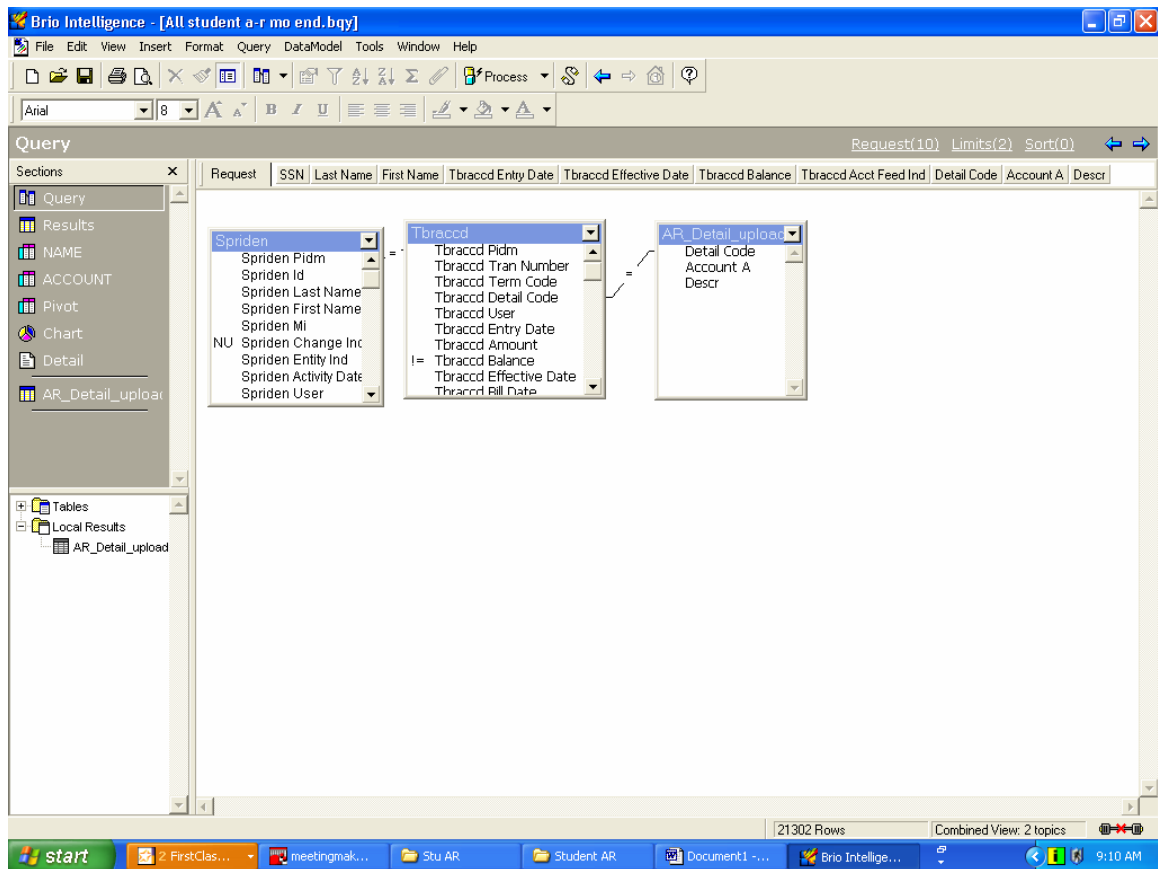


California State University, Bakersfield
FIS Business Process Guide

RECONCILE STUDENT RECEIVABLES

1. Run BRIO 'Ar Detail Codes' to capture detail codes beginning with 103
2. Export to desktop.
3. Open and put a header line at top, then remove all duplicates (and there are several)
4. Save as Excel 3.0 or 4.0 and rename to AR_Detail_upload.xls
5. To reconcile month-end, use the BRIO 'Tw Stu a-r mo end.
6. Open Brio and Import AR Detail upload file, then review to make sure complete and no blanks.
7. Click back on the Query section and in bottom left under 'Tables' click in open space to bring up the 'Local Results'.
8. Click on the Local results + bar to open the worksheet and drag onto the open page to the right of Tbraccd and connect the detail codes to detail code on AR_Detail_Upload.
9. Move all data under AR_Detail_Upload to the top Request line and Process.



California State University, Bakersfield FIS Business Process Guide

10. After query process finishes, go to ACCOUNT section and at top left use the File menu and Export to appropriate folder.
11. Open the excel results and sort as needed to reconcile.
12. To get the PeopleSoft balances to reconcile to, log into PeopleSoft and use the Query 'BAK_SFS_AR_BALANCE'.

Query Manager - Microsoft Internet Explorer

Address: https://cmsfin.csu.bakprd/EMPLOYEE/ERP/c/QUERY_MANAGER.QUERY_MANAGER.GBL?Folder=MYFAVORITES

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Records | Query | Expressions | Prompts | Fields | **Criteria** | Having | View SQL | Preview

Query Name: BAK_SFS_AR_BALANCE Description: AR Bal BY FUND

Add Criteria Group Criteria

Logical	Expression1	Condition Type	Expression 2
	A.BUSINESS_UNIT - Business Unit	equal to	:1
AND	A.FISCAL_YEAR - Fiscal Year	equal to	2004
AND	B.EFFDT - Effective Date	Eff Date <=	Current Date
AND	A.ACCOUNT - Account	in list	('103005','103804','103805','103813','103814','103815','103816','103817','103819','103821','103822','103823','103824')
AND	A.CURRENCY_CD - Currency Code	equal to	USD
AND	A.ACCOUNTING_PERIOD - Accounting Period	not greater than	:5

Save Save As New Query Preferences Properties New Union

13. Click on Preview tab and input the Unit (BKCMP) and the 'period not greater than' and input the period greater than you are reconciling (i.e. to reconcile September, then input period 4).
14. Select the Download results to Excel and then Open and 'Save As' to the appropriate folder as excel.
15. Sort as needed to reconcile to Banner spreadsheet.