AOSD User Flash #283:
GL "Missing" Department Code Cleanup & GL Balance Roll; Project Deactivation

GL "Missing" Department Code Cleanup & GL Balance Roll

Background

In FAMIS, the City's General Ledger (GL) balances were not tracked at a department level. As a result, all converted FY17 GL balances into Peoplesoft effectively had a "missing" department code. Although this did not prevent conversion, Peoplesoft requires that these blank department code fields be populated with a valid department code to generate the FY18 GL beginning balance.

Corrective Action

The Controller's Office reviewed the GL balances in FY17 with blank department codes as of 4/14/18, and identified balances tied to sub-funds that likely had a one-to-one relationship with specific departments (e.g. enterprise funds, agency funds, etc.). For these balances, we will assign the specific department code identified. In most cases, we are assigning one department code to each department for this cleanup effort. For example, *109654 AIR Finance* for the entire Airport enterprise fund. All GL balances with funds that could ***not*** be linked to a specific department will be populated with a new department code created solely for this cleanup effort – *999917 General City Data Cleanup*.

A crosswalk of the department codes assigned to each sub-fund has been attached for your reference.

FY17 GL "Missing" Department Code Cleanup Entries

The entries to allocate the FY17 GL balances from blank department codes to specific department codes will be centrally loaded on May 30, 2018 between 7pm to 10pm. The FY17 GL balances will then be rolled into FY18 (with their new department codes) in **mid-June, 2018**. Should you need to reallocate your department's GL balances from the department code(s) that we assigned to other department codes for your department, you may do so afterwards. In the meanwhile, **Departments should not create entries to populate the blank department fields.** Any manual entries may result in unanticipated errors or double entries.

Project Deactivation

Effective immediately, **Departments should refrain from deactivating any projects in Peoplesoft until the GL balance roll completes in mid-June, 2018**. User access to deactivate projects will be temporarily taken away starting tomorrow, 5/24/18. The GL/KK/AM modules require that project statuses remain static while year-end rolls are being processed.

If you have any questions or concerns, please feel free to contact your fund accountant. Thank you.