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 querie's data is then analyed for Fund, Class, and Department ID using Pivot tables.

Student Financials to Finance GL Recon

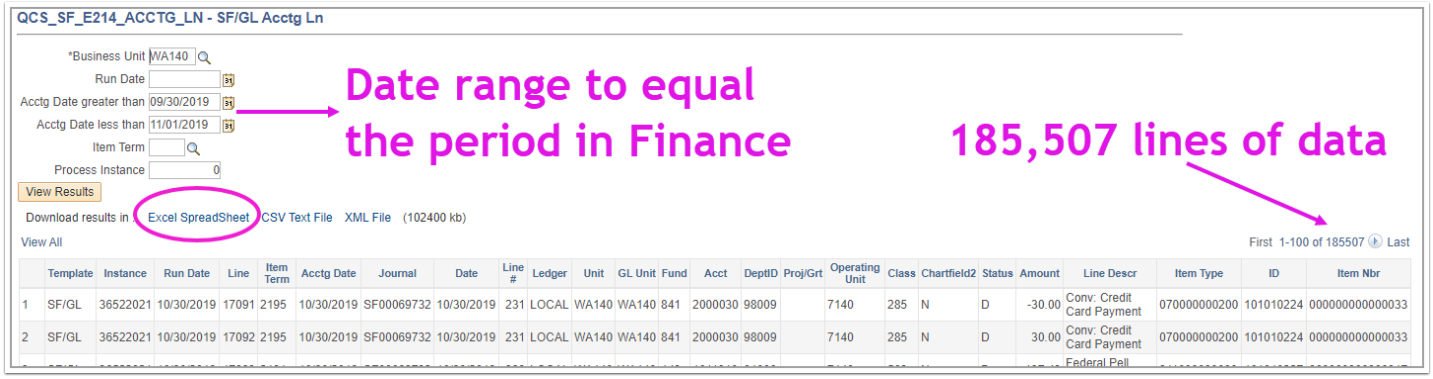
Navigation: Reporting Tools > Query > Query Viewer or Schedule Query

CS Pillar - Student Financials

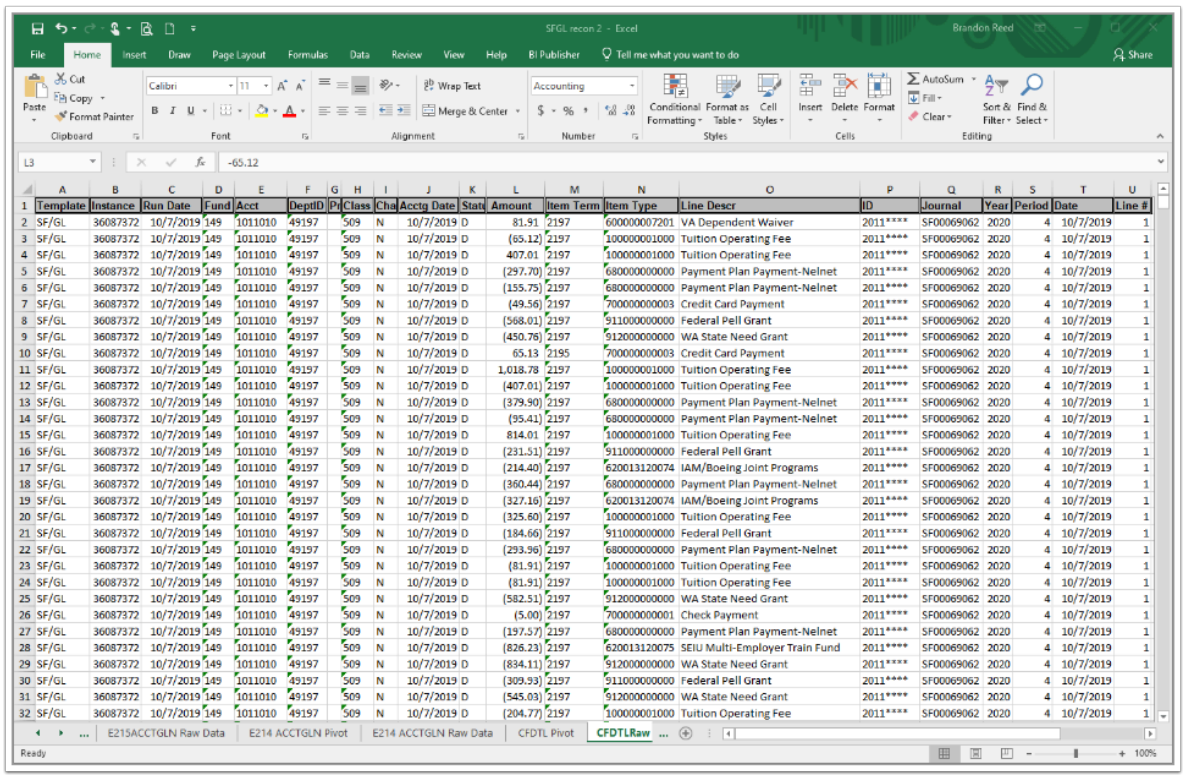
Query #1

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.



2. Download into spreadsheet format.



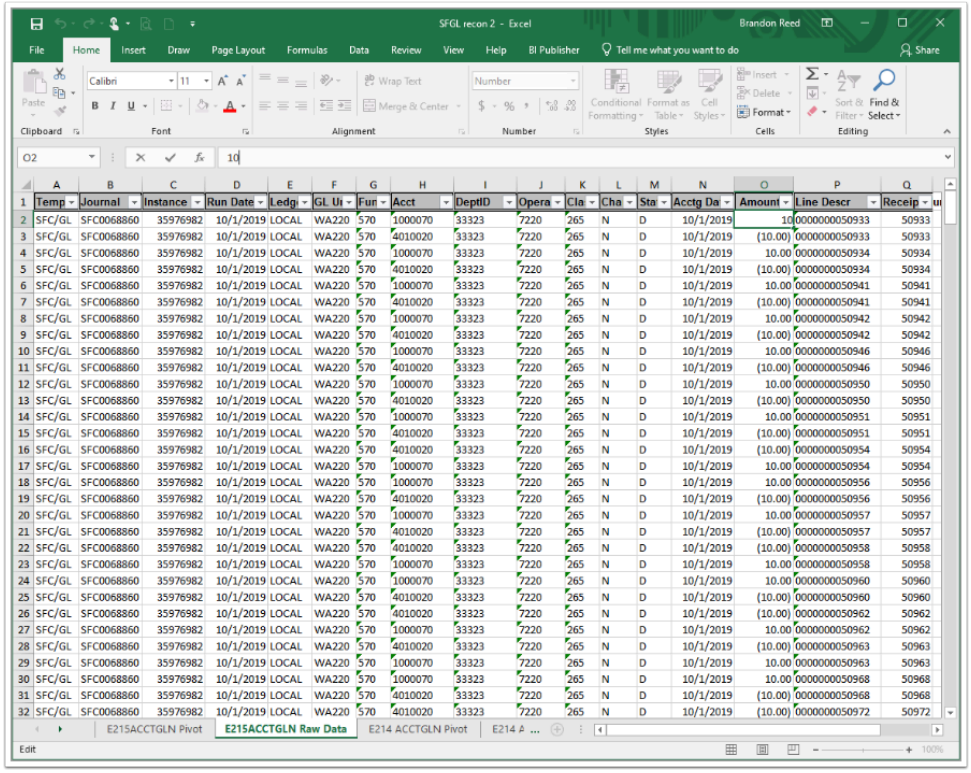
3. Create a pivot table using the data from Query #1 and isolate the Fund, Class, and Department ID you are researching. Notice that within the account numbers, the item types are nested.

	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

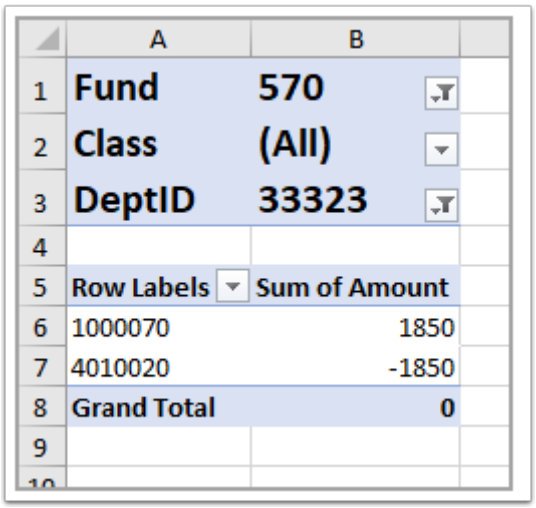
4. Use the query titled **QCS_SF_E215_ACCTG_LN**.
5. Download into spreadsheet format.

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



Temp	Journal	Instance	Run Date	Ledgi	GL Ur	Fun	Acct	DeptID	Opera	Cla	Cha	Sta	Acctg Da	Amount	Line Descr	Receip
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10	0000000050933	50933
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050933	50933
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050934	50934
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050934	50934
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050941	50941
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050941	50941
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050942	50942
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050942	50942
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050946	50946
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050946	50946
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050950	50950
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050950	50950
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050951	50951
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050951	50951
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050954	50954
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050954	50954
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050956	50956
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050956	50956
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050957	50957
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050957	50957
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050958	50958
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050958	50958
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050960	50960
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050960	50960
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050962	50962
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050962	50962
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050963	50963
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050963	50963
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	1000070	33323	7220	265	N	D	10/1/2019	10.00	0000000050968	50968
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050968	50968
SFC/GL	SFC0068860	35976982	10/1/2019	LOCAL	WA220	570	4010020	33323	7220	265	N	D	10/1/2019	(10.00)	0000000050972	50972

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		

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

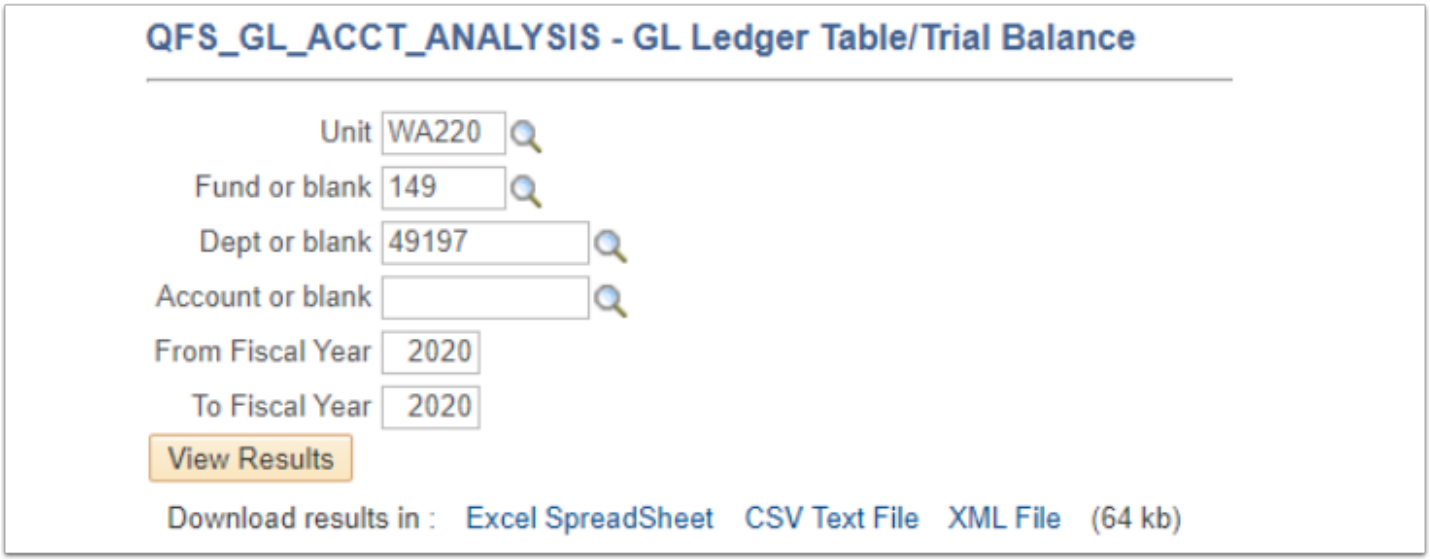
The criteria used in the Finance Queries should match what the end user wants to verify or reconcile. Whether it's a specific Fund or Fund-Department Combination and/or enter a specific General Ledger Account.

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

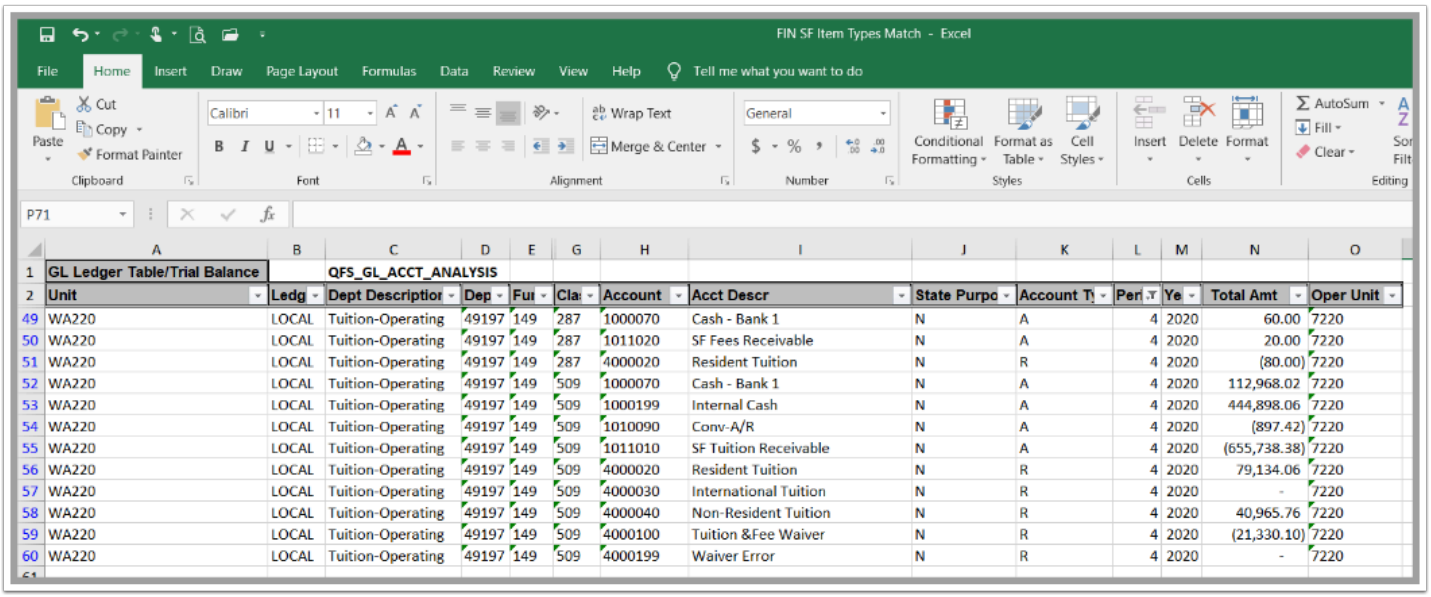
7. Use the query titled **QFS_GL_ACCT_ANALYSIS** - GL Ledger Table/Trial Balance Query.

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



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.

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.



	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 Descriptior	Dep	Fui	Cla	Account	Acct Descr	State Purpo	Account Ty	Per	Ye	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

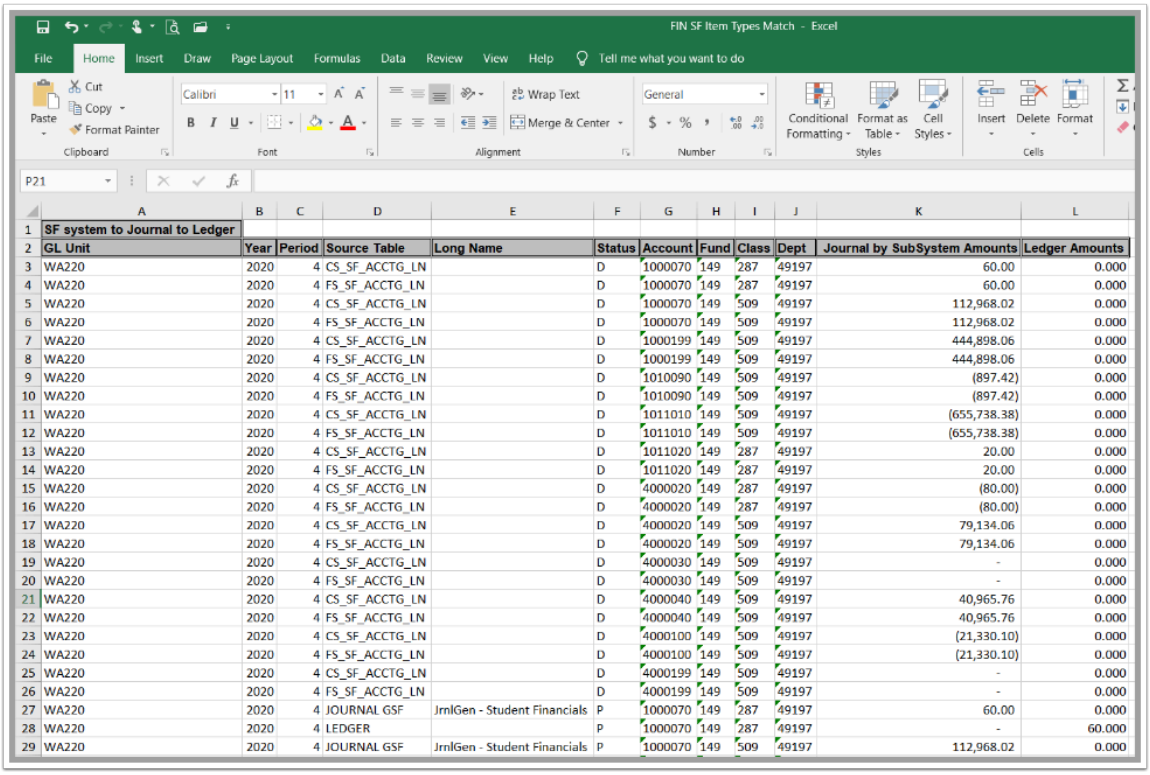
11. Use the query titled**: QFS_GL_SF_JRNL_VERIFY_BY_CF -** SF system to Journal to Ledger.
12. Use the query **QFS_GL_SF_JRNL_VERIFY_BY_CF**. Enter the **Fiscal Year, From Acctg Period to Acctg Period**. Optional to enter additional criteria to narrow down search results, such as **Fund, Class, Department,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

QFS_GL_SF_JRNL_VERIFY_BY_CF - SF system to Journal to Ledger

Unit	WA220
Fiscal Year	2020
From Acctg Period	4
To Acctg Period	4
Account (optional)	
Fund (optional)	149
Class (optional)	
Dept (optional)	49197
Project (optional)	
Oper Unit (optional)	

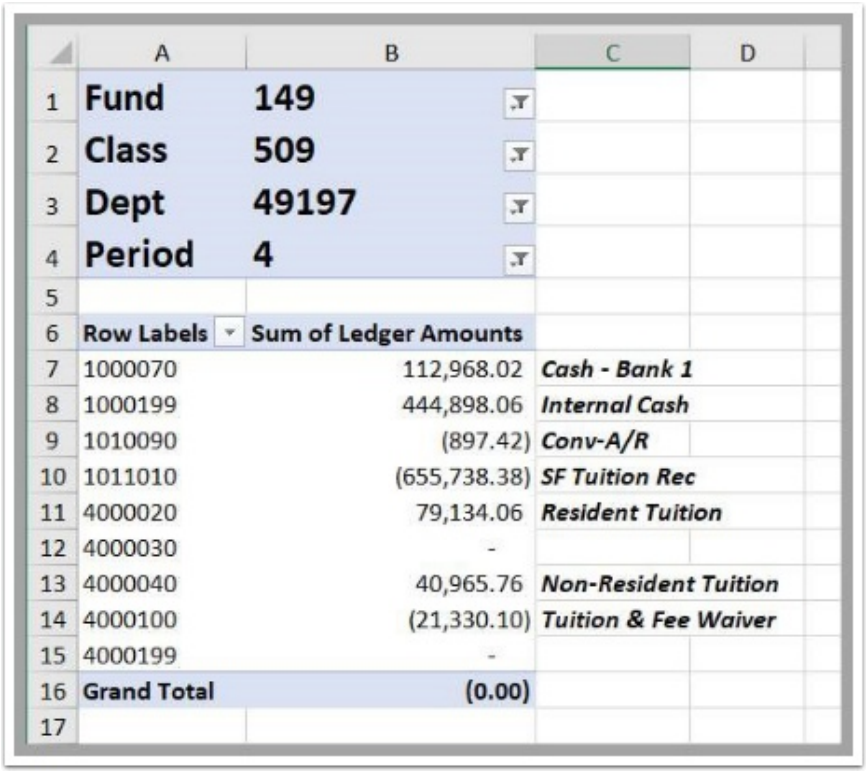
View Results

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.



SF system to Journal to Ledger											
GL Unit	Year	Period	Source Table	Long Name	Status	Account	Fund	Class	Dept	Journal by SubSystem Amounts	Ledger Amounts
WA220	2020	4	CS_SF_ACCTG_LN		D	1000070	149	287	49197	60.00	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1000070	149	287	49197	60.00	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	1000070	149	509	49197	112,968.02	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1000070	149	509	49197	112,968.02	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	1000199	149	509	49197	444,898.06	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1000199	149	509	49197	444,898.06	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	1010090	149	509	49197	(897.42)	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1010090	149	509	49197	(897.42)	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	1011010	149	509	49197	(655,738.38)	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1011010	149	509	49197	(655,738.38)	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	1011020	149	287	49197	20.00	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	1011020	149	287	49197	20.00	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000020	149	287	49197	(80.00)	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000020	149	287	49197	(80.00)	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000020	149	509	49197	79,134.06	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000020	149	509	49197	79,134.06	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000030	149	509	49197	-	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000030	149	509	49197	-	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000040	149	509	49197	40,965.76	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000040	149	509	49197	40,965.76	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000100	149	509	49197	(21,330.10)	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000100	149	509	49197	(21,330.10)	0.000
WA220	2020	4	CS_SF_ACCTG_LN		D	4000199	149	509	49197	-	0.000
WA220	2020	4	FS_SF_ACCTG_LN		D	4000199	149	509	49197	-	0.000
WA220	2020	4	JOURNAL GSF	JrnlGen - Student Financials	P	1000070	149	287	49197	60.00	0.000
WA220	2020	4	LEDGER		P	1000070	149	287	49197	-	60.000
WA220	2020	4	JOURNAL GSF	JrnlGen - Student Financials	P	1000070	149	509	49197	112,968.02	0.000

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

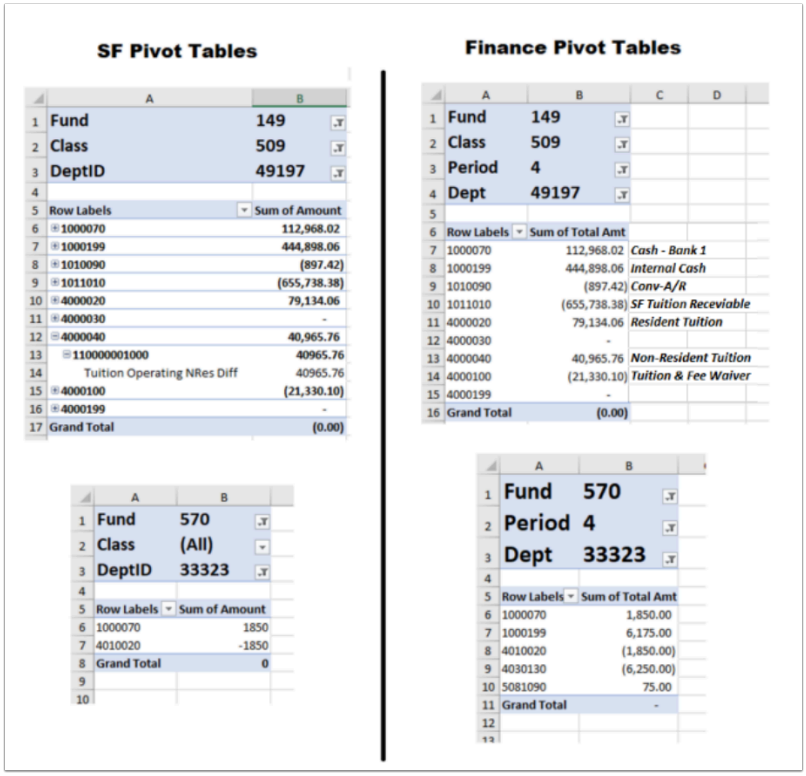


	A	B	C	D
1	Fund	149		
2	Class	509		
3	Dept	49197		
4	Period	4		
5				
6	Row Labels	Sum of Ledger Amounts		
7	1000070	112,968.02	*Cash - Bank 1*	
8	1000199	444,898.06	*Internal Cash*	
9	1010090	(897.42)	*Conv-A/R*	
10	1011010	(655,738.38)	*SF Tuition Rec*	
11	4000020	79,134.06	*Resident Tuition*	
12	4000030	-		
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

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

	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)

	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		

Finance Pivot Tables

	A	B	C	D
1	Fund	149		
2	Class	509		
3	Period	4		
4	Dept	49197		
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 Receviable*	
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)		

	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?

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.