CHAPTER 1

Using GL Interface Processing

This chapter provides an overview of GL Interface processing and discusses how to:

- Run the Chartfield Audit report.
- Create accounting entries.
- Review GL Interface information.
- Use the Back Out GL Interface process.
- Send accounting entries to the general ledger.
- Process Direct to GL entries.
- Review Direct to GL entries.
- Reverse Direct to GL entries.

Understanding GL Interface Processing

The PeopleSoft Student Financials General Ledger Interface (GL Interface) records the effect of Student Financials transactions (for example, charges, payments, and cash receipts) against a general ledger chart of accounts.

A chart of accounts represents how an organization gathers, stores, combines, and uses financial information in its operations. For example, an organization may want to track student receivables, third-party receivables, payments, financial aid disbursements, cash receipts, or refunds disbursed for the balance sheet and other financial statement reporting requirements.

Student Financials integrates with PeopleSoft General Ledger and Oracle General Ledger. The Student Financials GL Interface:

- Loads setup information from the PeopleSoft General Ledger or Oracle General Ledger application that is used in the creation of accounting information.
- Validates the chart of accounts (ChartFields) on various Student Financials setup tables against data from PeopleSoft General Ledger or Oracle General Ledger to ensure that Student Financials reflects an institution's current chart of accounts.

  For Oracle General Ledger, validation is always real-time.
- Creates and sends accounting information to an institution's general ledger, enabling the institution's accounting office to track revenue, expenses, receivables, and liabilities.

Accounting office staff should perform the majority of the setup that is required to record information in the general ledger. This chapter focuses on how to process and review the information that is transferred to the general ledger.

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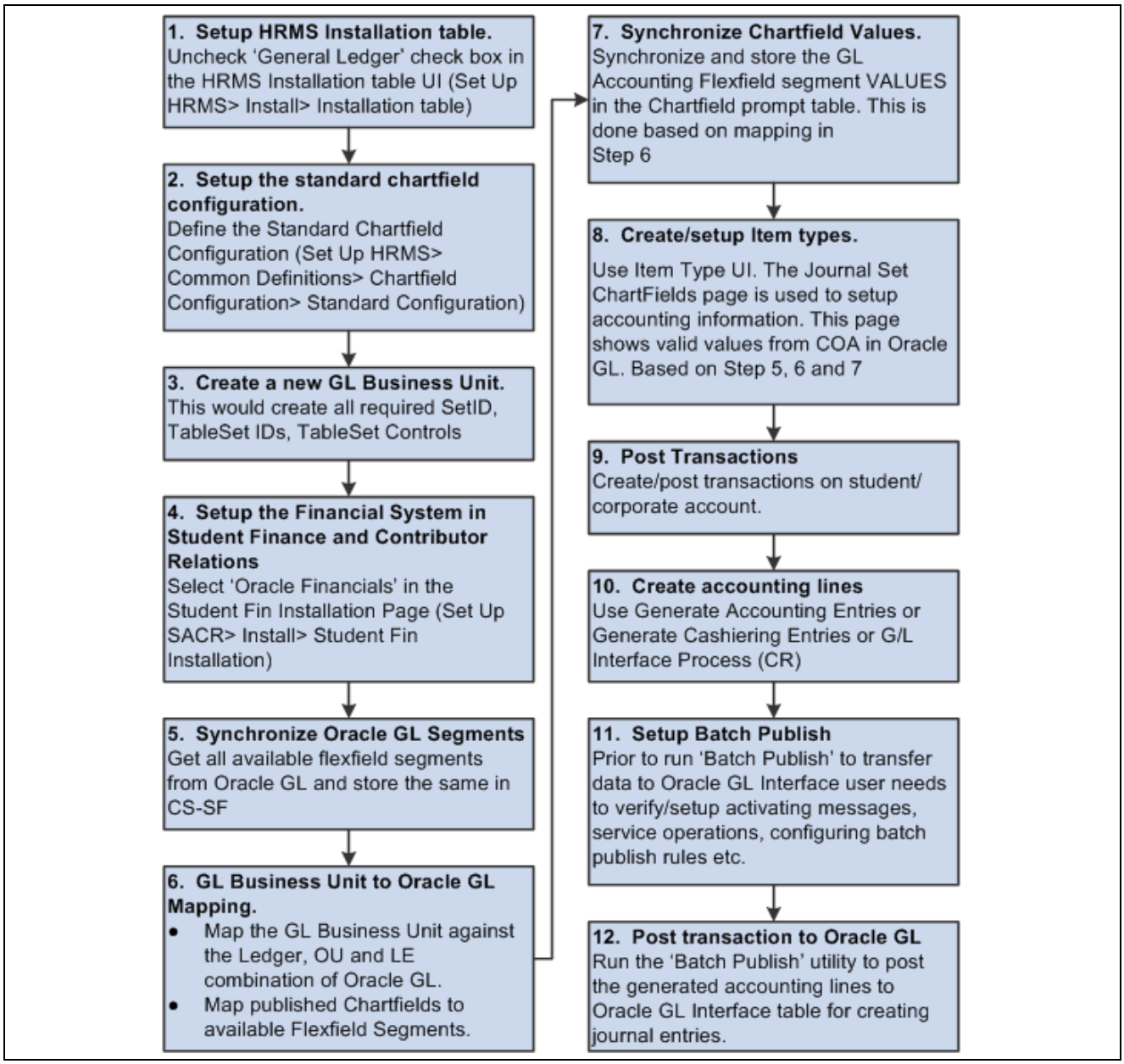
For integration with PeopleSoft Financials, before you run the GL Interface, you can run the Chartfield Audit report to review the existing chartfield setup and ensure that the chartfield combinations are still valid as on a specific GL Run Date.

You can run the GL Interface at any appropriate interval. When you define an item type, a course in a course catalog, a class, 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 use the information that you enter on these GL Interface-related pages to create accounting entries. You transfer these accounting entries to the 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.

Here is a user task flow for integration with Oracle Financials:



User task flow for integration with Oracle Financials

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See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options.

See CS90 to EBS GL Integration Developer's Reference Guide. The guide is posted to My Oracle Support.

See Also

PeopleSoft General Ledger PeopleBook

Running the Chartfield Audit Report

This section provides an overview of the Chartfield Audit report and discusses how to run the report.

Note. The Chartfield Audit Report page is not used in integration with Oracle Financials.

If Oracle Financials is selected in the Financial System group box on the SF Installation page, you must manually remove the Chartfield Audit Report page from the menu navigation by changing the Permission Lists. You should create a custom permission list to hide the menu navigation to this component.

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options.

Understanding the Chartfield Audit Report

The Chartfield Audit report reviews the existing chartfield setup and identifies invalid chartfield combinations. The report provides details of invalid chartfield combinations that are intended for reporting to GL, that is, those for which the GL Interface Required check box is selected on the related setup pages.

Before you run the GL Interface process, run the Chartfield Audit report and manually correct invalid combinations. You therefore avoid invalid transactions being interfaced to the GL.

The Chartfield Audit Report uses the setup that you specify on the SF Installation page.

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options.

Note. You can review the accounting line information after you run the Generate Accounting Lines batch process and you can verify the status of the transactions after you run the Batch Publish process. The chartfield combination *cannot* be edited or corrected in ACCOUNTING LINE (SF_ACCTG_LN).

Parameters

Chartfields can be set up on item types, course catalog, class schedule, cashiering target and tender keys, and the cashiering office. All these areas must therefore be included in the audit. The records that are used to find chartfield combinations are:

- ITEM_TYPE_TBL
- GL_INT_DT_TBL
- GL_INTERFACE
- CRSE_OFFER
- CRSE_OFFER_GL

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- CLASS_TBL
- CLASS_TBL_GL
- TENDER_KEY_TBL
- TARGET_KEY_TBL
- CSH_OFF_TBL
- TERM_VAL_TBL

Here is the process flow for validating chartfield combinations:

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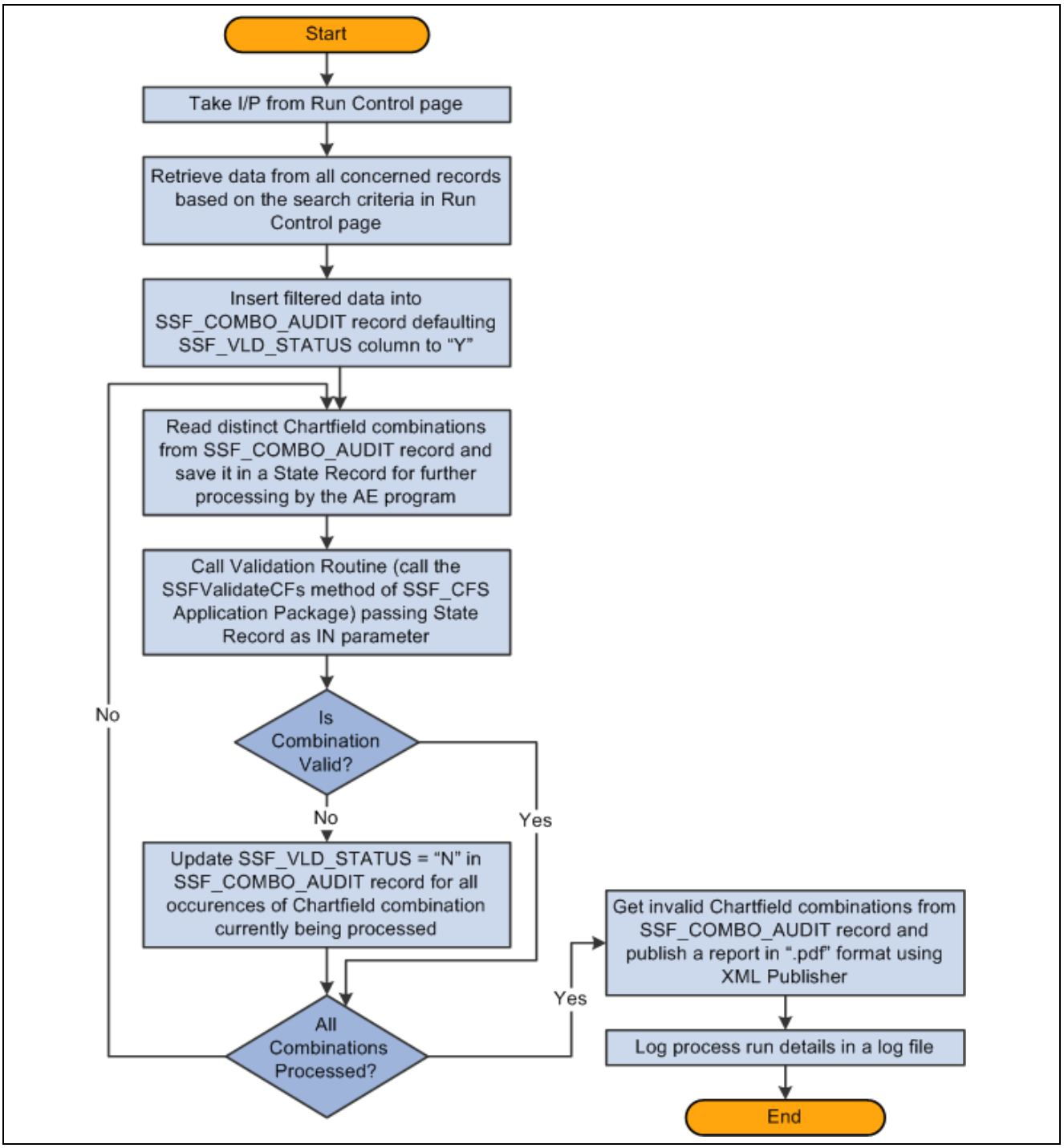

Process flow for validating chartfield combinations

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Page Used to Run the Chartfield Audit Report

Page Name	Definition Name	Navigation	Usage
Chartfield Audit Report	SSF_CF_AUDT_RUN	Student Financials, GL Interface, Chartfield Audit Report, Chartfield Audit Report	Identify invalid chartfield combinations.

Running the Chartfield Audit Report

Access the Chartfield Audit Report page (Student Financials, GL Interface, Chartfield Audit Report, Chartfield Audit Report).

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Chartfield Audit Report page

You must enter a value in the Business Unit, GL Run Date, Term From and Term To fields.

GL Run Date Enter the date on which you expect to run the GL Interface process. You can enter a future, but not a past, date. The current date appears by default.

Term To Enter a value that is equal to or greater than the value in the Term From field.

Validate Options

In the Validate Options group box, select a check box to indicate that you want to include a particular area in the audit.

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When you select a check box, a related group box with selection parameters becomes available. For example, the Item Type Setup group box is available only if you select the Item Type Setup check box.

Item Type Setup

In the Item Type Setup group box, if you enter a value in the Group field, the From and To fields are not available for entry.

Cashiering Office Setup

The value in the Business Unit field in the Cashiering office Setup group box is used to report invalid chartfield combinations from Cashiering Office as well as Target and Tender Key setup.

Viewing the Report

When you click Run, an Application Engine program is initiated. A PDF report is produced using XML Publisher.

The report lists only the chartfields that have invalid combinations. If you select an area to be audited and no invalids are found for the combination, a *No Invalids found* message appears for that area on the report. If you select an area to be audited and no data is found for the combination, a *No Data found* message appears for that area on the report.

Creating Accounting Entries

This section provides an overview of accounting entry creation and discusses how to:

- Create accounting entries using the GL Interface process.
- Create accounting entries using the Cashiering GL Interface process.

Understanding Accounting Entry Creation

Financial transaction activity from the PeopleSoft Student Financials application must be transferred to the general ledger so that your accounting office can track revenue, expenses, receivables, and liabilities that are created in Student Financials. The GL Interface creates accounting lines to accomplish this.

If your system integrates with PeopleSoft or Oracle Financials, it publishes accounting lines directly to the general ledger through PeopleSoft Application Messaging. A unique Cashiering GL Interface process exists for cash receipts for cashiering transactions.

Note. In this section, the term *accounting entry* refers to a single debit or credit entry destined for the general ledger. Accounting entries contain four primary elements: an accounting date, ChartField (chart of accounts) information, a currency code, 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.

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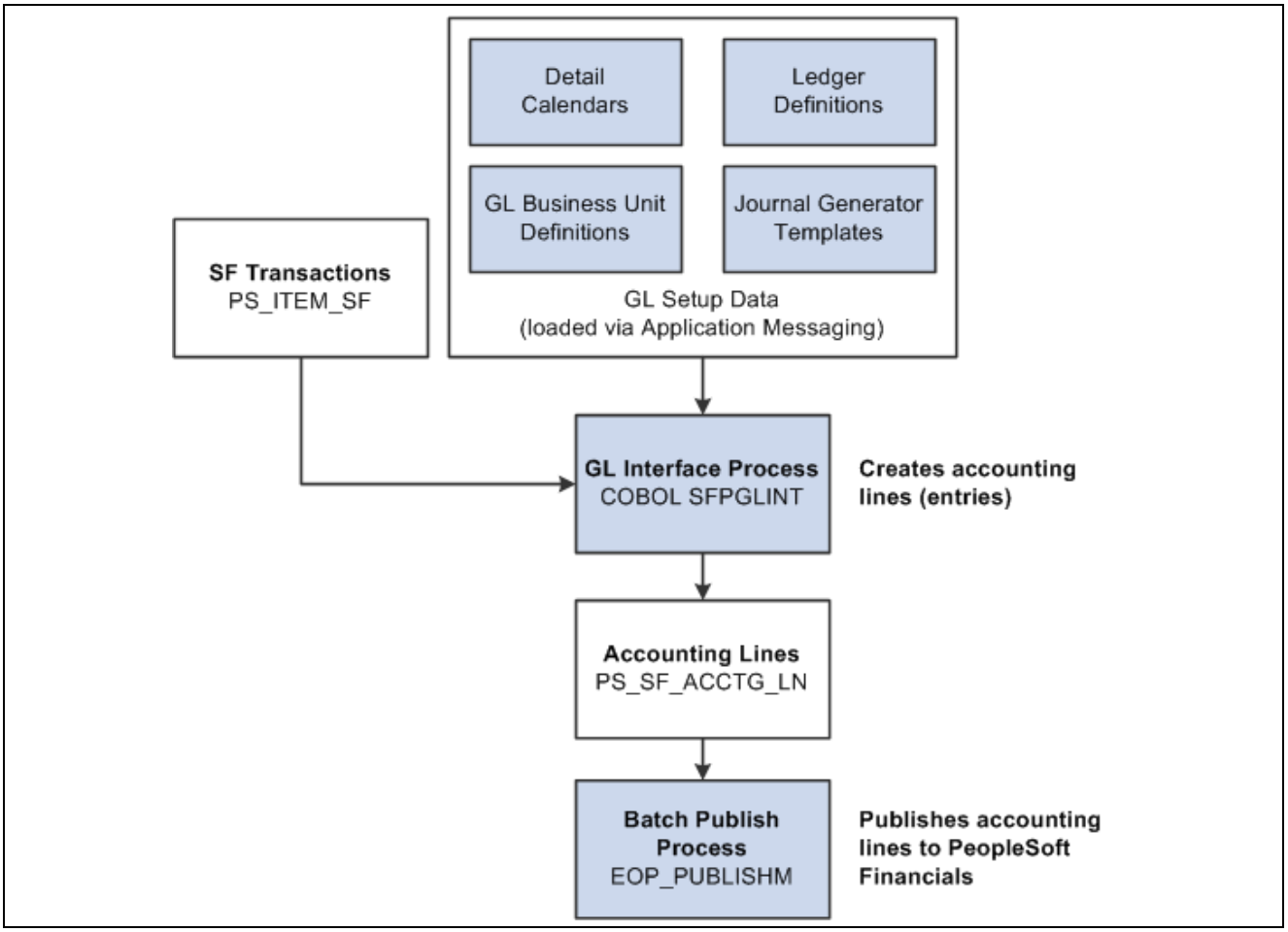
The following fields have been added to the PS_SF_ACCTG_LN table:
ITEM_TERM: This field contains the item term from the ITEM_SF table.
ITEM_TYPE: This field contains the item type from the ITEM_SF table.
REF1_DESCR: This field contains the reference number for an accounting or cashiering entry. The ITEM_SF.REF1_DESCR data source generates the reference number for accounting entries. The CASH_OFF_RECEIPT.REF1_DESCR data source generates the reference number for cashiering entries.
RECEIPT_NBR: This field is populated only by the Cashiering GL Interface process.
The GL Interface and Cashiering GL Inteface processes have been modified accordingly.

GL Interface Process

The GL Interface process creates accounting lines for all types of transaction activity in the Student Financials application.

Note. The GL Interface process creates accounting lines for all Student Financials transactions except cash receipts that are accepted through the Cashiering feature. Run the Cashiering GL Interface process to create entries for cash receipts that are accepted through the Cashiering feature.

This diagram illustrates how the PeopleSoft Financials GL Interface process creates accounting lines for Student Financials transactions:



GL Interface process with PeopleSoft Financials integration

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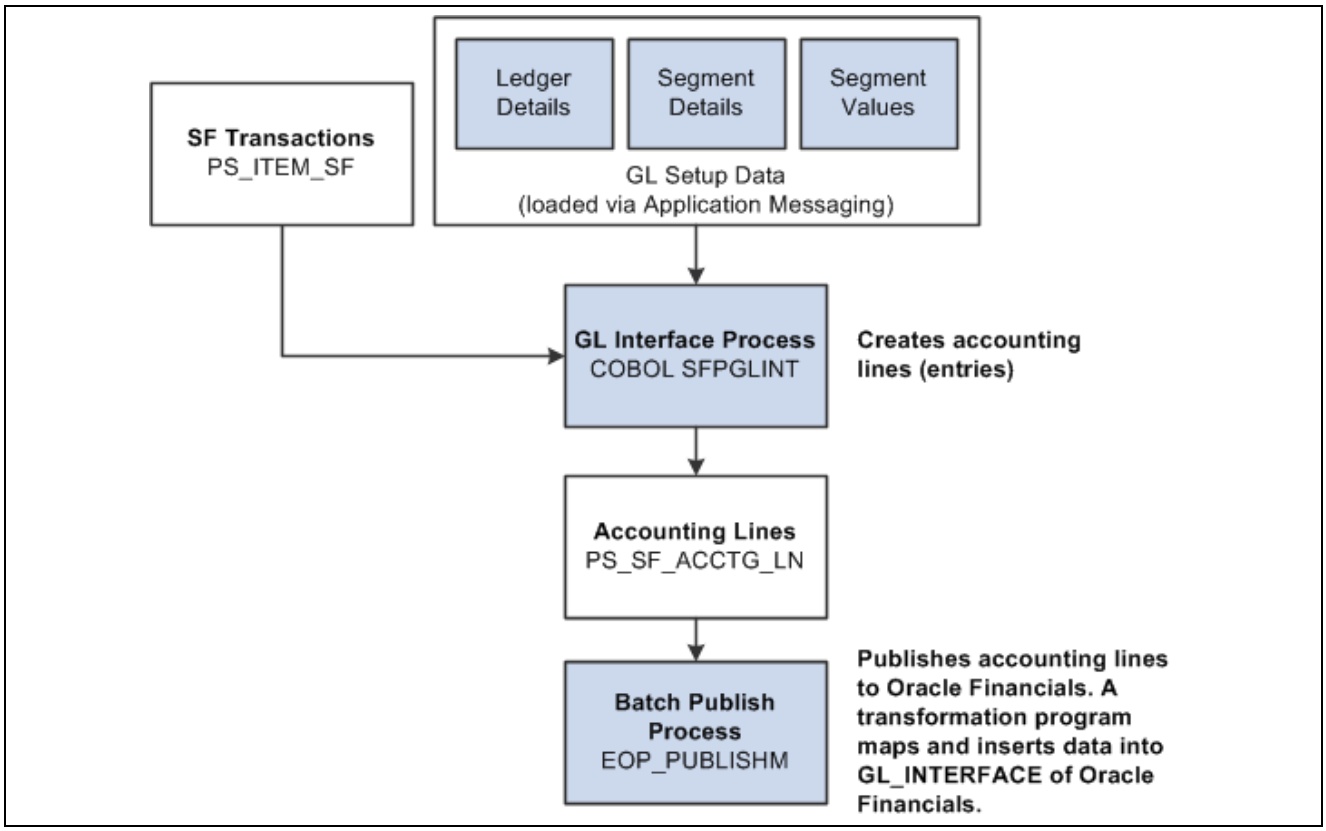
This diagram illustrates how the Oracle Financials GL Interface process creates accounting lines for Student Financials transactions:



GL Interface process with Oracle Financials integration

If you interact with PeopleSoft or Oracle Financials, the system uses application messaging to share accounting line information with PeopleSoft or Oracle General Ledger.

Cashiering GL Interface Process

The Cashiering GL Interface process creates accounting lines for cash receipts, cash drawer overages, and cash drawer shortages from cashiering.

The Cashiering GL Interface process is the same as illustrated in the previous section, except that SF Transactions: PS_ITEM_SF is replaced with Cashiering:

- Cash Drawer Shortages
- Cash Drawer Overages
- Cash Receipts

Reviewing GL Interface Results

After running the GL Interface or Cashiering GL Interface process, you can confirm the success of the run and check details of accounting line entries before you send them to the general ledger.

You cannot use the Back Out GL Interface process to reverse cashiering entries sent to the general ledger, so you must correct any mistakes before running the Batch Publish process for cashiering entries.

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Pages Used to Create Accounting Entries

Page Name	Definition Name	Navigation	Usage
Generate Accounting Entries	RUNCTL_SFGL01	Student Financials, GL Interface, Generate Accounting Entries	Create accounting entries using the GL Interface process.
Cashiering GL Interface	RUNCTL_SF_DEPTRCPT	Student Financials, GL Interface, Generate Cashiering Entries	Create accounting entries using the cashiering GL Interface process.
Review GL Messages	SF_GL_INT_MSG	Student Financials, GL Interface, Review GL Messages	View messages resulting from the GL Interface process.
Cashiering GL Interface	CSH_OFF_GL_INT	Student Financials, GL Interface, Review Cashiering Entries	View the results of the Cashiering GL Interface process.
Cashiering GL Interface Messages	CSH_GL_DTL_SP	Click the GL Run Error Detail link on the Cashiering GL Interface page. If multiple batches have been run, select the batch ID for the batch you want to review.	Review messages resulting from the Cashiering GL Interface process.

Creating Accounting Entries Using the GL Interface Process

Access the Generate Accounting Entries page (Student Financials, GL Interface, Generate Accounting Entries).

Generate Accounting Entries page

Business Unit Enter the business unit of the account activity that you are transferring to your institution's general ledger.

Journal Template Enter the journal template that you want to use to create the transactions.

This field is not available if Oracle Financials is selected in the Financial System group box on the SF Installation page.

Term The system selects all GL records that are less than or equal to the term code you select here.

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Manual Batch Publish Click to access the Batch Publish page. This link appears if your system interacts with PeopleSoft Financials or Oracle Financials.

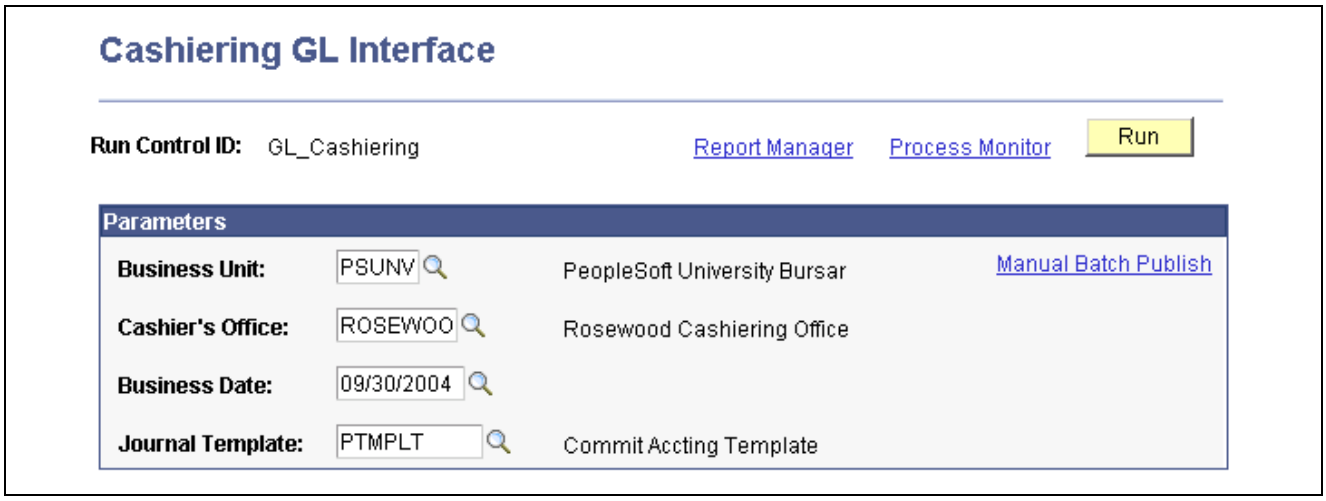
Run Click to access the Process Scheduler Request page.

If your system interacts with PeopleSoft Financials or Oracle Financials, select the check box next to the SF GL Interface - Acct Lines (SFPGLINT) process.

Note. The GL Interface process does not populate the Budget Period ChartField on each accounting line. Instead, when accounting entries from Student Financials are loaded into General Ledger, the General Ledger assigns the proper budget period to them.

Creating Accounting Entries Using the Cashiering GL Interface Process

Access the Cashiering GL Interface page (Student Financials, GL Interface, Generate Cashiering Entries).



Cashiering GL Interface page

Note. If Oracle Financials is selected in the Financial System group box on the SF Installation page, ensure that Cashiering is mapped to a journal category on the Journal Details Mapping page (Setup SACR, Product Related, Student Financials, General Ledger Interface, Journal Details Mapping).

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options.

See lssf, Setting Up GL Interface Processing, Mapping General Ledger Business Units to Oracle General Ledger.

Business Unit Enter the business unit for the account activity that you are transferring to your institution's general ledger.

Cashier's Office Enter the cashiering office for the account activity that you are transferring to your institution's general ledger.

Business Date Enter the business date of the cashiering office transactions that you are transferring to your institution's general ledger.

Journal Template Enter the journal template that you want to use to create the transactions.

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This field does not appear if Oracle Financials is selected in the Financial System group box on the SF Installation page.

Manual Batch Publish Click to access the Batch Publish page. This link appears if your system interacts with PeopleSoft Financials or Oracle Financials.

Run Click to access the Process Scheduler Request page.

If your system interacts with PeopleSoft Financials or Oracle Financials, select the check box next to the SF Cashiering GL Interface (SFDPTREC) process.

Reviewing GL Interface Information

This section discusses how to:

- Review GL Interface run history.
- Review accounting line information.
- Review batch publish control records.

Pages Used to Review GL Interface Information

Page Name	Definition Name	Navigation	Usage
Review GL History	SF_GL_RUN_HISTORY	Student Financials, GL Interface, Review GL History	Review GL Interface run history resulting from the GL Interface, Cashiering GL Interface, and Back Out processes.
Accounting Line	SF_GL_ACCTG_INQ2	Student Financials, GL Interface, Review Accounting Lines, Accounting Line	Review accounting line information created by the GL Interface and Cashiering GL Interface processes.
SF Accounting Line Detail	SF_GL_ACCTG_DTL	Click a Detail link on the Main tab of the Accounting Line page.	Review detailed accounting line information.
Review GL Integration Data	SF_GL_INT_BATCHPRM	Student Financials, GL Interface, Review GL Integration Data	Review batch publish control records.

Reviewing GL Interface Run History

Access the Review GL History page (Student Financials, GL Interface, Review GL History).

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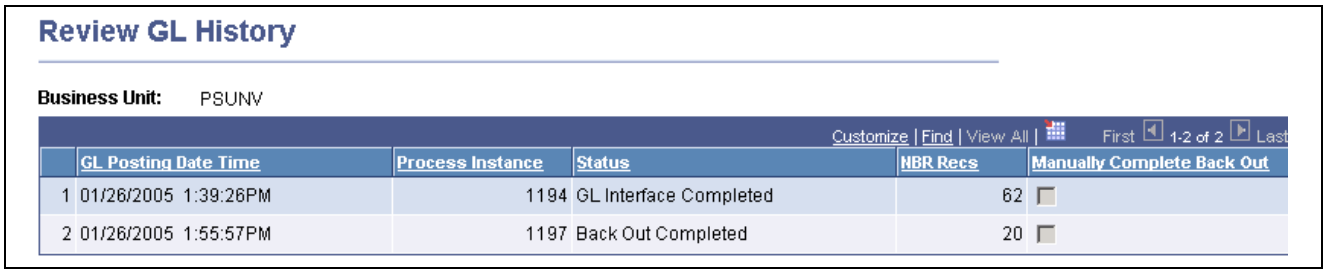

	GL Posting Date Time	Process Instance	Status	NBR Recs	Manually Complete Back Out
1	01/26/2005 1:39:26PM	1194	GL Interface Completed	62	
2	01/26/2005 1:55:57PM	1197	Back Out Completed	20	

Review GL History page

Manually Complete Back Out If the Back Out process fails before setting the status to *Backout Successful*, then this check box becomes available. Select the check box to manually complete the failed Back Out process.

Reviewing Accounting Line Information

Access the Accounting Line page (Student Financials, GL Interface, Review Accounting Lines, Accounting Line).

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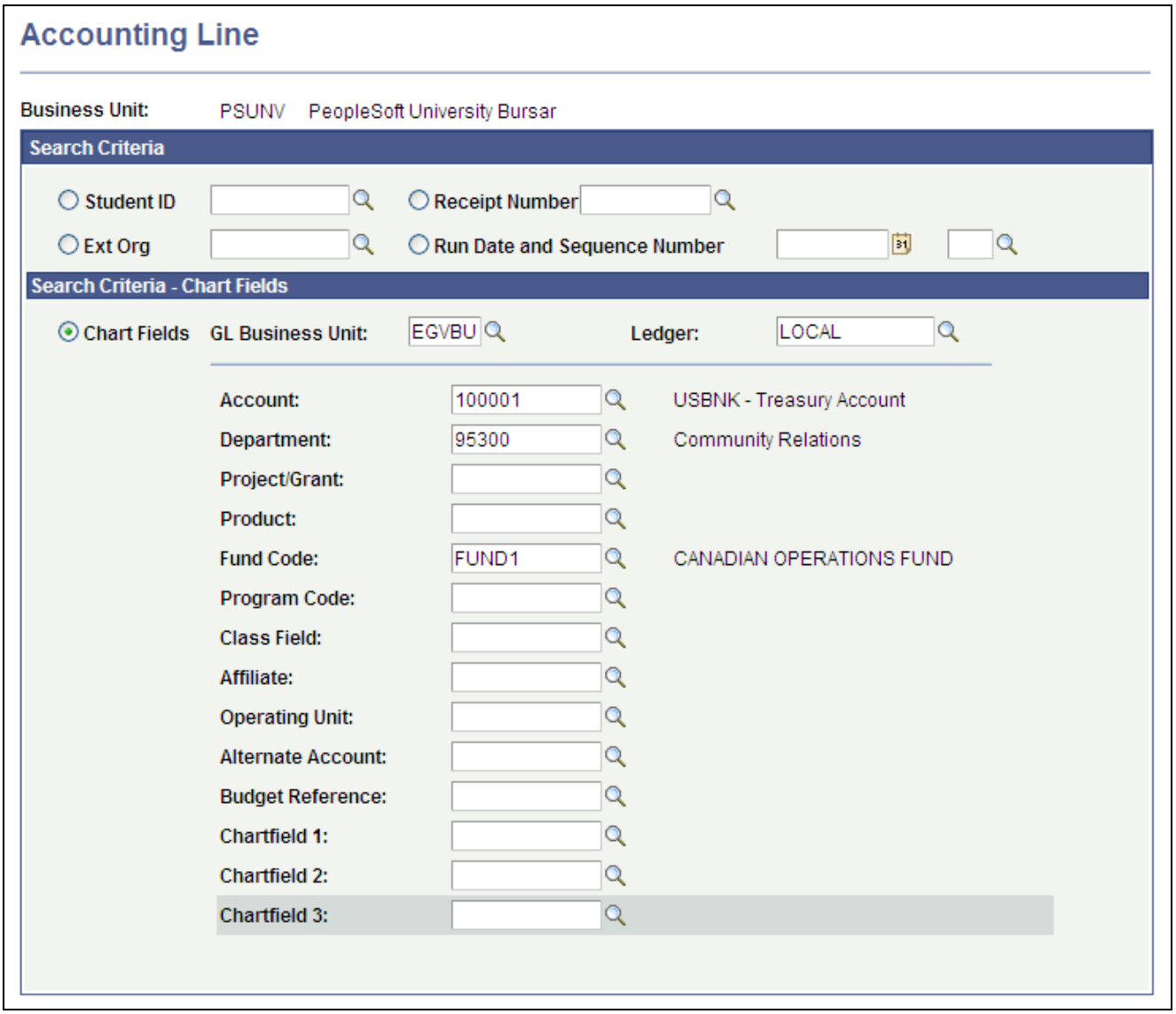
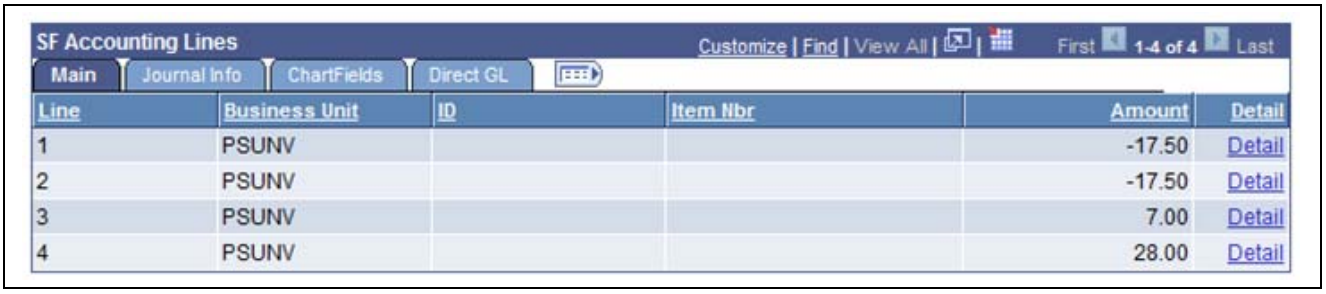


Accounting Line page (1 of 2)



Accounting Line page (2 of 2)

Search Criteria

Use the options in this group box to select the fields that you want to use to search for an accounting line. Enter a particular field value as the search criteria.

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

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Receipt Number	Select to view the accounting lines that are related to a single receipt. Select the receipt number in the field on the right.
Ext Org (external organization)	Select to view the accounting lines for a single external organization. Select the external organization in the field to the right.
Run Date and Sequence Number	Select to view the accounting lines for a specific GL Interface process instance. Select the date and enter the sequence number in the fields to the right.

Search Criteria - ChartFields

Select the ChartFields option to view the accounting lines that are related to specific ChartField values. If you select this option, you must select one or more ChartField values.

Ext Chart (external GL ChartField)	If you are using a third-party or legacy General Ledger application, enter the external chart of accounts information for which you want to search. If you use this option, the search returns only accounting lines containing the specific chart of accounts information that you supply.

If Oracle Financials is selected in the Financial System group box on the SF Installation page:

- The Ledger field is not available.
- ChartField prompt tables display valid values based on the Chartfields to Segments mapping on the ChartFields Mapping page and the values populated from Oracle GL for each segment into respective prompt tables.
- The 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the HRMS Standard Chartfield Configuration page.

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options.

See lssf, Setting Up GL Interface Processing, Mapping General Ledger Business Units to Oracle General Ledger.

SF Accounting Line

After selecting your search criteria, click the View Accounting Line Records button to display accounting line information in the four tabs located in this group box.

SF Accounting Lines

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The following fields have been added to the SF Accounting Line Detail page (no documentation section exists for this page): Item Term, Receipt Number, Item Type, and Reference Number.

This scroll area displays the results of your search.

The Main tab displays general accounting line information. 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 fields on the Journal Info tab display the information that is published to PeopleSoft or Oracle Financials. This page also contains the GL journal line number, journal ID, and line date, which are supplied from the data that is returned to Student Financials through the STUDENT_FIN_ACCTG_LINE subscription message after the journals are generated in PeopleSoft Financials. For Oracle Financials, the return data from General Ledger is populated using the message SSF_GL_ACCTG_LINE_SYNC.

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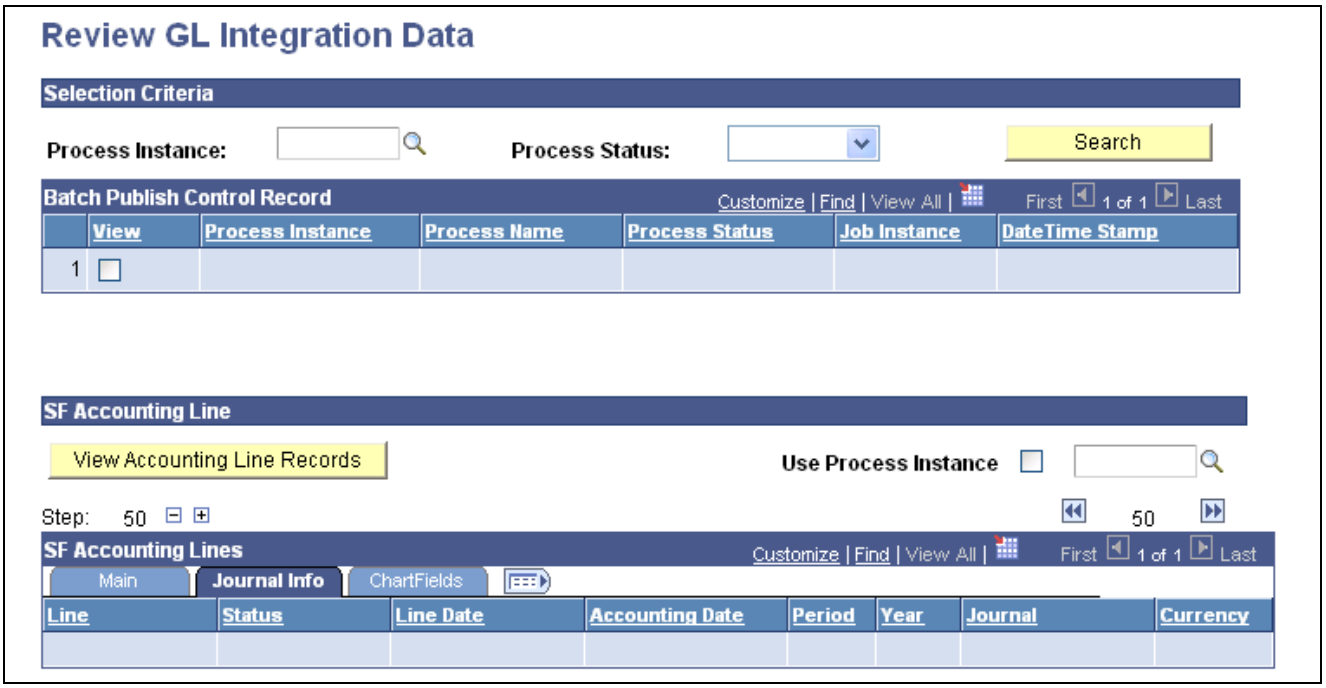
If Oracle Financials is selected in the Financial System group box on the SF Installation page, the 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the HRMS Standard Chartfield Configuration page.

View the Direct GL tab for information about accounting entries that are neither associated with nor appear on the student account—for example, AAWS fee transactions. The Generate Direct to GL Entries process is discussed later in this chapter.

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options, ChartField Display Options.

Reviewing Batch Publish Control Records

Access the Review GL Integration Data page (Student Financials, GL Interface, Review GL Integration Data).



Review GL Integration Data page

Selection Criteria - Batch Pub

Enter values for the batch publish records that you want to view in the Process Instance field or the Process Status field. Click the Search button to display these records in the Batch Publish Control Record (PeopleSoft Financials or Oracle Financials integration) scroll area.

Batch Publish Control Record (PeopleSoft Financials or Oracle Financials Integration)

This scroll area displays general information about the selected batch publish control records. Select the View check box next to a batch publish control record to view its related accounting lines in the SF Accounting Lines scroll area.

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SF Accounting Line

Click the View Accounting Line Records button to display accounting lines that are associated with the batch publish control record next to which you selected the View check box. If you want to display accounting lines for a specific process instance regardless of the batch publish control record, select the Use Process Instance check box and enter the desired process instance in the field to the right of the check box.

SF Accounting Lines

This scroll area is identical to the SF Accounting Line scroll area on the Accounting Line page.

If Oracle Financials is selected in the Financial System group box on the SF Installation page, the 2 Affiliate Intra (Intra Unit), Project/Grant, and Affiliate chartfields are not supported and should be made inactive on the HRMS Standard Chartfield Configuration page.

See lssf, Completing Student Financials General Setup, Setting Up Installation Parameters and Keywords, Defining Number Sequence Start Points, Maximum Row Settings, and ChartField Edit Options, ChartField Display Options.

Using the Back Out GL Interface Process

The Back Out GL Interface process enables you to reverse the most recent run of the GL Interface process. When you run the Back Out GL Interface process, it effectively deletes the accounting lines created in the Accounting Line table PS_SF_ACCTG_LN for the most recent process instance and resets the corresponding rows in PS_ITEM_SF as not having been processed by the GL Interface. The back out process enables you to correct errors before information is sent to the general ledger.

Page Used to Run the Back Out GL Interface Process

Page Name	Definition Name	Navigation	Usage
Back Out GL Interface	RUNCTL_SFPGLBCK	Student Financials, GL Interface, Reverse GL Interface	Run the Back Out GL Interface process.

Running the Back Out GL Interface Process

Access the Back Out GL Interface page (Student Financials, GL Interface, Reverse GL Interface).

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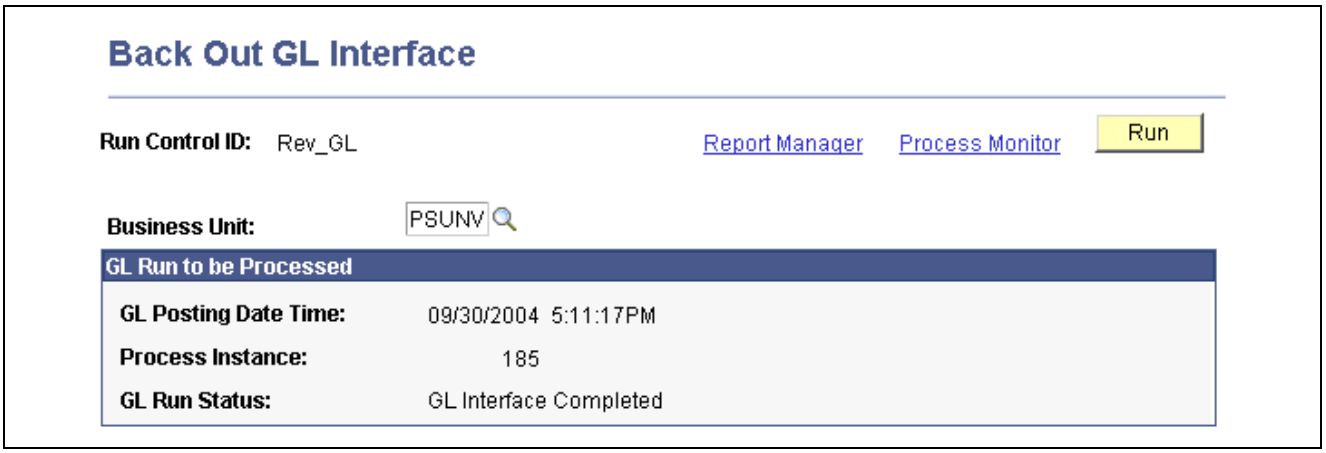

Back Out GL Interface page

Business Unit Enter the business unit for which you want to run the back out process.

This process deletes accounting lines created in error.

If you need to reverse an earlier run of the GL Interface process, you can return to the Back Out GL Interface page and run the process again. Continue to run the process until you have backed out all of the entries that you need to correct.

After the back out process finishes, you can enter any correcting transactions in Student Financials. Then rerun the GL Interface process to create new accounting lines for the transactions.

Note. The Back Out GL Interface process does not back out accounting lines that are created by the Cashiering GL Interface process.

Warning! Use caution when running the Back Out GL Interface process because backing out accounting entries from Student Financials that have already been posted in PeopleSoft or Oracle General Ledger would lead to out-of-balance conditions between Student Financials and PeopleSoft or Oracle General Ledger. Run the Back Out GL Interface process only if you are sure that the accounting lines have not already been transferred to PeopleSoft or Oracle General Ledger. If the accounting lines have been transferred to PeopleSoft or Oracle General Ledger and you proceed with the Back Out GL Interface process, you must manually reverse the corresponding entries in PeopleSoft or Oracle General Ledger.

Sending Accounting Entries to the General Ledger

This section discusses how to publish accounting line information.

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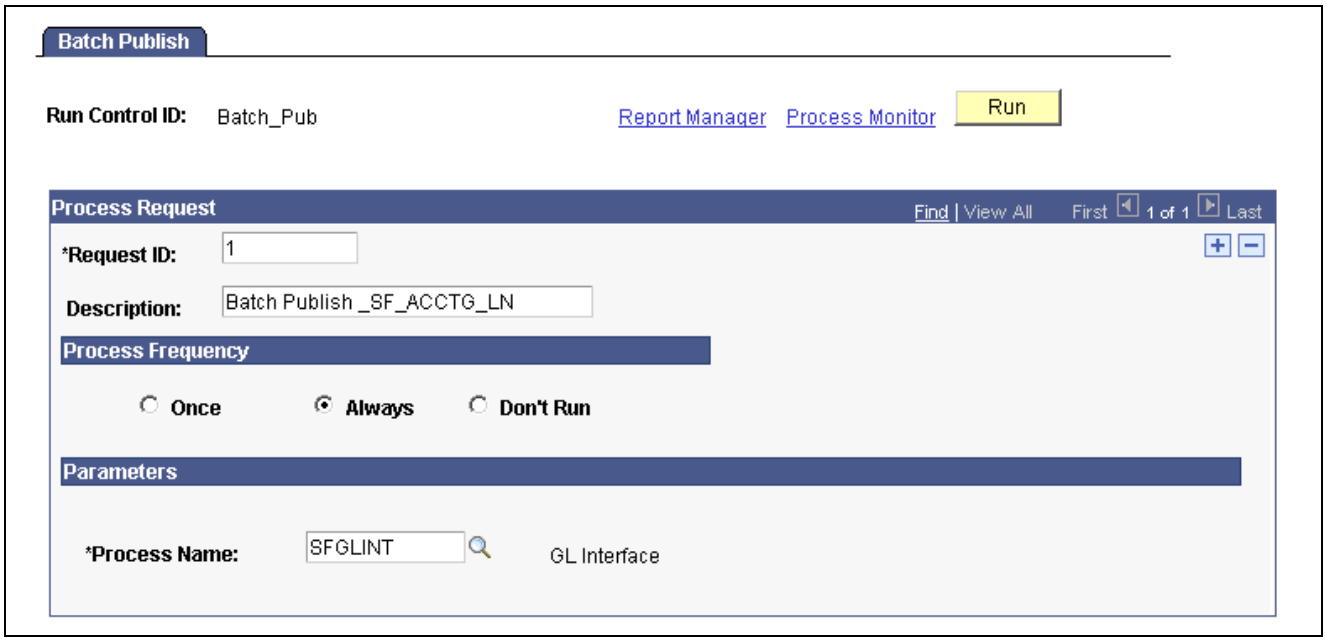
Page Used to Send Accounting Entries to the General Ledger

Page Name	Definition Name	Navigation	Usage
Batch Publish	EO_BATCHPUB	Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish	Publish accounting line information.

Publishing Accounting Line Information

Access the Batch Publish page (Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish).



Batch Publish page

To run the Batch Publish process:

1. Enter a request ID and description for the process.
2. Select the Always option in the Process Frequency group box.
3. Enter *SFPGLINT* in the Process Name field.

   Enter *SFDPTREC* if you are using the Cashiering GL Interface process.
4. Click the Run button to initiate the Manual Batch Publish (EOP_PUBLISHM) process.

The Manual Batch Publish process:

1. Selects accounting lines based on three criteria: process or job instance, process name, and process status.
2. Collects accounting line entries that are generated by the GL Interface process (SFPGLINT) and publishes them to the PeopleSoft or Oracle Financials database.

Interface with Oracle Financials

Two types of interfaces with Oracle Financials are required: Outbound and Inbound

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- Outbound: The same batch publish process that is used for PeopleSoft Financials is used to transfer accounting line transactions from Student Financials (SF_ACCTG_LN) to the Oracle General Ledger interface. Transformation program logic maps data from SF_ACCTG_LN to the GL_INTERFACE of Oracle GL.
- Inbound: When the jounaling process in Oracle GL is complete, a message and transformation program is used to send journal related information back to Student Financials (SF) and to update SF_ACCTG_LN with the following details – Journal ID, Journal Date, Journal Line, Journal Line Status and Journal Line Date.

  See CS90 to EBS GL Integration Developer's Reference Guide. The guide is posted to My Oracle Support.

Generating Direct to GL Entries

Some transactions, such as Admissions Application Web Services (AAWS) fee payment transactions, are not posted to the student account. Use the Generate Direct to GL Entries (SSF_RUNCTL_GL_TRNS) component to post these transactions directly to the general ledger.

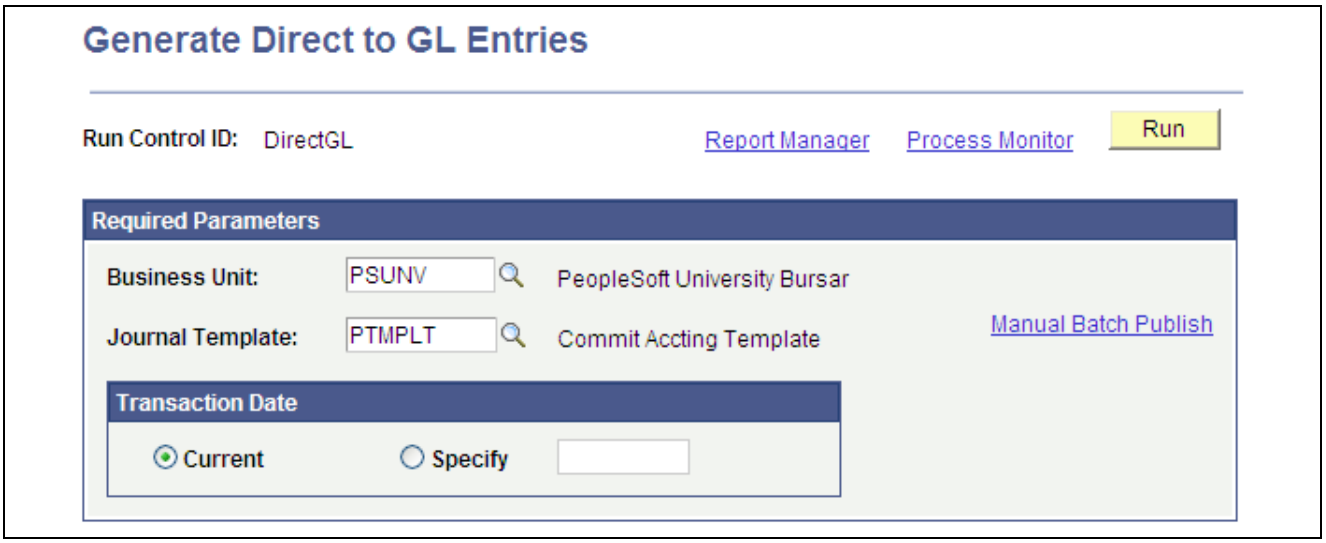
This section discusses how to generate Direct to GL entries.

Page Used to Generate Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
Generate Direct to GL Entries	SSF_RUNCTL_GL_TRNS	Student Financials, GL Interface, Generate Direct to GL Entries, Generate Direct to GL Entries	Generate Direct to GL entries.

Generating Direct to GL Entries

Access the Generate Direct to GL Entries page (Student Financials, GL Interface, Generate Direct to GL Entries, Generate Direct to GL Entries).



Generate Direct to GL Entries page

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Use this page to run the Generate Direct to GL Entries (SSF_GL_TRANS) process to generate accounting entries for the transactions that are neither associated with nor appear on the student account—for example, AAWS fee transactions.

The GL Transaction (SSF_GL_TRANS) table contains all successfully authorized payment transactions that are not posted to the student account. The SSF_GL_TRANS process moves the entries from the GL Transaction table to the Accounting Line table PS_SF_ACCTG_LN. No follow on transactions, for example, reversals and/or refunds, are possible for these payments—after they are sent to the GL, all changes must be done manually.

For AAWS, the Complete ePayment web service authorizes payment transactions. If payment is authorized, the Amount Sent to GL field is updated in the Application Transactions staging component and when the application is successfully posted, the value is carried through to the Application Items page in the core production Application Maintenance component. The Generate Direct to GL process uses the Amount Sent to GL value.

See Managing PeopleSoft Admission Transactions chapter. At the time of publication of this PeopleBook (March 2012), the latest version of this chapter is available on My Oracle Support as part of the Bundle 23 Recruiting and Admissions doc package (CS_Bundle_23_Recruiting_and_Admissions _9_0.pdf)-Doc ID 1371376.1.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Using Student Financials Web Services for Hosted ePayment Transactions].

The GL Transaction table contains item types (that have been set up for Direct to GL) to represent the GL chartfields.

To set up AAWS item types for Direct to GL, select the Post to GL from AAWS App check box on the Application Fees page (Set Up SACR, Student Financials, Admission Fees, Application Fees). The Application Fee Item Types link appears—click the link to access the Application Fee Item Types page and define the item types.

See [PeopleSoft Enterprise Student Financials 9.0 PeopleBook - Update 1, Setting Up Fees and Tuition Groups, Setting Up Application Fees].

See Using Admission Applications Web Services chapter. At the time of publication of this PeopleBook (March 2012), the latest version of this chapter is available on My Oracle Support as part of the Bundle 23 Recruiting and Admissions doc package (CS_Bundle_23_Recruiting_and_Admissions _9_0.pdf)-Doc ID 1371376.1.

Required Parameters

Business Unit Enter the business unit of the Direct to GL entries that you are transferring to your institution's general ledger.

Journal Template Enter the journal template that you want to use to create the transactions.

This field is not available if Oracle Financials is selected in the Financial System group box on the SF Installation page.

Manual Batch Publish Click to access the Batch Publish page. This link appears if your system interacts with either PeopleSoft Financials or Oracle Financials.

Transaction Date

The Direct to GL process selects all transactions, based on required parameters, that have a transaction date less than or equal to the current date or the date that you specify.

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Reviewing Direct to GL Entries

Use the Review Direct to GL Entries (SSF_GL_TRANS_INQ) component for reconciliation and audit purposes, to review accounting entries for the general ledger that are neither associated with nor appear on the student account.

This section discusses how to:

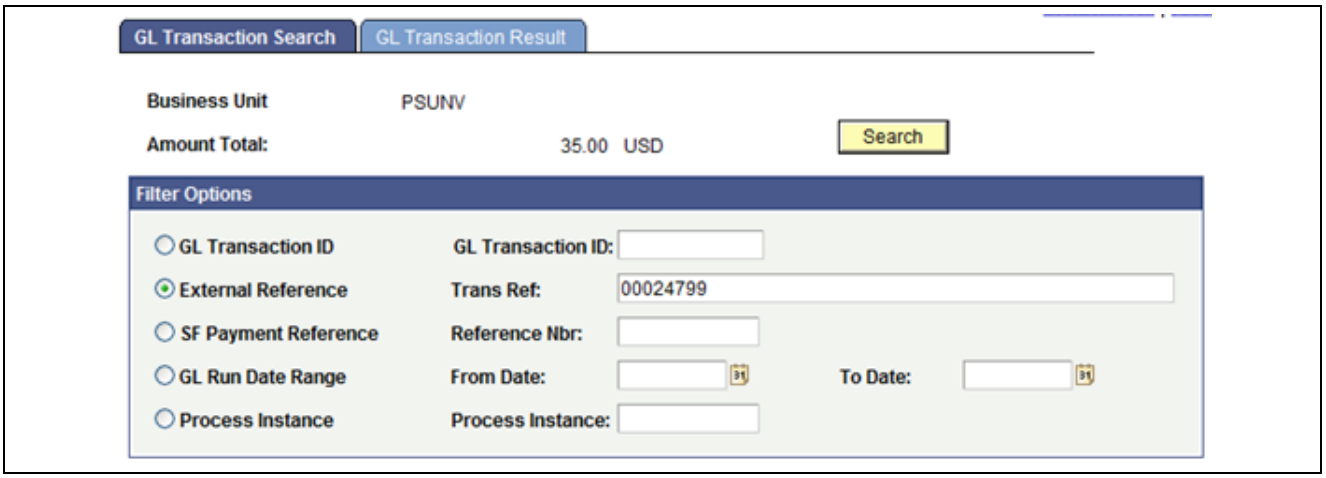
- Search for Direct to GL transactions.
- Review Direct to GL transactions.

Pages Used to Review Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
GL Transaction Search	SSF_GL_TRANS_INQ	Student Financials, GL Interface, Review Direct to GL Entries, GL Transaction Search	Search for Direct to GL transactions.
GL Transaction Result	SSF_GL_TRANS_INQ2	Student Financials, GL Interface, Review Direct to GL Entries, GL Transaction Result	View GL Transaction search results.

Searching for GL Transactions

Access the GL Transaction Search page (Student Financials, GL Interface, Review Direct to GL Entries, GL Transaction Search).



GL Transaction Search page

Filter Options

GL Transaction ID This ID is the unique value created when the Direct to GL process is run.

External Reference For AAWS, you can use an applicant's application number, which is unique, to determine if a payment has been sent to the general ledger.

SF Payment Reference This reference number is the unique value associated with the epayment.

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After the Direct to GL process has been run, you can search by GL run date or process instance.

Reviewing Direct to GL Transactions

Access the GL Transaction Result page (Student Financials, GL Interface, Review Direct to GL Entries, GL Transaction Result).

GL Transaction Result page

The GL Run tab is populated after the Direct to GL Entries process is run.

In the Audit tab you can view the userid of the person who created the transaction and the date/time stamp.

Reversing Direct to GL Entries

Use the Reverse Direct to GL (SSF_RNCTL_REVGL) component to reverse the most recent entries generated through the Generate Direct to GL Entries process.

This section discusses how to reverse Direct to GL entries.

Page Used to Reverse Direct to GL Entries

Page Name	Definition Name	Navigation	Usage
Reverse Direct to GL Entries	SSF_RNCTL_REVGL	Student Financials, GL Interface, Reverse Direct to GL Entries, Reverse Direct to GL Entries	Reverse Direct to GL entries.

Reversing Direct to GL Entries

Access the Reverse Direct to GL Entries page (Student Financials, GL Interface, Reverse Direct to GL Entries, Reverse Direct to GL Entries).

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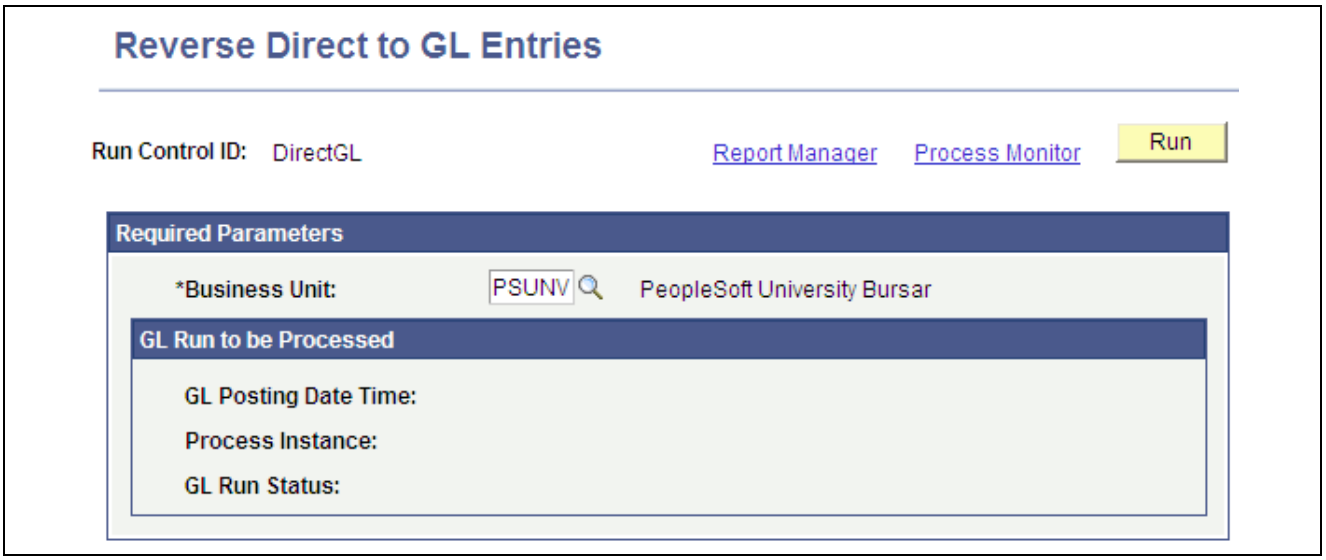

Reverse Direct to GL Entries page

The Reverse Direct to GL process deletes the Accounting Line (SF_ACCTG_LN) entries for the most recent Generate Direct to GL Entries process instance and updates the GL Transaction (SSF_GL_TRANS) table to indicate the records are yet to be processed/transferred to GL. The process therefore enables you to correct errors before information is sent to the general ledger.

Warning! Use caution when running the Reverse Direct to GL Entries process because reversing accounting entries from Student Financials that have already been posted in PeopleSoft or Oracle General Ledger leads to out-of-balance conditions between Student Financials and PeopleSoft or Oracle General Ledger. Run the process only if you are sure that the accounting lines have not already been transferred to PeopleSoft or Oracle General Ledger. If the accounting lines have been transferred to PeopleSoft or Oracle General Ledger and you proceed with the Reverse Direct to GL Entries process, you must manually reverse the corresponding entries in PeopleSoft or Oracle General Ledger.

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