

Business Process Procedures

5.10 GL INTERFACE PROCESS & REPORTS

- Overview** These procedures document the process for running the PeopleSoft GL Interface and associated Revenue Reports, and then preparing the associated FRS entries.
- Key Points** Running the GL Interface process involves several steps, to be run in a specific order. Each business day the college should execute the following steps, in order:
1. Run the GL Interface Process
 2. Run the Summary Revenue Report
 3. Run the Detail Revenue Report (optional)
 4. Prepare Daily Agency Transaction Voucher
- Discussion** The **VCCS Custom Revenue Report** will produce a summary and detailed report titled "Net Item Type Activity by FRS Account".
- The "**Net Item Type Activity by FRS Account**" contains net activity for the satisfaction of student charges and reversals in SIS. The "Net Item Type Activity by FRS Account" report should reflect zero "0" net FRS activity for the day.
- Using the "Net Item Type Activity by FRS Account", the college will prepare a **daily Agency Transaction Voucher (ATV)** to record the net accrual activity in the Financial Records System (FRS).
- FRS Subsidiary Revenue Account number 1-00880** Revenue E&G Summary-SIS has been created to record the offsetting entry to the detailed revenue transactions, in-state, out-of-state, technology fee, student activity fee, etc. FRS revenue sub-codes have also been added to further define net receivable activity to third party receivables (0211) and financial aid receivables (0212).

Part 1 – Run the PeopleSoft GL Interface Process

Detailed Directions

- Step 1.1** Navigate to the G/L Interface page per the following:
- [Student Financials > GL Interface > Generate Accounting Entries](#)

Step 1.2 The following page displays.

Generate Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Run Control ID: begins with ▼

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Type in the run-control ID you have created for the G/L Interface or click Search to look it up.

Step 1.3 The Generate Accounting Entries page displays.

Generate Accounting Entries

Run Control ID: gl-interface [Report Manager](#) [Process Monitor](#) Run

Required Parameters

Business Unit:	NV280	Northern Virginia Comm College
Journal Template:	SFFRS	SF Journal Generator Template Manual Batch Publish
Term:	2053	2005 Summer

Save
 Return to Search
 Add
 Update/Display

Enter **NV280** as the Business Unit, or click to lookup.

Enter **SFFRS** as the Journal Template, or click to lookup.

Select the term for which journal entries are to be created, or click to lookup.

Click Save to save the page.

Step 1.4

Click **Run** to run the G/L Interface Process. The Process Schedule Request page displays.

Process Scheduler Request

User ID: 1061608 Run Control ID: gl-interface

Server Name: PSUNX Run Date: 06/26/2006 **Reset to Current Date/Time**

Recurrence: Run Time: 12:35:52PM

Time Zone: **OK** **Cancel**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SF GL Interface - Acct Lines	SFPGLINT	COBOL SQL	(None)	(None)	Distribution

Verify the following on the page:

1. Server name is **PSUNX**
2. The Select checkbox is checked for **SF GL Interface – Acct Lines**
3. Type is **None**
4. Format is **None**

Click **OK** to run the GL Interface Process report.

Step 1.5

After initiating the process, the Generate Accounting Entries page will reappear.

Step 1.6 Click [Process Monitor](#) and the Process List page will appear.

Step 1.7 Periodically click [Refresh](#) to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.

Step 1.8 When the Run Status displays success, click [Details](#) for your process.

Step 1.9 The Process Detail page appears.

Step 1.10 Click [View Log/Trace](#) . The View Log/Trace page appears.

View Log/Trace

Report

Report ID: 2820 **Process Instance:** 3342 [Message Log](#)

Name: VCFRSREF **Process Type:** SQR Report

Run Status: Error

FRS Interface

Distribution Details

Distribution Node: S89HTTP **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,774	08/14/2006 4:35:22.000000PM EDT
Trace File	848	08/14/2006 4:35:22.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	1061608

Step 1.11 Make a note of the process instance for the GL Interface (Process = SFGLINT). You will need this number to run the Revenue Reports. In this example, the process instance number is 3342.

Step 1.12 Proceed to the next part to run the revenue reports. Minimize the Process Monitor window, but do not close it so that you can check the status of your revenue reports.


Part 2 – Run the Summary Revenue Report

Detailed Directions

Step 2.1 Navigate to the REVENUE REPORTS per the following:


[VCCS Custom](#) > [VCCS Student Financials](#) > [Revenue Reports](#)

Step 2.2 The Revenue Reports page displays.

Type in the run-control ID you have created for the Revenue Reports or click  to look it up.


Step 2.3 The Revenue Reports run control page displays.


Accept the Language default of English.

Enter **NV280** as the Business Unit, or click  to lookup.

Enter the Journal Date (the date the GL Interface process was originally run), or click  to lookup.

Enter the Process Instance recorded in Step 1.11 above, or click  to lookup.

Step 2.4 Click  to save the page.

Step 2.5 Click  to run the Summary Revenue Report. The Process Scheduler Request page displays.

Process Scheduler Request

User ID: 1061608 Run Control ID: rev-reports

Server Name: PSNT Run Date: 08/14/2006

Recurrence: Run Time: 4:52:42PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Detail Net Item Type Activity	VCREVRPT	Crystal	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Summary Net Item Type Activity	VCREVSUM	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Verify the following on the page:

1. The Server Name is **PSNT**
2. The Select checkbox is checked for **Summary Net Item Type Activity**
3. The Type is **Web**
4. The Format is **PDF**

Click [OK](#) to run the GL Interface Process report.

Step 2.6 After initiating the process, the Generate Accounting Entries page will reappear.

Step 2.7 Click [Process Monitor](#) and the Process List page will appear.

Process List [Server List](#)

View Process Request For

User ID: 1061608 Type: Last: 1 None [Refresh](#)

Server: Name: Instance: to


Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3344		Crystal	VCREVSUM	1061608	08/14/2006 4:52:42PM EDT	Error	Posted	Details
<input type="checkbox"/>	3342		SQR Report	VCFRSREF	1061608	08/14/2006 4:34:46PM EDT	Error	Posted	Details

[Go back to Revenue Reports](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Step 2.8 Periodically click  to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.

Step 2.9 When the Run Status displays success, click [Details](#) for your process.

Step 2.10 The Process Detail page appears.

Process	
Instance: 3344	Type: Crystal
Name: VCREVSUM	Description: Summary Net Item Type Activity
Run Status: Error	Distribution Status: Posted
Run	Update Process
Run Control ID: rev-reports	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 08/14/2006 4:56:25PM EDT	Parameters Transfer
Run Anytime After: 08/14/2006 4:52:42PM EDT	Message Log
Began Process At:	Batch Timings
Ended Process At: 08/14/2006 4:56:48PM EDT	View Log/Trace
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Step 2.11 Click [View Log/Trace](#) . The View Log/Trace page appears.

View Log/Trace

Report

Report ID: 2822 **Process Instance:** 3344 [Message Log](#)

Name: VCREVSUM **Process Type:** Crystal

Run Status: Error

Summary Net Item Type Activity

Distribution Details

Distribution Node: S89HTTP **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	221	08/14/2006 4:56:48.000000PM EDT
pssqltrace.trc	503	08/14/2006 4:56:48.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	1061608

[Return](#)

Step 2.12 Click [vcrevsun3342.PDF](#) (where 3342 represents the process instance number of your report). The report will display in a separate Adobe Reader window.

The screenshot shows the Adobe Acrobat Professional interface. The main content area displays a PDF report with the following details:

Virginia Community College System
Summary Net Item Type Activity

Input Parameters: Business Unit: NV280 Journal Date: 5/19/2006 Process Instance: 3349833

Desc.	DistID	Acct	Sum Amount
0400 - E & G	010110	1310	245.94
Comm Ed-Stdy Fees-Campus 1	101161	0270	-470.00
Comm Ed-Stdy Fees-Campus 2	101162	0270	-44,541.60
Comm Ed-Stdy Fees-Campus 3	101163	0270	-265.00
Def Revenue - Tuition In-State	100500	0100	-11,838.21
Def Revenue - Comm Ed - Campus 1	100541	0100	5,100.00

The report is displayed on page 1 of 3.

Process 3 – Run the Detailed Revenue Report (Optional)

Detailed Directions:

- Step 3.1** Follow Steps 2.1 through 2.4 above.
- Step 3.2** Following Step 2.5 above, select the checkbox for **Detail Net Item Type Activity**.
- Step 3.3** Continue following Steps 2.6 through 2.12 above.
- Step 3.4** The report will display in a separate Adobe Reader window.

Part 4 – Prepare Daily ATV

Detailed Directions:

- Step 4.1** Using the Summary Revenue Report, prepare a State Agency Transaction Voucher (ATV) to record a journal entry into FRS on Screen S96.
- Step 4.2** The following is a sample of the summary report:

Virginia Community College System			
Summary Net Item Type Activity			
Input Parameters:	Business Unit: RC278	Journal Date: 8/16/02	Process Instance: 31342
<u>Descr</u>	<u>DeptID</u>	<u>Acct</u>	<u>Sum Amount</u>
0300 - E & G	010110	1310	0.00
Parking Auxiliary Fee	106030	0800	-8.00
Reg Session Contract-Out-State	100790	0230	2,535.00
Reg Session Tuition Out-State	100760	0230	-3,380.00
Revenue E&G Summary	100880	0211	-2,535.00
Revenue E&G Summary	100880	0212	3,433.00
Student Fees-Student Activity	100950	0290	-15.00
Technology Fee	106500	0280	-30.00
Net FRS Activity for	8/16/02		0.00

Step 4.3 Note the following with respect to the summary report:

- **Account 010110-1310 should ALWAYS be zero.** Otherwise, you have a GL table setup problem on the item types.
- **The total at the end of the report should always be zero.** Otherwise you have a GL table setup problem on the item types.
- Positive amounts should be recorded as DEBITS and negative amounts should be recorded as CREDITS.
- The DEPTID is the 6-digit FRS Account. The ACCT is the FRS Subcode.

Step 4.4 Based on the sample report shown above, the following entries should be made:

Debit	100880-0212	\$3433.00
Debit	100790-0230	2535.00
Credit	106030-0800	8.00
Credit	100760-0230	3380.00
Credit	100880-0211	2535.00
Credit	100950-0290	15.00
Credit	106500-0280	30.00

Step 4.5

Prepare the ATV. An example is shown on the following page.

Rappahannock Community College			
STATE JOURNAL ENTRY (ATV'S) ACCOUNTING GRID			
FRS SCREEN 896			
NOTE: Enter a Debit Account Number OR a Credit Account Number But Not Both!			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1060300800	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	8.00	Parking Auxiliary Fee	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1007900230	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	2535.00	Regular Session Contact O/S	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1007600230	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	3380.00	Regular Session O/S Tuition	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1008800211	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	2535.00	E & G Summary	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1008800212	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	3433.00	E & G Summary	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1009500290	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	15.00	Student Activity Fee	
REFERENCE #1	REFERENCE #2		
0031342			
DEBIT ACCT #	CREDIT ACCT #	TRAN CODE	VOUCHER NO.
	1065000280	065	College Assigned
VOUCHER DATE	AMOUNT	DESCRIPTION	
0816	30.00	Technology Fee	
REFERENCE #1	REFERENCE #2		
0031342			