


Student Financials to Finance GL Recon

Purpose: Use this document as a reference to understand a method of reconciling Student Financial transactions batched/journalized data in ctcLink posted into the General Ledger in the Finance Pillar. This particular guide involves two separate pillars and assumes that users have access to [query viewer](#). In addition, the queried data will be downloaded into a spreadsheet and analyzed using [pivot tables](#).

Audience: Campus Solutions staff, Student Financials staff, Financial Aid staff, Finance Staff.

 You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

How to Use this Guide:

Below, we display 4 queries that use dates which correspond with a "period" in Finance. Each of the query's data is then analyzed for Fund, Class, and Department ID using Pivot tables.


Student Financials to Finance GL Recon

Navigation: Reporting Tools > Query > Query Viewer or Schedule Query

CS Pillar - Student Financials

Query #1

1. Use the query titled **QCS_SF_E214_ACCTG_LN**.

 The E214 query contains student related transactional data. The results may be larger than the normal Query Viewer can handle, you may need to use Schedule Query.

QCS_SF_E214_ACCTG_LN - SF/GL Acctg Ln

*Business Unit Run Date Acctg Date greater than Acctg Date less than Item Term Process Instance

Date range to equal the period in Finance

185,507 lines of data

View Results

Download results in [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (102400 kb)

View All

First 1-100 of 185507 Last

Template	Instance	Run Date	Line	Item Term	Acctg Date	Journal	Date	Line #	Ledger	Unit	GL Unit	Fund	Acct	DeptID	ProjGr	Operating Unit	Class	Chartfield2	Status	Amount	Line Descr	Item Type	ID	Item Nbr
1	SF/GL	3652021	10/30/2019	17091 2195	10/30/2019	SF00069732	10/30/2019	231	LOCAL	WA140	WA140	841	2000030	98009		7140	285	N	D	-30.00	Conv: Credit Card Payment	070000000200	101010224	000000000000033
2	SF/GL	3652021	10/30/2019	17092 2195	10/30/2019	SF00069732	10/30/2019	231	LOCAL	WA140	WA140	841	2000030	98009		7140	285	N	D	30.00	Conv: Credit Card Payment	070000000200	101010224	000000000000033
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2. Download into spreadsheet format.

SFGL recon 2 - Excel

Brandon Reed

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1	Template	Instance	Run Date	Fund	Acct	DeptID	Class	Chart	Acctg Date	Status	Amount	Item Term	Item Type	Line Descr	ID	Journal	Year	Period	Date	Line #
1	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	81.91	2197	600000007201	VA Dependent Waiver	2011****	SF00069062	2020	4	10/7/2019	1
2	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(65.12)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
3	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	407.01	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
4	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(297.70)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
5	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(155.75)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
6	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(49.56)	2197	700000000003	Credit Card Payment	2011****	SF00069062	2020	4	10/7/2019	1
7	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(568.01)	2197	911000000000	Federal Pell Grant	2011****	SF00069062	2020	4	10/7/2019	1
8	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(450.76)	2197	912000000000	WA State Need Grant	2011****	SF00069062	2020	4	10/7/2019	1
9	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	65.13	2195	700000000003	Credit Card Payment	2011****	SF00069062	2020	4	10/7/2019	1
10	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	1,018.78	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
11	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(407.01)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
12	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(379.90)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
13	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(95.41)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
14	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	814.01	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
15	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(231.51)	2197	911000000000	Federal Pell Grant	2011****	SF00069062	2020	4	10/7/2019	1
16	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(214.40)	2197	620013120074	IAM/Boeing Joint Programs	2011****	SF00069062	2020	4	10/7/2019	1
17	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(360.44)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
18	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(327.16)	2197	620013120074	IAM/Boeing Joint Programs	2011****	SF00069062	2020	4	10/7/2019	1
19	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(325.60)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
20	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(184.66)	2197	911000000000	Federal Pell Grant	2011****	SF00069062	2020	4	10/7/2019	1
21	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(293.96)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
22	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(81.91)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
23	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(81.91)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
24	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(582.51)	2197	912000000000	WA State Need Grant	2011****	SF00069062	2020	4	10/7/2019	1
25	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(5.00)	2197	700000000001	Check Payment	2011****	SF00069062	2020	4	10/7/2019	1
26	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(197.57)	2197	680000000000	Payment Plan Payment-Nelnet	2011****	SF00069062	2020	4	10/7/2019	1
27	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(826.23)	2197	620013120075	SEIU Multi-Employer Train Fund	2011****	SF00069062	2020	4	10/7/2019	1
28	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(834.11)	2197	912000000000	WA State Need Grant	2011****	SF00069062	2020	4	10/7/2019	1
29	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(309.33)	2197	911000000000	Federal Pell Grant	2011****	SF00069062	2020	4	10/7/2019	1
30	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(545.03)	2197	912000000000	WA State Need Grant	2011****	SF00069062	2020	4	10/7/2019	1
31	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D	(204.77)	2197	100000001000	Tuition Operating Fee	2011****	SF00069062	2020	4	10/7/2019	1
32	SF/GL	3608732	10/7/2019	149	1011010	49197	509	N	10/7/2019	D										

Ready

E213ACCTGLN Raw Data E214 ACCTGLN Pivot E214 ACCTGLN Raw Data CDTL Pivot CDTL Raw ...

3. Create a pivot table using the data from Query #1 and isolate the Fund, Class, and Department ID you are researching. Notice that within the account numbers, the item types are nested.

	A	B	
1	Fund	149	
2	Class	509	
3	DeptID	49197	
4			
5	Row Labels	Sum of Amount	
6	+ 1000070	112,968.02	
7	+ 1000199	444,898.06	
8	+ 1010090	(897.42)	
9	+ 1011010	(655,738.38)	
10	+ 4000020	79,134.06	
11	+ 4000030	-	
12	+ 4000040	40,965.76	
13	- 110000001000	40965.76	
14	Tuition Operating NRes Diff	40965.76	
15	+ 4000100	(21,330.10)	
16	+ 4000199	-	
17	Grand Total	(0.00)	
18			
19			

Query #2

4. Use the query titled **QCS_SF_E215_ACCTG_LN**.
5. Download into spreadsheet format.



The E215 query contains departmental receipt transactional data (non-student.)

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6. Create a pivot table using the data from Query #2 and isolate the Fund, Class, and Department ID you are researching.

	A	B
1	Fund	570
2	Class	(All)
3	DeptID	33323
4		
5	Row Labels	Sum of Amount
6	1000070	1850
7	4010020	-1850
8	Grand Total	0
9		
10		

💡 Results from CS Query #1 and CS Query #2 will differ; however, both sets of data will be batch/journalized into the Finance Pillar.

Finance Pillar

The criteria used in the Finance Queries should match what the end user wants to verify or reconcile. Whether it's a specific Fund or Fund-Department Combination and/or enter a specific General Ledger Account.

The following example uses Fund 149, Department 49197, Year 2020 Period 4, and GL Account 4000100 Tuition & Fee Waiver.

Query #3. QFS_GL_ACCT_ANALYSIS - GL Ledger Table/Trial Balance Query

7. Use the query titled **QFS_GL_ACCT_ANALYSIS** - GL Ledger Table/Trial Balance Query.

i This query provides a Trial Balance or a summary of the data that has been journalized from Student Financials.

QFS_GL_ACCT_ANALYSIS - GL Ledger Table/Trial Balance

Unit

WA220

Fund or blank

149

Dept or blank

49197

Account or blank

From Fiscal Year

2020

To Fiscal Year

2020

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(64 kb)

8. Use the query titled **QFS_GL_ACCT_ANALYSIS**. Enter your desired or a combination of desired criteria: **Fund, Department, Account** and select **From Fiscal Year** and **To Fiscal Year**.

9. Download into spreadsheet format.

i The **QFS_GL_ACCT_ANALYSIS** Query has been developed and used to verify GL ChartStrings. For the following example, a specific Department's ChartString, 149-509-49197, will be analyzed. When Student Financial Journals are processed in the system, those lines are batched or journalized together and the outcome summary is posted into the General Ledger.

FIN SF Item Types Match - Excel

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	A	B	C	D	E	G	H	I	J	K	L	M	N	O
1	GL Ledger Table/Trial Balance		QFS_GL_ACCT_ANALYSIS											
2	Unit	Ledg	Dept Description	Dep	Fnd	Clas	Account	Acct Descr	State Purpo	Account T	Peri	Yr	Total Amt	Oper Unit
49	WA220	LOCAL	Tuition-Operating	49197	149	287	1000070	Cash - Bank 1	N	A	4	2020	60.00	7220
50	WA220	LOCAL	Tuition-Operating	49197	149	287	1011020	SF Fees Receivable	N	A	4	2020	20.00	7220
51	WA220	LOCAL	Tuition-Operating	49197	149	287	4000020	Resident Tuition	N	R	4	2020	(80.00)	7220
52	WA220	LOCAL	Tuition-Operating	49197	149	509	1000070	Cash - Bank 1	N	A	4	2020	112,968.02	7220
53	WA220	LOCAL	Tuition-Operating	49197	149	509	1000199	Internal Cash	N	A	4	2020	444,898.06	7220
54	WA220	LOCAL	Tuition-Operating	49197	149	509	1010090	Conv-A/R	N	A	4	2020	(897.42)	7220
55	WA220	LOCAL	Tuition-Operating	49197	149	509	1011010	SF Tuition Receivable	N	A	4	2020	(655,738.38)	7220
56	WA220	LOCAL	Tuition-Operating	49197	149	509	4000020	Resident Tuition	N	R	4	2020	79,134.06	7220
57	WA220	LOCAL	Tuition-Operating	49197	149	509	4000030	International Tuition	N	R	4	2020	-	7220
58	WA220	LOCAL	Tuition-Operating	49197	149	509	4000040	Non-Resident Tuition	N	R	4	2020	40,965.76	7220
59	WA220	LOCAL	Tuition-Operating	49197	149	509	4000100	Tuition & Fee Waiver	N	R	4	2020	(21,330.10)	7220
60	WA220	LOCAL	Tuition-Operating	49197	149	509	4000199	Waiver Error	N	R	4	2020	-	7220


10. Create a pivot table using the data from Query #3 and isolate the Fund/Department ID you are researching.

	A	B	C	D
1	Fund	149		
2	Class	509		
3	Dept	49197		
4	Period	4		
5				
6	Row Labels	Sum of Total Amt		
7	1000070	112,968.02	Cash - Bank 1	
8	1000199	444,898.06	Internal Cash	
9	1010090	(897.42)	Conv-A/R	
10	1011010	(655,738.38)	SF Tuition Receivable	
11	4000020	79,134.06	Resident Tuition	
12	4000030	-		
13	4000040	40,965.76	Non-Resident Tuition	
14	4000100	(21,330.10)	Tuition & Fee Waiver	
15	4000199	-		
16	Grand Total	(0.00)		
17				

Query #4. QFS_GL_SF_JRNL_VERIFY_BY_CF - SF System to Journal to Ledger

11. Use the query titled: **QFS_GL_SF_JRNL_VERIFY_BY_CF** - SF system to Journal to Ledger.
12. Use the query **QFS_GL_SF_JRNL_VERIFY_BY_CF**. Enter the **Fiscal Year, From Acctg Period to Acctg Period**. Optional to enter additional criteria to narrow down search results, such as **Fund, Class, Department, Project** and/or **Operating Unit**.
13. Download into spreadsheet format.

QFS_GL_SF_JRNL_VERIFY_BY_CF - SF system to Journal to Ledger

Unit	<input type="text" value="WA220"/>	
Fiscal Year	<input type="text" value="2020"/>	
From Acctg Period	<input type="text" value="4"/>	
To Acctg Period	<input type="text" value="4"/>	
Account (optional)	<input type="text"/>	
Fund (optional)	<input type="text" value="149"/>	
Class (optional)	<input type="text"/>	
Dept (optional)	<input type="text" value="49197"/>	
Project (optional)	<input type="text"/>	
Oper Unit (optional)	<input type="text"/>	
<input type="button" value="View Results"/>		

- i** The **QFS_GL_SF_JRNL_VERIFY_BY_CF** Query provides another source of verification and provides a detailed summary of the data journalized from Student Financials. By selecting the source tables, CS_SF_ACCTG_LINE or FS_SF_ACCTG_LINE, you are able to identify the data from the CS Pillar and verify has posted to the FS Pillar. Note: the General Ledger isolates data by the Period. Make sure your criteria for your Pivot table is correct.

FIN SF Item Types Match - Excel											
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P21											
A	B	C	D	E	F	G	H	I	J	K	L
1	SF system to Journal to Ledger										
2	GL Unit	Year	Period	Source Table	Long Name	Status	Account	Fund	Class	Dept	Journal by SubSystem Amounts
3	WA220	2020	4	CS_SF_ACCTG_LN		D	1000070	149	287	49197	60.00
4	WA220	2020	4	FS_SF_ACCTG_LN		D	1000070	149	287	49197	60.00
5	WA220	2020	4	CS_SF_ACCTG_LN		D	1000070	149	509	49197	112,968.02
6	WA220	2020	4	FS_SF_ACCTG_LN		D	1000070	149	509	49197	112,968.02
7	WA220	2020	4	CS_SF_ACCTG_LN		D	1000199	149	509	49197	444,898.06
8	WA220	2020	4	FS_SF_ACCTG_LN		D	1000199	149	509	49197	444,898.06
9	WA220	2020	4	CS_SF_ACCTG_LN		D	1010090	149	509	49197	(897.42)
10	WA220	2020	4	FS_SF_ACCTG_LN		D	1010090	149	509	49197	(897.42)
11	WA220	2020	4	CS_SF_ACCTG_LN		D	1011010	149	509	49197	(655,738.38)
12	WA220	2020	4	FS_SF_ACCTG_LN		D	1011010	149	509	49197	(655,738.38)
13	WA220	2020	4	CS_SF_ACCTG_LN		D	1011020	149	287	49197	20.00
14	WA220	2020	4	FS_SF_ACCTG_LN		D	1011020	149	287	49197	20.00
15	WA220	2020	4	CS_SF_ACCTG_LN		D	4000020	149	287	49197	(80.00)
16	WA220	2020	4	FS_SF_ACCTG_LN		D	4000020	149	287	49197	(80.00)
17	WA220	2020	4	CS_SF_ACCTG_LN		D	4000020	149	509	49197	79,134.06
18	WA220	2020	4	FS_SF_ACCTG_LN		D	4000020	149	509	49197	79,134.06
19	WA220	2020	4	CS_SF_ACCTG_LN		D	4000030	149	509	49197	-
20	WA220	2020	4	FS_SF_ACCTG_LN		D	4000030	149	509	49197	-
21	WA220	2020	4	CS_SF_ACCTG_LN		D	4000040	149	509	49197	40,965.76
22	WA220	2020	4	FS_SF_ACCTG_LN		D	4000040	149	509	49197	40,965.76
23	WA220	2020	4	CS_SF_ACCTG_LN		D	4000100	149	509	49197	(21,330.10)
24	WA220	2020	4	FS_SF_ACCTG_LN		D	4000100	149	509	49197	(21,330.10)
25	WA220	2020	4	CS_SF_ACCTG_LN		D	4000199	149	509	49197	-
26	WA220	2020	4	FS_SF_ACCTG_LN		D	4000199	149	509	49197	-
27	WA220	2020	4	JOURNAL GSF	JrnlGen - Student Financials	P	1000070	149	287	49197	60.00
28	WA220	2020	4	LEDGER		P	1000070	149	287	49197	-
29	WA220	2020	4	JOURNAL GSF	JrnlGen - Student Financials	P	1000070	149	509	49197	112,968.02

14. Create a pivot table using the data from Query #4 and isolate the Fund/Department ID you are researching.

	A	B	C	D
1	Fund	149		
2	Class	509		
3	Dept	49197		
4	Period	4		
5				
6	Row Labels	Sum of Ledger Amounts		
7	1000070	112,968.02	Cash - Bank 1	
8	1000199	444,898.06	Internal Cash	
9	1010090	(897.42)	Conv-A/R	
10	1011010	(655,738.38)	SF Tuition Rec	
11	4000020	79,134.06	Resident Tuition	
12	4000030	-		
13	4000040	40,965.76	Non-Resident Tuition	
14	4000100	(21,330.10)	Tuition & Fee Waiver	
15	4000199	-		
16	Grand Total	(0.00)		
17				

Compare SF vs. Finance Pivot Tables

- i** When reconciling the pivot tables data side by side, remember that item types are not viewable within the Finance Pillar. Use "queried" data from Student Financial's in order to create batched balances manually through the pivot table process in order to balance against the system batched/journalized data that is available from the Finance Pillar.

15. The below pivot tables show accounts that balance.

SF Pivot Tables		Finance Pivot Tables			
A	B	A	B	C	D
1 Fund	149	1 Fund	149		
2 Class	509	2 Class	509		
3 DeptID	49197	3 Period	4		
4		4 Dept	49197		
5 Row Labels	Sum of Amount	5			
6 1000070	112,968.02	6 Row Labels	Sum of Total Amt		
7 1000199	444,898.06	7 1000070	112,968.02	Cash - Bank 1	
8 1010090	(897.42)	8 1000199	444,898.06	Internal Cash	
9 1011010	(655,738.38)	9 1010090	(897.42)	Conv-A/R	
10 4000020	79,134.06	10 1011010	(655,738.38)	SF Tuition Receivable	
11 4000030	-	11 4000020	79,134.06	Resident Tuition	
12 4000040	40,965.76	12 4000030	-		
13 110000001000	40965.76	13 4000040	40,965.76	Non-Resident Tuition	
14 Tuition Operating NRes Diff	40965.76	14 4000100	(21,330.10)	Tuition & Fee Waiver	
15 4000100	(21,330.10)	15 4000199	-		
16 4000199	-	16 Grand Total	(0.00)		
17 Grand Total	(0.00)				

A	B
1 Fund	570
2 Class	(All)
3 DeptID	33323
4	
5 Row Labels	Sum of Amount
6 1000070	1850
7 4010020	-1850
8 Grand Total	0
9	
10	

A	B
1 Fund	570
2 Period	4
3 Dept	33323
4	
5 Row Labels	Sum of Total Amt
6 1000070	1,850.00
7 1000199	6,175.00
8 4010020	(1,850.00)
9 4030130	(6,250.00)
10 5081090	75.00
11 Grand Total	-
12	
13	

Can't Balance?

- i** What happens when the data doesn't balance?

1. Corrections should always occur from where they originate.
2. As we are feeding data from Student Financials (Student Account transactions, Cashiering transactions, Financial Aid disbursements/refunds, etc...) into the Finance Pillar, **all** correction should originate from within the **Student Financials Office**.

3. The item type level of detail is not found within the Finance Pillar, that level of data is *batched/journalized* into a single balance in order to feed (over the fence) into the Finance Pillar.
4. Therefore, if the *Finance Pillar* discovers a balancing issue, then communication should be sent to the Student Financials Office with as much detail as possible. With that communication, those responsible in the Student Financials Office can investigate the issue and correct using the proper cashiering processes.

Accounting Dates and Periods

As financial data moves between Student Financials and the Finance Pillar, one variable to keep in mind is processing time. Several Student Financials Office Processes are automated to run throughout the day and it is possible to have processes cross midnight. This may result in balance discrepancies between the Student Financials and the General Ledger in the Finance Pillar.

Sometimes adding or removing a day from the Accounting Date query parameter fields may help in balancing against a particular Finance Period.

5. End of procedure.