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.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>g/L Interface</th>
<th>Report Manager</th>
<th>Process Monitor</th>
<th>Run</th>
</tr>
</thead>
</table>

**Required Parameters**

- **Business Unit:** NV280  Northern Virginia Comm College
- **Journal Template:** SFFRS  SF Journal Generator Template
- **Term:** 2003  2005-Banner

[Save]  [Return to Search]

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

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

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

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.

**Process Detail**

**Process**
- **Instance:** 3342
- **Type:** BQR Report
- **Name:** VCFRSREF
- **Description:** FRS Interface
- **Run Status:** Error
- **Distribution Status:** Pending

**Run Control ID:** FRS Interface
**Location:** Server
**Server:** PSUNK
**Recurrence:**

**Run Date/Time**
- **Request Created On:** 08/14/2006 4:34:53PM EDT
- **Run Anytime After:** 08/14/2006 4:34:46PM EDT
- **Began Process At:** 08/14/2006 4:35:09PM EDT
- **Ended Process At:** 08/14/2006 4:35:22PM EDT

**Actions**
- **Parameters**
- **Transfer**
- **Message Log**
- **Batch Timings**
- **View Log/Trace**

**Update Process**
- **Hold Request**
- **Queue Request**
- **Cancel Request**
- **Delete Request**
- **Restart Request**

**OK** | **Cancel**
Step 1.10  Click **View Log/Trace**. The View Log/Trace page appears.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>VCFRSMREF</td>
<td>Process Type: SCR Report</td>
</tr>
<tr>
<td>Run Status</td>
<td>Error</td>
<td></td>
</tr>
</tbody>
</table>

### File List

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (Bytes)</th>
<th>Date/Time Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>1,774</td>
<td>08/14/2006 3:35:22.000000PM EDT</td>
</tr>
<tr>
<td>Trace File</td>
<td>848</td>
<td>08/14/2006 3:35:22.000000PM EDT</td>
</tr>
</tbody>
</table>

### Distribute To

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>Distribution ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>106166</td>
</tr>
</tbody>
</table>

---

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.

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**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
5.10 GL INTERFACE PROCESS & REPORTS

**Step 2.2**

The Revenue Reports page displays.

**Revenue Reports**
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:**
- **gl-interface**
- **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 Revenue Reports or click [Search] to look it up.

**Step 2.3**

The Revenue Reports run control page displays.

**Revenue Reports**

- **Run Control ID:**
- **Language:** English
- **Business Unit:** NV280
- **Journal Date:** 08/14/2006
- **Process Instance:** 0342

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Email to Self]

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 [Save] to save the page.

**Step 2.5**

Click [Run] to run the Summary Revenue Report. The Process Scheduler Request page displays.
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.
Step 2.8  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 2.9  When the Run Status displays success, click `Details` for your process.

Step 2.10  The Process Detail page appears.
### Step 2.11
Click [View Log/Trace](#). The View Log/Trace page appears.

**View Log/Trace**

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Instance:</td>
<td>3344</td>
</tr>
<tr>
<td>Name:</td>
<td>VCREVSUM</td>
</tr>
<tr>
<td>Process Type:</td>
<td>Crystal</td>
</tr>
<tr>
<td>Run Status:</td>
<td>Error</td>
</tr>
</tbody>
</table>

**Summary Note Item Type Activity**

<table>
<thead>
<tr>
<th>Distribution Node:</th>
<th>EBSHTTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td>09/28/2006</td>
</tr>
</tbody>
</table>

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Date/Time Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>221</td>
<td>08/14/2006 4:56:48:000000PM EDT</td>
</tr>
<tr>
<td>assotrace</td>
<td>503</td>
<td>08/14/2006 4:56:48:000000PM EDT</td>
</tr>
</tbody>
</table>

**Distribute To**

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>Distribution ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>1001808</td>
</tr>
</tbody>
</table>

### Step 2.12
Click [vcrevsum3342.PDF](#) (where 3342 represents the process instance number of your report). The report will display in a separate Adobe Reader window.
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:

<table>
<thead>
<tr>
<th>Virginia Community College System</th>
<th>Summary Net Item Type Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Input Parameters</strong></td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td>BC200</td>
</tr>
<tr>
<td>Account</td>
<td>0211</td>
</tr>
<tr>
<td>Revenue BVS Summary</td>
<td>100900</td>
</tr>
<tr>
<td>Revenue BVS Summary</td>
<td>100980</td>
</tr>
<tr>
<td>Student Fees-Student Activity</td>
<td>100990</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>109900</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>2006-02-16</td>
</tr>
<tr>
<td><strong>Data</strong></td>
<td>1120</td>
</tr>
<tr>
<td><strong>Detail</strong></td>
<td>0211</td>
</tr>
<tr>
<td><strong>Acct</strong></td>
<td>0211</td>
</tr>
<tr>
<td><strong>Sum Amount</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Part 4 – Prepare Daily ATV
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:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>100880-0212</td>
<td>$3433.00</td>
</tr>
<tr>
<td>Debit</td>
<td>100790-0230</td>
<td>2535.00</td>
</tr>
<tr>
<td>Credit</td>
<td>106030-0800</td>
<td>8.00</td>
</tr>
<tr>
<td>Credit</td>
<td>100760-0230</td>
<td>3380.00</td>
</tr>
<tr>
<td>Credit</td>
<td>100880-0211</td>
<td>2535.00</td>
</tr>
<tr>
<td>Credit</td>
<td>100950-0290</td>
<td>15.00</td>
</tr>
<tr>
<td>Credit</td>
<td>106500-0280</td>
<td>30.00</td>
</tr>
</tbody>
</table>
Step 4.5  Prepare the ATV. An example is shown on the following page.