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.

<table>
<thead>
<tr>
<th>Step 1</th>
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</thead>
<tbody>
<tr>
<td>Navigate to: UM Processes and Reports → UM Student Financials → SF Interfaces → UM GL Cashiering Interface</td>
</tr>
<tr>
<td>Click Search.</td>
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</table>

**UM Cashiering GL Interface**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

- **Run Control ID**: begins with
- **Case Sensitive**

- **Search**
- **Clear**
- **Basic Search**
- **Save Search Criteria**

- **Find an Existing Value**
- **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**.
The Process Scheduler Request screen pops up.

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

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

Congratulations! You have completed “Cashiering GL Interface”