

PeopleSoft to PAS Valid GL account user instructions


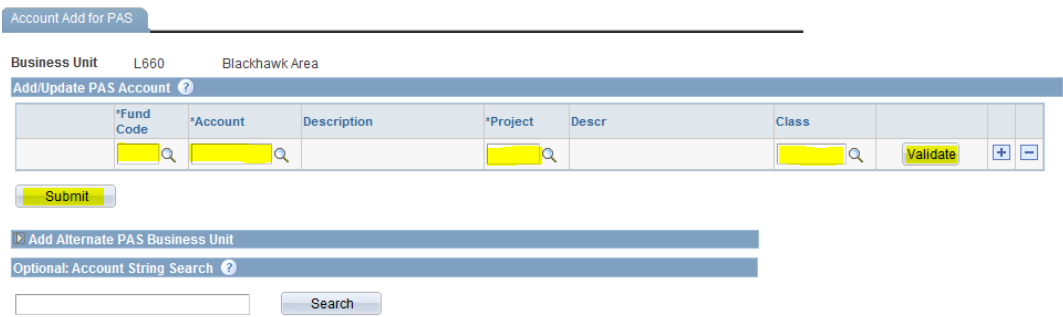
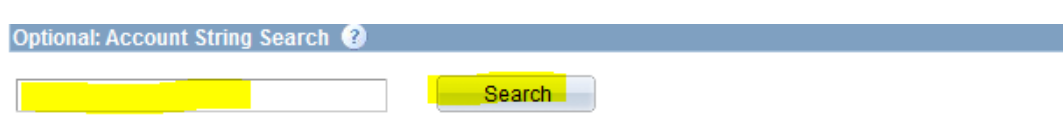
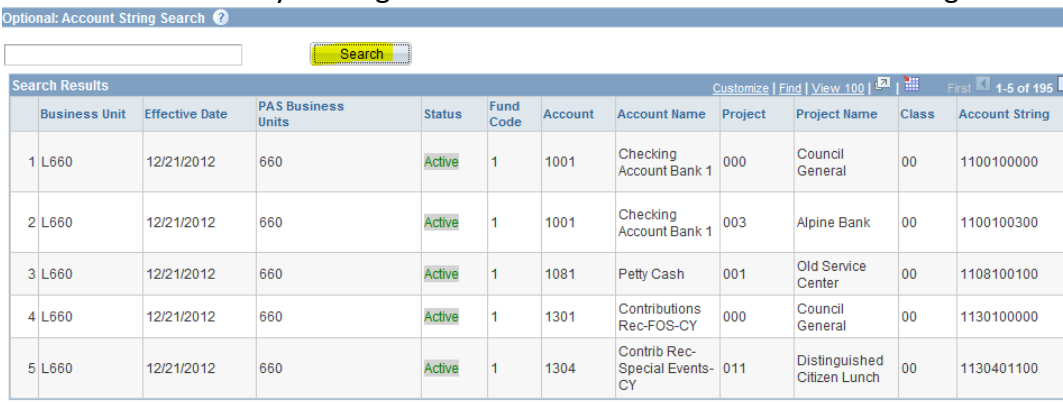
Introduction Custom interface to create valid GL accounts in the PAS (Fundraising and Membership) system.

Contents This document contains the specifications for the PS to PAS valid GL account interface

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Section 1 – Description of custom page

	Business Requirement
1	A custom page has been created in PeopleSoft to facilitate the addition of new accounts in the PAS fundraising system.
2	Navigation: BSA>Local Council Updates> PAS GL Account Add
3	<p>Enter Business Unit</p> <p>PAS Interface Account Add</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <input type="text"/></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Search by: <input type="text" value="Business Unit"/> begins with <input type="text" value=""/></p> <p><input type="button" value="Search"/> Advanced Search</p>

Business Requirement																																																																														
4	<p>Add the new Fund, Account, Project and Class needed in PAS. Click Validate.</p> <p>*The system will first validate that the account combination does not already exist in the custom PAS valid GL account table in PeopleSoft. The system will also validate that the account combination entered is VALID in PeopleSoft (validation of the combination of fund, account, project and class).</p> <p>If multiple accounts are needed, click the plus button  and add additional accounts. A maximum of 5 lines can be added at a time on the page. If more than 5 accounts are needed at once, submit the first 5 then add the next values and hit "Submit" again. The full table of values is pushed to PAS each time the process is run/submitted.</p> <p>Click "Submit" when ready to push the new account to PAS.</p> 																																																																													
5	<p>If a user would like to look up the existing accounts in the custom PAS valid GL account table in PS a search feature is available at the bottom of the page.</p> <p>Enter the 10 digit account string with NO DASHES and click "Search".</p> 																																																																													
	<p>The user can access the entire list of valid GL accounts in the custom PAS valid GL account table in PS by clicking "Search" without a value in the chart string field.</p>  <table border="1"> <thead> <tr> <th colspan="11">Search Results</th> </tr> <tr> <th>Business Unit</th> <th>Effective Date</th> <th>PAS Business Units</th> <th>Status</th> <th>Fund Code</th> <th>Account</th> <th>Account Name</th> <th>Project</th> <th>Project Name</th> <th>Class</th> <th>Account String</th> </tr> </thead> <tbody> <tr> <td>1 L660</td> <td>12/21/2012</td> <td>660</td> <td>Active</td> <td>1</td> <td>1001</td> <td>Checking Account Bank 1</td> <td>000</td> <td>Council General</td> <td>00</td> <td>1100100000</td> </tr> <tr> <td>2 L660</td> <td>12/21/2012</td> <td>660</td> <td>Active</td> <td>1</td> <td>1001</td> <td>Checking Account Bank 1</td> <td>003</td> <td>Alpine Bank</td> <td>00</td> <td>1100100300</td> </tr> <tr> <td>3 L660</td> <td>12/21/2012</td> <td>660</td> <td>Active</td> <td>1</td> <td>1081</td> <td>Petty Cash</td> <td>001</td> <td>Old Service Center</td> <td>00</td> <td>1108100100</td> </tr> <tr> <td>4 L660</td> <td>12/21/2012</td> <td>660</td> <td>Active</td> <td>1</td> <td>1301</td> <td>Contributions Rec-FOS-CY</td> <td>000</td> <td>Council General</td> <td>00</td> <td>1130100000</td> </tr> <tr> <td>5 L660</td> <td>12/21/2012</td> <td>660</td> <td>Active</td> <td>1</td> <td>1304</td> <td>Contrib Rec-Special Events-CY</td> <td>011</td> <td>Distinguished Citizen Lunch</td> <td>00</td> <td>1130401100</td> </tr> </tbody> </table>	Search Results											Business Unit	Effective Date	PAS Business Units	Status	Fund Code	Account	Account Name	Project	Project Name	Class	Account String	1 L660	12/21/2012	660	Active	1	1001	Checking Account Bank 1	000	Council General	00	1100100000	2 L660	12/21/2012	660	Active	1	1001	Checking Account Bank 1	003	Alpine Bank	00	1100100300	3 L660	12/21/2012	660	Active	1	1081	Petty Cash	001	Old Service Center	00	1108100100	4 L660	12/21/2012	660	Active	1	1301	Contributions Rec-FOS-CY	000	Council General	00	1130100000	5 L660	12/21/2012	660	Active	1	1304	Contrib Rec-Special Events-CY	011	Distinguished Citizen Lunch	00	1130401100
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Section 2 – Process Flow/ Frequency of Interface

Business Requirement

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1	The process to pick up the new valid GL account file runs once every hour. The upload time to load the file in PAS can vary from 1 hour up to multiple hours depending on the user volume in PAS.
2	If the file does not load by the next morning, please contact the National Support Desk.