	Report Manager	Process Monitor Run	
Language Engls	*Ledger AC	TUALS	٩		
ar 2018	*Ledger AC	TUALS	٩		
ar 2018 ad 1	*Ledger AC	TUALS	Q,		
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od 1					
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Full Numerio Field	🗷 Summa	ry Report	🗆 All System Sources		
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			h	< 1-10 of 10 V	Þ
rtField Name	Include CF	Desor	Value	To Value	
ation	×		1 Q	5 <b>Q</b>	
d Code			٩	٩	
t Center	8		٩	٩	
act Code	×		٩	٩	
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vity Suffix	×	D	٩	٩	
ect	R		٩	٩	
ounting Line	8		٩	٩	
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Perform Reconciliation by System Source

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

K Reco	nciliation by	System Srce	•			Process I	Monitor		
Proce	ss List	<u>S</u> erver List							
View Pro	ocess Reque	est For				_		_	
User	D FUNC_2	Q	Туре	Last V		25 Days 🔻	Refresh		
Serv	er	•	Name	Q Instance From		Instance To			
Ru Statu	in l	•	Distribution Status	▼	Save On Re	fresh			
Process	_ist								
<b>≣</b> ; 0						14	1-43 of	43 🔻 🕨 📘	7 View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	1590271		Application Engine	PCC_TB_FD_AE	FUNC_2	05/01/2018 11:31:25PM PDT	Success	Posted	Details
	1590270		Application Engine	PCC_IS_FD_AE	FUNC_2	05/01/2018 10:55:21PM PDT	Success	Posted	Details
	1590269		Application Engine	PCC_BS_FD_AE	FUNC_2	05/01/2018 10:25:33PM PDT	Success	Posted	Details





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







General Ledger Reconciliation Inquiry

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

Process List	GL Reconciliation Inquiry
GL Reconciliation Inquiry	3
Eind an Existing Value Add a New Value	e
User ID FUNC_2	۹
Inquiry Name Test 5	
Add	





General Ledger Reconciliation Inquiry

- 7. Enter >
  - a) Description
  - **b)** GL Business Unit
  - c) Ledger Group
  - d) Ledger
  - e) Fiscal Year
  - **From Period f**)
  - **q)** 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

							GL Re	conciliation Inquiry
GL Reconcili	iation SubSy	vstemDocument						
Reconciliatio	on Criteria							
Subsystem	reconciliation	า						(7)
Inquiry: TE	EST	*Description:	Test F	Reconciliation In	quiry		Î	
ccounting Line	e Reconciliation							Search
GL Business Jnit	Ledger Group	Ledger		Fiscal Year	From Period	To Period	As of Date	
PCCD1 Q	ACTUALS (	ACTUALS	ç Q	2018		1 4	05/02/2018	
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hartField Crite	otify Refrest	ield From Q	ChartFiel	d To	Info	ChartField Value	Set Opdate/New Q Update/New	1 v view Al + -



General Ledger Reconciliation Inquiry

- 12. Review > Reconciliation Overview
- 13. Click > **Details icon**

ΟΝ

14. Click > Return to Inquiry

C Process	s List					Recor	nciliation Overview	I	
Reconci	liation Overview								
	Inc	quiry Name	TEST				Description Test F	Reconciliation Inquiry	
	Bu	siness Unit	PCCD1						
	Leo	dger Group	ACTUALS						
eturn to Cr	iteria		Refresh Data				Base Currency USD		
ocuments	not yet Posted								
							Ledger Amount		
Not Distributed amount				0.0	0	Not Di	stributed amount		
	Distributed amount			3,175.6	7	Journal An	nount Not Posted		3,17
	Total Accounting L	ine Amount		3,175.6	7	Adju	usted GL Amount		3,17
				Difference		0.00			
etails									
III, Q			(13)				1-30 of 3	390 🔻 🕨	View 10
	System Source	Detail	Cost Center	Ledger	Not Distributed amount	Distributed amount	Total Accounting Line Amount	Journal Amount Not Posted	Total Jrnl Lin Amount
1	PS/GL Spreadsheet Journal		124	ACTUALS	0.00	22,065.94	22,065.94	0.00	2
2	PS/GL Spreadsheet		654	ACTUALS	0.00	5,099.51	5,099.51	0.00	

O Process L	Process List     Drill to Source								
Drill to Source Chartfields									
Cost Ctr		Fiscal Year Accounting Period							
124				2018				3	
Return t	Distributed amount Not amount Base Currency 22,065.94 Return to Inquiry Overview 0.00 USD Details								
	cument Information	<u>C</u> hartfie	elds II►				1-30 of 61	▼ ▶ ▶	
Unit		Journal ID	Journal Date	Line #	Foreign Amount	Currency	Base Amount	Currency Code	
PCCD1	0000062095		09/30/2017	26	5 9194.14	USD	9194.14	USD	
PCCD1	0000062095		09/30/2017	2	7 1592.06	USD	1592.06	USD	



General Ledger Reconciliation Inquiry

#### 15. Click > Return to Criteria

Process List					Reconciliation Ove	rview
Reconciliation Over	view					
	Inquiry Name	TEST			Description	Test Reconcilia
	Business Unit	PCCD1				
Return to Criterial	Ledger Group	ACTUALS Refresh Data			Base Currency	USD
					Ledger Amount	
Not E	Distributed amount		0.0	D	Not Distributed amount	
0	Distributed amount		3,175.6	7	Journal Amount Not Posted	
Total Accou	nting Line Amount		3,175.6	7	Adjusted GL Amount	
			Difference		0.00	





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







Execute, Run, and Undo Year End Close Process

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







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

Report Manager Pro Request Number *Close Request Type siness Unit for Prompting Closing Group Fiscal Year Ledger Group	1 Close PCCD1 YEAR_END	• Q Q	Run *Req Rules to Exer	Q   juest Type cute	Full	1 of 1	• • • •	s	View /
Request Number *Close Request Type siness Unit for Prompting Closing Group Fiscal Year Ledger Group	1 Close PCCD1 YEAR_END	• Q Q	*Req Rules to Exer	Q   uest Type cute	Full	1 of 1	hot proces	s	View /
Request Number *Close Request Type siness Unit for Prompting Closing Group Fiscal Year Ledger Group	1 Close PCCD1 YEAR_END	• Q Q	*Req Rules to Exer	uest Type	Full Check	▼ ( only, Do	not proces	5	+
Closing Group Fiscal Year Ledger Group	PCCD1 YEAR_END	Q Q	*Req Rules to Exe	uest Type cute	Full	▼ conly, Do	not proces	5	10
Fiscal Year Ledger Group									$\overline{}$
Ledger Group		-							
Ledger		٩							
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						€ €	1-1 of 1	•	ÞI
					۹		-	F	-1
e	re SetID	re SetiD Tree	re SetID Tree	ree SettD Tree	ee SetID Tree Level	ee SetID Tree Level	Level	Level	Level





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**

Reconciliation by System Srce		Ledger Cl
Ledger Close Request Run Control ID TestCheck	Report Manager Process Monitor Run	
Process Request Parameters	Q    4 4 1 of 1 V  >	View All
Process Frequency  Once Always Don't Run  Closing Date Option BU Process Date As of Date Specify 06/30/2018  Selections	Request Number 1 *Close Request Type Close Business Unit for Prompting PCCD1 Closing Group YEAR_END Fiscal Year 2018 Ledger Group ACTUALS Ledger ACTUALS	+ -
Selected Detail Values     O Detail - Selected Parents	Tree SetID Tree Level	
Business Unit to Close  PCCD1	<b>15</b> ↓ 1-1 of 1 ▼ <b>1</b> ↓ ↓	
Save 16 rn to Search Previous in Lis	st Next in List Notify Refresh Add Updat	te/Display





Execute, Run, and Undo Year End Close Process

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

	Process List	Ledger (	Close Request	<b>ନ</b> ପ୍	۲ : ۵	)
	Ledger Close Reques	Report Manager Process Moni	tor Run	7	Personalize Pag	ē
		Process Schedul	er Request			×
	User ID FUNC_2		tur control I	D CLOSE		
	Server Name	▼ Ru	In Date 04/26/2018			
	Recurrence	▼ Ru	n Time 9:51:20AM	Re	eset to Current Date	/Time
	Time Zone	۹				
B Proce	ss List Description	Process Name	Process Type	∗Type	∗Format	Distribu
	PS/GL Yearend Ledger Clos	e GL_YC	Application Engine	Web 🔻	TXT •	Distribu
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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

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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.





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									
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Find an Existing Value	Add a New Value								





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**

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Reconciliation by System Srce		Ledge
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Execute, Run, and Undo Year End Close Process

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

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#### Ledger Close Request

Run Control ID UNDO





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Run



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

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	1588519		Application Engine	PCC_BD_IN_AE	FUNC_2	04/26/2018 2:26:43PM PDT	Success	Posted	Details
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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









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**

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**Review and Update Open Periods** 

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

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#### Run Balance Sheet, Income Statement, Trial Balance Reports

Follow these steps to run General Ledger reports in ONEPeralta.

#### **Trial Balance Report**

FUTURE

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







#### 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
- < List 7. Complete > Fields Marked with \* **Trial Balance by Fund Report** NavBar: Navigator 4 Ö Add a New Value **Eind an Existing Value (** GL Reports 諅 5 C Run Control ID Budget Vs. Actual Report 6 Budget vs Income Statement Rpt Add Av Favorites Income Statement by Fund Rpt Find an Existing Value Add a New Value Trial Balance by Fund Report Trial Balance by Fund Report Contraction Contractice Con New V Trial Balance by Fund Report Run Control ID TB Report Manager Process Monitor Run **Run Control Parameters** PCCD1 Q \*Business Unit: \*Fund Code Selection: By Tree Name/Tree Node v PCCD\_FUNDS Q GENERAL\_FUND Q \*Tree Name: \*Tree Node: 0 0 From Project ID: To Project ID: 2017 \*Fiscal Ye-\*To Period 12 In Fund Code Selection, you can

Next in List

choose to run either By Tree Name/Tree Node (consolidated list), or by **Range of Values** (specified range)



📑 Add 🖉 Update/Display



Run Balance Sheet, Income Statement, Trial Balance Reports

- 8. Click > Run
- 9. Select > Trial Balance by Fund Report
- **10.** Click > **OK**

ONE

- **11.** Click > **Process Monitor**
- 12. Verify > Run Status: Success > Distribution Status: Posted
- **13.** Click > Back to **Trial Balance by Fund Report**

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#### 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)



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#### Run Balance Sheet, Income Statement, Trial Balance Reports

#### **Income Statement Report**

- 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 \*

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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**

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#### 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)







#### 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 \*

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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

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#### Run Balance Sheet, Income Statement, Trial Balance Reports

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

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	1239097	1590269	PCC_BS_TREE - Balance_Sheet_by_Tree.xlsx	05/01/2018 10:30:08PM	Microsoft Excel Files (*.xls)	Posted	Details	
	1239096	1590269	Balance Sheet by Fund Report	05/01/2018 10:29:57PM	Text Files (*.txt)	Posted	Details	
	1239095	1590268	PCC_ISFD_RPT - Income_Statement_by_Fund.xlsx	05/01/2018 7:03:50PM	Microsoft Excel Files (*.xls)	Posted	Details	
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