

SOPP # 310 (Financial Reporting)	<u>Prepared By:</u> Audit Assurance Division
<u>Effective Date:</u> 8/11/09	<u>Approved By:</u> Commissioner of Finance
Title	FLEXIBLE PERIOD REPORT
Purpose	To provide guidance to Agencies/Departments with respect to reconciling accounts on a weekly, biweekly or monthly basis
Policy	As the ERP represents the official books and records of the GVI, Agencies and Departments must utilize the flexible period report to <ul style="list-style-type: none"> • reconcile their accounting records, and • serve as the basis for internal decision making and external reporting to Federal Agencies.
Responsibilities	Agencies and Departments are responsible for <ul style="list-style-type: none"> • running the flexible budget • obtaining available information as to how to run and use the flexible period report
Procedure	<p>RUNNING THE REPORT</p> <ol style="list-style-type: none"> 1. Go to the "GVI Department Menu" In the ERP financial system 2. Select "GVI Inquiries and Reports" 3. Select "Flexible Period Report." This will take you to the "Flexible Period Report" screen. 4. Select "Seg Find" in the "Flexible Period Report". This will take you to the "GL Segment Find" screen. 5. Enter the required criteria desired in the "GL Segment Find" screen. The criteria can be in several different combinations: by Project; Department; Division; Prog/Loc; or by Department Division, Prog/Loc, Project; or by Department, Project etc. 6. Click on the green check mark to accept the required criteria. The screen will switch back to original "Flexible Report" screen. At the bottom of the screen you will see the statement "Find records using the seg-account method." Below that, the <u>number</u> of record(s) found in the search will be displayed. 7. Select "Report Option" which will advance the screen to the next step

ARRANGING THE LAYOUT OF THE REPORT

8. Go to the “Report Options” screen. The sequence box allows a maximum of 4 choices on how to arrange the report. (For example the report may be arranged by Division, Activity; Division, Prog/Loc, org; Prog/Loc, org etc).

- a. Select” Division” in sequence 1 on the drop down box. **- ensure the box at the right under “Total” is checked.** For each sequence this is a necessary step.

(Please uncheck the page box under “page break” at the left of the sequence, or this will give a new page at the end of each sequence. This is to be done for all the sequences.)

- b. select “Prog/Loc” in sequence 2 on the drop down box
c. select “Org” in sequence 3 on the drop down box
d. select “Object” in sequence 4 on the drop down box

9. Locate the “Report Title – Flexible Period Report” on the right hand side of the “Sequence” box.

Change to some other suitable name, or allow to stay the same.

Insert your Department, Division name or any other description of the report on the next blank line.

10. Ensure that the “include budget entries, and include encumbrance/liq entries” are checked on the lower section of the screen; and

Check the “Print Journal Detail” tab. Everything else remains the same.

11. Click the green check button. A box with “For AP Source Journals shows “**Voucher** or PO”.

Press the **Voucher** tab, then,

Exit from the “Report Options” screen. You will return to the “Flexible Period Report” screen

12. Click on “file” and select “PDF” on the “Flexible Period Report” screen. The report that will aid with GL Account reconciliation will be produced. This report has all the pertinent information, detail invoice and journal entries, necessary to reconcile accounts weekly, biweekly or monthly.

DISPLAYING THE REPORT

13. Three options to display the generated report:

On the **MENU** tab

- a. Click on File and then Display. This allows for a quick view of the generated report.
- b. Click on file and then PDF. This allows the user to save the report as well as view.
- c.
 - Click on file and then Output. This option will take you to the "Output" screen.
 - Select file. This will create a file name which can be changed or remain with the generated name.
 - Click on "OK" which will take you back to the "Flexible Period Report" screen. The bottom of the screen will inform you that the spool file "name of file" has been created.
 - Click on "MY" then report on the menu tab. This will take you to "Spool File Maintenance".
 - Put cursor over the spool file "name of file", and
 - Pick the display that is desired from the left side of the screen.

Additionally, you have the choice of displaying the report into word then importing into excel (see your MIS Department for help).

Revision History

Revision #	Date	Description of changes	Requested By
0	4/6/2009	Initial Release	DJ
	8/7/09	Review of SOPP	VC
	8/11/09	Review to conform to format	JL