

TRANSACTION VERIFICATION GUIDELINE

for
**MISCA, MISCD, CLNOP, CLNSP, AGENC, STATE, EDWCH,
HSPRM, RSOKC, RSTUL, & SUAUX Funds**

1. **Keep** a copy of any activity (source documents) entered (or to be entered) into PeopleSoft Financials.
Examples include: vendor invoices, ATA, service unit requests, etc.
2. File copies by appropriate chartfield combinations for transaction verification purposes. Verifications should be performed at the ORG, FUND and PROGRAM level at a minimum. Departments may verify by SUBCLASS and PROJECT level if desired.
3. When notification is received that a period has been closed run the following in PeopleSoft Financials for the closed month:
 - OU_ACTIVITY** (public query)
 - OU_CASH_YTD** (public query)
 - HR Activity Report** – (OUHSC Main Menu, OUHSC Reports, HR Activity Report) **or**
 - OU_Payroll Detail** (public query)
4. Verify source documents to cash transactions on **OU_ACTIVITY**.
5. Verify detail payroll information to summarized cash totals on **OU_ACTIVITY**.
6. Verify ending cash balance by adding current month net cash transactions to prior period ending cash balance. Compare to **OU_CASH_YTD** query. If differences exist investigate and document difference.
7. Determine available cash balance at end of period by adding/subtracting outstanding source documents from verified ending cash balance.
8. Verifier and Account Sponsor initial, date, and retain verification for audit purposes.

To run the OU_ACTIVITY query:

Navigate to OU_ACTIVITY (public query)

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a tree view of navigation items. At the top right, there are links for 'HOME', 'WORKLIST', and 'ADD TO FAVORITES', along with 'New Window' and 'Help' links. The main content area is titled 'Query Viewer' and contains a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with a dropdown menu set to 'Query Name' and a text input field containing 'OU_ACT'. There are 'Search' and 'Advanced Search' buttons. Underneath is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The search results are displayed in a table with columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Schedule', and 'Add to Favorites'. Five results are shown, all with 'Public' as the owner and 'OU Actvt by FY,Acct Per & Org' as the description.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
OU_ACTIVITY	OU Activity Detail Transaction	Public		HTML	Excel	Schedule	Favorite
OU_ACTIVITY_INV	OU Activity Detail Transaction	Public		HTML	Excel	Schedule	Favorite
OU_ACTIVITY_OLD	7.02 OU Activity Detail	Public		HTML	Excel	Schedule	Favorite
OU_ACTIVITY_RG1	OU Activity Detail Transaction	Public		HTML	Excel	Schedule	Favorite
OU_ACT_BY_FY_PER_ORG	OU Actvt by FY,Acct Per & Org	Public		HTML	Excel	Schedule	Favorite

To run the OU_ACTIVITY query (cont.):

Fill in prompts and click View Results.

OU_ACTIVITY - OU Activity Detail Transaction

Fiscal Year:

From Period:

To Period:

From Org:

To Org:

From Fund:

To Fund:

From Program:

To Program:

From SubClass:

To SubClass:

From Project:

To Project:

From Account:

To Account:

Fill in the prompts.

***** NOTE: Project is the only field that can contain a blank value on the "From" and "To". All other fields require values.**

Click

Org	Fund	Program	SubClass	Proj/Grant	Account	Descr	Journal ID	Vendor	Invoice#	Ref	ID
-----	------	---------	----------	------------	---------	-------	------------	--------	----------	-----	----

Run OU_ACTIVITY query (cont.):

1	OU Activity Detail Transaction											
2	Org	Fund	Program	SubClass	Proj/Grant	Account	Descr	Journal ID	Vendor	Invoice#	Ref	Line Descr
3	ADM003	STATE	00016	00000		111290	290 Cash	FY05CASH01			FY05 CASH	FY2005 Initial Cash
4	ADM003	STATE	00116	00000		111290	290 Cash	CC00133057		032036		290 CASH
5	ADM003	STATE	00116	00000		111290	290 Cash	CC00133662	METROCALL-006	01640491		
6	ADM003	STATE	00116	00000		111290	290 Cash	CC00133704	OU-001	14747Hc667		
7	ADM003	STATE	00116	00000		111290	290 Cash	CC00134601	METROCALL-006	01707969		
8	ADM003	STATE	00116	00000		111290	290 Cash	CC00135544	METROCALL-006	01773841		
9	ADM003	STATE	00116	00000		111290	290 Cash	CC00136409	METROCALL-006	01838363		
10	ADM003	STATE	00116	00000		111290	290 Cash	DELL022005			23JFD	41853069
11	ADM003	STATE	00116	00000		111290	290 Cash	DELL032005			23JFD	42322768
12	ADM003	STATE	00116	00000		111290	290 Cash	DELL042005			23JFD	42813053
13	ADM003	STATE	00116	00000		111290	290 Cash	DELL12005			23JFD	41390944
14	ADM003	STATE	00116	00000		111290	290 Cash	FB00000001				
15	ADM003	STATE	00116	00000		111290	290 Cash	FB00000001				
16	ADM003	STATE	00116	00000		111290	290 Cash	FB00000001				
17	ADM003	STATE	00116	00000		111290	290 Cash	FB00000001				
18	ADM003	STATE	00116	00000		111290	290 Cash	HR00000271			EOM	290 CASH
19	ADM003	STATE	00116	00000		111290	290 Cash	HR00000274			EOM	290 CASH
20	ADM003	STATE	00116	00000		111290	290 Cash	HR00000279			EOM	290 CASH
21	ADM003	STATE	00116	00000		111290	290 Cash	HR00000283			EOM	290 CASH
22	ADM003	STATE	00116	00000		111290	290 Cash	PCJP022005				73873 WARREN PRODUCTS
23	ADM003	STATE	00116	00000		111290	290 Cash	PCJP032005				75142 WARREN PRODUCTS

1										
2	Line Descr	Req#	PO#	Voucher#	Payment ID	Type	Date	Budget Period	Amount	
3	FY2005 Initial Cash					ASSET	7/1/2004	2005	40894.39	
4	290 CASH			00702096	H010000462	ASSET	7/1/2004	2004	-158.25	
5				00705642	H010005826	ASSET	7/16/2004	2005	-4.66	
6				00706725	H010006529	ASSET	7/19/2004	2005	-80.00	
7				00714283		ASSET	8/13/2004	2005	-4.66	
8				00723478	H010030002	ASSET	9/16/2004	2005	-4.66	
9				00734438	H010040317	ASSET	10/14/2004	2005	-4.66	
10	41853069					ASSET	8/31/2004	2005	-57.60	
11	42322768					ASSET	9/30/2004	2005	-57.60	
12	42813053					ASSET	10/31/2004	2005	-57.60	
13	41390944					ASSET	7/31/2004	2005	-57.60	
14						ASSET	7/31/2004	2005	-567.90	
15						ASSET	8/31/2004	2005	-442.13	
16						ASSET	9/30/2004	2005	-676.20	
17						ASSET	10/31/2004	2005	-676.20	
18	290 CASH					ASSET	7/31/2004	2005	-1874.26	
19	290 CASH					ASSET	8/31/2004	2005	-1459.17	
20	290 CASH					ASSET	9/30/2004	2005	-2231.67	
21	290 CASH					ASSET	10/31/2004	2005	-2231.67	
22	73873 WARREN PRODUCTS					ASSET	8/31/2004	2005	-42.03	

To run the OU_CASH_YTD query:

Navigate to OU_CASH_YTD (public query)

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a list of categories including 'Reporting Tools' which is expanded to show 'Query Manager', 'Query Viewer', and 'Schedule Query'. The 'Query Viewer' is selected. The main content area has a 'Query Viewer' header and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with '*Search By:' set to 'Query Name', 'begins with' selected, and the search term 'OU_CASH' entered. There are 'Search' and 'Advanced Search' buttons. Below the search form is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The search results are displayed in a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Schedule, and Add to Favorite. The table contains three rows: 'OU_CASH' (OU Cash), 'OU_CASH_BAL' (OU Cash BAL Totals), and 'OU_CASH_YTD' (OU Cash YTD Totals). All are owned by 'Public'.

Menu

Search:

- My Favorites
- OUHSC MAIN MENU
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- Inventory
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Tree Manager
- Reporting Tools
 - Query
 - Query Manager
 - Query Viewer**
 - Schedule Query
 - PS/InVision
 - Report Manager
 - PeopleTools
 - My Personalizations
 - My System Profile

Query Viewer

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

*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorite
OU_CASH	OU Cash	Public		HTML	Excel	Schedule	Favorite
OU_CASH_BAL	OU Cash BAL Totals	Public		HTML	Excel	Schedule	Favorite
OU_CASH_YTD	OU Cash YTD Totals	Public		HTML	Excel	Schedule	Favorite

Run OU_CASH_YTD query

OU_CASH_YTD - OU Cash YTD Totals

Fiscal Year:

From Period:

To Period:

From Fund:

To Fund:

From Organization:

To Organization:

From Project:

To Project:

From Sub-Class:

To Sub-Class:

[View Results](#)

OU_Cash_YTD query results

A	B	C	D	E	F	G	H
OU Cash YTD	0						
Account	Fund	Org	Program	SubClass	Proj/Grant	Total Amt	Year
111290	STATE	TRN001	00016	00000		959411.56	2009

To run the HR Activity Report:

Navigate to OUHSC Main Menu, OUHSC Reports, HR Activity Report

PeopleSoft. Home Worklist

Menu

- OUHSC MAIN MENU
 - Accounts Payable
 - Purchasing
 - General Ledger
 - Cash Receipts
 - Project Grant
 - Security Administration
 - Accounts Receivable
 - Asset Management
- OUHSC Reports
 - Statement of Operation Report
 - HR Activity Report**
 - SPNSR Budget Status Report
- OUHSC Processes
- Manager Self-Service
- Vendors
- Purchasing
- Inventory
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools

HR Activity Report

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

Find an Existing Value

Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search

[Advanced Search](#)

Search Results

View All First 1-12 of 12 Last

Run Control ID	Language Code
Bud Err	English
Cash Receipt	English
Journal	English
OU-Update	English
OU Update	English
Org Budget	English
PS AUTO	English
Payroll	English
Proj Grant	English
Reg	English
SQO	English
Voucher	English

Navigate to Reports, Detail Payroll Information

1. Update/Display if you have the run control ID set-up
2. You can use an existing run control or you can add a run control.
3. Set parameters and then Run.
4. You can set the criteria to run the report to many different formats like CSV or PDF.

Menu

- OUHSC MAIN MENU
 - Accounts Payable
 - Purchasing
 - General Ledger
 - Cash Receipts
 - Project Grant
 - Security Administration
 - Accounts Receivable
 - Asset Management
- Ouhsc Reports
 - Statement of Operation Report
 - HR Activity Report**
 - SPNSR Budget Status Report
- Ouhsc Processes
- Manager Self-Service
- Vendors
- Purchasing
- Inventory
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager

HR Activity Report

Run Control ID: Payroll [Report Manager](#) [Process Monitor](#) **Run**

From Department: ADM003 To Department: ADM003

From Fund Code: STATE To Fund Code: STATE

From Project: To Project ID: Z

From Class: 0 To Class: Z

From Date: 10/31/2004 To Date: 10/31/2004

Save **Return to Search** **Next in List** **Previous in List** **Notify** **Add** **Update/Display**

To run the OU_Payroll_Detail query you will go to

1. Reporting Tools
2. Query
3. Query Viewer
4. Type in OU_PAYROLL_DETAIL

Menu

Search:

- My Favorites
- OUHSC MAIN MENU
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing
- Inventory
- Accounts Payable
- Asset Management
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Tree Manager
- Reporting Tools
- ▼ Query
 - [Query Manager](#)
 - **– Query Viewer**
 - [Schedule Query](#)
- ▶ PS/nVision
 - [Report Manager](#)
- PeopleTools
- [My Personalizations](#)
- [My System Profile](#)

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](#)

Choose the option to Run this report to Excel and then add in your criteria and hit 'View Results'.

Search Results

*Folder View:

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
OU_PAYROLL_DETAIL	HR Detail Payroll Data	Public		HTML	Excel	Schedule	Favorite

OU_PAYROLL_DETAIL - HR Detail Payroll Data

From Date: 

To Date: 

From Org:

To Org:

From Fund:

To Fund:

From SubClass:

To SubClass:

From Project:

To Project:

[View Results](#)