## **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 <u>query viewer</u>. In addition, the queried data will be downloaded into a spreadsheet and analyzed using <u>pivot tables</u>.

**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.

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#### 2. Download into spreadsheet format.

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SF/GL         36087372         10/7/2019           Sr/GL         36087372         10/7/2019			509		10/7/2019 D	(407.01)			Tuition Operating Fee	2011****			4 10/7/2019	
SF/GL         36087372         10/7/2015			509		10/7/2019 D	(379.90)			Payment Plan Payment-Ne				4 10/7/2019	
SF/GL         36087372         10/7/2019		010 49197	509	N	10/7/2019 D	(95.41)	2197		Payment Plan Payment-Ne		SF00069062	2020	4 10/7/2019	9
sF/GL         36087372         10/7/2015	7/2019 149 1011	010 49197	509	N	10/7/2019 D	814.01	2197		Tuition Operating Fee	2011****	SF00069062	2020	4 10/7/2019	9
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SF/GL         36087372         10/7/2013			509		10/7/2019 D	(360.44)			Payment Plan Payment-Ne		SF00069062	2020	4 10/7/2019	9
SF/GL         36087372         10/7/2019			509		10/7/2019 D	(327.16)	2197		IAM/Boeing Joint Program				4 10/7/2019	
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SF/GL         36087372         10/7/2019			509		10/7/2019 D	(293.96)			Payment Plan Payment-Ne				4 10/7/2019	
SF/GL         36087372         10/7/2019			509		10/7/2019 D	(81.91)			Tuition Operating Fee	2011****			4 10/7/2019	
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SF/GL 36087372 10/7/2019 1			509		10/7/2019 D 10/7/2019 D	(197.57) (826.23)			SEIU Multi-Employer Train				4 10/7/2019	
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SF/GL 36087372 10/7/2019 1			509		10/7/2019 D	(204.77)			Tuition Operating Fee	2011****			4 10/7/2019	
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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.

	А		В	
1	Fund		149	Ţ
2	Class		509	Ţ
3	DeptID		49197	Ţ
4				
5	Row Labels	•	Sum of Amou	unt
6	<b>± 1000070</b>		112,968.	.02
7	··· 1000199		444,898.	.06
8	<b>± 1010090</b>		<mark>(</mark> 897.	.42)
9	<b>± 1011010</b>		(655,738.	.38)
10	··· 4000020		79,134	.06
11	··· 4000030		-	
12	<b>= 4000040</b>		40,965.	76
13	≡ 11000001000		40965	5.76
14	Tuition Operating NRes Dif	f	40965	5.76
15	<b>± 4000100</b>		(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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SFC/GL	SFC0068860	35976982	10/1/2019		WA220	570	1000070	33323	7220	265	N	D	10/1/2019		0000000050934	50934
	SFC0068860	35976982	10/1/2019		WA220	570	4010020	33323	7220	265	N	D	10/1/2019		000000050934	50934
	SFC0068860	35976982	10/1/2019		WA220		1000070	33323	7220	265	N	D	10/1/2019		0000000050941	50941
	SFC0068860	35976982	10/1/2019			570	4010020	33323	7220	265	N	D	10/1/2019		000000050941	50941
-	SFC0068860	35976982	10/1/2019			570	1000070	33323	7220	265	N	D	10/1/2019		000000050942	50942
	SFC0068860	35976982	10/1/2019		WA220	570	4010020	33323	7220	265	N	D	10/1/2019		000000050942	50942
	SFC0068860	35976982	10/1/2019		WA220	570	1000070	33323	7220	265	Ν	D	10/1/2019		000000050946	50946
	SFC0068860	35976982	10/1/2019		WA220		4010020	33323	7220	265	N	D	10/1/2019		000000050946	50946
	SFC0068860	35976982	10/1/2019			570	1000070	33323	7220	265	N	D	10/1/2019		000000050950	50950
	SFC0068860	35976982	10/1/2019		WA220	570	4010020	33323	7220	265	N	D	10/1/2019		000000050950	50950
	SFC0068860	35976982	10/1/2019		WA220	570	1000070	33323	7220	265	N	D	10/1/2019		000000050951	50951
	SFC0068860	35976982	10/1/2019		WA220	570	4010020	33323	7220	265	N	D	10/1/2019		000000050951	50951
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	SFC0068860	35976982	10/1/2019		WA220		1000070	33323	7220	265	N	D	10/1/2019		0000000050954	50954
	SFC0068860	35976982	10/1/2019		WA220		1000070	33323	7220	265	N	D	10/1/2019		000000050956	50956
	SFC0068860	35976982	10/1/2019		WA220	570	4010020	33323	7220	265 265	N	D	10/1/2019		000000050956	50956
	SFC0068860	35976982	10/1/2019		WA220	570	1000070	33323			N	D	10/1/2019		000000050957	50957
	SFC0068860	35976982	10/1/2019		WA220		4010020	33323 33323	7220	265 265	N	D	10/1/2019		000000050957	50957
	SFC0068860	35976982	10/1/2019		WA220	570 570	4010020	33323	7220	265		D	10/1/2019		000000050958	50958
	SFC0068860	35976982	10/1/2019		WA220	570	1000070	33323	7220	265	N	D	10/1/2019		0000000050958	50958
	SFC0068860	35976982	10/1/2019 10/1/2019		WA220 WA220	570	4010020	33323	7220	265	N	D	10/1/2019		0000000050960	50960 50960
	SFC0068860	35976982	10/1/2019 10/1/2019		WA220 WA220		4010020	33323	7220	265	N	D	10/1/2019		0000000050960	50960 50962
	SFC0068860 SFC0068860	35976982 35976982	10/1/2019		WA220 WA220		4010020	33323	7220	265	N	D	10/1/2019		0000000050962	50962
	SFC0068860 SFC0068860	35976982	10/1/2019		WA220 WA220	570	4010020	33323	7220	265	N	D	10/1/2019		0000000050962	50962
	SFC0068860 SFC0068860	35976982	10/1/2019		WA220 WA220	570	1000070	33323	7220	265	N	D	10/1/2019		000000050963	50963
	SFC0068860 SFC0068860	35976982	10/1/2019		WA220 WA220	570	1000070	33323	7220	265	N	D	10/1/2019		000000000000000000000000000000000000000	50963
	SFC0068860 SFC0068860	35976982	10/1/2019		WA220 WA220		4010020	33323	7220	265	N	D	10/1/2019		0000000050968	50968
	SFC0068860 SFC0068860	35976982	10/1/2019		WA220 WA220	570	4010020	33323	7220	265	N	D	10/1/2019		0000000050968	50968
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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.

	А	В	
1	Fund	570	<b></b>
2	Class	-	
3	DeptID	33323	Ţ
4			
5	Row Labels 🔻	Sum of An	nount
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.

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

Unit	WA220 Q			
Fund or blank	149 Q			
Dept or blank	49197	Q		
Account or blank		Q		
From Fiscal Year	2020			
To Fiscal Year	2020			
View Results				

- 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.

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49 W	/A220		LOCAL	Tuition-Operating	49197	149	287	1000070	Cash - Bank 1	N	Α	4 2020	60.00	7220
50 W	/A220		LOCAL	Tuition-Operating	49197		287	1011020	SF Fees Receivable	N	Α	4 2020		7220
51 W	/A220		LOCAL	Tuition-Operating	49197		287	4000020	Resident Tuition	N	R	4 2020		) 7220
52 W	/A220		LOCAL		49197		509	1000070	Cash - Bank 1	N	Α	4 2020	112,968.02	
53 W	/A220		LOCAL	Tuition-Operating	49197		509	1000199	Internal Cash	N	Α	4 2020	444,898.06	7220
54 W	/A220		LOCAL	Tuition-Operating	49197		509	1010090	Conv-A/R	N	Α	4 2020		
55 M	/A220		LOCAL	Tuition-Operating	49197	149	509	1011010	SF Tuition Receivable	N	A	4 2020	(655,738.38	
56 W	/A220		LOCAL	Tuition-Operating	49197	149	509	4000020	Resident Tuition	N	R	4 2020	79,134.06	7220
57 W	/A220		LOCAL	Tuition-Operating	49197	149	509	4000030	International Tuition	N	R	4 2020		7220
58 W	/A220		LOCAL	Tuition-Operating	49197	149	509	4000040	Non-Resident Tuition	N	R	4 2020	40,965.76	7220
59 W	/A220		LOCAL	Tuition-Operating	49197	149	509	4000100	Tuition & Fee Waiver	N	R	4 2020	(21,330.10	7220
	(A220		LOCAL	Tuition-Operating		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.

1	А	В		С	D			
1	Fund	149	<b>.</b>					
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	F Tuition Receivable			
11	4000020	79,134	.06	Resident	Tuition			
12	4000030		-					
13	4000040	40,965	.76	Non-Resid	ent 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.

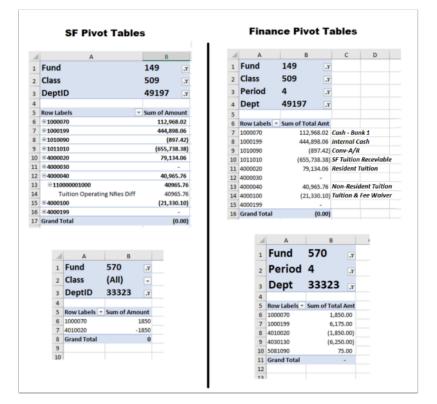
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1 SF system to Journal to Ledger	-									
2 GL Unit	Year Pe	eriod Source Table	Long Name	Status	Account	Fund	Class	Dept	Journal by SubSystem Amounts	Ledger Amounts
3 WA220	2020	4 CS_SF_ACCTG_LN		D	1000070	149	287	49197	60.00	0.00
4 WA220	2020	4 FS_SF_ACCTG_LN		D	1000070		287	49197	60.00	0.00
5 WA220	2020	4 CS_SF_ACCTG_LN		D		149	509	49197	112,968.02	0.00
5 WA220	2020	4 FS_SF_ACCTG_LN		D	1000070		509	49197	112,968.02	0.00
7 WA220	2020	4 CS_SF_ACCTG_LN		D	1000199		509	49197	444,898.06	0.00
3 WA220	2020	4 FS_SF_ACCTG_LN		D	1000199		509	49197	444,898.06	0.00
9 WA220	2020	4 CS_SF_ACCTG_LN		D	1010090		509	49197	(897.42)	0.00
0 WA220	2020	4 FS_SF_ACCTG_LN		D	1010090		509	49197	(897.42)	0.00
1 WA220	2020	4 CS_SF_ACCTG_LN		D	1011010		509	49197	(655,738.38)	0.00
2 WA220	2020	4 FS_SF_ACCTG_LN		D	1011010		509	49197	(655,738.38)	0.00
3 WA220	2020	4 CS_SF_ACCTG_LN		D	1011020		287	49197	20.00	0.00
4 WA220	2020	4 FS_SF_ACCTG_LN		D	1011020		287	49197	20.00	0.00
5 WA220	2020	4 CS_SF_ACCTG_LN		D	4000020		287	49197	(80.00)	0.00
6 WA220	2020	4 FS_SF_ACCTG_LN		D	4000020		287	49197	(80.00)	0.00
7 WA220	2020	4 CS_SF_ACCTG_LN		D	4000020		509	49197	79,134.06	0.00
8 WA220	2020	4 FS_SF_ACCTG_LN		D	4000020		509	49197	79,134.06	0.00
9 WA220	2020	4 CS_SF_ACCTG_LN		D	4000030		509	49197	-	0.00
0 WA220	2020	4 FS_SF_ACCTG_LN		D	4000030		509	49197	-	0.00
1 WA220	2020	4 CS_SF_ACCTG_LN		D	4000040		509	49197	40,965.76	0.00
2 WA220	2020	4 FS_SF_ACCTG_LN		D	4000040		509	49197	40,965.76	0.00
3 WA220	2020	4 CS_SF_ACCTG_LN		D	4000100		509	49197	(21,330.10)	0.00
4 WA220	2020	4 FS_SF_ACCTG_LN		D	4000100		509	49197	(21,330.10)	0.00
5 WA220	2020	4 CS_SF_ACCTG_LN		D	4000199		509	49197	-	0.00
6 WA220	2020	4 FS_SF_ACCTG_LN		D	4000199		509	49197	-	0.00
7 WA220	2020	4 JOURNAL GSF	JrnlGen - Student Financials		1000070		287	49197	60.00	0.00
8 WA220	2020	4 LEDGER		Р	1000070		287	49197	-	60.00
29 WA220	2020	4 JOURNAL GSF	JrnlGen - Student Financials	P	1000070	149	509	49197	112,968.02	0.00

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

1	A		В	С	D			
1	Fund	149	.7					
2	Class	509						
3	Dept	49197						
4	Period	4	,7					
5								
6	Row Labels 🔻	Sum of Led	ger 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 Tui	tion			
12	4000030		-					
13	4000040		40,965.76	Non-Resider	t Tuition			
14	4000100		(21,330.10)	Tuition & Fe	e 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.



## Can't Balance?



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

- 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 <u>is possible</u> 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.