

VANDERBILT UNIVERSITY

General Ledger Sub-System Interface Matrix

Purpose: This matrix summarizes each of the 20 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.

#	Sub System	Area	Frequency	*Manual/Auto	JEID and Description	Contact	** Control totals that can be compared to the GL		
							Debits	Credits	# of lines
1	Enterprise	Plant Ops.	Monthly (2nd or 3rd working day)	Auto	MPAC1 - Univ. Work Order	Richard Warf 3-3354	No	No	No
2	Work Order	Hospital Work Order	Monthly (2nd or 3rd working day)	Auto	SWO - Hospital Work Order	Richard Warf 3-3354	Yes	Yes	Yes
3	BRS	Student Accounts	Monthly (last business day of month)	Auto	SUR - Accounts Receivable	Jean Lindsey 2-4091	No	No	No
		General Accounts Receivable				Courtney Ely 3-6632	No	No	No
4	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 SVS - 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
5	PeopleSoft - HR	Payroll	Weekly (Mondays and 1st day of month)	Auto	A88B0 - 8/80 Employees Schedule B AHBB0 - VHCS Biweekly B AMBB0 - Medical Biweekly B AUBA - University Biweekly A AUWU0 - University Weekly AVTS - Vanderbilt Temporary Services O88B0 - 8/80 Employees Schedule B OCM10 - CHS Monthly OCWU0 - Casual Weekly (Voucher) OHBB0 - VHCS Biweekly B OHM10 - VHCS Biweekly B OMBB0 - Medical Biweekly B OMM10 - Medical Monthly 1 OSFS0 - Service Free Stipends	Alysia Lane 2-0336	Yes	Yes	Yes

#	Sub System	Area	Frequency	*Manual/Auto	JEID and Description	Contact	** Control totals that can be compared to the GL		
							Debits	Credits	# of lines
					OTENO – 1042 Non-Employee Payments OUBA0 – University Biweekly A OUM10 – University Monthly 1 OUMC0 – University Monthly Confidential OUWU0 – University Weekly OVTS0 - Vanderbilt Temporary Services P88B0 – 8/80 Employees Schedule B PCWU0 – Casual Weekly (Voucher) PHBB0 – VHCS Biweekly B PHM10 – VHCS Monthly 1 PMBB0 – Medical Biweekly B PMM10 – Medical Monthly 1 PSFS0 – Service Free Stipends PTENO – 1042 Non-Employee Payments PUBA0 – University Biweekly A PUM10 – University Monthly 1 PUMC0 – University Monthly Confid PUWU0 – University Weekly PVTS0 - Vanderbilt Temporary Services				
6	PeopleSoft - HR	Payroll	Monthly (1st working day)	Auto	VMB - Direct Billing Accounts Receivable	Alysia Lane 2-0336	Yes	Yes	Yes
7	MEDIPAC	Hospital Billing	Daily	Manual	NCS - Census Stat NHC - Hospital Cash & Adj. NHR - Hospital Revenue NHS - Hospital Statistical NPC - VPP Cash & Adj. NSC - PHV Medipac Entries	Debbie Johnson 2-7351	Yes	Yes	Yes
8	EPIC	General and Physician Billing	Monthly (2 parts - 1st working day and 3rd working day)	Auto	NEG - EPIC VMG NEP - VMG Collections	Debbie Johnson 2-7351	Yes No	Yes No	Yes No
9	CASHIER	Cashier's Office	Daily	Auto	SCA - Cashiering	Patsy Hudson 2-4097	Yes	Yes	Yes
10	Mail Management System (MMS)	Post Office	Daily	Auto	VPO - Vanderbilt Post Office	Mickey Anglea 2-2934	Yes	Yes	Yes
11	Accuship	Disbursement Services	Weekly	Auto	APSHP - Accuship FedEx Billing	Keith Cribbs 3-2579	Yes	Yes	Yes
12	PeopleSoft - APPO	Encumbrance	Monthly (4th working day)	Auto	Does not create a JE. Instead performs amount maintenance.	Jim McCarthy 3-1353	N/A	N/A	N/A

#	Sub System	Area	Frequency	*Manual/Auto	JEID and Description	Contact	** Control totals that can be compared to the GL		
							Debits	Credits	# of lines
13	Unit Accounting System (UAS)	Treasurer's Office (Endowment)	Quarterly	Manual	END - Endowment Income Distribution	Steve Bachus 3-0383	Yes	Yes	Yes
14	PeopleSoft - APPO	Disbursement Services	Daily	Auto	AP - Accounts Payable CA - Cash Disbursements	Keith Cribbs 3-2579	Yes	Yes	Yes
15	PeopleSoft - APPO	Medical Demand Check	Daily	Auto	MD - Medical Demand Checks	Barbara Adams 3-9016	Yes	Yes	Yes
16	PeopleSoft - APPO	Disbursement Services	Daily	Auto	UD - University Demand Checks	Keith Cribbs 3-2579	Yes	Yes	Yes
17	Advance	Development & Alumni Relations	Daily	Auto	DA - Dev. & Alumni Gifts	Pam Burton 3-0464	Yes	Yes	Yes
18	JP Morgan	Procurement Card	Monthly (1st working day)	Auto	APCRD - Procurement Card	Debbie Jamerson 2-4985	Yes	Yes	Yes
19	ePac	HR Processing	Daily	Auto	E0 thru E9 - Retroactive Payroll Allocations	Alysia Lane 2-0336	Yes	Yes	Yes
20	Vanderbilt Budgeting System	Budgeting	Weekly (Wednesdays)	Auto	Does not create JE. Instead performs amount maintenance.	Michael Pons 2-2847	N/A	N/A	N/A

* 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, a work request has been submitted to develop a sub-system report that can be used to perform this control.

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

Last Revised: February 2008