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

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

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

**Congratulations! You have completed “Cashiering GL Interface”**