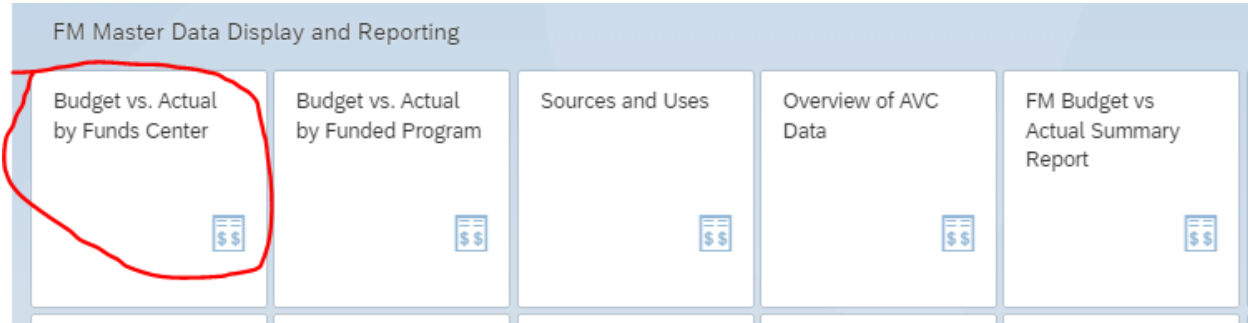


DBAF Clearing Account Clean Up

This document is to help clean up the DBAF Clearing Account.

Go to the Budget vs Actual by Funds Center tile:



Fiscal Year – Default – 2021

To Fiscal Year – 2022 or current fiscal year

Period From – 1

Period To – 16 (there are 12 total periods + 4 closing periods = 16)

Under Funded Program in the Or Value(s) field put your IO

Hit Execute bottom right of page

The image shows a form with two sections: "Selection values" and "Selection groups".

Selection values:

- Fiscal Year - Default: 2021
- To Fiscal Year: 2022
- Period (from): 1
- Period (to): 16

Selection groups:

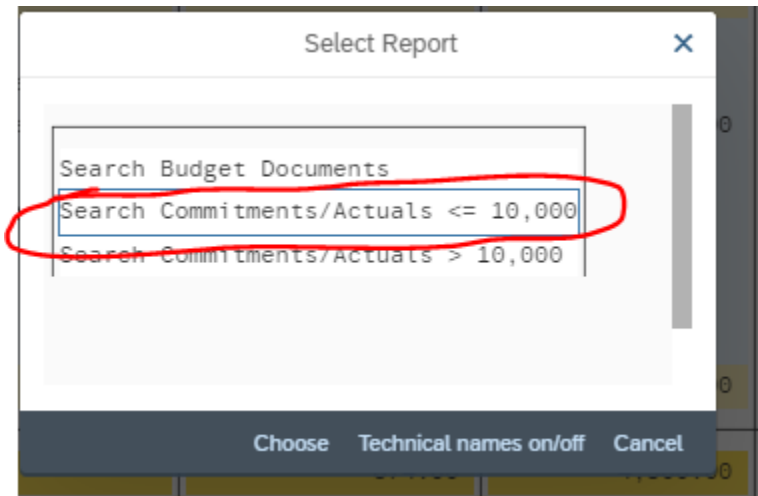
- Fund: [text box]
- Or value(s): [text box] to: [text box] [execute icon]
- Funds Center: [text box]
- Or value(s): [text box] to: [text box] [execute icon]
- Functional Area: [text box]
- Or value(s): [text box] to: [text box] [execute icon]
- Funded Program: [text box]
- Or value(s): IO Here to: [text box] [execute icon]

Double click on the Commit + Act amount in the Total Expense Row:

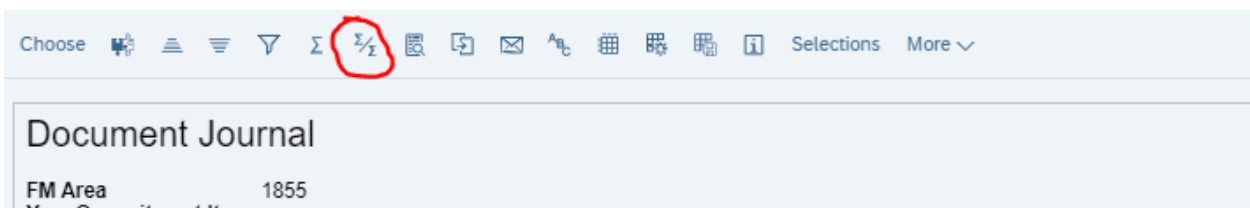
Commitment Item/Fund Ctr	Budget	Commitments	Actuals	Commit+Act	Avail Balance
* Salary					
* Overtime-Holiday Expense-Salary					
* Fringe-Burden					
** Expense-Personnel					
* General Office Expenses and Suppli			0.02-	0.02-	0.02
* Equipment-Non Capitalized					
* IT Technical Incl Non Capital IT E		4,500.00	3,300.00	7,800.00	7,800.00-
* Leases-Rentals					
* Participant Support Costs					
* Services-External					
* Travel and Conferences			0.80	0.80	0.80-
* Default Conversion	874.00-		874.00-	874.00-	
** Expense-Non-Personnel	874.00-	4,500.00	2,426.78	6,926.78	7,800.78-
*** Total Expense	874.00-	4,500.00	2,426.78	6,926.78	7,800.78-
**** Net Income	874.00	4,500.00-	2,426.78-	6,926.78-	7,800.78

Next screen select Search Commitments/Actuals <= 10,000.

**Note: The further the fiscal years are out from 2021, you may have to use Search Commitments/Actuals > 10,000



In the header of the next page, click the Σ/Σ symbol:



Remove all the items on the left-hand side. If you click the > button in the middle of the box it should move all the criteria to the right-side box:

The 'Sort Order' dialog box is divided into two main sections: 'Sort criteria/Subtotals' on the left and 'Column Set' on the right. The 'Sort criteria/Subtotals' section features a search bar and navigation icons (up, down, up-down, down-down). Below these is a table with the following columns: 'Column Name', a sort order icon (three horizontal lines), a radio button, and a checkbox. The table lists the following criteria:

Column Name	Sort Order	Radio Button	Checkbox
Fiscal Year	☰	<input checked="" type="radio"/>	<input type="checkbox"/>
Value Type	☰	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Reference Document Number	☰	<input checked="" type="radio"/>	<input type="checkbox"/>
Amount type	☰	<input checked="" type="radio"/>	<input type="checkbox"/>

The 'Column Set' section has a search bar and a list of column names. The columns listed are: Amount to be checked against commt budge, Document type, FM Area, Fund name, Item Number of Reference Document, Customer for Fund, Application of Funds, Value Type Text, Fund Type, Amount Type, Fund Type Description, Period, Funds center name, Funds Management Update Date, and Funds Center Manager in Organization Mod. A red circle highlights the right-pointing arrow button located between the two panes.

At the bottom right of the dialog box, there are two buttons: 'Adopt' and 'Cancel'.

Click Continue:

Select Spreadsheet ✕

Formats:

Excel (in MHTML Format)
 OpenOffice (in OpenDocument Format 2.0)
 Select from All Available Formats

Always Use Selected Format

Continue
Cancel

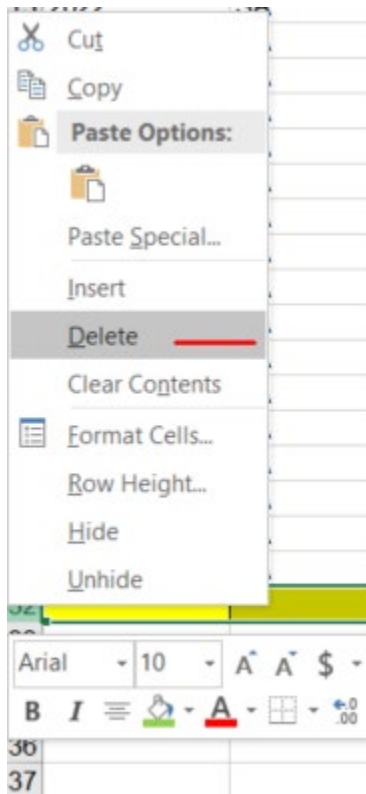
Scroll all the way down to the bottom of your data set. Take a look at the Row highlighted in yellow. It should match the amount from your SIMBA page:

2022	SA	100318203	4	66	Profit transfer postings	0100	5	11/16/2021	6970	1110000000	52210200	52210200	Postage and Mailings	-38.51	69725
2022	SA	100318203	6	66	Profit transfer postings	0100	5	11/16/2021	6970	1110000000	52210200	52210200	Postage and Mailings	-3.72	69725
2022	SA	100318203	9	66	Profit transfer postings	0100	5	11/16/2021	6970	1110000000	52210200	52210200	Postage and Mailings	-1.30	69725
2022	SA	100318203	11	66	Profit transfer postings	0100	5	11/16/2021	6970	1110000000	52301300	52301300	IT Professional Svc	5.96	69725

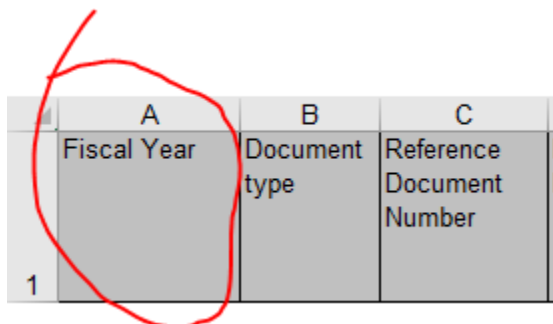
Commitment Item/Fund Ctr	Budget	Commitments	Actuals	Commit+Act	Avail Balance
* Salary					
* Overtime-Holiday Expense-Salary					
* Fringe-Burden					
** Expense-Personnel					
* General Office Expenses and Suppli			0.02-	0.02-	0.02
* Equipment-Non Capitalized					
* IT Technical Incl Non Capital IT E		4,500.00	3,300.00	7,800.00	7,800.00-
* Leases-Rentals					
* Participant Support Costs					
* Services-External					
* Travel and Conferences			0.80	0.80	0.80-
* Default Conversion	874.00-		874.00-	874.00-	
** Expense-Non-Personnel	874.00-	4,500.00	2,426.78	6,926.78	7,800.78-
*** Total Expense	874.00-	4,500.00	2,426.78	6,926.78	7,800.78-
**** Net Income	874.00	4,500.00-	2,426.78-	6,926.78-	7,800.78

If it doesn't, then something went wrong. Start again, or reach out to Brian and we can look at it together.

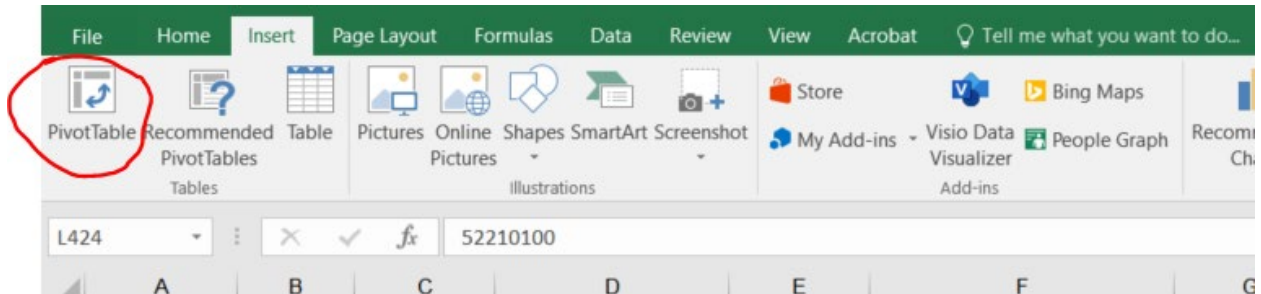
Once you verify the amount matches, highlight the whole row yellow row, right click and hit delete. We don't need that amount in our data set:



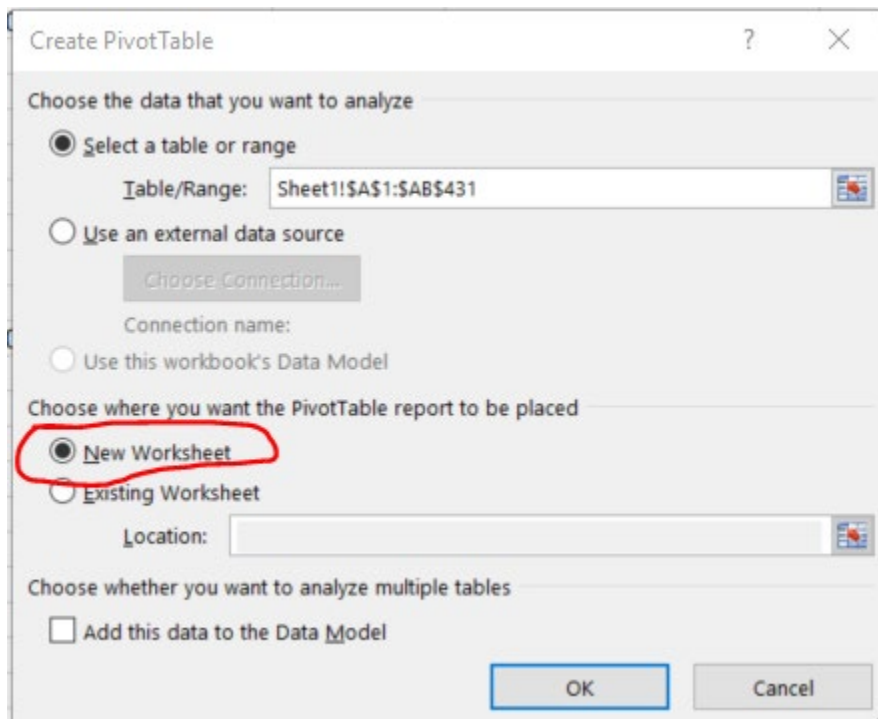
Go to the top of the worksheet and select cell A1:



Go up to the top of the page and select Insert then PivotTable:



Make sure New Worksheet bubble is filled in, then click ok:



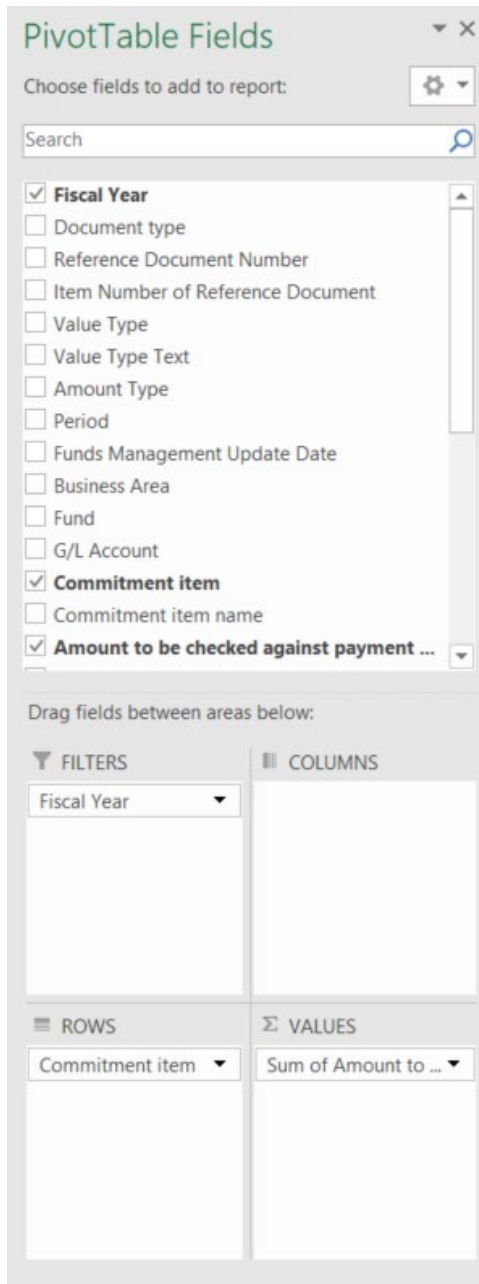
Next fill out the info for the PivotTable.

Filter – Fiscal Year

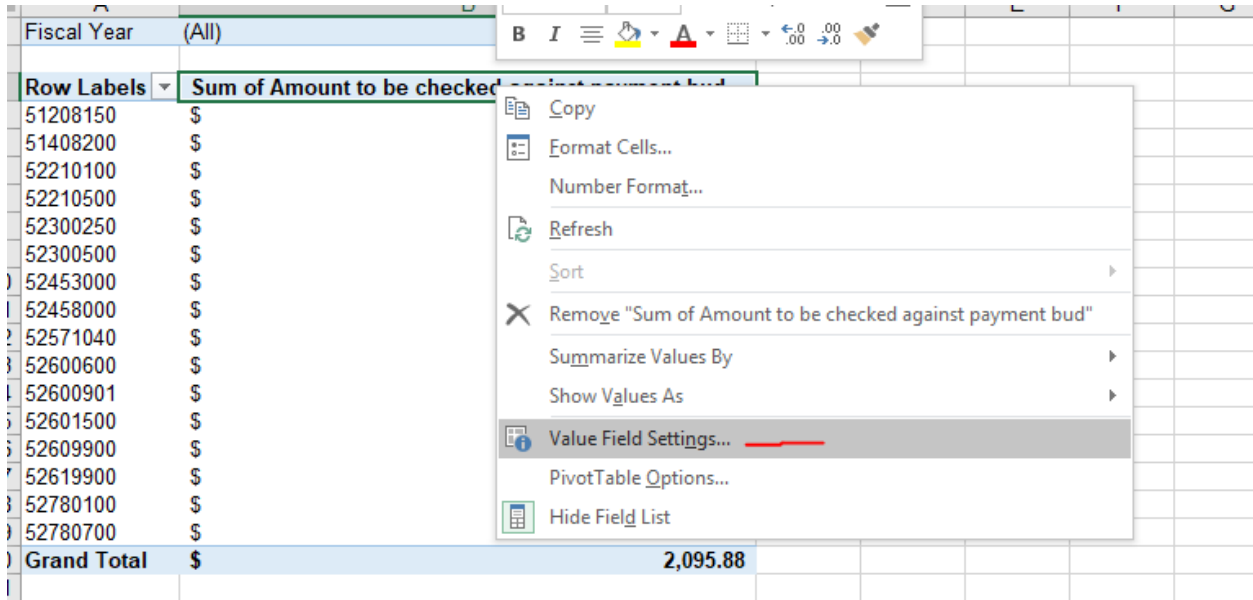
Rows – Commitment Items (GL accounts)

Values – Amount to be checked against Payment... (Expense Amounts)

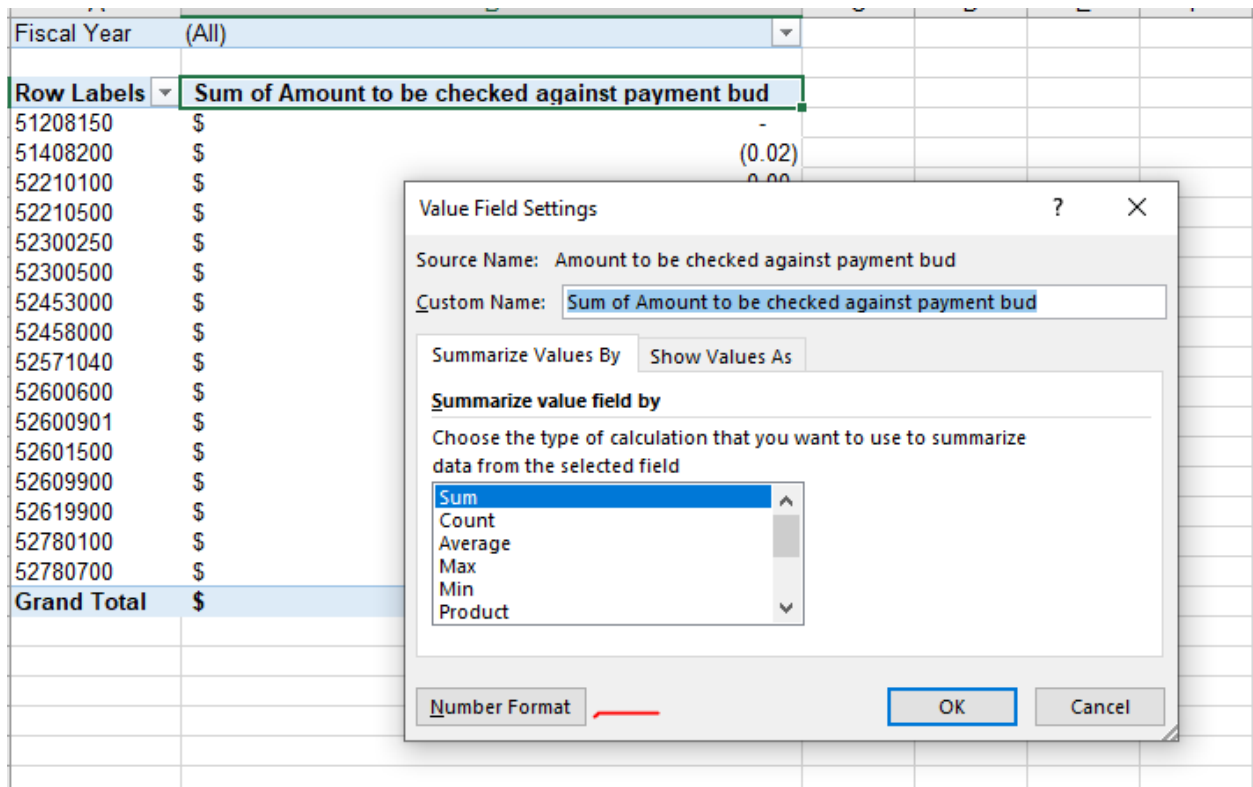
It should look like this:



In the actual PivotTable, right click on the Sum of Amount to be checked against payment bud, select Value Field Settings:



Then select Number Format:



Then choose Accounting, then OK, then OK again:

The image shows an Excel spreadsheet with the 'Format Cells' dialog box open. The spreadsheet has a 'Fiscal Year' dropdown set to '(All)'. The 'Row Labels' column contains a list of numbers, and the 'Sum of Amo' column contains dollar signs. The 'Grand Total' row is highlighted. The 'Format Cells' dialog box is open to the 'Number' tab, with the 'Accounting' category selected. The 'Sample' text is 'Sum of Amount to be checked against payment bud'. The 'Decimal places' are set to 2, and the 'Symbol' is '\$'. The dialog box also includes an 'OK' button and a 'Cancel' button.

Row Labels	Sum of Amo
51208150	\$
51408200	\$
52210100	\$
52210500	\$
52300250	\$
52300500	\$
52453000	\$
52458000	\$
52571040	\$
52600600	\$
52600901	\$
52601500	\$
52609900	\$
52619900	\$
52780100	\$
52780700	\$
Grand Total	\$

If you never completed a PivotTable before, Congrats, you just did! The amounts should be broken out by GL now. You can drill into each amount that is in the pivot table now. Double click the amount and it will open up a new tab, with the details that makes the amount up:

Row Labels	Sum of Amount to be checked against payment bud
51105100	\$ -
51306960	\$ -
51404560	\$ -
52210100	\$ 0.00
52210110	\$ 0.00
52210120	\$ -
52210150	\$ (0.02)
52210200	\$ (0.00)
52210400	\$ -
52271000	\$ -
52300160	\$ -
52300200	\$ -
52300250	\$ (0.00)
52300400	\$ 0.00
52300500	\$ -
52300900	\$ 7,800.00
52301300	\$ -
52330100	\$ -
52453000	\$ (0.00)
52601500	\$ -
52609900	\$ -
52780100	\$ 0.80
52910000	\$ (874.00)
Grand Total	\$ 6,926.78

Amount to be checked against payment bud
-193635
229320
7800
-35685
-7800
-15093
4500
0
-80.16
-20592
600
2700
-20592
20592
15093
20592
80.16
-3300
-35685
-4500
7800
35685
7800