



This module outlines how to run the Cashiering GL (general ledger) Interface. This procedure sends to the GL any cashiering transactions that are not posted to a student account. This is run after the Transcript Cashier Office has been closed.

Note: The Transcript Cashier Office can be reopened until the Cashiering GL Interface is run.

Step 1

Navigate to: UM Processes and Reports → UM Student Financials → SF Interfaces → UM GL Cashiering Interface

Click **Search**.

The screenshot shows the 'UM Cashiering GL Interface' with the following elements:

- Top right: [New Window](#) | [Help](#) |
- Title: **UM Cashiering GL Interface**
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Navigation tabs: **Find an Existing Value** (highlighted) | Add a New Value
- Run Control ID: begins with (dropdown menu)
- Case Sensitive:
- Buttons: **Search** (circled in green), Clear, Basic Search, Save Search Criteria
- Bottom: Find an Existing Value | Add a New Value



Step 2

Click Cashier's Office and click on **MAIN**.
Click Business Date and click on today's date.
Click Journal Template and click **SF JOURNALS**.

Note: After the first time these fields are entered, they will then auto fill.
Verify the Business Date is the correct date for the run.

Click **Run**.

The screenshot shows the 'Cashiering GL Interface' with the following elements:

- Top right navigation: [New Window](#) | [Help](#) | [Customize Page](#) |
- Run Control ID: PRINT_RECEIPT
- Report Manager | Process Monitor | **Run** (circled in green)
- Parameters section with a green border around the input fields:
 - Business Unit: COLUM Univ of Missouri - Columbia
 - Cashier's Office: MAIN U of Missouri - Columbia
 - Business Date: 10/02/2008
 - Journal Template: SFJOURNALS SF Journals
- Bottom navigation buttons: Save, Return to Search, Notify, Add, Update/Display



The **Process Scheduler Request** screen pops up.

New Window | Help | Customize Page | nctcp

Process Scheduler Request

User ID: GARMANL Run Control ID: PRINT_RECEIPT

Server Name: PSUNX Run Date: 10/02/2008
Recurrence: Recurrence Run Time: 4:45:32PM **Reset to Current Date/Time**
Time Zone: Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UM GL Cashiering Interface	USSF9300	SQR Process	Web	PDF	Distribution

OK Cancel

Step 3 At the bottom of the screen, click **OK**.

The interface is processing when the Process Instance field pops up.

New Window | Help | Customize Page | nctcp

Cashiering GL Interface

Run Control ID: PRINT_RECEIPT Report Manager Process Monitor **Run**

Process Instance: 875758

Parameters

Business Unit: COLUM Univ of Missouri - Columbia
Cashier's Office: MAIN U of Missouri - Columbia
Business Date: 10/02/2008
Journal Template: SFJOURNALS SF Journals

Save Return to Search Notify Add Update/Display

Congratulations! You have completed "Cashiering GL Interface"