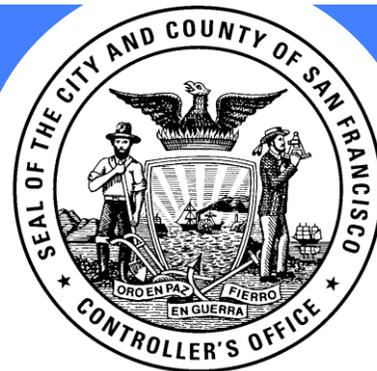


User Forum/ Year End Workshop II

July 12, 2018

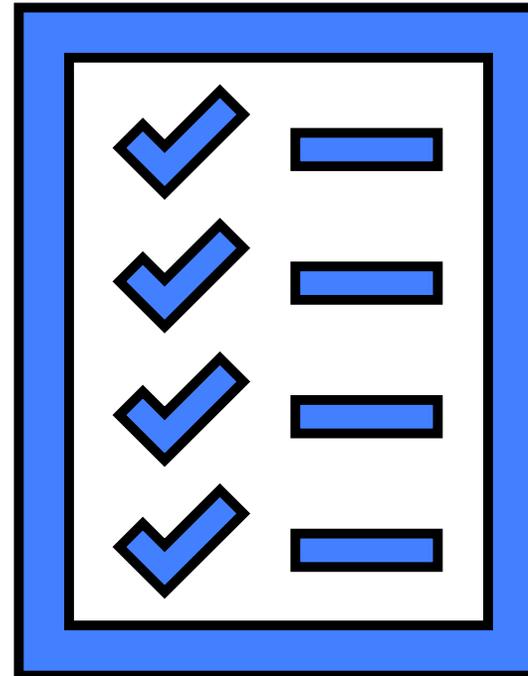


CITY & COUNTY OF SAN FRANCISCO

Office of the Controller

Agenda

- User Forum Updates
- Fixed Assets
- Continuing Funds - Budget
- Purchase Orders
 - FY18 PO & Requisition Reminders
 - FY19 PO Created before July 1st
- FY18 Accounts Payable Reminders
- YE Accrual Entries
- **Break**
- GL Balance Roll
- FY19 Sales Tax Configuration
- Project Types
- Payment Verification
- YE Corrective Retention Entries
- Grants
- **Q & A**



User Forum Update

Keith DeMartini

Accounts Payable

New Query Available: FSP_AP_UNPAID_VCHRS_BY_DEPT

- FSP_AP_UNPAID_VCHRS_BY_DEPT will provide a list of all unpaid vouchers by department.
- The query will help departments conduct research on all open vouchers that will need to be addressed during Year-End Close.
- The query can be used to help departments look at all open vouchers that will need to be addressed and may impact the PO Roll and Budget Roll.

Business Compliance Voucher Matching Rule Changes

Treasury and Tax (TTX) has advised that Business Compliance needs to have additional rules so matching becomes more accurate. Below is the chart provided by TTX.

Certificate Class	Cert Exp Date	Old Match Rule Action	New Match Rule Action
DND	BLANK	PASS	PASS
BLANK	BLANK	PASS	FAIL
TAX	> TODAY'S DATE	PASS	PASS
TAX	< TODAY'S DATE	FAIL	FAIL
TAX	BLANK	PASS	FAIL
DLQ	> TODAY'S DATE	PASS	FAIL
DLQ	< TODAY'S DATE	FAIL	FAIL
DLQ	BLANK	PASS	FAIL
EX	> TODAY'S DATE	PASS	PASS
EX	< TODAY'S DATE	FAIL	FAIL
EX	BLANK	PASS	FAIL

FY18 Year-End & FY19 Prep

Key Year-End Timeline Items

Date	Item
6/19	FY19 interim budget was loaded into PS, for view only access
6/21	All new and changes to existing chart fields for FY19 were loaded into PS
6/21	Departments can begin creating purchase orders using FY19 budget
7/1	FY19 accounting and budget periods were opened
7/20	departments to run PO query and submit list of PO encumbrance carryforward to AOSD
8/3	FY19 final budget to be loaded into PeopleSoft
8/17	PO and budget roll of continuing fund remaining balances from FY18 to FY19

Key New Year Issues

- Submit new FY19 combo code requests (Fund/Dept/Authority/Agency Use) via ticket to SF Employee Portal Support ASAP
- Submit new Time Allocation Task Profiles requests via ticket to SF Employee Portal Support ASAP

Expenses

SF Financials System

Focus Area	Description
Chart Field Management	<ul style="list-style-type: none">• Configuration change to allow HR supervisors, expense managers and AOSD approvers to change chart fields.• Job aid posted to knowledge center, going live on 7/13/18.• People & Pay researching how to include the ASO position chart fields for employees on the interface to Financials.• Encourage users to copy from a prior expense report to minimize data entry and copy chart fields.
Delegation	<ul style="list-style-type: none">• Discontinuing mass delegation requests to Systems division.• New role that will allow limited department staff to delegate the ability to enter a travel authorization, cash advance and expense report on someone's behalf.• Working with AOSD on confirming department staff who should be role mapped.

Copying from an Expense Report

Did you know that you can copy a new expense report from an existing expense report?

There are many ways to enter your expense report. Copying from a prior report might be best if you have frequent, recurring types of expenses (i.e. weekly or monthly field expenses) where descriptions and chart fields don't change too often. Please see the "[Create an Expense Report from an Existing Expense Report](#)" UPK.

Delegating Your Approvals when Out of the Office

As an approver, you may want to assign another approver to manage items that need approving. Approver users can assign a Proxy user for a specified date range to make approvals on their behalf.

Once you assign a Proxy user for a date range, he or she will be able to approve all the transaction types that you have access to. You cannot pick and choose which transactions the alternate user has access to; all approvals will be routed to the Proxy user during the date range selected.

NOTE: The Proxy user must have the approval roles assigned (role mapped) in the system for all your valid workflows.

For step-by-step instructions on setting up a Proxy user for approvals, see the Job Aid: ["Financials: Reassignment of Workflow Approval 5-25-18"](#).

DHR Online Tuition Reimbursement Deadlines

Last day for department representatives to request new account information (in order to submit a FY17/18 request): **June 20th at noon**

Last day to submit FY17/18 pre-approval request: **June 30th**

Last day for supervisors to approve expense reports: **July 16th**

Please submit your pre-approval request as soon as possible. Any expenses incurred on or after July 1, 2018 will **NOT** be reimbursed with FY17/18 funds.

Batch Schedule Changes

Batch Schedule Changes

As part of our continued system enhancement effort, please be aware that the processing schedule for several batch jobs have been revised as indicated below:

- Journal Generation will be changed from 4 times a day to daily at 8:00pm Monday through Friday
- Voucher Posting will be changed from 10:00am to 8:00pm hourly Monday through Friday to 10:00 am to 6:00pm hourly Monday through Friday
- Inventory Par Replenishment Request will be changed from daily runs of every 30 minutes to an hourly process
- PO AUTOSRC DPH Stockless SF001 will be changed from daily runs of every 15 minutes to an hourly process
- Commitment Control Budget Process for Purchase Order will change from daily runs of every 15 minutes to every 30 minutes

Changes took effect on 6/22/18.

Fixed Assets Update

Andrea Gremer

Equipment Asset Purchases:

- CON - Capital asset determined at purchasing – NIGP Codes mapped to Profile IDs
- CON/DEPT - Completeness check through PO List analysis
- DEPT - Any assets missed will need to be manually input

Capital Projects:

- DEPT - Relate Projects to new or converted CIP Assets
- DEPT - Assign transactions to assets
- DEPT - Place assets into service by recategorizing
- DEPT - Adjust assets accordingly for any non-capital costs

**** Users Must be Role Mapped as Soon as Possible ****

- Risk of double booking cash through AM & Cash Management
- In **Asset Management**
 - Record the disposal as usual, but leave “Proceeds” field blank
- To **record the proceeds/cash receipt:**
 - If an Accounts Receivable is set up:
 - Use account 476199 Gain-Loss-Sale of Fixed Assets as offsetting account to AR
 - If no AR is set up:
 - Use account 476199 Gain-Loss-Sale of Fixed Assets as offsetting account to cash

Cost Rollforward:

- CON_GLAM_AM_ASSET_BAL_BY_FY

Depreciation Rollforward:

- CONAOSD_ACCUM_DEPR_ROLLFORWARD

Capital Project Transaction Detail:

- CONAOSD_PC_PROJECT



Queries are based on Reporting Tables in Asset Management. In other words, the Reporting Tables must be populated for data to appear.



Query is based on transactions hitting Project Costing. Not all analysis types are included. Analysis types available for capitalization: ACT, GLE, PAY, MND, and MNR

Budget – Continuing Funds

Jane Yuan

Continuing Funds

- For continuing funds without any FY19 budget additions, if you need to spend or encumber before the system budget carryforward, please contact your fund accountant for a temporary solution.

FY18 PO/Requisition Reminders

PO Carryforward Requests Due 7/20/18

- Run query [FSP_PO_ENC_DTL_W_APRO_CF](#)
- Accounting Date: 01/01/1900 to 6/30/18

FSP_PO_ENC_DTL_W_APRO_CF - PO Encumbrance Balance CF

*Budget Period

*Ledger Group 

*From Acctg Date 

*To Acctg Date 

*Enter Department 

or Dept ID/Dept Rollup ID 

Account 

Fund 

Authority 

Project 

*SetID 

Buyer 

- Add a column to indicate if each PO is to be carried forward or closed



Carryforward/Close	Supplier	PO No.	Line No.	Distrib Type	Budget Period	Encumbrance Balance
Carryforward	BUDGET AND LEGISLATIVE ANALYST JV	0000087431	1	DST	2018	119903.090
Close	Bryan Goebel	0000179657	1	DST	2018	1500.000
Close	DAILY JOURNAL CORPORATION	0000051334	2	DST	2018	12822.800
Close	DAILY JOURNAL CORPORATION	0000100073	1	DST	2018	14761.600
Close	DAILY JOURNAL CORPORATION	0000100083	1	DST	2018	5064.920
Carryforward	DIAMOND TECHNOLOGY INC	0000190529	1	DST	2018	598.000
Carryforward	DIAMOND TECHNOLOGY INC	0000190529	1	STX	2018	50.830

- Any Purchase Orders not reflected on the report will be closed
- Purchase Orders can only be carried forward at the PO level; not line level
 - All lines belonging to the same PO should have the same Carryforward/Close indication
- Submit the spreadsheet to Fund Accountants by 7/20/18

- For any PO to be closed or rolled, the "PO Budget Status" must be valid and there must be no pending (i.e. unposted vouchers)

Example: PO CAN be closed or rolled (if approved)

Dept	Supplier	Buyer	PO No.	PO Ref	Line No.	Sched No.	Distrib Line No.	PO Date	Last Activity Date	PO Status	PO Budget Status	Distrib Type	Budget Period	Current PO Amt	Posted Amt	Voucher Activity Amt	Encumbrance Balance	Released Vouchers Status	No. of Unposted Vouchers	Ledger Group	Fund Closeout Type
1	PUC 21 TECH	Guerrero,Romeo A	0000110374	EPS ACS Subscription Renewal	1	1	1	10/11/2017	04/04/2018	Dispatched	Valid	STX	2018	0.00	841.160	0.000	841.160	No Pending Vchr(s)	0	CC_APPROP	Annual Fund
2	PUC 21 TECH	Hu,Angela R	0000193430	PUC_INF SFBid Maintenance Yr3	1	1	1	06/15/2018	06/19/2018	Dispatched	Valid	DST	2018	42436.00	42436.000	0.000	42436.000	No Pending Vchr(s)	0	CC_APPROP	Annual Fund
3	544 GOLDEN GATE ASSOCIATE LLC	Hu,Angela R	0000074126	DPUC17000086	1	1	2	05/16/2017	07/03/2018	Dispatched	Valid	DST	2018	11082.44	11082.440	4991.300	6091.140	No Pending Vchr(s)	0	CC_APPROP	Annual Fund
4	544 GOLDEN GATE ASSOCIATE LLC	Hu,Angela R	0000074126	DPUC17000086	1	1	2	05/16/2017	07/03/2018	Dispatched	Valid	STX	2018	0.00	4485.360	0.000	4485.360	No Pending Vchr(s)	0	CC_APPROP	Annual Fund
5	544 GOLDEN GATE ASSOCIATE LLC	Hu,Angela R	0000074126	DPUC17000086	2	1	2	05/16/2017	07/03/2018	Dispatched	Valid	DST	2018	206.89	206.890	0.000	206.890	No Pending Vchr(s)	0	CC_APPROP	Annual Fund

- For any PO to be closed or rolled, the "PO Budget Status" must be valid and there must be no pending vouchers (i.e. unposted vouchers)

Example: PO CANNOT be closed or rolled

Dept	Supplier	Buyer	PO No.	PO Ref	Line No.	Sched No.	Distrib Line No.	PO Date	Last Activity Date	PO Status	PO Budget Status	Distrib Type	Budget Period	Current PO Amt	Posted Amt	Voucher Activity Amt	Encumbrance Balance	Releated Vouchers Status	No. of Unposted Vouchers	Ledger Group	Fund Closeout Type
1	MTA BAY REPROGRAPHIC & SUPPLY INC	Sato,Hirokazu	0000077888	MTA_CP&C_Bond Paper_Leila Hadd	1	1	1	07/07/2017	07/03/2018	Compl	Error	STX	2018	33.66	33.660	0.000	33.660	No Pending Vchr(s)	0	CC_APPROP	Annual Fund
2	MTA CALUMET ARMATURE & ELECTRIC CO INC	conversion_buyer	0000049740	POPT97000168	1	1	1	08/05/1996	12/14/2017	Approved	Not Checkd	DST	2018	128380.00	128380.000	0.000	128380.000	No Pending Vchr(s)	0	CC_APPROP	Continuing Fund
3	MTA CAPTURE TECHNOLOGIES INC	Sato,Hirokazu	0000079669	MTA_SS_BADGING SUPPLIES	9	1	1	07/14/2017	05/16/2018	Denied	Not Checkd	DST	2018	260.64	269.460	260.640	8.820	No Pending Vchr(s)	0	CC_APPROP	Annual Fund

Dept	Supplier	Buyer	PO No.	PO Ref	Line No.	Sched No.	Distrib Line No.	PO Date	Last Activity Date	PO Status	PO Budget Status	Distrib Type	Budget Period	Current PO Amt	Posted Amt	Voucher Activity Amt	Encumbrance Balance	Releated Vouchers Status	No. of Unposted Vouchers	Ledger Group	Fund Closeout Type
1	AIR A G S INC	Lin,Quan	0000106675	AIR8623.50 AsNeeded GeoTech	2	1	1	09/28/2017	07/02/2018	Dispatched	Valid	DST	2018	75400.00	75400.000	73138.000	2262.000	Unpost Vchr(s) Exist	1	CC_APPROP	Continuing Fund
2	AIR COMPUTERLAND SILICON VALLEY	Wells,Deborah M	0000182015	AIRITT-Dell Laptop for Kara T	1	1	1	05/10/2018	07/07/2018	Dispatched	Valid	STX	2018	118.48	118.480	118.470	0.010	Unpost Vchr(s) Exist	1	CC_APPROP	Continuing Fund
3	AIR DPR CONSTRUCTION	Cheung,Jenny	0000094266	AIR11104.44 PMSS IIM	2	1	1	08/25/2017	07/02/2018	Dispatched	Valid	DST	2018	1100000.00	1100000.000	1082985.680	17014.320	Unpost Vchr(s) Exist	1	CC_APPROP	Continuing Fund
4	AIR FISHER DEVELOPMENT, INC.	Cheung,Jenny	0000163717	AIR11001.66_Wayfinding Enhance	4	1	1	03/19/2018	07/06/2018	Dispatched	Valid	DST	2018	1183285.00	1183285.000	1088416.180	94868.820	Unpost Vchr(s) Exist	1	CC_APPROP	Continuing Fund
5	AIR INTL TERMINAL ENHANCEMENT PARTNERS JV	Lin,Quan	0000117624	AIR11055.41	5	1	1	10/30/2017	07/06/2018	Dispatched	Valid	DST	2018	120000.00	120000.000	107451.540	12548.460	Unpost Vchr(s) Exist	1	CC_APPROP	Continuing Fund

Departments Close PO/Requisitions by 8/3/18

- Departments are required to close all POs not being carried forward and all requisitions by 8/3/18, including POs with zero balance.
- Pre-requisite Workflow: Voucher Post/Delete → PO Close → Requisition Close
- Note there are approximately **112,000** open FY18 POs and **45,000** open FY18 Requisitions
- **Job Aid - Purchase Order**
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000223079-understanding-change-order-cancel-close-finalize-processes-for-purchase-orders>
- **Job Aid – Requisition:**
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000224681-understanding-cancel-close-finalize-processes-for-requisitions>
- Query on open requisitions: **FSP_REQ_PREENC_DTL_W_APRO_CF**
- Query on unposted vouchers: **FSP_AP_UNPOSTED_VCHRS_BY_DEPT**
- Query on open receipts: **FSP_RECV_NOT_FULLY_VCHR**

CON Close Non-Carryforward POs and All Requisitions by 8/16/18

- All remaining open POs not requested and approved for carryforward and all requisitions will be centrally closed by the Controller's Office by 8/16.
- All vouchers related to such POs must be posted and paid by 8/10/18

Restoration of Contract Balance

- The Purchase Order module for FY18 will be reopened until 8/3/18 to resolve inaccurate contract balances and other outstanding issues. Entries are limited to:
 - Purchase Order Cancellations
 - Change Orders to Decrease PO Amount
- **Departments may NOT:**
 - Create new FY18 Purchase Orders
 - Create Change Orders to *Increase* FY18 PO Amounts

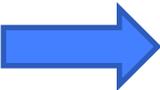
FY19 PO Created before 7/1/18

Errors on FY19 POs Created before 7/1/18

- Some FY19 Purchase Orders that were created prior to July 1st, 2018 may have their associated sales tax encumbrances in the incorrect budget year
- Although the PO encumbrance is correctly recording the merchandise amount in FY19, the sales tax encumbrance is still in FY18

Example:

- PO setup with Accounting Date in FY19
- Associated Sales Tax is \$85

Amount Summary ?			
	Merchandise	1,128.00	
	Freight/Tax/Misc.	85.00	
	Total Amount	1,213.00	USD
	Encumbrance Balance	1,213.00	USD

PO Header Details

PO Details

Supplier: GENVEOCORP-001 PO Date: 07/01/2018
 *PO Type: GEN Budget Status: Valid
 *Billing Location: 14090 Billing Address: Tax Exempt
 Origin: ONL Online ID:
 Use One Ship To Letter of Credit ID: Ship To: 14090

Currency

Currency Code: USD Exchange Rate Detail Base Currency: USD
 Rate Date: 01/01/1901 Exchange Rate: 1.00000000
 Rate Type: CRRNT

Process Control Option

Dispatch Acknowledgements required for: Not required
 *Method: Print Accounting Date: 07/01/2018 31
 Template ID: Accounting Template: STANDARD

Custom Fields

OK Cancel Refresh

- Despite the FY19 Accounting Date, the sales tax amount for \$85 is incorrectly still in FY18

Purchase Order	Supplier ID	Account	GL Unit	Encumbrance Balance	Closed Value	Budget Period	Fiscal Year
194864	23106	552115	SFGOV	 85	N	2018	2019
194864	23106	535520	SFGOV	1,000.00	N	2019	2019
194864	23106	535210	SFGOV	128	N	2019	2019

Errors on FY19 POs Created before 7/1/18

The following departments have existing POs with the error:

ASR, BOS, DAT, DBI, DPH, DPW, MTA, POL, PUC, REC, and RET

To correct, please follow these steps:

1. Open the PO and update to tax exempt.
2. Save the PO.
3. Open PO again and set to tax applicable.
4. Save and budget check the PO.

For the Departments listed above, please contact your fund accountant for additional details, including a list of affected POs or refer to the SF Change Pulse sent on July 6th.

FY18 Accounts Payable Reminder

FY18 Voucher Payments

- Please make sure both the **Accounting Date** and the **Budget Date** are 6/30/18 or before.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV
 Voucher ID 00430931
 Voucher Style Regular Voucher
 Invoice Date 06/12/2017
 Invoice Received 06/20/2017

Invoice No. POR1234
Accounting Date 06/21/2018
 *Pay Terms 030 N30
 Basis Date Type Acct Date
 Tax Exempt

RECOLOGY SUNSET SCAVENGER COMPANY
 Supplier ID 0000012408
 ShortName RECOLOGYSU-001
 Location MAIN
 *Address 1

Supplier Control Group

Invoice Total
 Line Total 721.18
 *Currency USD
 Miscellaneous
 Freight
 Sales Tax
 Use Tax 61.30
 Total 721.18
 Difference 0.00

Sales/Use Tax Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Custom Fields
 Supplier 360

Save Action Run Calculate Print

Copy From Source Document
 PO Unit PO Number Copy PO Copy From None Go

Invoice Lines
 Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item U7320-80
 Quantity 1.0000
 UOM EA
 Unit Price 721.18000
 Line Amount 721.18

SpeedChart
 Ship To 10520
 Description SVC.REFUSE COLLECTION & RECY
 Packing Slip
 Contract Info 1000001541|1|10|152
 Supplier ID
 Supplier Name

Purchase Order
 SFGOV|0000078742|1|1
 Associate Receiver(s)
 Amount Only
 Adjust PO Percentage
 Allocate by Percentage

One Asset
 Sales/Use Tax

Calculate

Distribution Lines
 Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Ref	OpenItem	Budget Date	Finalize	PO Finalized
<input type="checkbox"/>	1	100.0000	100.0000	721.18	1.0000			06/21/2018	<input type="checkbox"/>	N

Journal Vouchers

- For Journal Vouchers, the **Accounting Date** and **Budget Date** must always be the same to properly reflect the abatement
- E.G. for FY18 Abatements, the Accounting Date on the Header and Budget Date on **all** distribution lines must be 6/30/18 or before

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit SFGOV
 Voucher ID 00439275
 Voucher Style Journal Voucher
 Invoice Date 06/30/2018
 Invoice Received 06/30/2018

Invoice No Adj NOVA RTW Feb 18
Accounting Date 06/30/2018
 Pay terms 030 N30
 Basis Date Type Acct Date

Invoice Total

Line Total	0.00
*Currency	USD
Total	0.00
Difference	0.00

Supplier ID 0000024597
 ShortName BAYAREAVID-001
 Location MAIN
 *Address 2

Supplier: **BAY AREA VIDEO COALITION**
 Related Voucher 00326427

Sales/Use Tax Summary
 Session Defaults
 Comments(1)
 Attachments (1)
 Template List
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 Supplier 360

▼ Distribution Lines Personalize | Find | View 1 | First

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	Affiliate	Fund Affil	TRIO	Oper Unit	Budget Ref	OpenItem	Budget Date
+ -	1	-26,908.84								06/30/2018
+ -	2	26,908.84								06/30/2018
+ -	3	26,908.84		SFGOV	10770					06/30/2018
+ -	4	-26,908.84		SFGOV	10770					06/30/2018

FY18 Voucher Payments

- If the budget date for a FY18 voucher is wrong (i.e. after 6/30/18), please refer to the **"Accounts Payable: Processing Vouchers with Correct Budget Date"** Job Aid: <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000228096-processing-vouchers-with-correct-budget-date>

Search results for "Processing Vouchers"

 **Processing Vouchers** with Correct Budget Date **ACCOUNTS PAYABLE**
on a voucher. Topic 1: **Processing vouchers** with correct budget date (before
2018-07-10 11:00:28 -0700



City and County of San Francisco

Accounts Payable: Processing
vouchers with correct budget date

FY18 Voucher Payments

- Update 1 on the Job Aid (Topic 3): When unposting a voucher, please check “Use Specific Date” and input the same accounting date as shown in the header of the voucher.

The screenshot displays the 'UnPost Voucher' interface with the following sections:

- UnPost Voucher | Voucher Details**
- Business Unit** SFGOV **Voucher** 00430933
- Supplier**
 - Supplier ID 0000012408 RECOLOGY SUNSET SCAVENGER COMPANY
 - Short Name RECOLOGYSU-001
- Voucher Information**

Invoice RTE8976	Origin ONL
Date 06/10/2018	Group
Gross Amount 1,450.00	USD
- Update Voucher**
 - *Accounting Date 06/21/2018
- Reversal Accounting Date**
 - Business Unit Default
 - Use Current Date
 - Use Specific Date
 - Accounting Date 06/21/18
- Unpost**

FY18 Voucher Payments

- Update 2 on the Job Aid (Topic 4): Do NOT prepare or post an accrual entry. Instead, process a \$0 Regular Voucher to allocate the expenditure to the correct FY in KK. A revised Job Aid will be posted soon.

TOPIC 4: CORRECTING WRONG BUDGET DATE ON A VOUCHER AFTER POST /AND PAID

Procedure Steps

Scenario 1: Department did not correct the Budget date from the Topic 1 and voucher has been budget checked, approved, posted and paid even though they have been processed against CC_APPROP budget in BP2019.

Department noticed the Budget date error and would like to correct them.

Step	Action
1.	If the Voucher has been Paid, please prepare a year end expenditure accrual entry. For questions on accrual entries, please contact your fund accountant.

YE Accrual Entries

New Journal Classes

- “YEAPACCR”
 - YE Accounts Payable Accruals
- “YEACCRADJ”
 - YE Non-AP Accruals and Adjustments

SETID	JOURNAL CLASS	DESCRIPTION
SHARE	PAYADJ	Payroll Adjustments from GL
SHARE	CORRGLCNV	Corrections for GL Conversion
SHARE	CORRKKCNV	Corrections for KK Conversion
SHARE	EXTERNAL	External Systems
SHARE	DISBURSE	Disbursements
SHARE	PAYROLL	Payroll
SHARE	FY17ADJ	FY17 Adjustment in FY18
SHARE	YEAPACCR	YE Accts Payable Accrual
SHARE	YEACCRADJ	YE non-AP Accrual and ADJ

A/P Accruals

Accrual Entry for A/P Accruals

1. When creating your accrual journal entry, be sure to classify it as a **Non-Adjusting Entry** and choose **Actuals Ledger** and **YEAPACCR** for its ledger group and journal class.

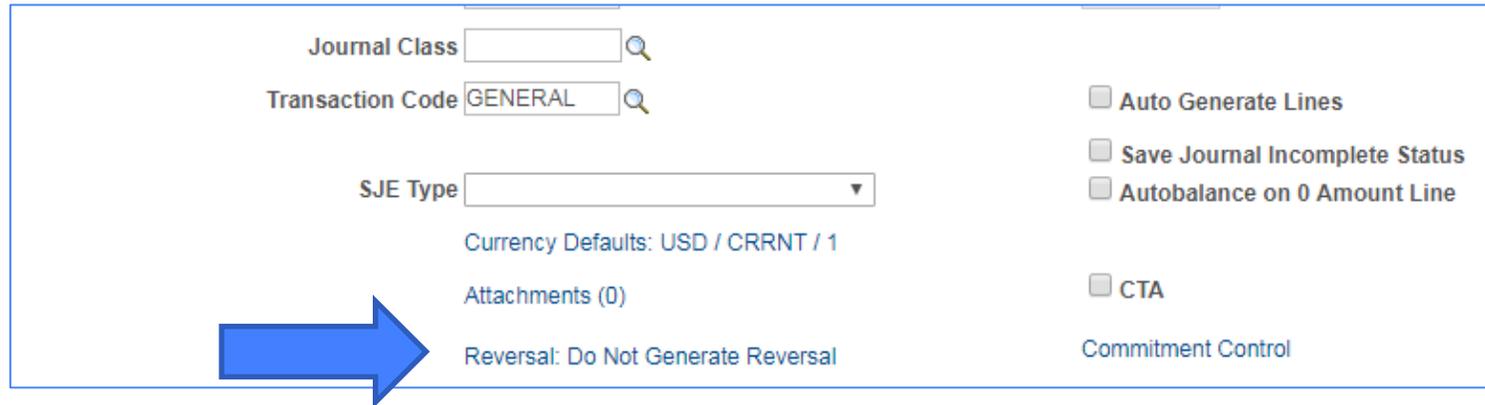
The screenshot shows a software interface for creating a journal entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active. The form contains the following fields and values:

- Unit: SFGOV
- Journal ID: NEXT
- Date: 06/30/2018
- Long Description: Enter GL Journal Line with Reversal Entry Options (205 characters remaining)
- *Ledger Group: ACTUALS (indicated by a blue arrow pointing right)
- Ledger: (empty)
- *Source: CON
- Reference Number: (empty)
- Journal Class: YEAPACCR (indicated by a blue arrow pointing right)
- Transaction Code: GENERAL
- Adjusting Entry: Non-Adjusting Entry (indicated by a blue arrow pointing left)
- Fiscal Year: 2018
- Period: 12
- ADB Date: 06/30/2018
- Auto Generate Lines: (checkbox)

A/P Accruals

Auto-reversal for A/P Accruals

2. Click on the "Reversal: Do Not Generate Reversal" link



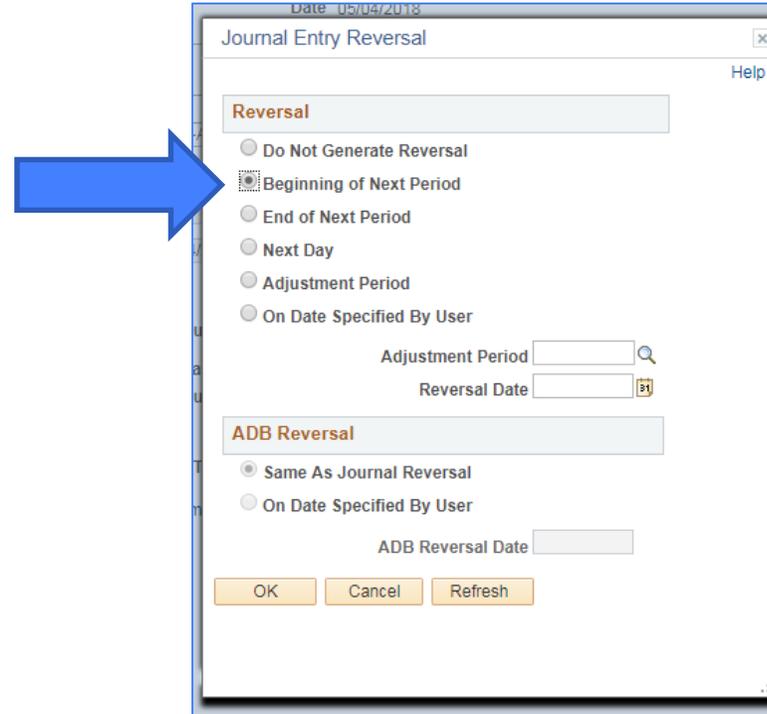
The screenshot shows a software interface for A/P Accruals. It includes the following elements:

- Journal Class**: A searchable text field.
- Transaction Code**: A searchable text field containing the value "GENERAL".
- SJE Type**: A dropdown menu.
- Currency Defaults**: Displayed as "USD / CRRNT / 1".
- Attachments**: Displayed as "(0)".
- Reversal: Do Not Generate Reversal**: A link that is highlighted by a large blue arrow pointing to it from the left.
- Auto Generate Lines**: A checkbox.
- Save Journal Incomplete Status**: A checkbox.
- Autobalance on 0 Amount Line**: A checkbox.
- CTA**: A checkbox.
- Commitment Control**: A label.

A/P Accruals

Auto-reversal Entry for A/P Accruals

3. Click on the "Beginning of Next Period" and press OK



The journal entry will automatically reverse in FM1, FY2019

A/P Accruals

4. Make sure to input the PO ID in the Reference field of the Journal Lines

Header | **Lines** | Totals | Errors | Approval

Unit SFGOV Journal ID NEXT Date 05/09/2018
Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ **Lines**

Select	Line	Activity	Agency Use	Amount	Reference	PC Bus Unit	An Type▲
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0000154544	<input type="text"/>	<input type="text"/>



Break



GL Balance

Min Fang

GL Balance Roll

- General Ledger (GL) balances were converted to PS with no Department Codes. Controller's Office assigned generic Department Codes to FY17 GL balances and uploaded the entries on May 30, 2018
 - Since GL balances exist only at project level in PS, one activity code is assigned to the GL balance of each project for the upload entries to go through.
 - A small amount of chartfields still had blank Department Codes after the upload

GL Ledgers	# of Chartfields W/O Dept Code As Of 5/31/18
ACTUALS	8
CAFR_FULL	60
CAFR_MOD	64

- GL balances were subsequently rolled from FY17 to FY18 on May 30, 2018
 - Note that the balances were rolled at Project level only, not Activity level.

FY19 Sales Tax

Sales Tax – FY19

- No change from FY18
- Expenditures (i.e. Merchandise Amount) and Sales Tax will remain in separate account codes for FY19
- Sales Tax: Account Code 552115

Project Types

Two New Project Types

- "TECHC"
 - COIT Funded Technology Projects
- "CAPCP"
 - CPC Funded Capital Projects

PROJECT_TYPE	DESCR
OPR	Operating
ADMIN	Administrative
TECH	Technology
RCVY	Disaster Recovery
EVENT	Special Events
CAP	Capital
MAINT	Maintenance
TECHC	Technology – COIT Funded
CAPCP	Capital – CPC Funded

Payment Verification

Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Payment](#)



Payment Inquiry

[Search Criteria](#)
[Sorting Criteria](#)

Payment Inquiry Result Personalize | Find | View All | First 1-2 of 2 Last

[Payment Details](#) | [Additional Info](#) | [Supplier Details](#) | [Financial Gateway](#)

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	00040595	Electronic Funds Transfer	101,586.86	USD	05/30/2018	05/31/2018	Paid	Reconciled	06/04/2018
▼ Actions	VCHR	00040595	System Check	44,063.15	USD	11/16/2017	11/16/2017	Paid	Reconciled	11/29/2017

Payment Inquiry Result											Personalize	Find	View All			First	1-2 of 2	Last
Payment Details		Additional Info		Supplier Details		Financial Gateway												
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date								
▼ Actions	VCHR	00040595	Electronic Funds Transfer	101,586.86	USD	05/30/2018	05/31/2018	Paid	Reconciled	06/04/2018								

“Reconciliation Status”

- **Reconciled:** Payment has cleared the bank; cash reconciliation has been performed
- **Outstanding:** Payment may or may not have cleared the bank; cash reconciliation has **not** been performed. Please check with Cash Disbursement to see if an “outstanding” payment has cleared bank.

“Reconciliation Status” May Revert from “Reconciled” to “Outstanding”

- If EFT funds are returned to the City, the cash team will un-reconcile the entire batch from that day. Once the status is resolved, the cash team will re-reconcile the batch.
- Although the EFT has been completed, the reconciliation status will remain “outstanding” until cash reconciliation is performed again

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSP_AP_OUTSTANDING_CHECKS	Outstanding Checks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Personalize | Find | View All | First 1 of 1 Last

- Reporting Tools > Query > Query Viewer
- Query Name: [FSP_AP_OUTSTANDING_CHECKS](#)
- The conditions for “Reconciliation Status” field still apply

FSP_AP_OUTSTANDING_CHECKS - Outstanding Checks

Bank A/c No Begins With

Corrective Retention Entries

Retention Clean-up/Corrective Entries

If vouchers with retention are posted with an incorrect funding source, to reflect correct retention payable balance at year-end, Departments shall create AP journal vouchers and GL journal entries to reclassify all of the following: **Expenditures**, **Cash**, **Accounts Payable** and **Retention Payable**, to the correct funding source.

Retention Example

- The Department makes a voucher payment in FY18 but uses the wrong funding source ("Fund A"). The payment is for \$1000, with \$900 due to contractor and \$100 held as retention. Retention payment withholding is achieved through checking the "Hold Payment" box.

Voucher Payment w/ Retention Line

Dr. Expenditures (A)	\$1000	
Cr. Cash (A)		\$900
Cr. Accounts Payable (A)		\$100

<u>Expenditures (A)</u>	<u>Expenditures (B)</u>	<u>Accounts Payable (A)</u>
\$1,000		\$100
<u>Retention Payable (B)</u>	<u>Cash (A)</u>	<u>Cash (B)</u>
	\$900	

Retention Example

- The Department should create a journal voucher to reclassify Expenditures and Cash from incorrect Fund A to the correct funding source ("Fund B"). Note that Accounts Payable balance for the retention will stay in Fund A.

Corrective Journal Voucher

Dr. Expenditures (B)	\$1000	
Dr. Cash (A)	\$1000	
Cr. Expenditures (A)		\$1000
Cr. Cash (B)		\$1000

<u>Expenditures (A)</u>		<u>Expenditures (B)</u>		<u>Accounts Payable (A)</u>	
\$1,000	\$1,000	\$1,000			\$100
<u>Retention Payable (B)</u>		<u>Cash (A)</u>		<u>Cash (B)</u>	
		\$1,000	\$900		\$1,000

Retention Example

3. At year-end, all Accounts Payable balances tied to retention must be reclassified under Retention Payable. For reclassification of Accounts Payable in the incorrect funding source, the entries shall be marked for auto-reversal if the Retention Payment will be made in FY19. Note that Retention Payable should be credited in the *correct* funding source.

YE Reclassification from A/P to Retention Payables

Dr. Accounts Payable (A)	\$100	
Dr. Cash (B)	\$100	
Cr. Retention Payable (B)		\$100
Cr. Cash (A)		\$100

Expenditures (A)		Expenditures (B)		Accounts Payable (A)	
\$1,000	\$1,000	\$1,000		\$100	\$100
Retention Payable (B)		Cash (A)		Cash (B)	
	\$100	\$1,000	\$900	\$100	\$1,000
			\$100		

Retention Example

- In FY19, the reclassification entry will be auto-reversed, re-establishing the retention balance in Fund B to Accounts Payable in Fund A. The Accounts Payable balance in Fund A will be cleared when retention payment is made in FY19.

Auto-reverse from FY18 Entry

Dr. Retention Payable (B)	\$100	
Dr. Cash (A)	\$100	
Cr. Accounts Payable (A)		\$100
Cr. Cash (B)		\$100

Expenditures (A)		Expenditures (B)		Accounts Payable (A)	
\$1,000	\$1,000	\$1,000		\$100	\$100
					\$100
Retention Payable (B)		Cash (A)		Cash (B)	
\$100	\$100	\$1,000	\$900	\$100	\$1,000
		\$100	\$100		\$100

Retention Example

- When retention is due, the Department will uncheck the "Hold Payment" box on the original voucher. Accounts Payable balance in Fund A is now cleared. No more Retention or Accounts Payable remaining for this payment.

Release retention from original payment

Dr. Accounts Payable (A)	\$100	
Cr. Cash (A)		\$100

Expenditures (A)		Expenditures (B)		Accounts Payable (A)	
\$1,000	\$1,000	\$1,000		\$100	\$100
				\$100	\$100
Retention Payable (B)		Cash (A)		Cash (B)	
\$100	\$100	\$1,000	\$900	\$100	\$1,000
		\$100	\$100		\$100
			\$100		

Retention Example

End Result:

Expenditures (A)		Expenditures (B)		Accounts Payable (A)	
\$1,000	\$1,000	\$1,000		\$100	\$100
				\$100	\$100
		\$1,000			
Retention Payable (B)		Cash (A)		Cash (B)	
\$100	\$100	\$1,000	\$900	\$100	\$1,000
		\$100	\$100		\$100
			\$100		\$1,000
					\$1,000

Retention Example

Additional notes:

If the retention payment will not be made in FY19, departments do not need to auto-reversal for the journal entry in Step 3. Instead, departments can do Step 4 manually [i.e. Dr. Retention Payable (Fund B) and Cr. Accounts Payable (Fund A)] in the fiscal year when the retention payment is made.

Grants

FY 2019 Grant Data Cleanup
Grant Management Report

Sally Chan

Remaining Schedule of Grant Key Dates

- **4th Quarter and 3-Column Grant Reconciliation sent to Departments**
 - July 23rd
- **Closeout Process is Complete for Inactive or Expired Grants**
 - July 31st
- **Reconciliation reports due from Departments**
 - August 10th
- **3-Column Grant Reconciliation due from Departments**
 - September 13th
- **Issuance of Single Audit Report for FY18**
 - January 25, 2019

Grants Data Cleanup – The Population

GRANT DATA POPULATION Source: BI Grant Management Report	COUNT	COMMENTS	START	END	STATUS
No PS Contract Number associated to Converted Grant	270	Count is by Project, Activity	7/2/2018	7/27/2018	In Progress
Identify grant end date for PS project associated to index/grant code and not assigned a contract number at conversion. Create PS contract for grants with end date after 6.30.17 and not assigned a contract number at conversion. Validate count of PS Contract per BI Grant Management Report against FAMIS Grant per EIS at 6.30.17.					
Inactive or Expired Grants with End Date of 6.30.17 or Earlier	363	Count is by each PS Contract Number	7/2/2018	9/17/2018	In Progress
Inactivate or close contracts for grants with end date of 6.30.17 or earlier, and no GL balances. Reconcile and cleanup GL and KK balances for grants with end date of 6.30.17 or earlier.					
Active Grants with End Date of 7.1.17 to 6.30.18	1,200	Count is by each PS Contract Number	7/2/2018	3/1/2019	In Progress
Analyze/cleanup grant data profile in customer contract module. Reconcile and cleanup GL and KK balances for grants with end date of 7.1.17 to 6.30.18. Inactivate or close contracts for grants with end date of 7.1.17 to 6.30.18 Validate FY 2018 ending balances from GL/KK to submodules/subledgers.					
Grants Charged to Incorrect Fund Sources	TBD		7/2/2018	3/1/2019	In Progress
Identify population subject to assessment & cleanup, particularly the "work arounds". Analyze downstream/upstream impact. Reconcile, cleanup and validate.					
Subrecipient Data associated to Active Grants	TBD		9/1/2018	TBD	Not Started
Identify list of suppliers included in SEFA2018 as subrecipients Validate SEFA subrecipient amount to supporting documentation. Reconcile and cleanup GL and KK balances. Validate FY 2018 ending balances from GL/KK to PO module. Identify and tag subrecipients in Supplier File					
Active Grants with End Date after 6.30.18	TBD				Not Started
Identify population subject to assessment & cleanup. Validate customer contract and award profile. Validate submodule balances to source documentation Validate GL/KK balances to submodules/subledgers.					

Grants Charged to Incorrect Fund Sources

- Incorrect Mapping
- Work Arouns

Grants With Incorrect Association

- Project Activity
- No Customer Contract

Expired Grants with GL Balances

- Surplus Cash or Other Assets
- Outstanding Liens or Other Liabilities in the GL
- Outstanding Encumbrances or Retention Balances

Grants with Abnormal GL Balances

- Cash Reconciliations
- Project NSF
- Budgets
- Advance Grants
- Unbilled Accounts Receivable

Grants Close Out

Determine grant process.

1. Grants with End Date of 6.30.17 or earlier
 - With no GL Balances, update Contract ID status.
 - With GL Balances, proceed to Grant Data Cleanup Process.

2. Grants with End Date of 7.1.17 to 6.30.18
 - Proceed to Grant Closeout Process.

DEPT	Grant_No Contract ID	Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	TOTAL COUNT
DPH	24	184	332	540
MTA	5	35	304	344
DEM	13	0	72	85
HOM	8	42	72	122
HSA	11	60	58	129
DPW	7	2	45	54
GNL	37	9	44	90
REC	7	0	33	40
ENV	7	2	30	39
DAT	4	9	26	39
ECN	3	0	26	29
MYR	20	0	22	42
POL	5	2	20	27
CHF	3	0	15	18
CPC	5	0	14	19
ADP	2	0	12	14
GEN	5	0	11	16
SHF	2	2	11	15
ART	5	0	10	15
JUV	4	3	8	15
PRT	5	0	7	12
PDR	2	0	6	8
TTX	7	1	6	14
FIR	5	3	5	13
HRD	2	0	2	4
AAM	0	0	1	1
AIR	2	0	1	3
CAT	1	0	1	2
CFC	0	0	1	1
CRT	8	0	1	9
DPA	1	0	1	2
HSS	2	0	1	3
LIB	2	0	1	3
WAR	1	0	1	2
ADM	13	0	0	13
ASR	2	0	0	2
BOS	1	0	0	1
CCD	5	0	0	5
CII	2	1	0	3
CON	2	0	0	2
CSS	2	0	0	2
DBI	2	0	0	2
FAM	1	0	0	1
HRC	1	0	0	1
NON	1	0	0	1
PUC	2	0	0	2
REG	1	0	0	1
RET	3	0	0	3
RNT	2	0	0	2
SCI	0	0	0	0
TIS	7	0	0	7
TJP	1	0	0	1
USD	6	8	0	14
WOM	1	0	0	1
TOTAL	270	363	1,200	1,833

Grants Management Report

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Navigate: BI -> Dashboard -> Grant Management -> Grant Financial Summary report

Site Map

- Financials**
 - Budgetary Control
 - Budget Vs Actual Overview
 - Financial Monitoring
 - Procurement Overview
 - General Ledger
 - Trial Balance
 - Accounts Payable
 - AP Overview
 - AP Invoice Tracking
 - AP Approval Workflow
 - Open Invoices
 - Voucher Lines
 - Voucher Payments
 - AP Transactions
 - Accounts Receivable
 - AR Overview
 - AR Transactions
 - Employee Expenses
 - Employee Expenses Overview
 - Expense Approval Workflow
 - Employee Expenses Details
- Human Resources - Payroll**
 - Salary & Fringe Benefits Overview
 - Salary & Fringe Benefits Details
 - Labor Distribution
 - Labor Projection Summary
 - Labor Projection Details
 - Labor Budget vs Projection
- Procurement**
 - Procurement Activity
 - Purchase Order Encumbrances
 - Supplier Spend Analyzer
 - Procure to Pay
 - Contracts
 - Strategic Sourcing
 - Procurement Approval Workflow
- Workflow**
 - Workflow Overview
 - Pending Approvals
- Projects & Awards**
 - Awards Overview

Status of Today's Data Refresh
Data current as of: 7/2/2018 - 3:00 AM

Technical Assistance
For all questions and problems, contact the User Support Team at sfemployeeportalsupport@sfgov.org

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[BI Dashboards & Reports Job Aid](#)
[BI Navigation & How to Guide](#)
[BI Reports Inventory List](#)
[BI Authors Development Guide](#)
[Using the Payroll Details Report](#)

Other BI Resources
[PeopleSoft Financial Application](#)
[Clearing Browser Cache](#)
[PeopleSoft Reports Inventory & Help Guides](#)

Message Board
Note: Excel download / export is limited to 30000 rows only. Please use CSV format for data downloads exceeding 30K limit.

Dashboards ▾ New ▾ Open

Most Recent(Welcome - page 1)

My Dashboard

CCSF

- Accounts Payable
- Accounts Receivable
- Awards
- CFO Dashboard
- Employee Expenses
- Grant Management**

Asset Management
SF EMPLOYEE PORTAL
Reports & Analytics

Search All

Grant Management

Home Catalog Favorites ▾ Dashboards ▾ New ▾

Sponsor Type --Select Value-- ▾	Fund Code --Select Value-- ▾	Department Group Code (All Column Value ▾	Authority Code --Select Value-- ▾	Account Code --Select Value-- ▾	Project Code --Select Value-- ▾	Project Owning Dept Group --Select Value-- ▾	Activity Code --Select Value-- ▾	Contract Number --Select Value-- ▾	Donor ID --Select Value-- ▾
Grant Type --Select Value-- ▾	Fund Name --Select Value-- ▾	Department Code --Select Value-- ▾	Authority Name --Select Value-- ▾	Account Name --Select Value-- ▾	Project Name --Select Value-- ▾	Project Owning Dept Code --Select Value-- ▾	Activity Name --Select Value-- ▾	Contract Name --Select Value-- ▾	Donor Name --Select Value-- ▾
		Department Name --Select Value-- ▾						CFDA --Select Value-- ▾	

Apply Reset ▾

Grant Financial Summary
This report displays budget(KK Module) and actuals(GL Module) data for all grant related projects. Grant related projects are defined as projects that have activities associated to an award.
Time run: 12:44:29 PM

FY	Comment Type	Sponsor Type	Grant Type	Fund Code	Fund Name	Fund Description	Department Group Code	Department Code	Department Name	Fund Lvl 1 Name	Authority Code	Authority Description	Project Code	Project Name	Project Status	Project Owning Dept Group	Project Owning Dept Code	Activity Code	Activity Name	Account Lvl 2 Code	Account Code	Account Name	Account Description
2018	AID	FP		16940	16929CPGCP	CP R&P Capital Impvt-Oth	REC	262676	REC Capital Projects	Recreation and Park Projects	10001	Grants	10032235	RP Tennis Resurface Grant	Open			0001	RP Reserve	EXPENDITURE	527040	5210NPSvcs	Construction Contracts

Grants

Close Out

Grants Close Out

Draft Format of Checklist

Department Name: _____

Prepared By: _____ Date: _____

Dept. CFO Approval _____ Date: _____

Fund Accountant Approval: _____ Date: _____

#	Grant Close Out List	Yes	No	Comments
1	Grant has expired and no extension has been made.			
2	Grant funds are fully utilized and incurred costs have been recovered.			
3	All ineligible costs have been transferred out of the grant project.			
4	Encumbrances are fully liquidated			
5	All excess cash funds have been returned to Grantor, if applicable.			
6	Cash balance of the grant is zero and reconcile with the Bank Statement.			
7	GL asset and liability accounts are zero.			
8	Financial reports have been submitted to Grantor.			
9	Actual revenues and expenditures reconcile with the BI Grant Management Report.			
10	Actual revenues and expenditures reconcile with the reports to the funding agency.			
11	Grantor has given instructions for remaining grant budget, if applicable.			
12	Final reconciliation is done and all adjustments to the grant are complete			
12	Federal Uniform Guidance procedures were followed in closing out of the federal grants.			
#	Grant Close Out in the Financial Systeem	Yes	No	Comments
1	All remaining grant budget have been closed out with a budget journal entry in the Commitment Control Module			
2	Identify the grant contract in the Contract Module with a "Closed" status, so that no more bilings can be run.			

This can serve as the Department Representation that the closeout process is complete.

Work with your Fund Accountant.

Grant Close Out

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PeopleSoft SEFA Report
BI Report run date: 06/20/2018 (Production data as of 06/19/2018)

Project Lead	Project Owning Dept	Project Code	Project Name	Activity Code	Activity Name	Multiple FAMIS Grant	FAMIS Grant	Fund Code	Fund Description	FAMIS Subfunc	Multiple FAMIS subfun	Sponsor Type	Donor Name	Grant Type	CFDA	Contract Number	Contract Name	Contract Status	Project Status	Contract Start Date	Contract End Date	FAMIS Grant Closing Date or Plan End Date		
HSA	HSA	10000400	HS AG Elder Ab	0001	Elder Abuse Preve	No	AGELAB17	T	14560	SR Senior Cit	2SSCPGN	Yes	State	1000001594	CA Dept C	Pass-Through	93.041	CNV10000400	HS AG Elde	ACTIVE	Open	7/1/2016	9/30/2017	6/30/2017
HSA	HSA	10000400	Tota																					

PeopleSoft SEFA Report
BI Report run date: 06/20/2018 (Production data as of 06/19/2018)

				PeopleSoft - FY18 Activities					PeopleSoft - FY17 Balances					PeopleSoft - FY18 Balances				
Project Lead	Project Owning Dept	Project Code	FAMIS Grant Closing Date or Plan End Date	Sum of Budget (Sources)	Sum of Actual (Sources)	Sum of Budget (Uses)	Sum of Actual (Uses)	Sum of GL Actuals (Assets, Liabilities, Fund Bal)	Sum of Budget Sources (PY)	Sum of Actual Sources (PY)	Sum of Budget Uses (PY)	Sum of Actual Uses (PY)	Sum of GL Actuals PY (Asset, Liabilities, Fund Bal)	Sum of Budget Sources (All Year)	Sum of Actual Sources (All Year)	Sum of Budget Uses (All Year)	Sum of Actual Uses (All Year)	Sum of GL Actuals All Years (Asset, Liabilities, Fund Bal)
HSA	HSA	10000400	6/30/2017	0.00	0.00	0.00	0.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00
HSA	HSA	10000400	Tota	0.00	0.00	0.00	0.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00

FY17 Elder Abuse Prevention grant is a good example to close out in FSP.

Project 10000400: HS AG Fam Caregiver Svc FY17
Contract Number: CNV10000400

Project Costing Module with the status as "Closed"

Project 10000400 Description HS AG Elder Abuse Prev FY17

Project Status: Effective Date 07/01/2016, Sequence 0, *Status O (Open), Priority 0, Interest Calculation Factor 0.0, Comments.

Activity Status: *Effective Date 07/10/2018, Sequence 0, *Status, Activity Priority, Comments.

Look Up Status: SetID SHARE, Project Status begins with, Search Results table.

Project Status	Status Description
A	Adjustment
O	Open
P	Pending

Please note If the project is finished you can close the project with the expectation being that the project/activity will not be rolling any remaining budget to FY19.

AOSD User Flash#283-Project Deactivation-departments should refrain from deactivation any projects until the GL balance completes. If there is a need to inactive a project to prevent any addition transactions from been booked to the project the system team can close it via a excel spreadsheet upload process.

Project Costing: Creating and Maintaining Projects
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000208295-project-costing-creating-and-maintaining-projects>

Project Costing: Creating and Maintaining Activities
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000208634-project-costing-creating-and-maintaining-activities>

Contract Module with a "Closed" status

City and County of SAN FRANCISCO

Contract Number CNV10000400
Amendment Number 0000000000

Sold To Customer CA Dept Of Aging
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description HS AG Elder Abuse Prev FY17
Contract Admin

Region Code
Contract Type GRANTS
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 07/01/2016
Contract Role
Revenue Profile

Processing Status Active
Amendment Status Complete
Business Unit SAN FRANCISCO CITY COUNTY
Contract Classification Standard
Start Date 07/01/2016
End Date 09/30/2017
Last Update Date/Time 06/26/2017 4:22:07PM
Last Update User ID jeryl.tauto-an
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

Look Up Contract Status

SetID SHARE

Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CANCELLED	Cancelled	Closed
CLOSED	Closed	Closed
PRECLOSE	Pre-Close	Active

Other Grant clean up scenario

1. Incorrect mapping of FAMIS several grant codes to one PS Project
 - Create new customer contracts and projects for each grants then abate out from the PS master project.

2. Change the accounting date to 6/30/2018 for any grant AP FY18 payment. Some vouchers budget check against FY19 not FY18.
 - Flash #287 when creating a voucher for a prior period, you must first input the accounting date(i.e. on or before 6/30) and then save it.
 - Job aid AP: Processing vouchers with correct budget date

http://d31hzlhk6di2h5.cloudfront.net/20180705/a5/48/61/cc/ec5d35d2d19424c535fa078c/Flash_287_attachment.pdf

Grants

Data Cleanup

Grants Data Cleanup

The current statistics of the clean up project

Dep	1) Data Conversion Cleanup								2) Inactive or Expired Grants		3) Expired Grant with GL Balances												4) Abnormal GL Balances									
	Fund Code		Fund Code		Fund Code		No Customer Contract		Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Surplus cash or other assets				Outstanding Liens & other liabilities GLs				Outstanding encumbrances or retention balances to close				Cash Reconciliation		Project NSF		Source		Advance Grants		Billing Module	
	Incorrect mapping of specific grant related index code to PS Fund ID resulted in all associated data being converted to federal funds in error	Federal Grants with balances in non-federal Fund Codes	State Grants with balances in non-state Fund Codes	Grants do not have Customer Contracts associated with PS Project Activity ID but GL balances exist	Cou	GL Amou	Cou	GL Amou			Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Reconciled Cash does not agree to Net Operating Results	Actual expenditure > appropriation, i.e. Overspending	Appropriation <> estimated revenues	Lacking/ no revenue recognition from deferred accounts	100040 Unbilled AR Balance									
Cou	GL Amou	Cou	GL Amou	Cou	GL Amou	Cou	GL Amou	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount	Cou	Amount			
CAT	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	(141,424)	0	0	3	(141,424)	0	0	0	0
CCD	0	0	0	0	0	0	0	5	870,349,962	0	0	0	0	0	0	0	0	0	0	0	0	0	12	(868,853,035)	0	0	7	1,539,156	0	0	0	0
CFC	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CHF	24	(596,902)	0	0	0	0	0	3	22,680,669	0	15	0	13	458,376	0	9	(218,014)	0	0	0	0	23	(19,460,032)	1	(5,882)	14	2,067,597	3	(395,361)	6	299,021	
CII	0	0	0	0	0	0	0	2	52,019,101	1	0	1	(90)	0	1	90	0	0	0	0	0	35	(52,019,101)	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	2	605,728	0	0	0	0	0	0	0	0	0	0	0	0	16	(1,078,916)	0	0	14	(473,187)	0	0	0	0	
CPC	40	582,029	0	0	0	0	0	5	(187)	0	14	0	8	320,242	0	3	(78,417)	0	0	0	0	43	(2,175,492)	1	(187)	41	(2,200,494)	0	0	6	85,176	
CRT	0	0	0	0	0	0	0	8	(141,275)	0	1	0	0	0	0	0	0	0	0	0	0	20	(293,235)	0	0	10	(434,509)	0	0	0	0	
CSS	0	0	0	0	0	0	0	2	643,681	0	0	0	0	0	0	0	0	0	0	0	0	3	(642,938)	0	0	1	743	0	0	0	0	
DAT	37	1,218,275	0	0	0	0	0	4	(119,791)	9	26	14	172,234	39	2,145,587	7	(129,237)	19	83,534	0	0	6	27,243	161	122,812	4	(159,182)	136	(600,810)	5	583,766	
DBI	0	0	0	0	0	0	0	2	49,597,868	0	0	0	0	0	0	0	0	0	0	0	0	3	(50,469,142)	0	0	2	(1,871,274)	0	0	0	0	
DEM	1	0	0	0	0	0	0	13	(1,979,011)	0	72	0	0	51	(398,618)	0	0	17	1,693,863	0	0	3	138,652	1,134	9,973,671	7	(77,661)	1,178	(6,913,979)	0	69	
DPA	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(1,000)	0	0	0	0	
DPH	370	1,179,595	2	(621)	11	(3,909)	24	27,002,033	184	332	88	895,591	331	17,040,703	84	(279,146)	186	(1,160,046)	10	275,277	57	3,339,799	4,134	(20,460,640)	56	(227,418)	4,159	(9,998,729)	6	4,119,983		
DPV	17	50,431	0	0	2	166,768	7	8,231,484	2	45	2	11,025	16	518,421	0	1	26,762	0	0	0	0	162	106,540,512	50	(43,804,032)	147	(177,628,089)	0	8	83,507		
ECN	37	(16,086)	0	0	0	0	3	(92,405)	0	26	0	0	23	(505,805)	0	0	6	(336,074)	0	0	0	0	55	(25,456,162)	8	(1,628,189)	24	495,523	1	(4,374)		
ENV	39	5,383,755	0	0	0	0	3	2,795,926	2	30	2	0	39	1,896,977	0	0	9	(991,966)	0	0	3	81,569	96	23,562,567	3	(7,908)	18	25,954,164	1	(6,915)		
FAM	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18	(3,350,261)	0	0	17	(4,022,312)	0	0	0	0	
FIR	4	0	0	0	0	0	0	3	2,094,929	3	5	0	10	265,015	0	2	135,045	0	0	0	0	43	1,010,317	1	(10,559)	28	320,771	0	5	4,848,732		
GEN	2	0	0	0	0	0	0	5	4,116,089	0	11	0	1	(10)	0	0	0	0	0	0	0	5,388	(19,661,334)	1	(149,812)	5,378	(15,530,969)	0	0	0	0	
GNL	10	(71,203)	0	0	0	0	37	1,022,053,409	9	44	16	84,368	66	4,183,742	6	(84,369)	37	(2,841,763)	0	0	0	0	141	(1,029,579,535)	0	0	0	0	0	0	0	
HOM	1	862	0	0	0	0	8	1,153,122	42	72	71	460,892	153	(681,226)	14	(64,814)	14	(220,325)	26	499,833	45	2,289,160	77	5,512,137	6	(2,532,578)	49	(189,381)	14	849,201		
HRC	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	15	(1,925,505)	0	0	15	(2,027,498)	0	0	0	0	
HRD	2	0	0	0	0	0	0	2	(80,234)	0	2	0	2	0	0	0	0	0	0	0	0	1	80,234	0	0	0	0	0	0	1	83,600	
HSA	40	(330,142)	1	(28)	0	0	11	2,395,614	60	58	46	(843,469)	58	77,478	6	58,948	11	(232,021)	1	2,823	12	766,306	113	(1,577,693)	5	(19,499)	65	(555,736)	2	(145,411)		
HSS	0	0	1	(38)	0	0	2	99,796,930	0	1	0	0	0	0	0	0	1	(38)	0	0	0	5	(99,796,930)	1	(38)	0	0	0	0	0	0	
JUY	20	48,918	0	0	1	(24)	4	3,645,863	3	8	1	(10)	3	9,764	1	10	2	(10)	2	1,421	0	24	(461,148)	1	(24)	23	(531,546)	1	(21,961)	6	773,802	
LIB	3	(9,316)	0	0	0	0	2	39,302,496	0	1	0	0	1	0	0	0	0	0	0	0	0	32	(39,529,867)	1	(8,798)	15	(1,125,016)	1	(9,316)	2	6,604	
MTA	43	647,445	0	0	10	127,610	5	299,082,184	35	304	21	1,812,570	222	109,370,162	1	114,049	36	(735,977)	0	0	5	52,391	448	347,553,410	309	(1,261,014,867)	616	1,752,922,120	0	119		
MYR	33	3,144,702	0	0	0	0	20	(2,079,611)	0	22	0	0	11	79,736	0	3	40,325	0	0	1	30,275	730	91,303,414	15	(631,949)	747	109,618,153	1	2,416	241	28,986,354	
NON	0	0	0	0	0	0	0	7,185,570,695	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(7,185,570,695)	0	0	0	0	0	0	0	0	
PDR	4	(3,980)	1	97	0	0	2	(783)	0	6	0	0	7	112,665	0	2	1,602	0	0	0	0	9	(701,159)	3	(51,649)	8	(701,159)	1	(31,708)	1	48,928	
POL	20	(98,029)	0	0	0	0	5	695,095	2	20	0	0	17	187,929	0	8	(93,366)	0	0	0	0	118	(1,784,483)	1	(932)	105	(1,289,871)	1	(3,015)	12	373,167	
PRT	1	0	9	(322,690)	1	0	5	(65,248)	0	7	0	0	3	(18,574)	0	0	2	37,148	0	0	1	250	4	1,080,493	1	(167)	23	5,532,603	0	4	797,808	
PUC	0	0	1	(100)	0	0	2	10,293,714	0	0	0	0	0	0	0	0	0	0	0	0	0	21	2,778,963	2	(576,191)	17	103,638,729	0	0	0	0	
REC	1	0	0	0	1	0	7	28,947,214	0	33	0	0	7	(83,620)	0	1	19,905	0	0	4	821	99	(24,492,583)	3	(12,439)	72	11,206,875	0	0	3	392,103	
REG	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
RET	0	0	0	0	0	0	3	71,015,413	0	0	0	0	0	0	0	0	0	0	0	0	0	6	(71,024,071)	1	(25,958)	2	(8,658)	0	0	0	0	
RNT	0	0	0	0	0	0	2	1,111,137	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(1,111,137)	0	0	0	0	0	0	0	0	
SCI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SHF	10	(168,442)	0	0	0	0	2	105,729	2	11	1	67,856	13	(120,775)	0	3	4,363	0	0	6	378,732	54	(846,875)	0	0	43	(907,087)	3	(98,890)	5	1,132,761	
TIS	0	0	0	0	0	0	7	16,047,812	0	0	0	0	0	0	0	0	0	0	0	0	0	11	(16,307,542)	0	0	4	(264,788)	0	0	1	33,572	
TJP	0	0	0	0	0	0	0	999,812	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(999,812)	0	0	0	0	0	0	0	0	
TTX	6	262,376	1	(46,605,563)	0	0	7	(45,463,224)	1	6	1	(46,605,563)	8	186,734	0	7	(96,967)	0	0	4	51,790	8	45,512,536	0	0	1	(21,499)	1	97,953	4	470,147	
USD	0	0	0	0	0	0	6	4,107,145,324	8	0	8	12,326,484	0	0	8	(12,326,484)	0	0	0	0	19	(4,107,145,324)	0	0	0	0	0	0	0	0	0	
WAR	0	0	0	0	0	0	0	2,068,321	0	1	0	0	0	0	0	0	0	0	0	0	0	6	(2,063,766)	0	0	3	(96,129)	0	0	0	0	
WOM	0	0	0	0	0	0	1	405,970	0	0	0	0	0	0	0	0	0	0	0	0	0	8	(626,641)	0	0	6	(243,225)	0	0	1	71,249	
	790	11,049,877	16	(46,928,943)	26	290,445	270	13,905,909,307																								

1) Data Conversion Cleanup								
Dept	<u>Fund Code</u> Incorrect mapping of specific grant related index code to PS Fund ID resulted in all associated data being converted to federal funds in error		<u>Fund Code</u> Federal Grants with balances in non-federal Fund Codes		<u>Fund Code</u> State Grants with balances in non-state Fund Codes		<u>No Customer Contract</u> Grants do not have Customer Contracts associated with PS Project Activity ID but GL balances exist	
	Count	GL Amount	Count	GL Amount	Count	GL Amount	Count	GL Amount
HRC	0	0	0	0	0	0	1	0
HRD	2	0	0	0	0	0	2	(80,234)
HSA	40	(330,142)	1	(28)	0	0	11	2,395,614
HSS	0	0	1	(38)	0	0	2	99,796,930
JUV	20	48,918	0	0	1	(24)	4	3,645,863
LIB	3	(9,316)	0	0	0	0	2	39,302,496
MTA	43	647,445	0	0	10	127,610	5	299,082,184
MYR	33	3,144,702	0	0	0	0	20	(2,079,611)
NON	0	0	0	0	0	0	1	7,185,570,695
PDR	4	(3,980)	1	97	0	0	2	(783)
POL	20	(98,029)	0	0	0	0	5	695,095
PRT	1	0	9	(322,690)	1	0	5	(65,248)
PUC	0	0	1	(100)	0	0	2	10,293,714
REC	1	0	0	0	1	0	7	28,947,214
REG	0	0	0	0	0	0	1	0
RET	0	0	0	0	0	0	3	71,015,413
RNT	0	0	0	0	0	0	2	1,111,137
SCI	0	0	0	0	0	0	0	0
SHF	10	(168,442)	0	0	0	0	2	105,729
TIS	0	0	0	0	0	0	7	16,047,812
TJP	0	0	0	0	0	0	1	999,812
TTX	6	262,376	1	(46,605,563)	0	0	7	(45,463,224)
USD	0	0	0	0	0	0	6	4,107,145,324
WAR	0	0	0	0	0	0	1	2,068,321
WOM	0	0	0	0	0	0	1	405,970
	790	11,049,877	16	(46,928,943)	26	290,445	270	13,905,909,307

The Details

- KK and GL adjustments to reallocate to FED and State fund code
- Associate project to customer contract.

Contract Management for Grants

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000223923-contract-management-for-grants>

Grants Data Cleanup

Dept	2) Inactive or Expired Grants		3) Expired Grant with GL Balances											
	Grant End Date is 6.30.17 or Earlier	Grant End Date is 7.1.17 to 6.30.18	Surplus cash or other assets				Outstanding Liens & other liabilities GLs				Outstanding encumbrances or retention balances to close			
			Grant End Date is 6.30.17 or Earlier		Grant End Date is 7.1.17 to 6.30.18		Grant End Date is 6.30.17 or Earlier		Grant End Date is 7.1.17 to 6.30.18		Grant End Date is 6.30.17 or Earlier		Grant End Date is 7.1.17 to 6.30.18	
Count	Count	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	
HRC	0	0	0	0	0	0	0	0	0	0	0	0	0	
HRD	0	2	0	0	2	0	0	0	0	0	0	0	0	
HSA	60	58	46	(843,469)	58	77,478	6	58,948	11	(232,021)	1	2,823	12	766,306
HSS	0	1	0	0	0	0	0	0	1	(38)	0	0	0	0
JUV	3	8	1	(10)	3	9,764	1	10	2	(10)	2	1,421	0	0
LIB	0	1	0	0	1	0	0	0	0	0	0	0	0	0
MTA	35	304	21	1,812,570	222	109,370,162	1	114,049	36	(735,977)	0	0	5	52,391
MYR	0	22	0	0	11	79,736	0	0	3	40,325	0	0	1	30,275
NON	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PDR	0	6	0	0	7	112,665	0	0	2	1,602	0	0	0	0
POL	2	20	0	0	17	187,929	0	0	8	(93,366)	0	0	0	0
PRT	0	7	0	0	3	(18,574)	0	0	2	37,148	0	0	1	250
PUC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REC	0	33	0	0	7	(83,620)	0	0	1	19,905	0	0	4	821
REG	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RET	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RNT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SHF	2	11	1	67,856	13	(120,775)	0	0	3	4,363	0	0	6	378,732
TIS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TJP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TTX	1	6	1	(46,605,563)	8	186,734	0	0	7	(96,967)	0	0	4	51,790
USD	8	0	8	12,326,484	0	0	8	(12,326,484)	0	0	0	0	0	0
WAR	0	1	0	0	0	0	0	0	0	0	0	0	0	0
WOM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	363	1,200	272	(31,628,113)	1,122	135,384,403	128	(12,710,952)	386	(4,947,008)	39	779,353	151	7,201,855

- Close customer contract and project
- Clean up GL, encumbrance, liens and retention.

Understanding Purchase Order Encumbrance Liquidation Options
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000223079-understanding-po-encumbrance-liquidation-options>

Data Cleanup Only: Retainage/Liens
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000217281-data-cleanup-only-retainage-liens>

Grants Data Cleanup

4) Abnormal GL Balances										
	Cash Reconciliation Reconciled Cash does not agree to Net Operating Results		Project NSF Actual expenditure > appropriation, i.e. Overspending		Source Appropriation <=> estimated revenues		Advance Grants Lacking/ no revenue recognition from deferred accounts		Billing Module 100040 Unbilled AR Balance	
Dept	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
HRC	15	(1,925,505)	0	0	15	(2,027,498)	0	0	0	0
HRD	1	80,234	0	0	0	0	0	0	1	83,600
HSA	113	(1,577,693)	5	(19,499)	65	(555,736)	2	(145,411)	40	843,313
HSS	5	(99,796,930)	1	(38)	0	0	0	0	0	0
JUV	24	(461,148)	1	(24)	23	(531,546)	1	(21,961)	6	773,802
LIB	32	(39,529,867)	1	(8,798)	15	(1,125,016)	1	(9,316)	2	6,604
MTA	448	347,553,410	309	(1,261,014,867)	616	1,752,922,120	0	0	119	123,586,482
MYR	730	91,303,414	15	(631,949)	747	109,618,153	1	2,416	241	28,986,354
NON	1	(7,185,570,695)	0	0	0	0	0	0	0	0
PDR	9	(701,159)	3	(51,649)	8	(701,159)	1	(31,708)	1	48,928
POL	118	(1,784,483)	1	(932)	105	(1,289,871)	1	(3,015)	12	373,167
PRT	4	1,080,493	1	(167)	23	5,532,603	0	0	4	797,808
PUC	21	2,778,963	2	(576,191)	17	103,638,729	0	0	0	0
REC	99	(24,492,583)	3	(12,439)	72	11,206,875	0	0	3	392,103
REG	0	0	0	0	0	0	0	0	0	0
RET	6	(71,024,071)	1	(25,958)	2	(8,658)	0	0	0	0
RNT	1	(1,111,137)	0	0	0	0	0	0	0	0
SCI	0	0	0	0	0	0	0	0	0	0
SHF	54	(846,875)	0	0	43	(907,087)	3	(98,890)	5	1,132,761
TIS	11	(16,307,542)	0	0	4	(264,788)	0	0	1	33,572
TJP	1	(999,812)	0	0	0	0	0	0	0	0
TTX	8	45,512,536	0	0	1	(21,499)	1	97,953	4	470,147
USD	19	(4,107,145,324)	0	0	0	0	0	0	0	0
WAR	6	(2,063,766)	0	0	3	(96,129)	0	0	0	0
WOM	8	(626,641)	0	0	6	(243,225)	0	0	1	71,249
	13,421	(13,142,070,546)	490	(1,329,079,768)	13,137	1,565,246,490	41	4,936,369	813	213,314,202

- Clean up GL
- Clean up unbilled AR

Grants - Reverse System-Generated Recognized Revenue for Offline Billing
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000225422-grants-reverse-system-generated-recognized-revenue-for-offline-billing>

Grants - Adjust Ineligible Transactions Picked up by Billing
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000226205-grants-adjust-ineligible-transactions-picked-up-by-billing>

Grants

Reconciliation Validation

Grants Management Report

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Navigate: BI -> Dashboard -> Grant Management -> Grant Financial Summary report

Sponsor Type: --Select Value--
 Fund Code: --Select Value--
 Department Group Code: (All Column Value)
 Authority Code: --Select Value--
 Account Code: --Select Value--
 Project Code: --Select Value--
 Project Owning Dept Group: --Select Value--
 Activity Code: --Select Value--
 Contract Number: --Select Value--
 Donor ID: --Select Value--
 Grant Type: --Select Value--
 Fund Name: --Select Value--
 Department Code: --Select Value--
 Authority Name: --Select Value--
 Account Name: --Select Value--
 Project Name: --Select Value--
 Project Owning Dept Code: --Select Value--
 Activity Name: --Select Value--
 Contract Name: --Select Value--
 Donor Name: --Select Value--
 Department Name: --Select Value--
 CFDA: --Select Value--

Apply Reset

Grant Financial Summary
 This report displays budget(KK Module) and actuals(GL Module) data for all grant related projects. Grant related projects are defined as projects that have activities associated to an award.
 Time run: 12:44:29 PM

FY	Comment Type	Sponsor Type	Grant Type	Fund Code	Fund Name	Fund Description	Department Group Code	Department Code	Department Name	Fund Lvl 1 Name	Authority Code	Authority Description	Project Code	Project Name	Project Status	Project Owning Dept Group	Project Owning Dept Code	Activity Code	Activity Name	Account Lvl 2 Code	Account Code	Account Name	Account Description
2018	AID	FP		16940	16929CPGCP	CP R&P Capital Impvt-Oth	REC	262676	REC Capital Projects	Recreation and Park Projects	10001	Grants	10032235	RP Tennis Resurface Grant	Open			0001	RP Reserve	EXPENDITURE	527040	5210NPSvcs	Construction Contracts

Grant Reconciliation

This is the financial data of the report

PeopleSoft SEFA Report			PeopleSoft - FY18 Activities													PeopleSoft - FY17 Balances					PeopleSoft - FY18 Balances				
BI Report run date: 06/20/2018 (Product)			Sum of Budget					Sum of Actual					Sum of Budget					Sum of Actual							
Project			FAMIS Grant		Sum of Budget		Sum of Actual		Sum of Budget		Sum of Actual		Sum of Budget		Sum of Actual		Sum of Budget		Sum of Actual		Sum of Budget		Sum of Actual		
Lead	Owning Dept	Project Code	Closing Date or Plan End Date	(Sources)	(Sources)	(Uses)	(Uses)	(Assets, Liabilities, Fund Bal)	(Sources (PY))	(Sources (PY))	(Uses (PY))	(PY)	(Asset, Liabilities, Fund Bal)	(Sources (All Year))	(Sources (All Year))	(Uses (All Years))	(All Years)	(Asset, Liabilities, Fund Bal)	(Sources (All Year))	(Sources (All Year))	(Uses (All Years))	(All Years)	(Asset, Liabilities, Fund Bal)		
HSA	HSA	10000399	9/29/2019	620,635.51	388,085.65	624,034.95	253,848.57	18,373.00	183,059.49	183,059.49	179,660.05	179,660.05	3,399.44	803,695.00	571,145.14	803,695.00	433,508.62	21,772.44	803,695.00	571,145.14	803,695.00	433,508.62	21,772.44		
HSA	HSA	10000399	Tota	620,635.51	388,085.65	624,034.95	253,848.57	18,373.00	183,059.49	183,059.49	179,660.05	179,660.05	3,399.44	803,695.00	571,145.14	803,695.00	433,508.62	21,772.44	803,695.00	571,145.14	803,695.00	433,508.62	21,772.44		
HSA	HSA	10000400	6/30/2017	0.00	0.00	0.00	0.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00		
HSA	HSA	10000400	Tota	0.00	0.00	0.00	0.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00	13,157.00	13,157.00	13,157.00	13,157.00	0.00		
HSA	HSA	10000401	6/30/2017	0.00	128,998.00	0.00	0.00	0.00	442,018.00	442,018.00	442,018.00	442,018.00	0.00	442,018.00	571,016.00	442,018.00	442,018.00	0.00	442,018.00	571,016.00	442,018.00	442,018.00	0.00		
HSA	HSA	10000401	Tota	0.00	128,998.00	0.00	0.00	0.00	442,018.00	442,018.00	442,018.00	442,018.00	0.00	442,018.00	571,016.00	442,018.00	442,018.00	0.00	442,018.00	571,016.00	442,018.00	442,018.00	0.00		
HSA	HSA	10000402	6/30/2016	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00		
HSA	HSA	10000402	Tota	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00		
HSA	HSA	10000403	6/30/2017	496,447.00	0.00	496,447.00	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	504,447.00	8,000.00	504,447.00	8,000.00	0.00	504,447.00	8,000.00	504,447.00	8,000.00	0.00		
HSA	HSA	10000403	Tota	496,447.00	0.00	496,447.00	0.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	504,447.00	8,000.00	504,447.00	8,000.00	0.00	504,447.00	8,000.00	504,447.00	8,000.00	0.00		
HSA	HSA	10000404	6/30/2017	0.00	(162,449.00)	0.00	0.00	(228,390.00)	136,380.00	136,380.00	136,380.00	136,380.00	0.00	136,380.00	(26,069.00)	136,380.00	136,380.00	0.00	136,380.00	(26,069.00)	136,380.00	136,380.00	(228,390.00)		
HSA	HSA	10000404	(blank)	0.00	0.00	0.00	0.00	0.00	228,390.00	228,390.00	228,390.00	228,390.00	0.00	228,390.00	228,390.00	228,390.00	228,390.00	0.00	228,390.00	228,390.00	228,390.00	228,390.00	0.00		
HSA	HSA	10000404	Tota	0.00	(162,449.00)	0.00	0.00	(228,390.00)	364,770.00	364,770.00	364,770.00	364,770.00	0.00	364,770.00	202,321.00	364,770.00	364,770.00	0.00	364,770.00	202,321.00	364,770.00	364,770.00	(228,390.00)		
HSA	HSA	10000405	12/31/2017	0.00	2,000.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	12,000.00	10,000.00	10,000.00	0.00	10,000.00	12,000.00	10,000.00	10,000.00	0.00		
HSA	HSA	10000405	Tota	0.00	2,000.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	12,000.00	10,000.00	10,000.00	0.00	10,000.00	12,000.00	10,000.00	10,000.00	0.00		
HSA	HSA	10000406	11/17CLS	0.00	0.00	0.00	0.00	0.00	11,710.00	11,710.00	11,710.00	11,710.00	0.00	11,710.00	11,710.00	11,710.00	11,710.00	0.00	11,710.00	11,710.00	11,710.00	11,710.00	0.00		
HSA	HSA	10000406	11/17CLS	0.00	0.00	0.00	0.00	0.00	18,759.00	18,759.00	18,759.00	18,759.00	0.00	18,759.00	18,759.00	18,759.00	18,759.00	0.00	18,759.00	18,759.00	18,759.00	18,759.00	0.00		
HSA	HSA	10000406	11/17CLS	0.00	0.00	0.00	0.00	0.00	12,578.00	12,578.00	12,578.00	12,578.00	0.00	12,578.00	12,578.00	12,578.00	12,578.00	0.00	12,578.00	12,578.00	12,578.00	12,578.00	0.00		
HSA	HSA	10000406	Tota	0.00	0.00	0.00	0.00	0.00	43,047.00	43,047.00	43,047.00	43,047.00	0.00	43,047.00	43,047.00	43,047.00	43,047.00	0.00	43,047.00	43,047.00	43,047.00	43,047.00	0.00		
HSA	HSA	10000407	(blank)	11,365.00	11,365.00	22,730.00	11,365.00	(14,271.00)	0.00	0.00	0.00	0.00	0.00	11,365.00	11,365.00	22,730.00	11,365.00	0.00	11,365.00	11,365.00	22,730.00	11,365.00	(14,271.00)		
HSA	HSA	10000407	9/29/2017	14,271.00	14,271.00	14,271.00	14,271.00	14,271.00	0.00	0.00	0.00	0.00	0.00	14,271.00	14,271.00	14,271.00	14,271.00	0.00	14,271.00	14,271.00	14,271.00	14,271.00	14,271.00		
HSA	HSA	10000407	(blank)	20,668.00	20,668.00	41,336.00	20,668.00	0.00	0.00	0.00	0.00	0.00	0.00	20,668.00	20,668.00	41,336.00	20,668.00	0.00	20,668.00	20,668.00	41,336.00	20,668.00	0.00		
HSA	HSA	10000407	Tota	46,304.00	46,304.00	78,337.00	46,304.00	0.00	0.00	0.00	0.00	0.00	0.00	46,304.00	46,304.00	78,337.00	46,304.00	0.00	46,304.00	46,304.00	78,337.00	46,304.00	0.00		
HSA	HSA	10000408	6/30/2017	0.00	2,297.00	0.00	0.00	2,297.00	58,505.00	58,505.00	58,505.00	58,505.00	(2,297.00)	58,505.00	60,802.00	58,505.00	58,505.00	0.00	58,505.00	60,802.00	58,505.00	58,505.00	0.00		
HSA	HSA	10000408	Tota	0.00	2,297.00	0.00	0.00	2,297.00	58,505.00	58,505.00	58,505.00	58,505.00	(2,297.00)	58,505.00	60,802.00	58,505.00	58,505.00	0.00	58,505.00	60,802.00	58,505.00	58,505.00	0.00		
HSA	HSA	10000409	6/30/2017	0.00	44,809.00	0.00	0.00	44,809.00	44,809.00	44,809.00	44,809.00	44,809.00	0.00	44,809.00	89,618.00	44,809.00	44,809.00	0.00	44,809.00	89,618.00	44,809.00	44,809.00	44,809.00		
HSA	HSA	10000409	6/30/2017	0.00	(44,809.00)	0.00	0.00	(38,001.00)	0.00	0.00	0.00	0.00	(6,808.00)	0.00	(44,809.00)	0.00	0.00	(6,808.00)	0.00	(44,809.00)	0.00	0.00	(44,809.00)		
HSA	HSA	10000409	Tota	0.00	0.00	0.00	0.00	6,808.00	44,809.00	44,809.00	44,809.00	44,809.00	(6,808.00)	44,809.00	44,809.00	44,809.00	44,809.00	0.00	44,809.00	44,809.00	44,809.00	44,809.00	0.00		
HSA	HSA	10000410	6/30/2017	0.00	5,389.00	0.00	0.00	5,389.00	5,389.00	5,389.00	5,389.00	5,389.00	0.00	5,389.00	10,778.00	5,389.00	5,389.00	0.00	5,389.00	10,778.00	5,389.00	5,389.00	5,389.00		
HSA	HSA	10000410	6/30/2017	0.00	(5,389.00)	0.00	0.00	(3,821.00)	0.00	0.00	0.00	0.00	(1,568.00)	0.00	(5,389.00)	0.00	0.00	(1,568.00)	0.00	(5,389.00)	0.00	0.00	(5,389.00)		
HSA	HSA	10000410	Tota	0.00	0.00	0.00	0.00	1,568.00	5,389.00	5,389.00	5,389.00	5,389.00	(1,568.00)	5,389.00	5,389.00	5,389.00	5,389.00	0.00	5,389.00	5,389.00	5,389.00	5,389.00	0.00		
HSA	HSA	10000411	6/30/2017	0.00	13,472.00	0.00	0.00	13,472.00	13,472.00	13,472.00	13,472.00	13,472.00	0.00	13,472.00	26,944.00	13,472.00	13,472.00	0.00	13,472.00	26,944.00	13,472.00	13,472.00	13,472.00		
HSA	HSA	10000411	6/30/2017	0.00	(13,472.00)	0.00	0.00	(9,348.00)	0.00	0.00	0.00	0.00	(4,124.00)	0.00	(13,472.00)	0.00	0.00	(4,124.00)	0.00	(13,472.00)	0.00	0.00	(13,472.00)		
HSA	HSA	10000411	Tota	0.00	0.00	0.00	0.00	4,124.00	13,472.00	13,472.00	13,472.00	13,472.00	(4,124.00)	13,472.00	13,472.00	13,472.00	13,472.00	0.00	13,472.00	13,472.00	13,472.00	13,472.00	0.00		
HSA	HSA	10000412	6/30/2017	0.00	25,596.00	0.00	0.00	25,596.00	25,596.00	25,596.00	25,596.00	25,596.00	0.00	25,596.00	51,192.00	25,596.00	25,596.00	0.00	25,596.00	51,192.00	25,596.00	25,596.00	25,596.00		
HSA	HSA	10000412	6/30/2017	0.00	(25,596.00)	0.00	0.00	(25,596.00)	0.00	0.00	0.00	0.00	0.00	0.00	(25,596.00)	0.00	0.00	0.00	(25,596.00)	0.00	0.00	0.00	(25,596.00)		
HSA	HSA	10000412	Tota	0.00	0.00	0.00	0.00	0.00	25,596.00	25,596.00	25,596.00	25,596.00	0.00	25,596.00	25,596.00	25,596.00	25,596.00	0.00	25,596.00	25,596.00	25,596.00	25,596.00	0.00		
HSA	HSA	10000413	11/17CLS	0.00	0.00	0.00	0.00	0.00	41,374.00	41,374.00	41,374.00	41,374.00	0.00												

Grants Reconciliation

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PeopleSoft SEFA Report
BI Report run date: 06/20/2018 (Production data as of 06/19/2018)

Project Lead	Project Group	Project Code	Project Name	Code	Activity Name	Multiple FAMS Grant	FAMS Grant	FAMS Type	Fund Code	Description	FAMS Subfunc	Multiple FAMS subfun	Sponsor Type	Donor Name	Grant Type	CFDA	Contract Number	Contract Name	Contract Status	Project Status	Contract Start Date	Contract End Date	FAMS Grant Closing Date or Plan End Date	
HSA	HSA	10029599	HS AG Supp Svc	0001	Supportive Service	No	AGSUPP183B	T	14560	SR Senior Cit	2SSCPGN	Yes	State	1000001594	CA Dept C	Pass-Through	93.044	CNV10029599	HS AG Supp	ACTIVE	Open	7/1/2017	6/30/2018	6/30/2018
HSA	HSA	10029599 Total																						

PeopleSoft SEFA Report
BI Report run date: 06/20/2018 (Production data as of 06/19/2018)

				PeopleSoft - FY18 Activities					PeopleSoft - FY17 Balances					PeopleSoft - FY18 Balances				
Project Lead	Project Group	Project Code	FAMS Grant Closing Date or Plan End Date	Sum of Budget (Sources)	Sum of Actual (Sources)	Sum of Budget (Uses)	Sum of Actual (Uses)	Sum of GL Actuals (Assets, Liabilities, Fund Bal)	Sum of Budget Sources (PY)	Sum of Actual Sources (PY)	Sum of Budget Uses (PY)	Sum of Actual Uses (PY)	Sum of GL Actuals PY (Asset, Liabilities, Fund Bal)	Sum of Budget Sources (All Year)	Sum of Actual Sources (All Year)	Sum of Budget Uses (All Year)	Sum of Actual Uses (All Year)	Sum of GL Actuals All Years (Asset, Liabilities, Fund Bal)
HSA	HSA	10029599	6/30/2018	1,003,898.00	861,543.74	1,003,898.00	861,543.74	(0.00)	0.00	0.00	0.00	0.00	0.00	1,003,898.00	861,543.74	1,003,898.00	861,543.74	(0.00)
HSA	HSA	10029599 Total		1,003,898.00	861,543.74	1,003,898.00	861,543.74	(0.00)	0.00	0.00	0.00	0.00	0.00	1,003,898.00	861,543.74	1,003,898.00	861,543.74	(0.00)

FY17-18 grant that has voucher payments and payroll (GL journaled payroll)

Project 10029599 HS AG Supp Svcs IIIB FY18
Contract CNV10029599

Grants Reconciliation

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- General Ledger WorkCenter
- Main
 - Reports/Queries
 - Queries
 - Approval Queries
 - ChartField Lookups
 - General Ledger Queries (Actuals, CAFR)
 - GL Ledger by Period FY Dept**
 - GL Trial Balance by FY
 - Journal Line Detail
 - GL with Proj and Activity (Jml)
 - GL Journal Line All Detail
 - Validate Module Journal Generator Check
 - GL Journals by Operator ID
 - Payroll Journal Entry Report
 - Budget Queries (Approp, Expend, Res)
 - General Queries
 - Asset Queries

FSP_GLAM_LEDGER_PER - Ledger Period Prompt

Enter Ledger with %

Enter Fiscal Year

Enter Begin Acctg Period

Enter End Acctg Period

Enter Dept with %

Enter Fund with %

Enter Authority with %

Enter Project ID with %

Enter Account with %

Enter 3Char Fund Descr with %

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (41 kb)

Run the query from here

View All First 1-97 of 97 Last

	Unit	Ledger	Account	Account Descr	Dept	Descr	Fund	Fund Descr	Authority	Agency	Project	Year	Period	Total Amt
1	SFGOV	ACTUALS	100005	Inter-IntraUnit Cash Balancing	149649	HSA AG Office On Aging	14560	SR Senior Citizens-Grants Fed	10001		10029599	2018	3	-43392.690
2	SFGOV	ACTUALS	100005	Inter-IntraUnit Cash Balancing	149649	HSA AG Office On Aging	14560	SR Senior Citizens-Grants Fed	10001		10029599	2018	3	-39839.640
3	SFGOV	ACTUALS	100005	Inter-IntraUnit Cash Balancing	149649	HSA AG Office On Aging	14560	SR Senior Citizens-Grants Fed	10001		10029599	2018	4	-48487.030

Ledger	ACTUALS
Dept	149649
Descr	HSA AG Office On Aging
Project	10029599
Year	2018

Fund	Fund Descr	Autho	Account	Account Descr	Total
14560	SR Senior Citizens-Grants Fed	10001	100005	Inter-IntraUnit Cash Balancing	(559,112.06)
			100029	Accounts Receivable	585,198.90
			100040	Unbilled Accounts Receivable	60,981.37
			130880	1408D1 TTX Wiring (Citiwide)	222,788.00
			200000	Vouchers Payable	0.00
			230190	Online Famis Vendor-Batch	(13,939.26)
			230220	Ach-Online Famis Vendor	(329,340.25)
			444999	Other Federal Grants	(868,968.27)
			501010	Perm Salaries-Misc-Regular	246,350.85
			514010	Social Security (Oasdi & Hi)	94,801.21
			527990	Other Professional Services	0.00
			538010	Community Based Org Srvcs	343,279.51
			581011	GF-Taxi Commission	217,960.00
Grand Total					(0.00)

Grants Reconciliation



- General Ledger WorkCenter
- Main | **Reports/Queries**
- Queries
- Approval Queries
 - ChartField Lookups
 - General Ledger Queries (Actuals, CAFR)
 - GL Ledger by Period FY Dept
 - GL Trial Balance by FY
 - Journal Line Detail
 - GL with Proj and Activity (Jrnl)**
 - GL Journal Line All Detail
 - Validate Module Journal Generator Check
 - GL Journals by Operator ID
 - Payroll Journal Entry Report
- Budget Queries (Approp, Expend, Res)
- General Queries
 - Asset Queries

FSP_GLAM_JOURNAL_PROJACT_DTL - Journal with ProjActivity Data

Enter Fiscal Year:
 Enter Account with %:
 Enter Dept with %:
 Enter Project with %:
 Enter Fund with %:
 Enter Begin Acctg Period:
 Enter End Acctg Period:
 Enter Journal ID with %:
 Enter 3-Char Dept with %:
 Enter Fund Descr with %:

GL Journal Details Query

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (848 kb)

View All

First 1-100 of 626 Last

Journal ID	Year	Ledger Grp	Period	Posted Dt	Account	Account Descr	Dept	Dept Descr	TRIO	Fund	Fund Descr	Authority	Agency	Project	Proj Descr	Activity	Activity Descr	An Type	Jrnl Line Descr	Jrnl Status	Amount	Jrnl Hdr Descr	Jrnl Hdr Long Descr	Short Desc
1	BI00025575	2018	ACTUALS	5	11/08/2017	100029	Accounts Receivable	149649	HSA AG Office On Aging		14560	SR Senior Citizens-Grants Fed	10001		10029599	HS AG Supp Svcs IIIB FY18	0001	Supportive Services IIIB		Posted to Ledger (s)	5376.590	BI Billing	BI Billing	HSA-207764

Ledger	ACTUALS
Dept	149649
Descr	HSA AG Office On Aging
Project	10029599
Year	2018

Ledger Grp	ACTUALS
Dept	149649
Dept Descr	HSA AG Office On Aging
Project	10029599
Year	2018

Account	Account Descr	Journal ID	Total
501010	Perm Salaries-Misc-Regular	11347	14,457.69
		54546	15,412.81
		65735	15,218.93
		74217	15,240.47
		85021	15,012.14
		95545	14,959.78
501010 Total			246,350.85
514010	Social Security (Oasdi & Hi)	11347	5,297.12
		65735	5,594.64
		74217	6,111.84
		85021	6,019.24
		95545	5,964.43
514010 Total			94,801.21
527990	Other Professional Services	34188	(8,293.84)
		AP00014049	4,162.93
		AP00018222	4,130.91
527990 Total			0.00
538010	Community Based Org Svcs	34188	8,293.84
		AP00099188	2,552.06
		AP00099974	4,249.47
		AP00101952	22,702.81
		AP00101956	10,720.49
538010 Total			343,279.51
581011	GF-Taxi Commission	69674	217,960.00
581011 Total			217,960.00
Grand Total			(0.00)

Fund	Fund Descr	Autho	Account	Account Descr	Total
14560	Fed	10001	100005	Inter-IntraUnit Cash Balancing	(559,112.06)
			100029	Accounts Receivable	585,198.90
			100040	Unbilled Accounts Receivable	60,981.37
			130880	1408D1 TTX Wiring (Citiwide)	222,788.00
			200000	Vouchers Payable	0.00
			230190	Online Famis Vendor-Batch	(13,939.26)
			230220	Ach-Online Famis Vendor	(329,340.25)
			444999	Other Federal Grants	(868,968.27)
			501010	Perm Salaries-Misc-Regular	246,350.85
			514010	Social Security (Oasdi & Hi)	94,801.21
			527990	Other Professional Services	0.00
			538010	Community Based Org Svcs	343,279.51
			581011	GF-Taxi Commission	217,960.00
Grand Total					(0.00)

SF EMPLOYEE Reports & Analytics

You can run AP transactions and payroll from BI

SF EMPLOYEE PORTAL Reports & Analytics

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Status of Today's Data Refresh
Data current as of: 7/3/2018 - 3:00 AM

Technical Assistance
For all questions and problems, contact the User Support Team at sfemployeeportalsupport@sfgov.org

BI Job Aids

- BI Consumer Training
- FLEX User Guide
- BI Webinar
- BI Dashboards & Reports Job Aid
- BI Navigation & How to Guide
- BI Reports Inventory List
- BI Authors Development Guide
- Using the Payroll Details Report

Other BI Resources

- PeopleSoft Financial Application
- Clearing Browser Cache
- PeopleSoft Reports Inventory & Help Guides

Message Board
Note: Excel download / export is limited to 30000 rows only. Please use CSV format for data downloads exceeding 30K limit.

Grants Reconciliation

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Accounts Payable

Overview AP Invoice Tracking AP Approval Workflow Open Invoices Voucher Lines Voucher Payments AP Transactions

Fiscal Quarter	Voucher Number	Invoice Number	Purchase Order Number	Invoice Gross Base Amount	Voucher Line #	Receipt Number	Receipt Line Number	Packing Slip Number	Voucher Line Description	Invoice Receipt Date	GL Journal ID	GL Posted On Date	Supplier Number	Supplier Name	Single Payment Supplier Name	Check Number	Payment Message	Bar Account Code	Payment Date	Department Code
00426893	00426893	legal services 12/17	0000091158	\$10,720.49	1	0000286001	1		Legal Services (DAAS Title III)	6/23/2018	SFGOV-AP00101956-20180625-0-148-ACTUALS	6/29/2018	0000014249	NIHONMACHI LEGAL OUTREACH DEB API LEGAL	Unspecified	00046885	12/17 legal services	0902	6/29/2018	149649
00420018	00420018	legal sv to elderly 05/18	0000098357	\$68,372.94	1	0000281303	1		Legal Services	6/20/2018	SFGOV-AP00101952-20180621-0-133-ACTUALS	6/29/2018	0000016394	LEGAL ASSISTANCE TO THE ELDERLY INC	Unspecified	00046894	05/18 legal sv to elderly	0902	6/29/2018	149649
00418426	00418426	IHSS PersonalCare 0518	0000087521	\$2,201.90	1		0		Emergency care Personal Care	6/14/2018	SFGOV-AP00099974-20180615-0-55-ACTUALS	6/22/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00045600	0518 EmergencyShort-termPersonalCare	0902	6/25/2018	149649
00418352	00418352	IHSS Homemaker 0518	0000087510	\$2,481.98	1		0		Emergency Homemaker Services	6/14/2018	SFGOV-AP00099974-20180615-0-55-ACTUALS	6/22/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00045600	0518 EmergencyShort-termHomemaker Services	0902	6/25/2018	149649
00418339	00418339	IHSS Chore 0518	0000087083	\$2,552.06	1		0		Chore Service	6/14/2018	SFGOV-AP00099188-20180615-0-30-ACTUALS	6/21/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00045260	0518 EmergencyShort-termChore	0902	6/22/2018	149649
00416937	00416937	Ombudsman 0418	0000096562	\$44,690.39	2	0000278765	2		DAAS Title III-B Supp Svcs	6/4/2018	SFGOV-AP00098567-20180619-0-73-ACTUALS	6/20/2018	0000020256	FELTON INSTITUTE	Unspecified	00045100	APR18 Ombudsman	0902	6/21/2018	149649
00374255	00374255	IHSS Chore 0418	0000087083	\$2,462.76	1		0		Chore Service	5/15/2018	SFGOV-AP00089588-20180518-0-19-ACTUALS	5/23/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00039059	0418 EmergencyShort-termChoreServices	0902	5/24/2018	149649
00374203	00374203	IHSS- PersonalCare 0418	0000087521	\$2,178.26	1		0		Emergency care Personal Care	5/15/2018	SFGOV-AP00090052-20180518-0-25-ACTUALS	5/24/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00039455	0418 EmergencyShort-termPersonalCare	0902	5/25/2018	149649
									Emergency Homemaker Services	5/15/2018	SFGOV-AP00090052-20180518-0-25-ACTUALS	5/24/2018	0000011273	SELF-HELP FOR THE ELDERLY	Unspecified	00039455	0418 EmergencyShort-termHomemaker Services	0902	5/25/2018	149649
						000243769	1		Legal Services	5/9/2018	SFGOV-AP00085087-20180509-0-27-ACTUALS	5/11/2018	0000016394	LEGAL ASSISTANCE TO THE ELDERLY INC	Unspecified	00036687	04/18 legal serv.	0902	5/14/2018	149649
													11273	SELF-HELP FOR THE ELDERLY	Unspecified	00034185	0318 EmergencyShort-termPersonal	0902	5/2/2018	149649
													11273	SELF-HELP FOR THE ELDERLY	Unspecified	00034185	0318 EmergencyShort-termHomemaker	0902	5/2/2018	149649

Account Code	Account Description	Voucher Number	Check Number	Total
	Other Professional			
527990	Services	66261	3792	4,162.93
		78439	4758	4,130.91
527990 Total				8,293.84
	Community Based Org			
538010	Srvcs	50549	21837	1,492.62
		50556	19200	1,492.71
		374255	39059	2,462.76
		416937	45100	623.00
		418339	45260	2,552.06
		418352	45600	2,322.74
		418426	45600	1,926.73
		420018	46894	22,702.81
		426893	46865	10,720.49
538010 Total				334,985.67
Grand Total				343,279.51

AP Transaction

This is the AP transaction report.

There is voucher number, the payment date, and check #

Ledger Grp	ACTUALS
Dept	149649
Dept Descr	HSA AG Office On Aging
Project	10029599
Year	2018

Sum of Amount	Account Descr	Journal ID	Total
501010	Perm Salaries-Misc-Regular		11347 14,457.69
			54546 15,412.81
			65735 15,218.93
			74217 15,240.47
			85021 15,012.14
			95545 14,959.78
501010 Total			246,350.85
514010	Social Security (Oasdi & Hi)		11347 5,297.12
			65735 5,594.64
			74217 6,111.84
			85021 6,019.24
			95545 5,964.43
514010 Total			94,801.21
527990	Other Professional Services	34188	(8,293.84)
		AP00014049	4,162.93
		AP00018222	4,130.91
527990 Total			0.00
538010	Community Based Org Srvcs	34188	8,293.84
		AP00099188	2,552.06
		AP00099974	4,249.47
		AP00101952	22,702.81
		AP00101956	10,720.49
538010 Total			343,279.51
581011	GF-Taxi Commission	69674	217,960.00
581011 Total			217,960.00
Grand Total			(0.00)

Grants Reconciliation

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You can also run the payroll report from here.

The screenshot shows the 'SF EMPLOYEE PORTAL Reports & Analytics' interface. The breadcrumb path is '/Shared Folders/CCSF/Human Resources/Analytic Library/Debt Accounting'. The left sidebar shows a folder tree with 'Debt Accounting' selected. The main area displays a list of reports:

Type	Name	Last Modified	Owner
All <td>Payroll Labor Projection Summary For Dept<td>2/28/2018 2:56:16 PM</td><td>Jack Z Huang</td></td>	Payroll Labor Projection Summary For Dept <td>2/28/2018 2:56:16 PM</td> <td>Jack Z Huang</td>	2/28/2018 2:56:16 PM	Jack Z Huang
All <td>Payroll Summary By Pay Period For Dept<td>3/22/2018 10:08:13 AM</td><td>Jack Z Huang</td></td>	Payroll Summary By Pay Period For Dept <td>3/22/2018 10:08:13 AM</td> <td>Jack Z Huang</td>	3/22/2018 10:08:13 AM	Jack Z Huang

The screenshot shows the configuration form for the 'Payroll Summary By Pay Period For Dept' report. The form includes the following fields:

- Fiscal Year: 2018
- Fiscal Quarter: --Select Value--
- Department Group Code: --Select Value--
- Project Code: 10029599
- Fund Code: --Select Value--
- Account Code: --Select Value--

Buttons: OK, Reset

Links: Edit - Refresh - Copy

Grants Reconciliation - Payroll

Project with Payroll Journal Adj. only.

This is the extract from the payroll report. This PS project only has the payroll journal adjustments.

GL Journal Date	Project Code	Project Description	Fund Description	LDS Journal Header	Posted Status	Transaction Amount	Fiscal Period	Fund Code	Account Code	Account Description	Department Code	Department Code
9/25/2017	10029599	HS AG Sup	SR Senior	11347	POSTED	14,457.69	Period 3 - 2017-09-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
9/25/2017	10029599	HS AG Sup	SR Senior	11347	POSTED	5,297.12	Period 3 - 2017-09-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
9/25/2017	10029599	HS AG Sup	SR Senior	11464	POSTED	14,708.24	Period 3 - 2017-09-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
9/25/2017	10029599	HS AG Sup	SR Senior	11464	POSTED	5,376.59	Period 3 - 2017-09-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
9/30/2017	10029599	HS AG Sup	SR Senior	25466	POSTED	16,406.19	Period 3 - 2017-09-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
9/30/2017	10029599	HS AG Sup	SR Senior	25466	POSTED	6,833.59	Period 3 - 2017-09-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
9/30/2017	10029599	HS AG Sup	SR Senior	30804	POSTED	14,759.91	Period 3 - 2017-09-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
9/30/2017	10029599	HS AG Sup	SR Senior	30804	POSTED	5,393.00	Period 3 - 2017-09-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
10/2/2017	10029599	HS AG Sup	SR Senior	13369	POSTED	18,017.00	Period 4 - 2017-10-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
10/2/2017	10029599	HS AG Sup	SR Senior	13369	POSTED	7,492.20	Period 4 - 2017-10-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
10/2/2017	10029599	HS AG Sup	SR Senior	13373	POSTED	16,216.96	Period 4 - 2017-10-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
10/2/2017	10029599	HS AG Sup	SR Senior	13373	POSTED	6,760.87	Period 4 - 2017-10-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
10/31/2017	10029599	HS AG Sup	SR Senior	30843	POSTED	15,263.88	Period 4 - 2017-10-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
10/31/2017	10029599	HS AG Sup	SR Senior	30843	POSTED	5,519.34	Period 4 - 2017-10-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
10/31/2017	10029599	HS AG Sup	SR Senior	37493	POSTED	15,015.15	Period 4 - 2017-10-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
10/31/2017	10029599	HS AG Sup	SR Senior	37493	POSTED	6,151.98	Period 4 - 2017-10-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
11/30/2017	10029599	HS AG Sup	SR Senior	37501	POSTED	9,653.43	Period 5 - 2017-11-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
11/30/2017	10029599	HS AG Sup	SR Senior	37501	POSTED	3,465.63	Period 5 - 2017-11-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
11/30/2017	10029599	HS AG Sup	SR Senior	37612	POSTED	14,653.39	Period 5 - 2017-11-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
11/30/2017	10029599	HS AG Sup	SR Senior	37612	POSTED	5,359.20	Period 5 - 2017-11-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
12/31/2017	10029599	HS AG Sup	SR Senior	42979	POSTED	21,354.88	Period 6 - 2017-12-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
12/31/2017	10029599	HS AG Sup	SR Senior	42979	POSTED	7,805.11	Period 6 - 2017-12-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
1/31/2018	10029599	HS AG Sup	SR Senior	54546	POSTED	15,412.81	Period 7 - 2018-01-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
1/31/2018	10029599	HS AG Sup	SR Senior	54546	POSTED	5,656.43	Period 7 - 2018-01-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
2/28/2018	10029599	HS AG Sup	SR Senior	65735	POSTED	15,218.93	Period 8 - 2018-02-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
2/28/2018	10029599	HS AG Sup	SR Senior	65735	POSTED	5,594.64	Period 8 - 2018-02-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
3/31/2018	10029599	HS AG Sup	SR Senior	74217	POSTED	15,240.47	Period 9 - 2018-03-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
3/31/2018	10029599	HS AG Sup	SR Senior	74217	POSTED	6,111.84	Period 9 - 2018-03-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
4/30/2018	10029599	HS AG Sup	SR Senior	85021	POSTED	15,012.14	Period 10 - 2018-04-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
4/30/2018	10029599	HS AG Sup	SR Senior	85021	POSTED	6,019.24	Period 10 - 2018-04-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
5/31/2018	10029599	HS AG Sup	SR Senior	95545	POSTED	14,959.78	Period 11 - 2018-05-01	14560	501010	Perm Salaries-Misc-Regular	HSA	149649
5/31/2018	10029599	HS AG Sup	SR Senior	95545	POSTED	5,964.43	Period 11 - 2018-05-01	14560	514010	Social Security (Oasdi & Hi)	HSA	149649
						341,152.06						

Ledger Grp	ACTUALS		
Dept	149649		
Dept Descr	HSA AG Office On Aging		
Project	10029599		
Year	2018		
Sum of Amount			
Account	Account Descr	Journal ID	Total
= 501010	= Perm Salaries-Misc-Regular	11347	14,457.69
		54546	15,412.81
		65735	15,218.93
		74217	15,240.47
		85021	15,012.14
		95545	14,959.78
501010 Total			246,350.85
= 514010	= Social Security (Oasdi & Hi)	11347	5,297.12
		65735	5,594.64
		74217	6,111.84
		85021	6,019.24
		95545	5,964.43
514010 Total			94,801.21
= 527990	= Other Professional Services	34188	(8,293.84)
		AP00014049	4,162.93
		AP00018222	4,130.91
527990 Total			0.00
= 538010	= Community Based Org Svcs	34188	8,293.84
		AP00099188	2,552.06
		AP00099974	4,249.47
		AP00101952	22,702.81
		AP00101956	10,720.49
538010 Total			343,279.51
= 581011	= GF-Taxi Commission	69674	217,960.00
581011 Total			217,960.00
Grand Total			(0.00)

501010	246,350.85
514010	94,801.21
Total Labor	341,152.06

Grants Reconciliation - Payroll

Project with Payroll interface and Journal Adj.

In this report, this PS project, has both the payroll interface and the journal adjustments.

GL Journal Date	Project Code	Project Description	Fund Description	LDS Journal Header	Posted Status	Transaction Amount	Fiscal Period	Fund Code	Account Code	Account Description	Department Group Code	Department Code
8/11/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0005077	POSTED	230.39	Period 2 - 2017-08-01	11580	516010	Dental Coverage	DPH	251988
8/11/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0005077	POSTED	66.85	Period 2 - 2017-08-01	11580	517010	Unemployment Insurance	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	5287	POSTED	(70,955.17)	Period 2 - 2017-08-01	11580	501010	Perm Salaries-Misc-Regular	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	5287	POSTED	(26,630.72)	Period 2 - 2017-08-01	11580	513010	Retire City Misc	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	10,540.21	Period 2 - 2017-08-01	11580	501010	Perm Salaries-Misc-Regular	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	1,093.40	Period 2 - 2017-08-01	11580	501020	Misc-Sick Pay	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	178.00	Period 2 - 2017-08-01	11580	509010	Premium Pay - Misc	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	2,217.04	Period 2 - 2017-08-01	11580	513010	Retire City Misc	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	710.99	Period 2 - 2017-08-01	11580	514010	Social Security (Oasdi & Hi)	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	166.29	Period 2 - 2017-08-01	11580	514020	Social Sec-Medicare(HI Only)	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	1,612.10	Period 2 - 2017-08-01	11580	515010	Health Service-City Match	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	59.06	Period 2 - 2017-08-01	11580	515030	RetireeHlthCare-CityMatchPropC	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	157.73	Period 2 - 2017-08-01	11580	516010	Dental Coverage	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	30.95	Period 2 - 2017-08-01	11580	517010	Unemployment Insurance	DPH	251988
8/25/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0007267	POSTED	55.35	Period 2 - 2017-08-01	11580	519120	Long Term Disability Insurance	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	10,470.24	Period 3 - 2017-09-01	11580	501010	Perm Salaries-Misc-Regular	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	1,163.36	Period 3 - 2017-09-01	11580	501050	Misc-Other Timeoff	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	247.02	Period 3 - 2017-09-01	11580	509010	Premium Pay - Misc	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	2,229.99	Period 3 - 2017-09-01	11580	513010	Retire City Misc	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	715.25	Period 3 - 2017-09-01	11580	514010	Social Security (Oasdi & Hi)	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	167.27	Period 3 - 2017-09-01	11580	514020	Social Sec-Medicare(HI Only)	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	1,612.10	Period 3 - 2017-09-01	11580	515010	Health Service-City Match	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	59.41	Period 3 - 2017-09-01	11580	515030	RetireeHlthCare-CityMatchPropC	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	157.73	Period 3 - 2017-09-01	11580	516010	Dental Coverage	DPH	251988
9/8/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	PAY0012338	POSTED	31.16	Period 3 - 2017-09-01	11580	517010	Unemployment Insurance	DPH	251988
10/31/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	27771	POSTED	(23,692.23)	Period 4 - 2017-10-01	11580	501010	Perm Salaries-Misc-Regular	DPH	251988
10/31/2017	10000270	HN MCH PM14 1617 FOSTER CARE	SR Community Health-Grants Fed	27771	POSTED	(9,982.42)	Period 4 - 2017-10-01	11580	513010	Retire City Misc	DPH	251988
						0.00						

Thank you!

Questions

