Policy 401: Sub-System Interface Control
Policy and Procedures

**Purpose**

To describe the university’s policy and procedures related to the review of general ledger sub-system interface transactions.

**Introduction and Background**

Vanderbilt utilizes applications separate from the General Ledger (GL) application to process and track much of the university’s detailed transactional activity (e.g., accounts payable, payroll, gift revenues, etc.). These sub-systems interface summary transactional data to the GL on a routine basis (see the “Sub-System Interface Matrix” for a listing of all sub-systems). Each sub-system sends a journal entry file to the GL for processing. Frequency of these interfaces varies depending on the sub-system. After the interface process, the GL generates the “Accepted Journals Batch Posted Report” (AJBPR). The AJBPR provides control totals for data posted to the GL from the sub-system interface.

The AJBPR also provides useful information for investigating data that posted to suspense from the interface. For details on how to utilize the AJBPR for this process, please see Appendix A.

**Policy**

Sub-system owners are required to verify that the load file control totals generated by sub-systems agree to the Accepted Journals Batch Posted Report.

If there are discrepancies between the journal entry posted to the general ledger and the data generated by the respective sub-system, the sub-system owner must report the discrepancy to IT for corrective action with notification to University Finance. The sub-system owner is responsible for following up with IT through final problem resolution.

Departments are responsible for documenting the results of their review, including details of any issues/discrepancies and the steps taken to resolve the problem.

**Procedures**

**Summary Steps to Performing Interface Verification Process**

1) Obtain the GLDLYPR1 report which contains the “Accepted Journals Batch Posted Report” (AJBPR) from TRMS/Web (https://trmsweb.mc.vanderbilt.edu/trmsweb/).
2) Compare the debit/credit control totals and the number of transactions on each report. As noted on the Sub-System Interface Matrix, a small number of interface applications do not generate reports that provide debit/credit control totals and total number of transactions. Alternate controls have been developed and documented by those application owners, e.g., monthly balance reconciliations to the GL.

3) If there is a discrepancy, report to IT with additional notification to University Finance.

**Obtain Accepted Journals Batch Posted Report**

The AJBPR should be retrieved from the TRMS/Web report maintenance application the business day following journal entry processing of the interface application’s data.

Below is a sample of the summary lines in the AJBPR.

<table>
<thead>
<tr>
<th>OOB</th>
<th>***NET OOB</th>
<th>SUSP TRAN BELOW GENERATED TO BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPS 19999</td>
<td>1970000000 C</td>
<td>.00 512.00 U 092749731 SYSTEM GENERATED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCEPTED TRANS</th>
<th>NET TRANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>742,613.18</td>
<td>.00</td>
</tr>
<tr>
<td>742,613.18</td>
<td>.00</td>
</tr>
</tbody>
</table>

**Compare the debit/credit control totals and number of transactions**

To comply with this policy, sub-system owners and/or their designee(s) are required to compare both the Debit/Credit Control Totals and the Number of Transactions Read to their sub-system. In the example above, the sub-system report should show total debits and credits of 742,613.18 and 60 transactions read. (Note: Due to design limitations, not all sub-systems generate debit/credit control totals and number of transaction totals that can be compared to the AJBPR. For those sub-systems, compensating controls have been developed and documented by the related application owners. To see which interfaces can be compared, see the “Sub-System Interface Matrix”.)

The sub-system owner is responsible for documenting the results of their review. Documentation should include the date, the results of the review and the name of the person conducting the review.
Resolving Discrepancies

If a discrepancy is noted between the control totals on the AJBPR and the control totals of the respective sub-system, the sub-system owner is responsible for performing the following procedures:

1. Contact IT with notification to University Finance via email to finance@vanderbilt.edu.
2. Work with IT in identifying the cause of the discrepancy and facilitating in its correction until the problem is fully resolved.
3. Provide University Finance with regular status updates up through resolution.
4. Document the discrepancy, which should include:
   a. A description of the issue/discrepancy
   b. Date of occurrence
   c. The cause of the discrepancy
   d. The resolution to the problem including actions required to resolve the discrepancy e.g. testing or correcting journal entries
   e. Results of any follow-up reviews specific to ensuring the discrepancy is resolved

Related Documents

Sub-System Interface Matrix

Trustee and Effective Dates

The trustee for this policy is Finance.

Effective: October 2004

Last Revised: July 2013
Appendix A – Reviewing Suspense Information

In addition to control totals, the Accepted Journals Batch Posted Report (AJBPR) also provides suspense information. This information is useful in investigating data that posted to suspense from the interface.

Below is a sample of the summary lines in the AJBPR.

1 = Suspense Data: Number of Rejects   2 = Suspense Data: Acct/Ctr Suspense Summary

<table>
<thead>
<tr>
<th>OOB</th>
<th>SPS 19999</th>
<th>742,613.18</th>
<th>742,613.18</th>
<th>EFFECT ON A/L ACCTS</th>
<th>733356.55DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>***NET OOB</td>
<td>1970000000 C</td>
<td>.00</td>
<td>NO OF TRNS READ</td>
<td>60,REJ</td>
<td>2,GEN</td>
</tr>
<tr>
<td>SUSP TRAN BELOW GENERATED TO BALANCE</td>
<td>512.00</td>
<td>U 092749731 SYSTEM GENERATED</td>
<td>733356.55CR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Rejects field provides the total number of rejected transactions in the interface batch. The details for these rejects can be found in the body of the report. The Out of Balance Suspense (OOB SPS) line is system-generated and gives the suspense account and cost center, whether the total is a debit or credit, and the total amount that posted to suspense. In the example above, the interface posted 2 rejects totaling a $512.00 credit to suspense account 19999 in center 1970000000. Debit rejects are shown to the left of the $512.00 and in this example are zero (as noted by the .00). Suspense items can be for real dollars or statistical data depending on the Real/Statistical (R/S) value in the header of the entry and the type of account used (statistical accounts have Account Type values of B, for Balance, and V, for Volume). Suspense is posted to the center/account combination below based on whether it is posted for real dollars or statistical data and the Error Handling code in the header of the entry (A=University Finance, B=VUMC Finance, and C=Office of Contract and Grant Accounting); please see the chart below for suspense center/account combinations:

<table>
<thead>
<tr>
<th>Real Dollars</th>
<th>Statistical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center</td>
<td>Account</td>
</tr>
<tr>
<td>1970000000</td>
<td>19999</td>
</tr>
<tr>
<td>1970000000</td>
<td>19998</td>
</tr>
<tr>
<td>1040000000</td>
<td>19995</td>
</tr>
</tbody>
</table>