PeopleSoft General Ledger Documentation

To prepare for Year End, all Soft Commitments must be processed. Soft Commitments cannot exist once the Year End process has started. Soft Commitments consist of Requisitions and all journal entries and vouchers that have been budget checked but not yet posted.

To see the outstanding Soft Commitments, run the 1074 Report - Section 5.

DEPARTMENT VERIFICATION REPORT-SOFT COMMITMENTS SECTION (1074.5)

Navigate as follows: CUSTOM REPORTS – GL – DEPT VERIFICATION RPT (1074)

1. Enter the time frame for selection of the Soft Commitments. To review all Soft Commitments in preparation for Year End, select months 1 – 12.
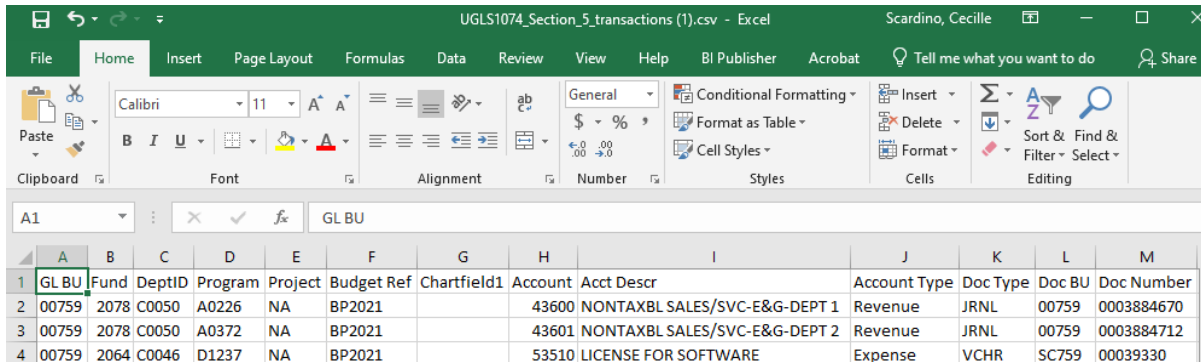
2. Check the Soft Commitments box.
3. Select "Only Print Active Cost Centers".
4. Choose "ALL" for Fund, Program, and Project. Select the rollup tree node to run the report for an area. These values can be obtained from the DEPTID_ROLLUP tree. In this example, all departments in the College of Education will be selected.
5. Click [Run].

Once the report finishes running, select the .csv file:

File List

Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_14171834.log	1,742	08/24/2021 4:25:51.458159PM CDT
UGLS1074_Section_5_transactions.csv	1,313	08/24/2021 4:25:51.458159PM CDT
ugls1074_14171834.PDF	181,712	08/24/2021 4:25:51.458159PM CDT
ugls1074_14171834.out	593	08/24/2021 4:25:51.458159PM CDT

The report opens in an excel type format:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	GL BU	Fund	DeptID	Program	Project	Budget Ref	Chartfield1	Account	Acct Descr	Account Type	Doc Type	Doc BU	Doc Number
2	00759	2078	C0050	A0226	NA	BP2021		43600	NONTAXBL SALES/SVC-E&G-DEPT 1	Revenue	JRNL	00759	0003884670
3	00759	2078	C0050	A0372	NA	BP2021		43601	NONTAXBL SALES/SVC-E&G-DEPT 2	Revenue	JRNL	00759	0003884712
4	00759	2064	C0046	D1237	NA	BP2021		53510	LICENSE FOR SOFTWARE	Expense	VCHR	SC759	00039330

Sort the data by Document Type first. All of the requisitions will be listed together. Those requisitions MUST be either turned into a PO or cancelled by the deadline listed on the Year End Calendar.   NOTE: If cancelling the requisition, cancel the entire requisition – not the lines.

Vouchers and Journal entries must be posted or deleted as well. Please follow the deadlines listed on the Year End Calendar for these transactions as well.