



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' search page. At the top right, there are links for 'New Window', 'Help', and 'http'. Below the title, there is a search bar with two tabs: 'Find an Existing Value' (highlighted in yellow) and 'Add a New Value'. The search criteria include a 'Run Control ID' dropdown menu set to 'begins with' and an empty text input field. There is an unchecked checkbox for 'Case Sensitive'. Below the search bar, there are buttons for 'Search' (circled in green), 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the search area, there are links for 'Find an Existing Value' and 'Add a New Value'.



Step 2

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**.

New Window | Help | Customize Page |

### Cashiering GL Interface

Run Control ID: PRINT\_RECEIPT      [Report Manager](#)    [Process Monitor](#)    **Run**

Parameters	
Business Unit:	COLUM  Univ of Missouri - Columbia
Cashier's Office:	TRNSCRP  Transcripts
Business Date:	10/13/2008
Journal Template:	SFJOURNALS  SF Journals

Save    Return to Search    Notify      Add    Update/Display



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

[New Window](#) | [Help](#) | [Customize Page](#) |

### Process Scheduler Request

User ID: GARMANL      Run Control ID: PRINT\_RECEIPT

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Server Name:       Run Date: 11/05/2008

Recurrence:       Run Time: 11:11:52AM      [Reset to Current Date/Time](#)

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](#) |

### Cashiering GL Interface

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Run Control ID: PRINT\_RECEIPT      [Report Manager](#)      [Process Monitor](#)      [Run](#)

**Process Instance: 875721**

**Parameters**

Business Unit:	<input type="text" value="COLUM"/>	Univ of Missouri - Columbia
Cashier's Office:	<input type="text" value="TRNSCRP"/>	Transcripts
Business Date:	<input type="text" value="10/13/2008"/>	
Journal Template:	<input type="text" value="SFJOURNALS"/>	SF Journals

[Save](#)      [Return to Search](#)      [Notify](#)      [Add](#)      [Update/Display](#)

Congratulations! You have completed "Cashiering GL Interface"