### General Ledger Sub-System Interface Matrix

**Purpose:** This matrix summarizes each of the 21 sub-systems which interface to the general ledger. The last three columns indicate whether or not the control totals for that interface can be compared between the sub-system and general ledger.

<table>
<thead>
<tr>
<th>#</th>
<th>Sub System</th>
<th>Area</th>
<th>Frequency</th>
<th>*Manual/Auto</th>
<th>JEID and Description</th>
<th>Contact</th>
<th>** Control totals that can be compared to the GL **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Debits</td>
</tr>
<tr>
<td>1</td>
<td>AIM</td>
<td>Plant Ops.</td>
<td>Monthly (2nd or 3rd working day)</td>
<td>Auto</td>
<td>MPAC1 - Univ. Work Order</td>
<td>Richard Warf 3-3354</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Work Order</td>
<td>Hospital Work Order</td>
<td>Monthly (2nd or 3rd working day)</td>
<td>Auto</td>
<td>SWO - Hospital Work Order</td>
<td>Don Hayes 2-6168</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>People Soft - Student Financials</td>
<td>Student Accounts</td>
<td>Monthly (last business day of month)</td>
<td>Auto</td>
<td>SAR01 - Student Accounts Receivable</td>
<td>Jean Lindsey 2-4091</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>BRS</td>
<td>General Accounts Receivable</td>
<td>Monthly (last business day of month)</td>
<td>Auto</td>
<td>SUR01 - General Accounts Receivable</td>
<td>Mary Jo Louie 3-6698</td>
<td>No</td>
</tr>
</tbody>
</table>
| 5 | AimWorx    | Telecommunications        | Monthly (1st of month for long distance, 2nd working day for other) | Auto         | SVB - Telecom Equipment & JE’s Monthly
SVC – Local Service Circuit – Telecom Monthly
SVD – Telecom Labor Charges Monthly
SVE – Phone Equipment (local) Monthly
SVG – Calling Cards Telecom Monthly
SVI – MCI 800 Monthly
SVL – V-Net Long Distance Monthly
SVN – BellSouth Long Distance Charge Monthly
SVE – BellSouth Local Charge Monthly
SVT – Cellular Phone Service Monthly
SVV – Voice Mail Monthly
SVW – Switch (ATT item charges) Monthly | Glenn Pitts 3-5375 | Yes | Yes | Yes |
| 6 | PeopleSoft - HR | Payroll  | Weekly (Mondays and 1st day of month)  | Auto         | A88B0 – 8/80 Employees Schedule B
AAM10 - Academic Monthly Accrual
AI8B0 – VHCS Biweekly B
AMBB0 – Medical Biweekly B
AUBA – University Biweekly A
AUWU0 – University Weekly
AVTS - Vanderbilt Temporary Services
088B0 – 8/80 Employees Schedule B
OAM10 – Academic Monthly Off-cycle
OCM10 – CHS Monthly
OCWU0 – Casual Weekly (Voucher)
OHBB0 – VHCS Biweekly B
OHHM10 – VHCS Biweekly B
OMBB0 – Medical Biweekly B | Alysia Lane 2-0336 | Yes | Yes | Yes |
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<th>Debits</th>
<th>Credits</th>
<th># of lines</th>
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<tbody>
<tr>
<td>7</td>
<td>PeopleSoft - HR</td>
<td>Payroll</td>
<td>Monthly (1st working day)</td>
<td>Auto</td>
<td>VMB - Direct Benefits Billing Accounts Receivable</td>
<td>Alysia Lane 2-0336</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>MEDIPAC</td>
<td>Hospital Billing</td>
<td>Daily</td>
<td>Manual</td>
<td>NCS - Census Stat</td>
<td>Debbie Johnson 2-7351</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>EPIC</td>
<td>General and Physician Billing</td>
<td>Monthly (2 parts - 1st working day and 3rd working day)</td>
<td>Auto</td>
<td>NEG - EPIC VMG</td>
<td>Debbie Johnson 2-7351</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>PeopleSoft - Student Financials (Cashier)</td>
<td>Cashier's Office</td>
<td>Daily</td>
<td>Auto</td>
<td>SCA - Cashiering</td>
<td>Pam Canady 2-4092</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>Dex Imaging Mail Management System (MMS)</td>
<td>Post Office</td>
<td>Daily</td>
<td>Manual</td>
<td>VPO - Vanderbilt Post Office</td>
<td>Mickey Anglea 2-2934</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>12</td>
<td>IronData/Accuship</td>
<td>Procurement and Disbursement Services</td>
<td>Weekly</td>
<td>Auto</td>
<td>APSHP - Accuship FedEx &amp; UPS Electronic Billing</td>
<td>Keith Cribbs 3-2579</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Control totals that can be compared to the GL**

OMM10 – Medical Monthly 1
OSFS0 – Service Free Stipends
OTEN0 – 1042 Non-Employee Payments
OUBA0 – University Biweekly A
OUM10 – University Monthly 1
OUMCO – University Monthly Confidential
OUWU0 – University Weekly
OVTS0 - Vanderbilt Temporary Services
P88B0 – 8/80 Employees Schedule B
PAM10 – Academic Monthly Payroll
PCWU0 – Casual Weekly (Voucher)
PAMBO – VHCS Biweekly B
PBM10 – VHCS Monthly 1
PMBB0 – Medical Biweekly B
PMM10 – Medical Monthly 1
PSFS0 – Service Free Stipends
PTEN0 – 1042 Non-Employee Payments
PUBA0 – University Biweekly A
PUM10 – University Monthly 1
PUMC0 – University Monthly Confidential
PUWU0 – University Weekly
PVTS0 - Vanderbilt Temporary Services
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<tr>
<td>13</td>
<td>PeopleSoft - APPO</td>
<td>Encumbrance</td>
<td>Monthly (4th working day)</td>
<td>Auto</td>
<td>Does not create JE. Instead performs amount maintenance.</td>
<td>Jim McCarthy 3-1353</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Unit Accounting System (UAS)</td>
<td>Provost Office (Endowment)</td>
<td>Monthly</td>
<td>Auto</td>
<td>END - Endowment Income Distribution</td>
<td>Ben Franklin 3-4865</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| 15 | PeopleSoft - APPO                | Procurement and Disbursement Services | Daily                  | Auto         | AP - Accounts Payable  
CA - Cash Disbursements  
MD - Medical Demand Checks  
UD - University Demand Checks                                                            | Keith Cribbs 3-2579  | Yes                                                     | Yes     | Yes       |
| 16 | Advance                          | Development & Alumni Relations | Daily                    | Auto         | DA - Dev. & Alumni Gifts                                                            | Pam Burton 3-0464    | Yes                                                      | Yes     | Yes       |
| 17 | US Bank                          | Payment Cards               | Monthly (1st working day)  | Auto         | PCARD – Procurement Card (US Bank)                                                   | Deb Jamerson 2-4985 | Yes                                                      | Yes     | Yes       |
| 18 | ePac                             | HR Processing               | Daily                      | Auto         | E0 thru E9 - Retroactive Payroll Allocations                                           | Alysia Lane 2-0336  | Yes                                                      | Yes     | Yes       |
| 19 | Hyperion Reporting               | Department of Finance       | Daily (as needed)          | Auto         | AH - Medical Auxiliaries Prior Period Entry  
HH - Hospital Prior Period Entry  
MH - SOM/SON Prior Period Entry                                                          | Debbie Johnson 2-7351 | Yes                                                      | Yes     | Yes       |
| 20 | Vanderbilt Budgeting System      | Budgeting                   | Weekly (Wednesdays)        | Auto         | Does not create JE. Instead performs center, account, amount maintenance.            | Debbie Janke 2-7322  | N/A                                                      | N/A     | N/A       |
| 21 | Concur                           | Travel and Payment Cards    | Daily                      | Auto         | UER-Concur Expense Reporting                                                        | Jeremy Williams 2-6757 | No                                                       | No      | No        |

* If manual, the sub-system must manually be interfaced to the general ledger by an operator. If auto, the sub-system interfaces to the GL without any operator involvement.

** Not all sub-systems are capable of generating these control totals. For those with a "no" listed, alternate controls have been developed and documented by those application owners, e.g. monthly balance reconciliations to the GL.

Trustee: Relative to ongoing review for continued applicability and/or updating, the trustee for this policy is Matthew McGlasson.

Last Revised: October 2013