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.

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**

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

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**
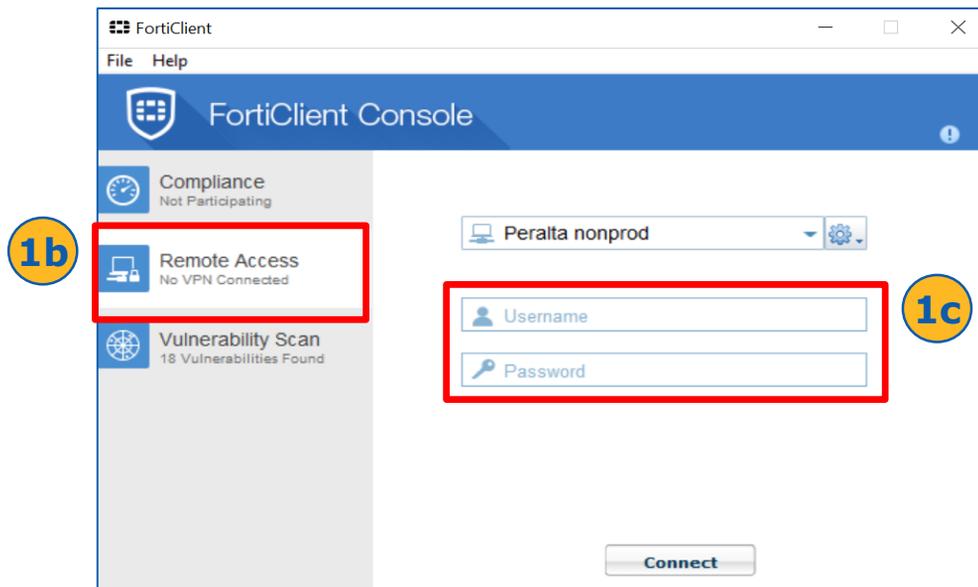
Log on to ONEPeralta (cont'd)

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**
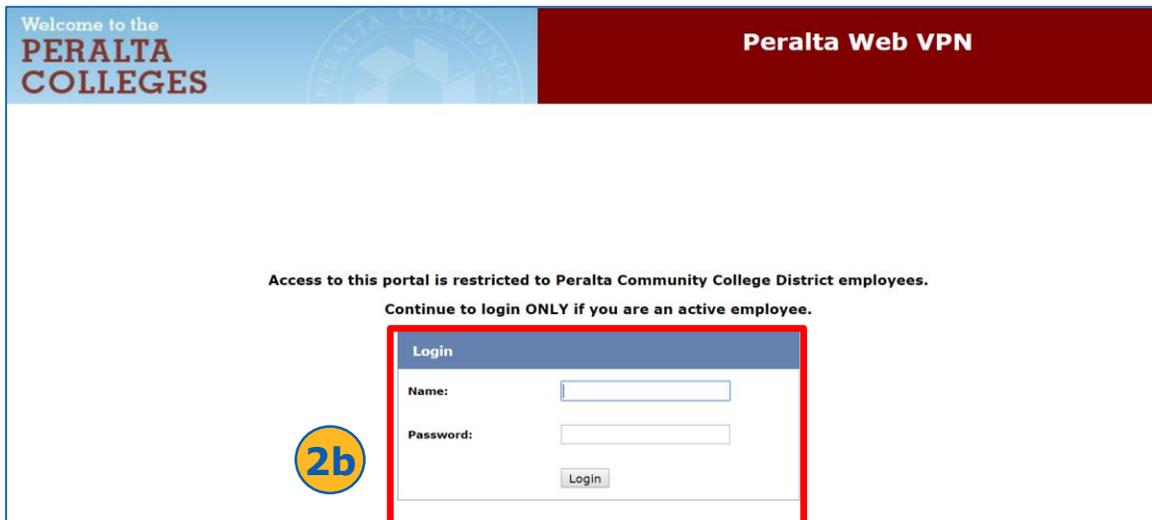
Quarter and Year End Close

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**
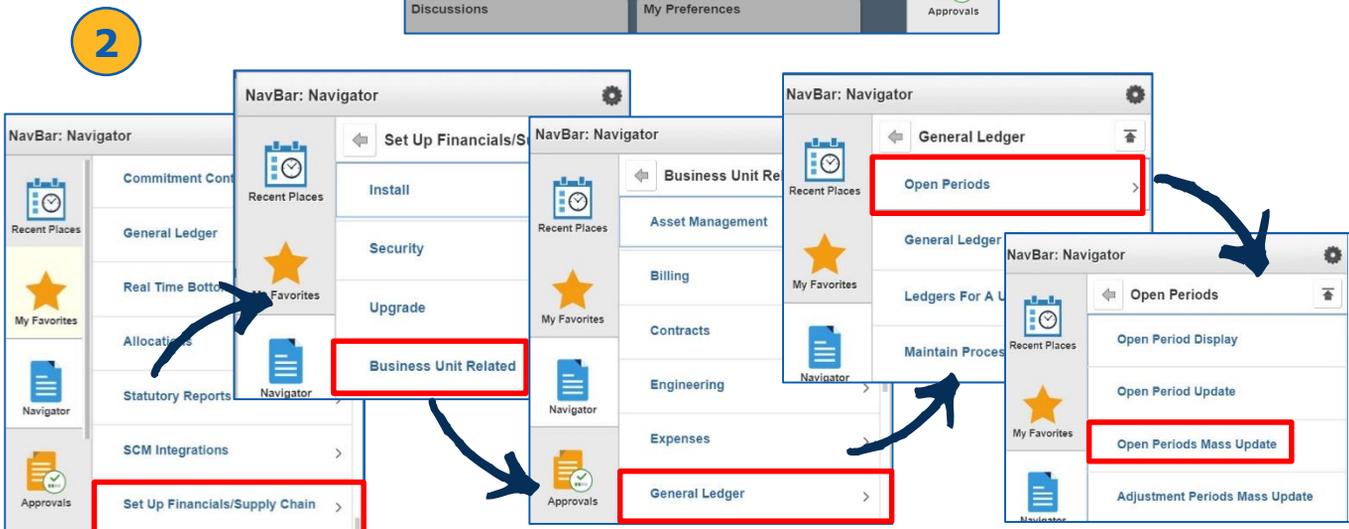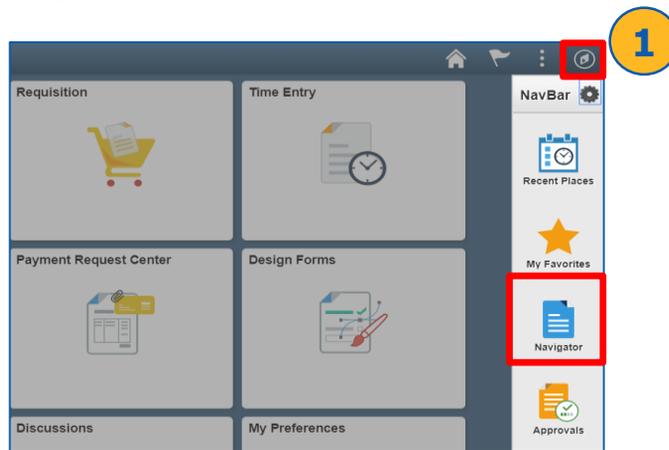
Quarter and Year End Close

Open Next Period

3. Select > **PeopleSoft Product** > **Calendar** > **Unit** > **Ledger Group** by clicking the icons
4. Click > **Search**
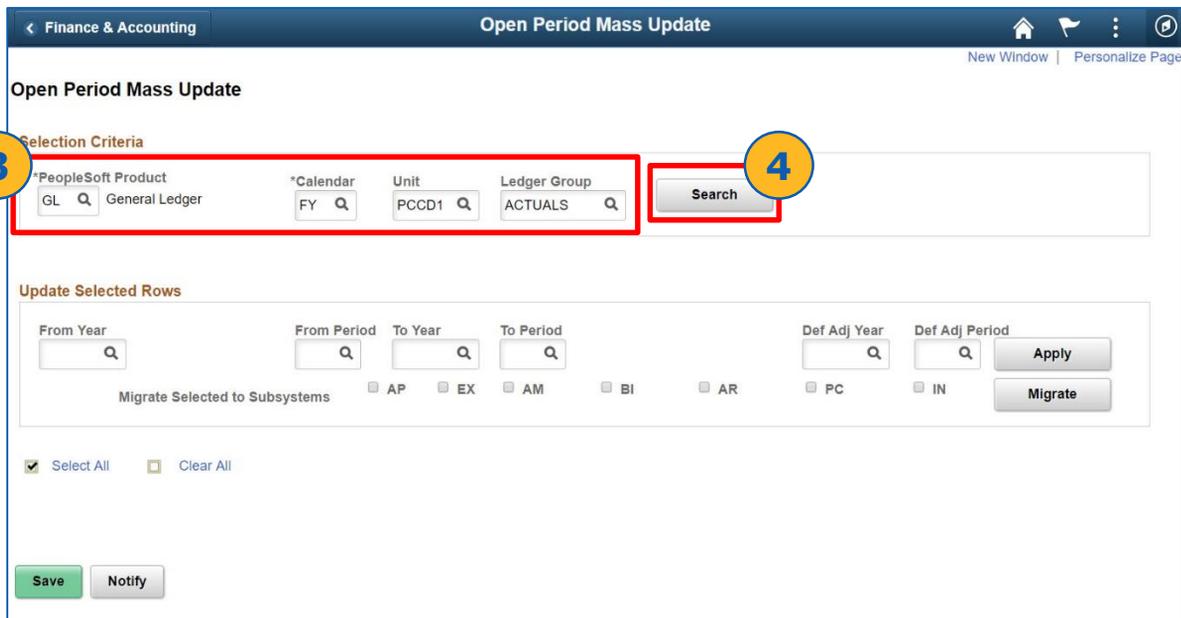
Quarter and Year End Close

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**

Quarter and Year End Close

Open Next Period

10. Select > Applicable box next to **Migrate Selected to Subsystems**
11. Click > **Migrate**
12. Click > **Save**
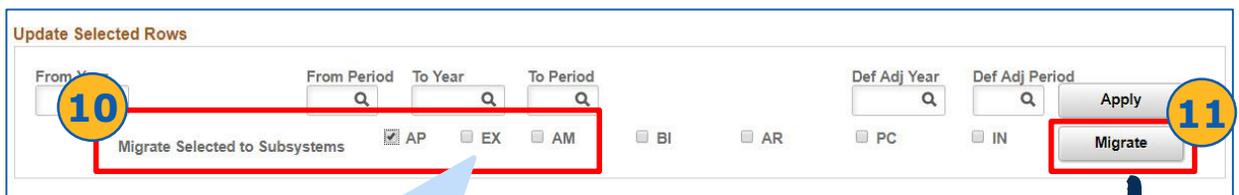
Note that **AP** and **AM** are the only modules currently implemented at Peralta
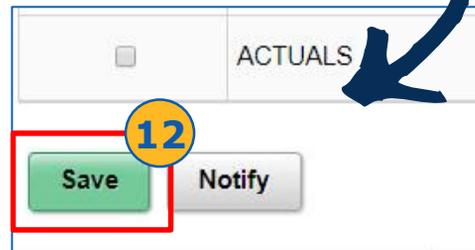
Quarter and Year End Close

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**

ONE | SYSTEM FUTURE PERALTA
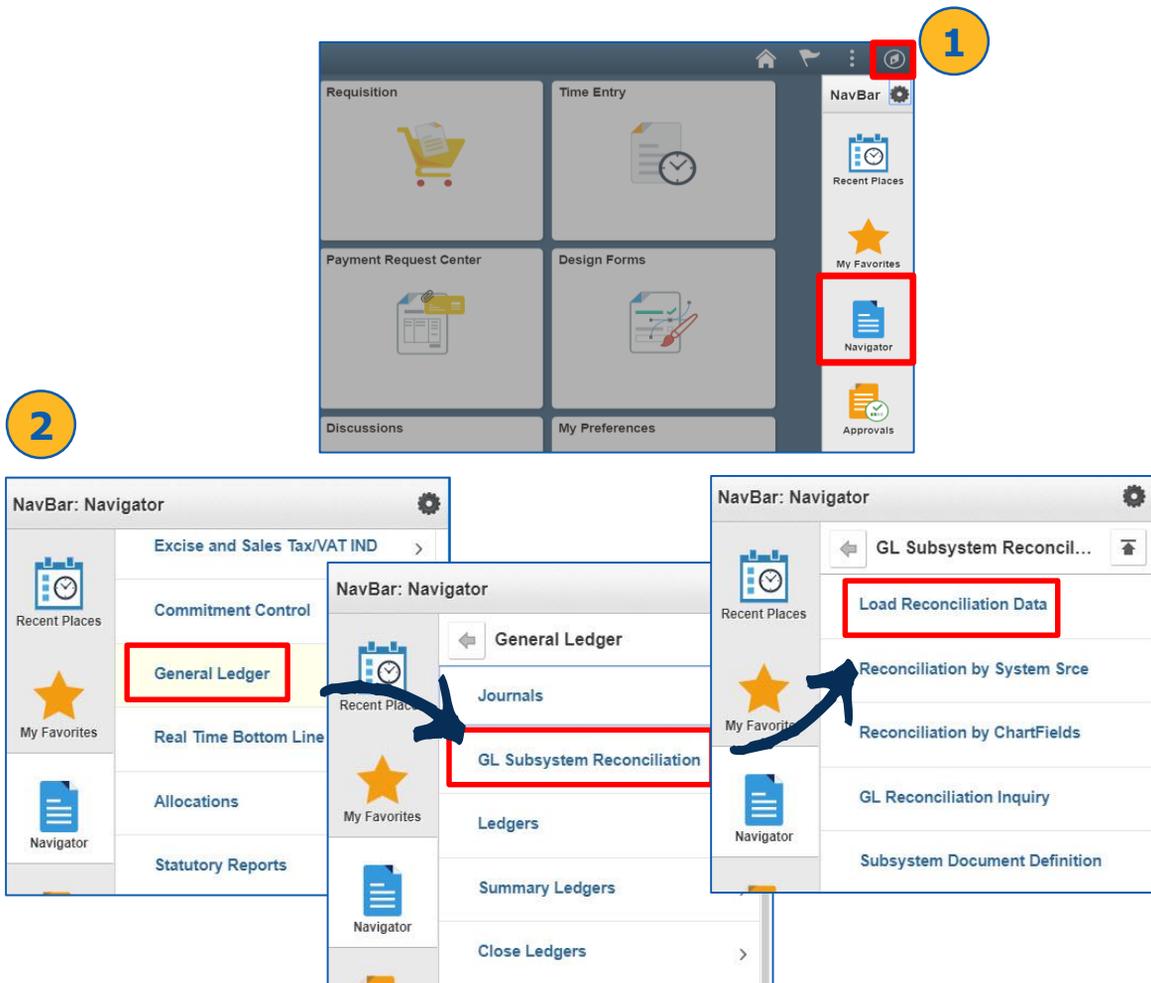
Quarter and Year End Close

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**

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

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**

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

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**
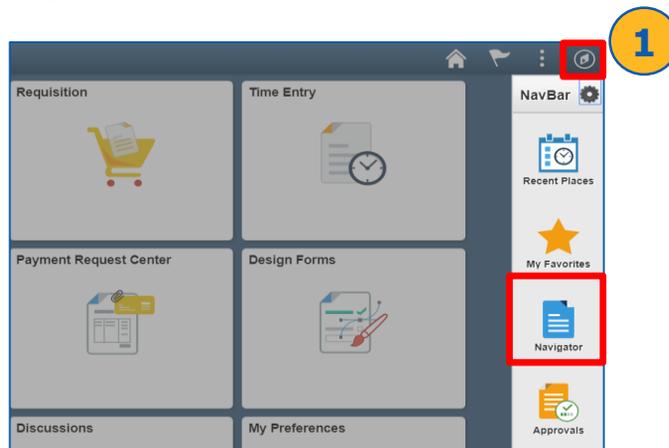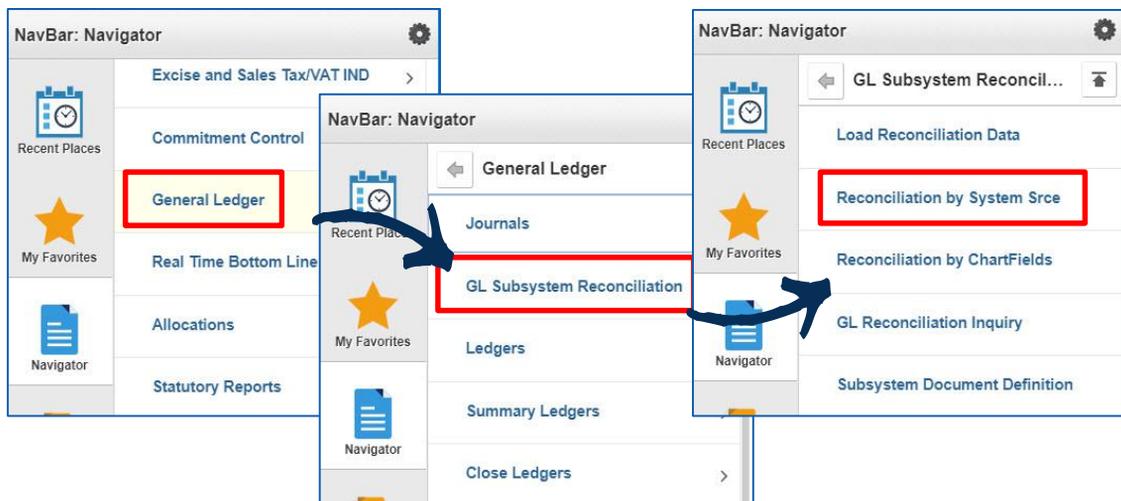
Quarter and Year End Close
Perform Reconciliation by System Source

3. Click > **Add a New Value**
4. Enter > **Run Control ID**
5. Click > **Add**
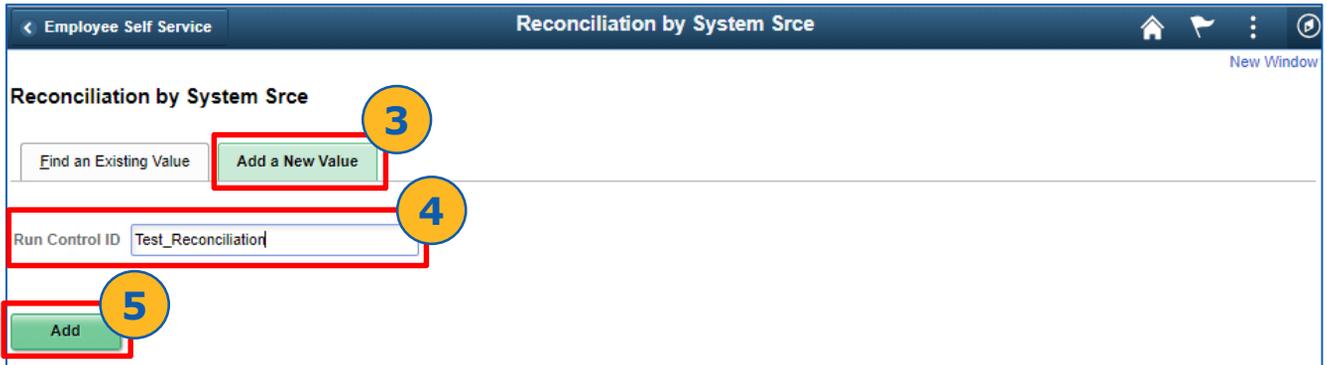
6. Enter > **Business Unit** > **Ledger** > **Fiscal Year** > **From Period** > **To Period**
7. Select > **Display Full Numeric Value** > **Summary Report** boxes
8. Deselect > **All Systems Sources** box
9. Click > **Refresh**
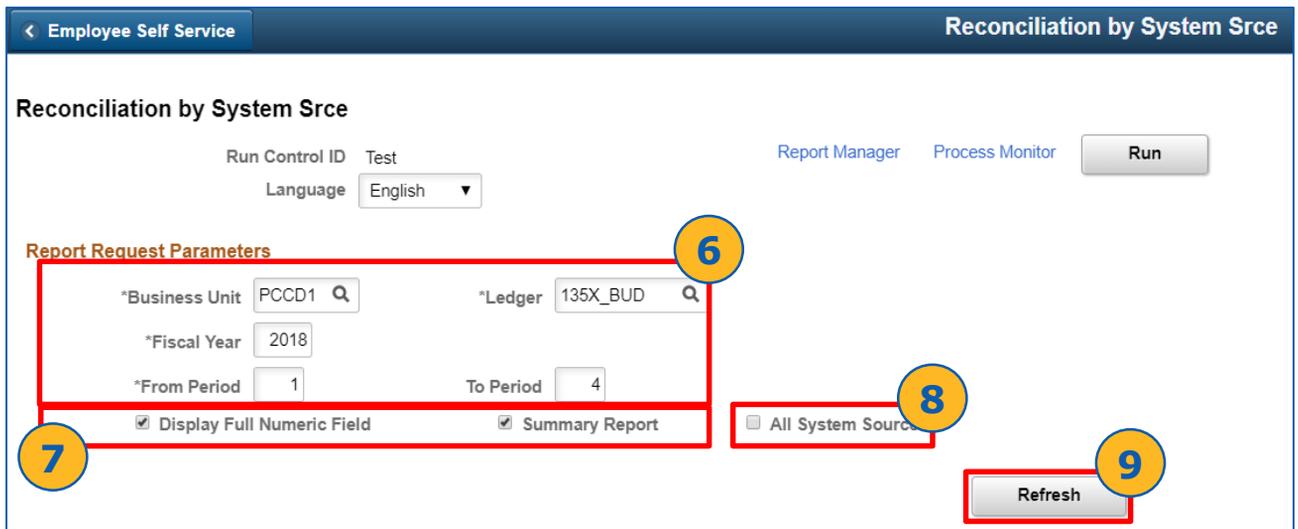
ONE SYSTEM FUTURE PERALTA

Quarter and Year End Close
Perform Reconciliation by System Source

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

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**

Quarter and Year End Close
Perform Reconciliation by System Source

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

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**
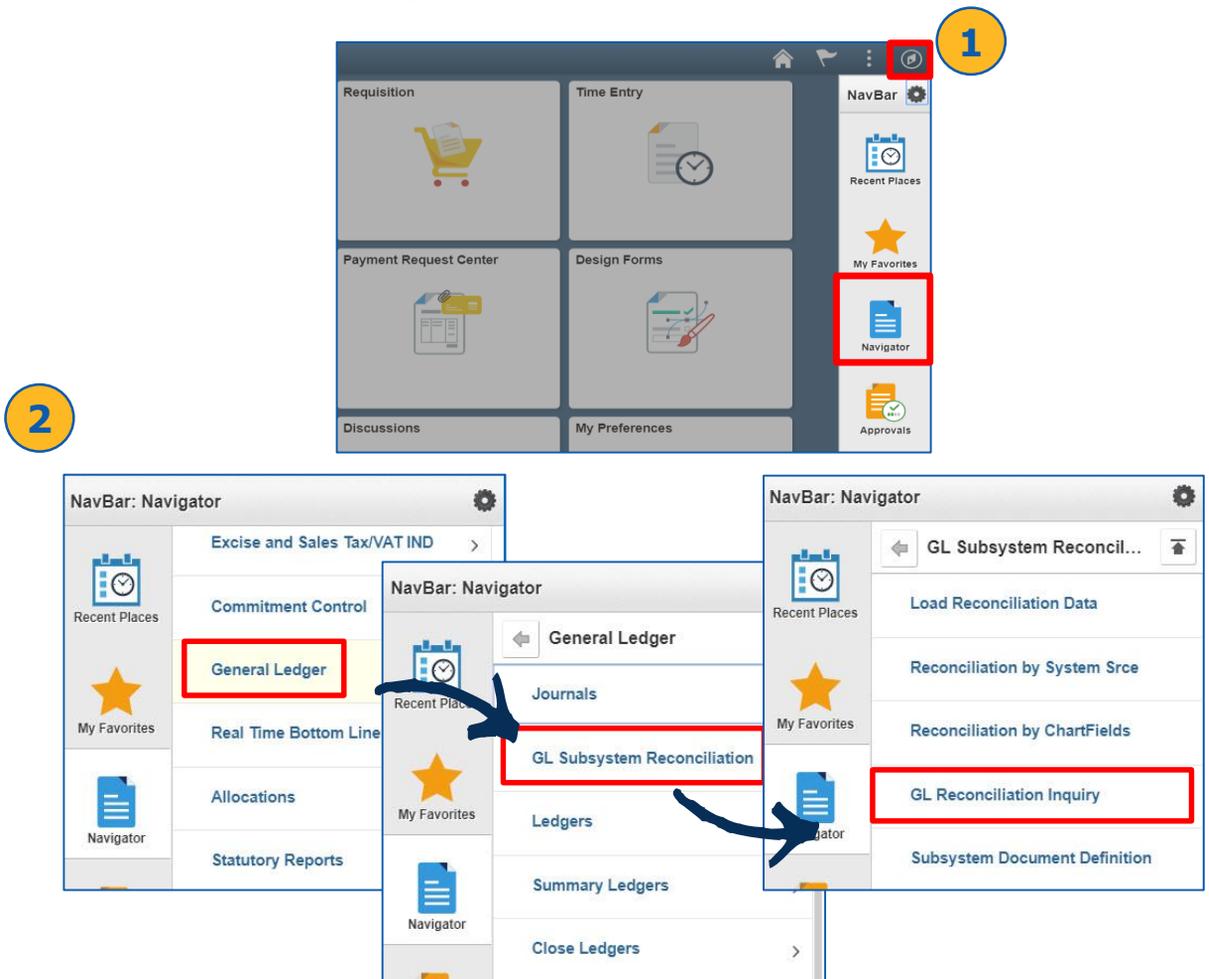
Quarter and Year End Close
General Ledger Reconciliation Inquiry

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

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**

Quarter and Year End Close
General Ledger Reconciliation Inquiry

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

Quarter and Year End Close

General Ledger Reconciliation Inquiry

15. Click > **Return to Criteria**

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**
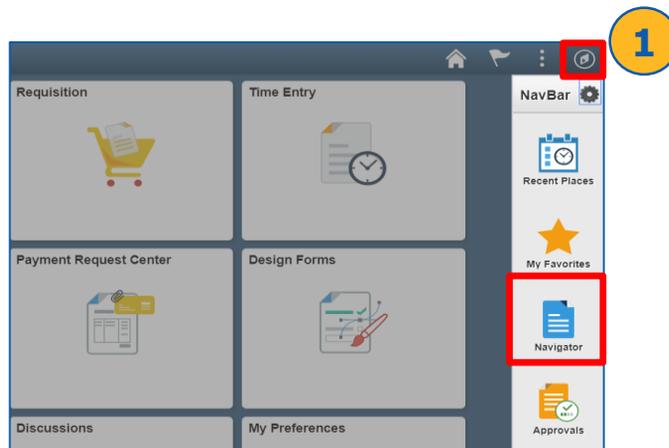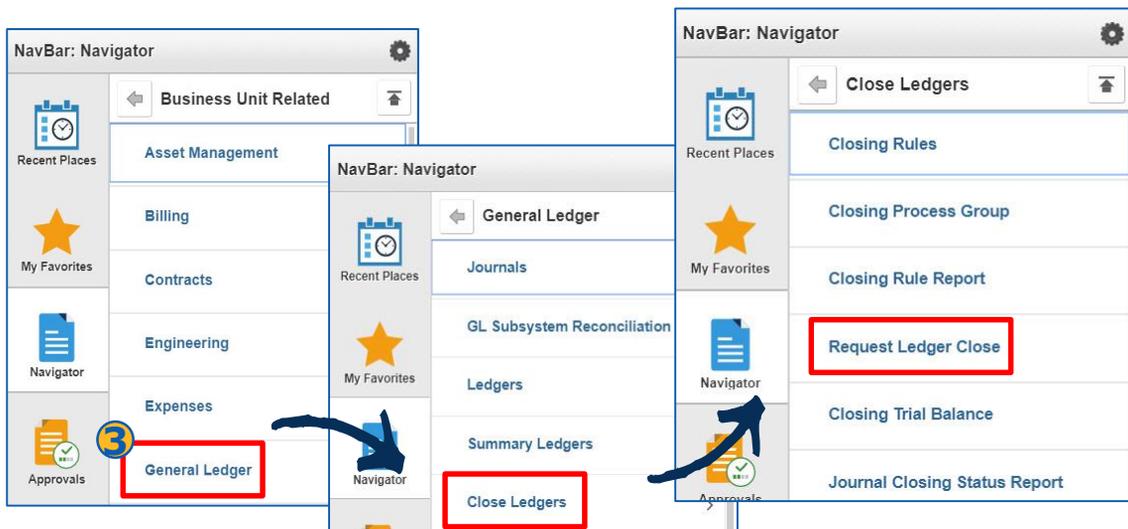
Quarter and Year End Close

Execute, Run, and Undo Year End Close Process

3. Click > **Add a New Value**
4. Enter > **Run Control ID**
5. Click > **Add**
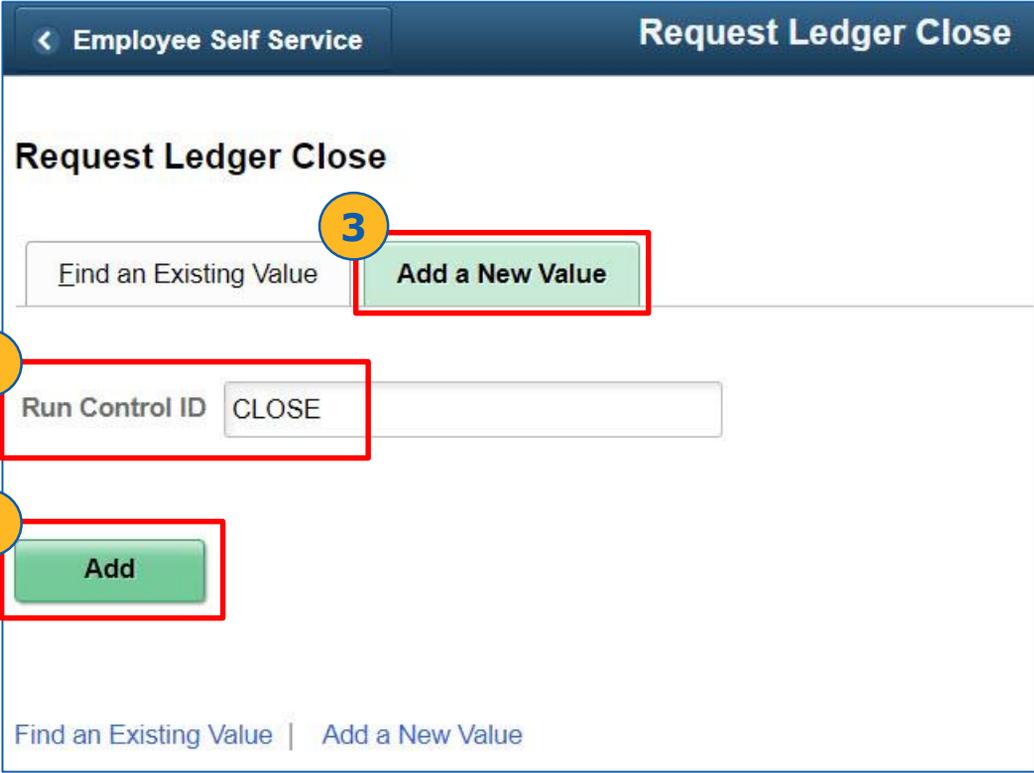
Quarter and Year End Close

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

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**

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**
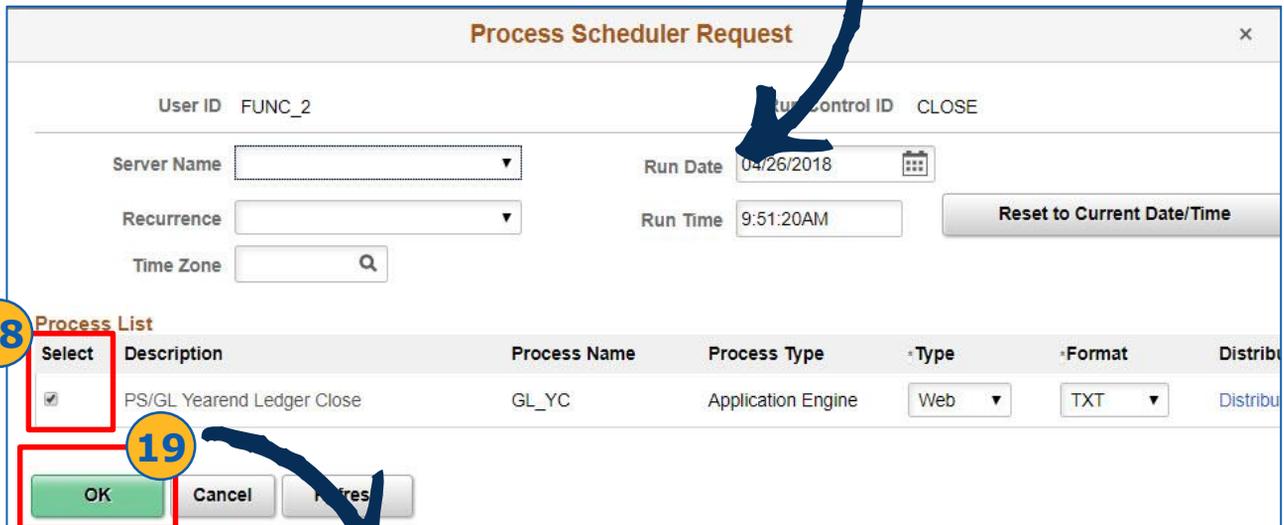
Quarter and Year End Close

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

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.
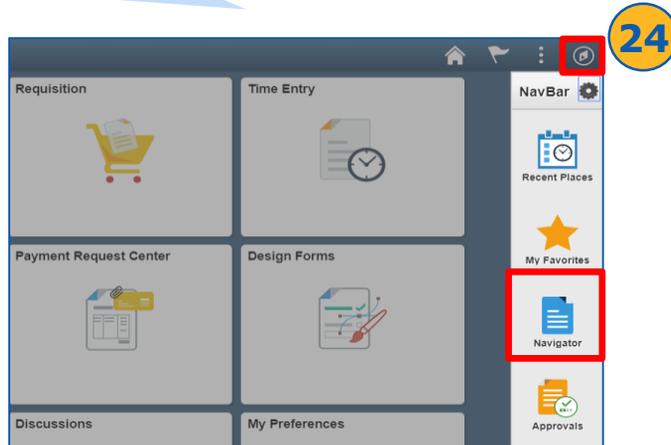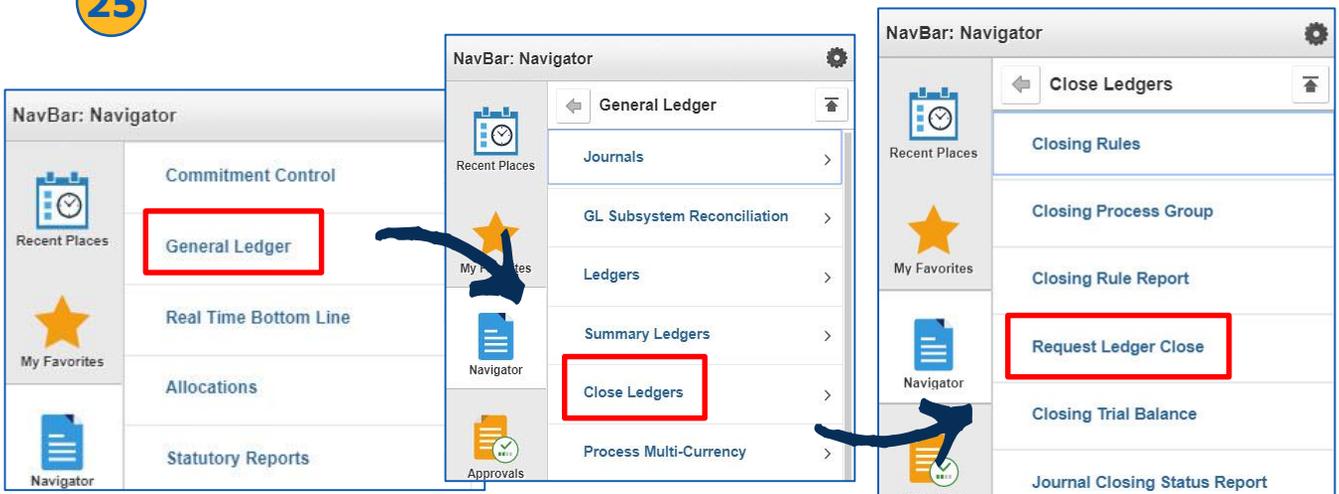
Execute, Run, and Undo Year End Close Process

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

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**

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**
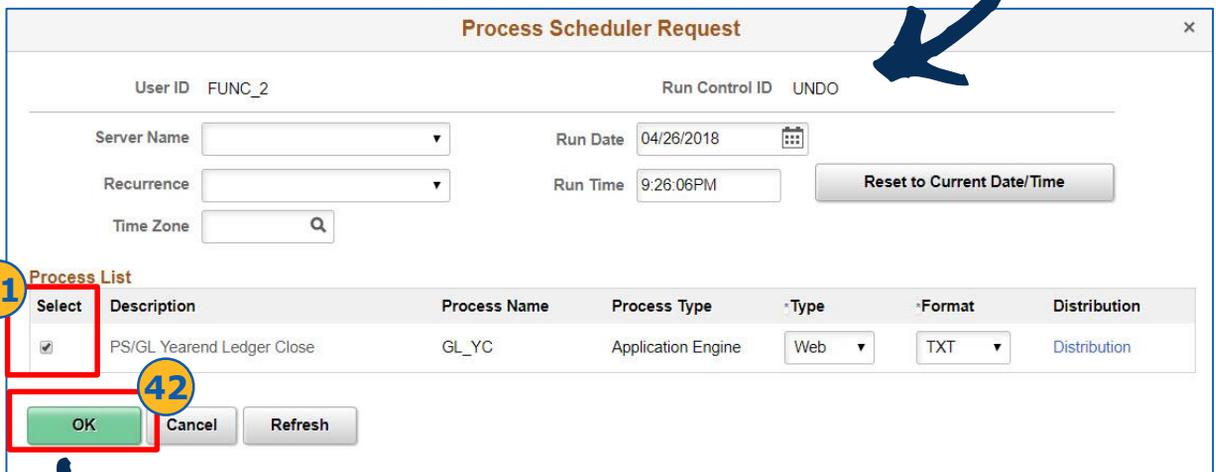
Quarter and Year End Close

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

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**
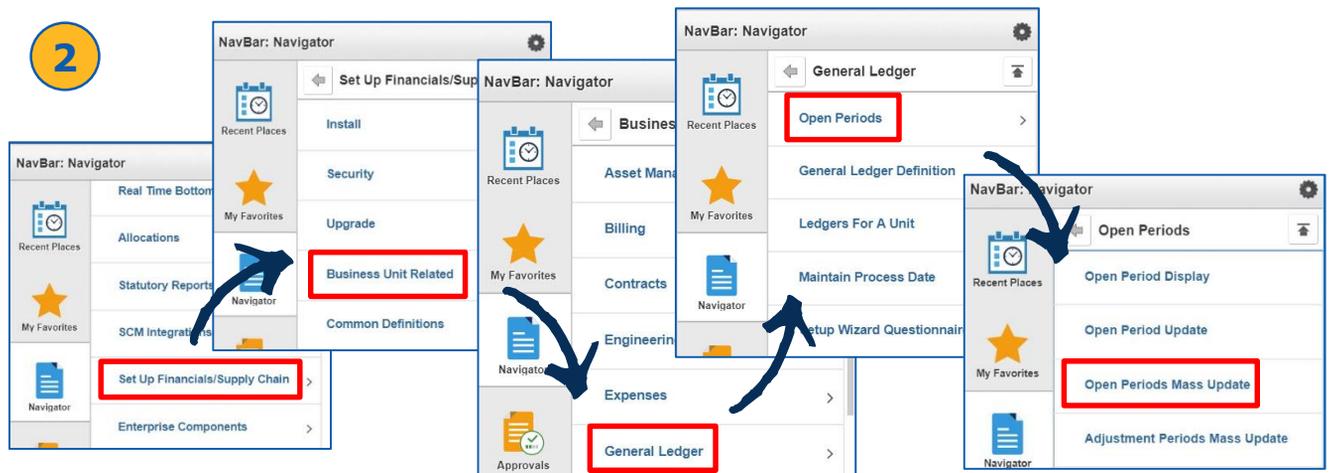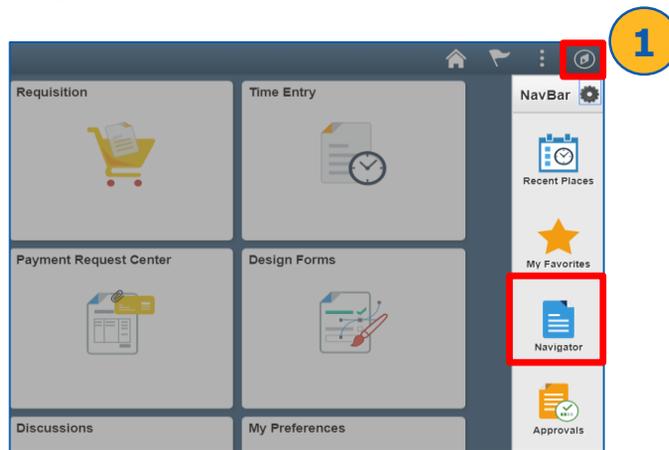
Quarter and Year End Close
Review and Update Open Periods

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**

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**

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**
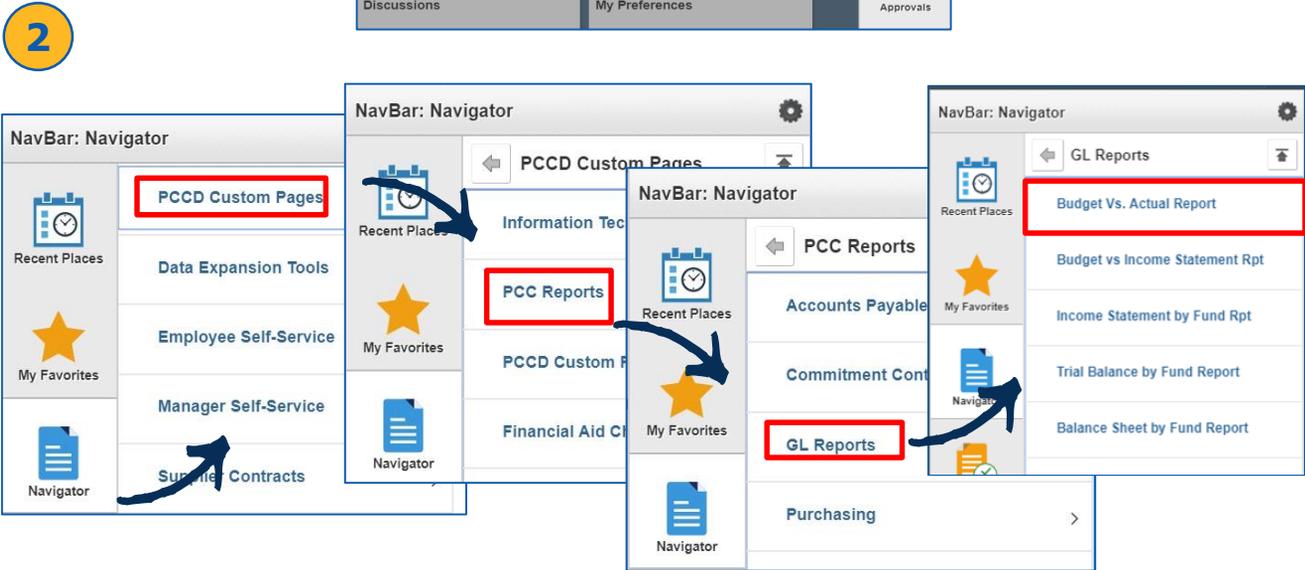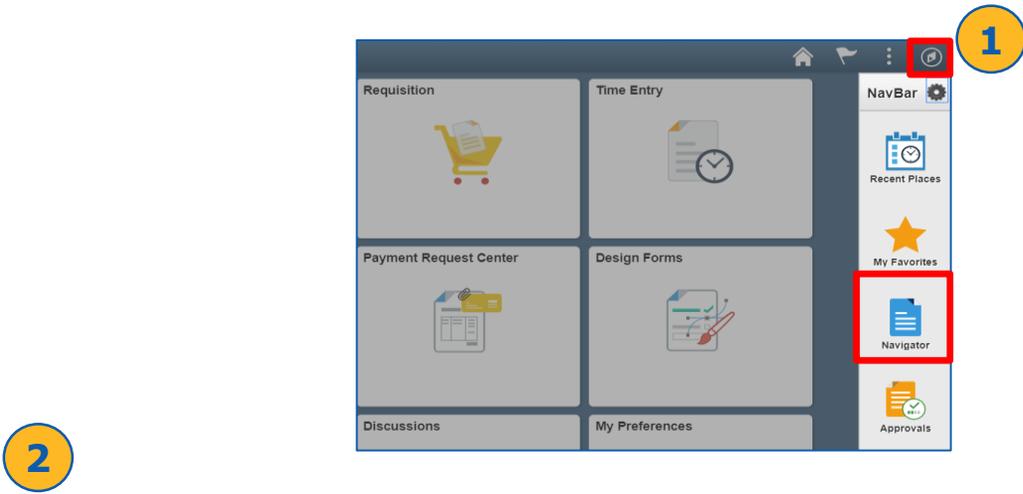
Quarter and Year End Close

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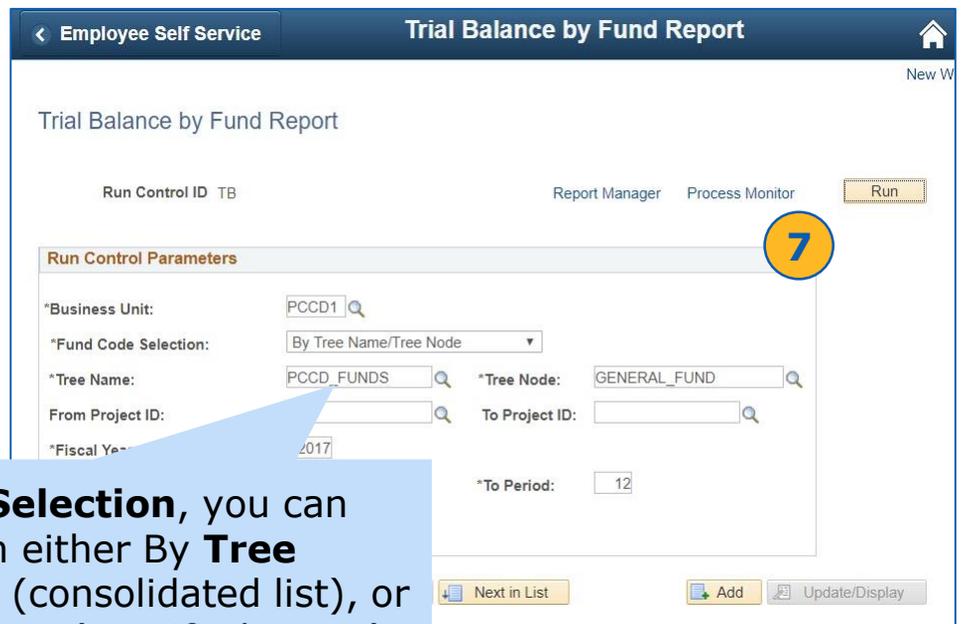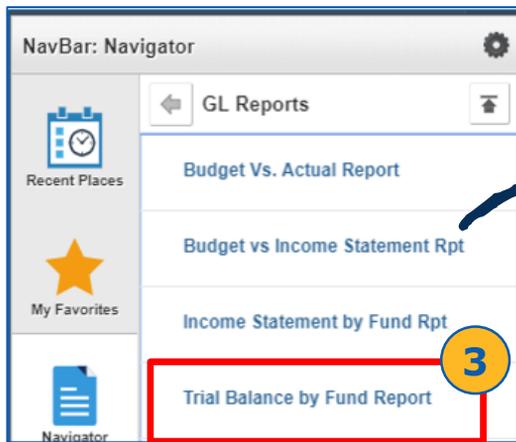
In **Fund Code Selection**, you can choose to run either By **Tree Name/Tree Node** (consolidated list), or by **Range of Values** (specified range)

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**

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)

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 ***

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**

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)

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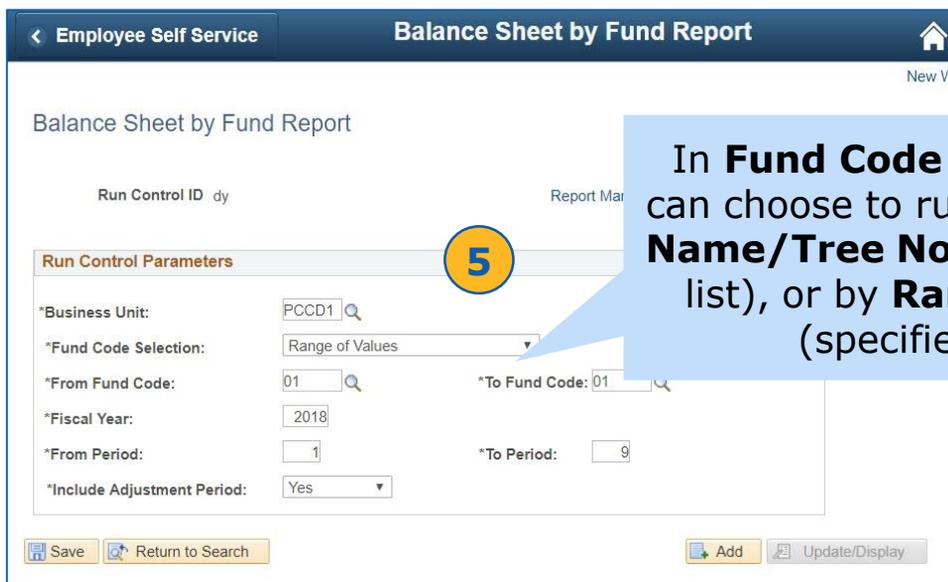
In **Fund Code Selection**, you can choose to run either By **Tree Name/Tree Node** (consolidated list), or by **Range of Values** (specified range)

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**

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)