

# Instructions for Authority Order Account 601100 Ledger Balance Correction

## ***Step I: Query for Ledger Balances for Account 601100***

Run PeopleSoft query DCAR\_601100\_LEDGER\_BY\_BUS\_UNIT

Navigation: Reporting Tools>Query>Query Viewer

### Query Viewer

#### Find an Existing Query

Search by:

Press

You should have the following Search Results:

#### Search Results

Query	Customize	Find	View All	First	1 of 1	Last
<a href="#">DCAR_601100_LEDGER_BY_BUS_UNIT</a>	Ledger Bal for AO Acct-601100	Public	<a href="#">Run</a>	<a href="#">Schedule</a>		

Click on the [Run](#) hyperlink

Prompt for Business Unit will display.

Unit:

Populate with Business Unit   and press

Results should be similar to the following example:

	Unit	Fund Type	Class-Funding	Dept	Account	Sub-Account	Sum Total Amt
1	04700	1000	19332	3000309	601100		2010.000
2	04700	1000	19401	1000110	601100		58.000
3	04700	1000	19401	1000130	601100		600.000
4	04700	1000	19401	2000200	601100		102.700
5	04700	1000	19401	3000300	601100		76.500
6	04700	1000	20000	3000309	601100		28.000
7	04700	1000	53201	3000309	601100		1462.000

This will give account 601100 ACTUALS ledger by Fund Type/Class Funding and Department.

Print the list for use as a guide to determine the correct expenditure (5xxxxx) account.

**Step II: Query for Vouchers with Account 601100**

Run PeopleSoft query DCAR\_VCHR\_601100

Navigation: Reporting Tools>Query>Query Viewer

**Search by:** Name  DCAR\_VCHR\_601100

Press

You should have the following Search Results:

**Search Results**

<b>Query</b>	<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last
<a href="#">DCAR_VCHR_601100</a>	Vouchers with AO Acct 601100	Public <a href="#">Run</a> <a href="#">Schedule</a>

Click on the [Run](#) hyperlink

Prompt for Business Unit and Class-Funding will display.

**Business Unit:**   
**Class-Funding:**

Populate with Business Unit and Class-Funding from query search results DCAR\_601100\_LEDGER\_BY\_BUS\_UNIT in **Step I**.

**Business Unit:**   
**Class-Funding:**

Press

Results should be similar to the following example:

	Unit	Voucher	Related Voucher	Fund Type	Class-Funding	Dept	Bud Ref	Account	Sub-Account	Sum Amount
1	04700	00001090		1000	19401	1000110	04	601100		58.000
2	04700	00002591		1000	19401	1000130	04	601100		600.000
3	04700	00001183		1000	19401	2000200	04	601100		102.700
4	04700	00001251		1000	19401	3000300	04	601100		76.500

Voucher search results can be used to assist in identifying the correct expenditure (5xxxxx) account. *The total of the individual voucher activity should equal the Ledger balance by Fund Type/Class-Funding/Department.*

**Step III: Correction Reporting Format**

Office of State Finance will correct the 601100 account with a summary journal entry in the General Ledger. Supply the correct information in the following format:

<b>Business Unit</b>	<b>Account</b>	<b>Sub Account</b>	<b>Fund Type</b>	<b>Class Funding</b>	<b>Department</b>	<b>Bud Ref</b>	<b>Amount</b>
04700	533110	01	1000	19401	1000110	04	58.00
04700	534260		1000	19401	1000130	04	600.00
		<i>etc., etc.</i>					

Email correction spreadsheet to James Youngblood and Jennifer LeFlore at the following addresses by close of business, Monday, July 12:

[james.youngblood@core.state.ok.us](mailto:james.youngblood@core.state.ok.us)

[jennifer.leflore@osf.state.ok.us](mailto:jennifer.leflore@osf.state.ok.us)