

GL.070.002 - BUILDING SUBLEDGER RECONCILIATION TABLE

Purpose	<ul style="list-style-type: none"> To describe what the Subledger Reconciliation Table Build Process does. To identify what parameters users can input to build the Subledger Reconciliation Table. To build the Subledger Reconciliation Table
Description	<p>Building the Subledger Reconciliation Table extracts transactions from PeopleSoft source systems (such as Accounts Receivable, Accounts Payable, etc.) and General Ledger. After building the Subledger Reconciliation table, users can retrieve Reconciliation reports by either Subsystem or by ChartField. These reports compare General Ledger balances to the subsystem application accounting transaction. To load the Subledger Reconciliation Table, specify the Fiscal Year, Periods and Business Units to include. Users can also specify exactly which ChartFields to include.</p>
Security Role	BOR_GL_PERIOD_END
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to build the Subledger Reconciliation Table.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the GL Subsystem Reconciliation link.
5.	Click the Load Subledger Recon Data link.
6.	Click the Add a New Value tab.
7.	Enter " LOAD_RECONCILIATION_DATA " in the Run Control ID field.
8.	Click the Add button. The system navigates to the Load Reconciliation Data page.
9.	Enter " Load Reconciliation Data " in the Description field.
10.	Enter " 2023 " in the Fiscal Year field.
11.	Enter " 10 " in the From Period field.
12.	Enter " 10 " in the To Period field.
13.	Click the All Business Units checkbox.
14.	Click the All System Sources checkbox or Select individual Sources.
15.	Click the Refresh button.
16.	If users want to include ChartFields, scroll down and click the Include CF checkbox next to the corresponding ChartField Name.
17.	Click the Save button.
18.	Click the Run button. The system generates the Process Scheduler Request popup window.
19.	Click the OK button.
20.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
21.	Click the Refresh button until the Run Status runs to Success.