State of North Dakota

Student Financials
GL Interface

Version 8.0
DISCLAIMER

Written by MAXIMUS-ERP Solutions Group, March 2004.

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Running the GL Interface Processes

Overview

The PeopleSoft Student Financials General Ledger Interface (GL Interface) exists to record the impact of PeopleSoft Student Financials transactions (charges, payments, cash receipts, etc.) against a general ledger chart of accounts.

PeopleSoft Student Financials is integrated with PeopleSoft General Ledger. There are three functions that the PeopleSoft Student Financials GL interface performs:

- It loads setup information from the PeopleSoft General Ledger application used in the creation of accounting information.
- It validates the chart of accounts (chartfields) on various PeopleSoft Student Financials setup tables against data from PeopleSoft General Ledger to ensure that PeopleSoft Student Financials reflects your institution’s current chart of accounts.
- It creates and sends accounting information to your institution’s general ledger, enabling your institution’s accounting office to track revenue, expenses, receivables, and liabilities.

You can run the GL interface at any appropriate interval. When you define an item type or tender keys and target keys in your cashiering office, you complete a GL interface-related page. The GL interface and Cashiering GL interface processes utilize the information that you enter on these GL interface-related pages to create accounting entries. You transfer these accounting entries to your PeopleSoft General Ledger application using Application Messaging—a feature of PeopleTools Integration Technology. After you transfer the accounting entries to the PeopleSoft General Ledger database, your PeopleSoft General Ledger staff creates the journal entries and posts the information to the general ledger.

The term accounting entry refers to a single debit or credit entry destined for the general ledger. Accounting entries contain 4 primary elements: an accounting date, chartfield (chart of accounts) information, and either a positive or negative monetary amount. The GL interface creates accounting entries and stores them in the PS_SF_ACCTG_LN table. The
terms *accounting entry* and *accounting line* are synonymous and are used interchangeably in this document.

The GL interface process creates accounting lines for all PeopleSoft Student Financials transactions except for departmental receipts. Run the Cashiering GL interface process to create entries for departmental receipts and any over and short entries required to balance your register (cashier) at days end.

**GL Interface Process Diagram**
Cashiering GL Interface Process Diagram

Cash Drawer Shortages
Cash Drawer Overages
Cash Receipts
Cashiering

Detail Calendars
GL Business Unit Definitions
Journal Generator Templates
Ledger Definitions

GL Setup Data (loaded via Application Messaging)

Cashiering GL Interface Process COBCL SFCINTT8

Creates accounting lines [entries]

Accounting Lines PS_SF_ACCTG_LN

Batch Publish Process EOP_PUBLISHM

Publishes accounting lines to the PeopleSoft Financials 8.4 database
Running the GL Interface

1. **Navigate to GL Interface:**

   **Manage Student Financials>Administer SF GL Interface>Process>GL Interface**

   ![GL Interface Interface](Image)

   A. The first time this process is run a new Run Control ID will need to be created. Click on the [Add a New Value](Add) link, enter the run control ID of GL_INTERFACE and click the **Add** button.

   B. For future use of the GL Interface program click the [Search](Search) button to select the run control or just input the run control in the field.
2. Enter to GL Interface process parameters.
   A. Enter your Business Unit.
   B. Always select a Journal Template of STUDENT.
   C. Enter the Term for which you want the interface to run. The system selects all GL records less than or equal to the term code you select here. It is recommended that you select a term such as 0910, so that this value will not need to be updated and GL transactions will always be generated for all terms.

3. Initiate the process.
   A. Click the Run button. The following page will be displayed.
B. Select the **Server Name** of PSNT.

C. Select the **GL Interface – 8.4** process by clicking in the check box.

D. Click the **OK** button and you will be returned to the previous page.
4. To make sure your GL Interface was successfully processed, click on Process Monitor. The following page will appear.

Note that this is a PeopleSoft Job, which contains multiple definitions. Therefore more than one process instance number has been generated.
A. To ensure the process ran successfully, you will want to confirm that the Run Status displays “Success.”

B. If necessary, you can view additional information regarding the process by clicking on the Details link.
C. Then click the Message Log link.
D. This message just verifies that the full process has successfully run. If the process had not been run successfully you might have to restart the process and run it again.

**NOTE:** The fact that a Success message was generated does not mean that the process had the expected results. It simply means that it executed all of its code without failing. You should always verify that the process had the expected results through inquiry panels in the application.
Running the Cashiering GL Interface

1. Navigate to Cashiering GL Interface:

   Manage Student Financials>Administer SF GL Interface>Process>Cashiering GL Interface

A. The first time this process is run a new Run Control ID will need to be created. Click on the Add a New Value link, enter the run control ID of GL_INTERFACE and click the Add button.

B. For future use of the Cashiering GL Interface program click the Search button to select the run control or just input the run control in the field.
2. Enter to GL Interface process parameters.
   A. Enter your Business Unit.
   B. Select the Cashier’s Office. You will need to initiate this process for each Cashier’s Office at your institution.
   C. Select the Business Date for which you will be running the process. This process will need to be run for each day the Cashiers Office has been opened.
   D. Always select a Journal Template of STUDENT.

3. Initiate the process.
   A. Click the Run button. The following page will be displayed.
E. Select the **Server Name** of PSNT.
F. Select the **Cashiering Interface – 8.4** process by clicking in the check box.

G. Click the **OK** button and you will be returned to the previous page.
4. To make sure your Cashiering GL Interface was successfully processed, click on Process Monitor. The following page will appear.

Note that this is a PeopleSoft Job, which contains multiple definitions. Therefore more than one process instance number has been generated.
B. To ensure the process ran successfully, you will want to confirm that the Run Status displays “Success.”
C. If necessary, you can view additional information regarding the process by clicking on the Details link.
D. Then click the **Message Log** link.
E. This message just verifies that the full process has successfully run. If the process had not been run successfully you might have to restart the process and run it again.

**NOTE:** The fact that a Success message was generated does not mean that the process had the expected results. It simply means that it executed all of its code without failing. You should always verify that the process had the expected results through inquiry panels in the application.
Validating the GL Interface

Reviewing GL Interface Messages

1. Navigate to GL Interface Messages page

Manage Student Financials>Administer SF GL Interface>Inquire>GL Interface Messages

A. Click the button and a list of the process instances that generated error messages will be displayed. The highest number will be the most recently run process with errors.

B. Click on the process instance ID to view the error messages associated with the process. The following page will be displayed.
2. Review the Messages
   A. Continue scrolling right to see additional information.

<table>
<thead>
<tr>
<th>Item Nbr</th>
<th>Message Text</th>
<th>Error or Warning Flag</th>
<th>Item Type</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:000000000000000024</td>
<td>Total Debit Amount does not match Total Credit Amount (4827, 11103)</td>
<td>Error</td>
<td>910000000210</td>
<td>Federal Unsubsidized Stafford</td>
</tr>
<tr>
<td>2:000000000000000025</td>
<td>Total Debit Amount does not match Total Credit Amount (4827, 11103)</td>
<td>Error</td>
<td>910000000210</td>
<td>Federal Unsubsidized Stafford</td>
</tr>
<tr>
<td>3:000000000000000044</td>
<td>Total Debit Amount does not match Total Credit Amount (4827, 11103)</td>
<td>Error</td>
<td>910000000210</td>
<td>Federal Unsubsidized Stafford</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Name</th>
<th>External Org ID</th>
<th>Descr</th>
<th>Time Stamp</th>
<th>Message Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>07/16/2004 3:25:57:030000PM</td>
<td>11103</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/16/2004 3:25:57:030000PM</td>
<td>11103</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/16/2004 3:25:57:030000PM</td>
<td>11103</td>
</tr>
</tbody>
</table>

   B. Research the error using the information provided on this page.
3. Research Debits Does Not Equal Credits Message
A. The most common error is the Debits Does Not Equal Credits. This is generally due to credit being applied to a charge with missing GL interface.
B. Start by identifying the student or external organization that is receiving the error and the transaction id (Item Number) of transaction that is erroring out of the process.
C. Navigate the Student’s (External Organization’s) account. The following page will be displayed.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Item Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Nbr</td>
<td>Line Seq Nbr</td>
</tr>
<tr>
<td>000000000000022</td>
<td>1 2003 Fall</td>
</tr>
<tr>
<td>000000000000022</td>
<td>2 2003 Fall</td>
</tr>
<tr>
<td>000000000000022</td>
<td>3 2003 Fall</td>
</tr>
<tr>
<td>000000000000022</td>
<td>4 2003 Fall</td>
</tr>
<tr>
<td>000000000000028</td>
<td>1 2003 Fall</td>
</tr>
<tr>
<td>000000000000028</td>
<td>2 2003 Fall</td>
</tr>
<tr>
<td>000000000000029</td>
<td>1 2003 Fall</td>
</tr>
<tr>
<td>000000000000029</td>
<td>2 2003 Fall</td>
</tr>
<tr>
<td>000000000000030</td>
<td>1 2003 Fall</td>
</tr>
<tr>
<td>000000000000062</td>
<td>1 2004 Spring</td>
</tr>
<tr>
<td>000000000000062</td>
<td>2 2004 Spring</td>
</tr>
<tr>
<td>000000000000062</td>
<td>3 2004 Spring</td>
</tr>
</tbody>
</table>

D. Use this page to determine the account that contains the un-interfaced item.
E. Navigate to the Item Details page to identify the charges to which the un-interfaced credit applied.
F. View the Detail Transaction page for each of these charges. This will allow you to identify the actual charge item types.

G. Navigate to the item type set up for these item types and verify all of the required accounting information is specified.
Reviewing GL Interface Messages

1. Navigate to Cashiering GL Interface Messages page

Manage Student Financials>Administer SF GL Interface>
Inquire>Cashiering GL Interface Messages

A. Enter the Cashiers Office for which you are verifying the interface.
B. Click the **Search** button and the following page will be displayed.
2. Review the Messages
A. This page will contain a row for each business day that this cashier’s office has been opened.
B. It will indicate if the Cashiering GL Interface has been run for that business date.
C. If the interface has been run, click on the GL Run Error Detail link and the following page will be displayed.

D. If an error message was generated, the detail regarding the message will be displayed.
E. The most common error messages resulting from the Cashiering GL Interface process result from accounting information not be set up for either the Cashier’s Office or the Tender Types. To correct, make the accounting information on these values has been entered and re-run the Cashiering GL Interface for that business date.
Reviewing Application Message Publish Messages

1. Navigate to Accounting Line\Batch Pub Rec page

Manage Student Financials>Administer SF GL Interface>
Inquire> Accounting Line\Batch Pub Rec

SF Accounting Line Review

A. Enter the Process Instance for which you wish to review the status.
B. You can also enter a Process Status to search process in a specific status. Typically you will search for Pending, or un-interfaced processes or those in Error.
C. Click the Search button and the following information format will be displayed.
F. All of the process instances that meet your criteria will be displayed.
   • If they show a Process Status of Pending, the accounting information has successfully
generated in Student Financials, but has not yet been published to General Ledger.
   • If they show a Process Status of Completed, it means Student Financials has successfully
published the lines to General Ledger. If they cannot be accessed on the Financials side
there is probably a problem with Application Messaging and a PTR should be submitted.
   • If they show a Process Status of Error, it means the Batch Publish Process has failed and
a PTR should be submitted.

G. If an error message was generated, the detail regarding the message will be displayed.

H. The most common error messages resulting from the Cashiering GL Interface process
result from accounting information not be set up for either the Cashier’s Office or the
Tender Types. To correct, make the accounting information on these values has been
entered and re-run the Cashiering GL Interface for that business date.
2. View the accounting lines for the process instance you are reviewing.
A. Open the Process Instance for which you wish to view the accounting lines.
B. Click on the "View Accounting Line Records". The following page will be displayed.

C. The Main tab displays general accounting line information. It will provide you with information regarding the student and specific transaction that generated the accounting line.
D. Click the Detail link next to an accounting line to access the SF Accounting Line Detail page where you can view all fields for the accounting line record. The following page will be displayed.
E. Click Return to return to the previous page.
F. Click on the Journal Info tab and the following will be displayed.
G. The fields on the Journal Information tab display the information published from PeopleSoft Financials. The tab also contains the GL journal line number, journal ID, and line date, which are populated with the data returned to PeopleSoft Student Financials through the STUDENT_SF_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials.

H. Click on the Chartfield 1 tab and the following page will be displayed.

I. The Chartfields 1 and Chartfields 2 tabs show information sent to PeopleSoft Financials. The GL Interface process populates some of these fields depending on what fields you populated during the setup of your item types.
Reviewing the Generated Accounting Lines

1. Navigate to Accounting Line page

Manage Student Financials>Administer SF GL Interface>Inquire>GL Interface Messages

A. Enter your Business and click the Search button. The following page will then be displayed.
1. Enter the search criteria required to locate the accounting information you wish to review.

   A. Select the **Student ID** to view the accounting lines for a single person. Enter an EmplID in the field to the right.

   B. Select **Receipt Number** to view the accounting lines related to a single receipt. Enter the receipt number in the field on the right.

   C. Select **Ext Org** to view the accounting lines for a single external organization. Enter the External Organization ID in the field to the right.
D. Select **Run Date and Sequence Number** to view the accounting lines for a specific GL Interface process instance. Enter the date and the sequence number in the fields to the right.

E. Select **Chartfields** to search for accounting lines that coded to a specific chartfield string. Enter as many chartfields as appropriate.

*NOTE: This section has the potential to pull back the largest number of rows. When selecting lines by Chartfield string only, make sure you enter enough criteria to limit the data returned to a manageable size.*

2. **View the accounting lines matching your search criteria.**

A. Click on the **View Accounting Line Records**. The following page will be displayed.

<table>
<thead>
<tr>
<th>SF Accounting Lines</th>
<th>View All</th>
<th>First</th>
<th>1-20 of 270</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main</strong></td>
<td><strong>Journal Info</strong></td>
<td><strong>Chartfields 1</strong></td>
<td><strong>Chartfields 2</strong></td>
</tr>
<tr>
<td>433</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000001</td>
</tr>
<tr>
<td>434</td>
<td>MASEU1</td>
<td>05321009</td>
<td>0000000000000001</td>
</tr>
<tr>
<td>21773</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000002</td>
</tr>
<tr>
<td>21774</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000002</td>
</tr>
<tr>
<td>21775</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000003</td>
</tr>
<tr>
<td>21776</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000003</td>
</tr>
<tr>
<td>21777</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000004</td>
</tr>
<tr>
<td>21778</td>
<td>MASEU1</td>
<td>05321008</td>
<td>0000000000000004</td>
</tr>
</tbody>
</table>

B. The Main tab displays general accounting line information. It will provide you with information regarding the student and specific transaction that generated the accounting line.

C. Click the Detail link next to an accounting line to access the SF Accounting Line Detail page where you can view all fields for the accounting line record. The following page will be displayed.
D. Click Return to return to the previous page.
E. Click on the Journal Info tab and the following will be displayed.
F. The fields on the Journal Information tab display the information published from PeopleSoft Financials. The tab also contains the GL journal line number, journal ID, and line date, which are populated with the data returned to PeopleSoft Student Financials through the STUDENT_SF_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials.

G. Click on the Chartfield 1 tab and the following page will be displayed.

H. The Chartfields 1 and Chartfields 2 tabs show information sent to PeopleSoft Financials. The GL Interface process populates some of these fields depending on what fields you populated during the setup of your item types.