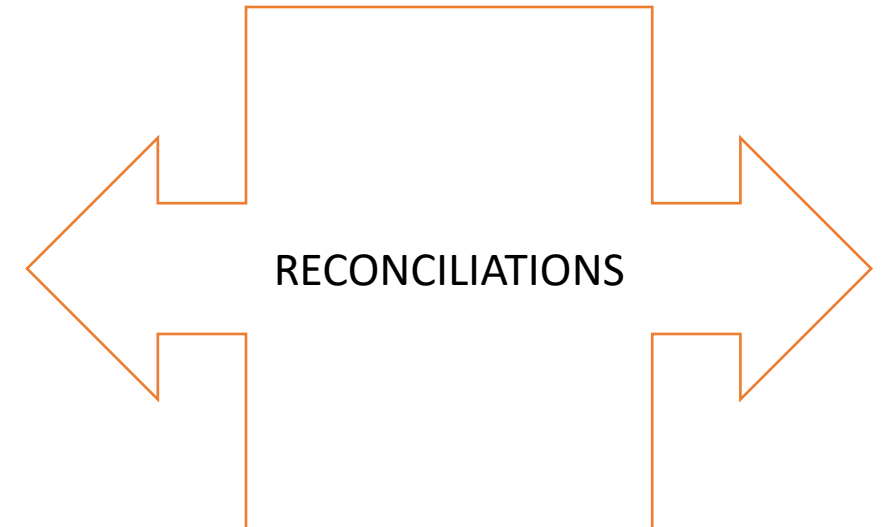
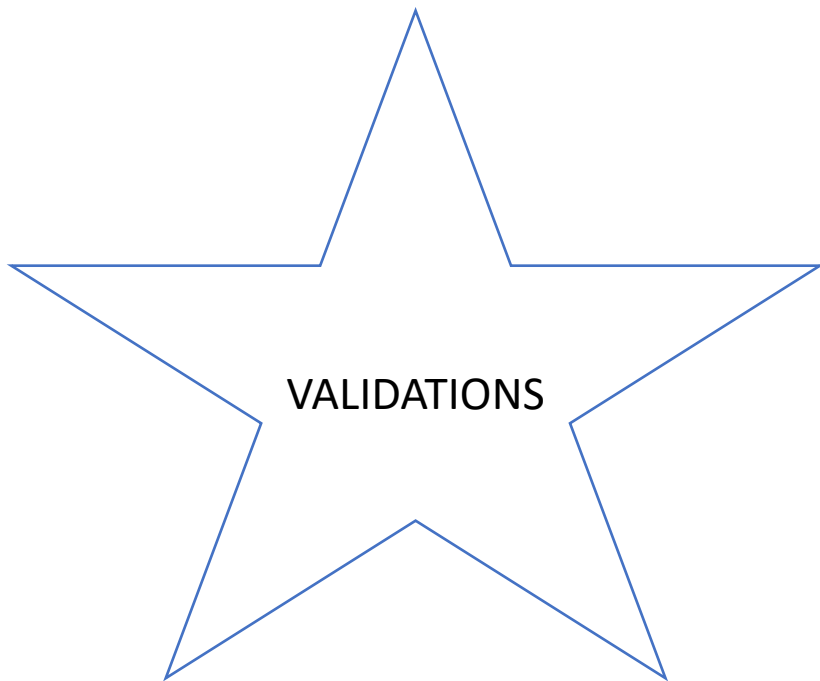


# Item Type Audit

Lower Columbia College

# Welcome to ctcLink! Where life is a query!

- Every thing boils down to finding the right query to accomplish the goal of ensuring information is posting properly to the GL.



# A few good queries to start an Item Type Audit:

- **QCS\_SF\_CFG\_CHARTFLD** - Item Type - missing Chartfields
- **QCS\_SF\_CFG\_ITEMTYPE\_ACR** - Item Type not fund bal ACR (debit & credit chartstrings do not match)
- **QCS\_SF\_ITEM\_SJS\_VAL** - SJS Item Type Validation (Teri S. showed this query when she was discussing item types at one of our Bar Sub-Team meetings. This can be used to audit all chartstrings-1<sup>st</sup> & 2<sup>nd</sup> journal sets.)
- **QCS\_SF\_1098T\_ITM\_TYPE** - 1098T item type validation
- **QCS\_SF\_ITM\_TYP\_GL\_INTR\_MISSING** - Item Type w/missing GL Interface (1<sup>st</sup> journal set missing)
- **CTC\_SF\_VAL\_CHRG\_PRI\_BI** - Charge Priority Audit BIP DS (use to audit/review non-GL item type information—Charge Priority List, Payment Priority Number, Node, 1098-T Elig)

# Query Search Tips

- Change Description from Begins with to contains

**Query Viewer**

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

Query Name  begins with

Description  contains

Uses Record Name  begins with

Uses Field Name  begins with

Access Group Name  begins with

Folder Name  begins with

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB.EMPLOYEE,JRNL\_LN.

[Basic Search](#)

**Search Results**

\*Folder View

- Choose a folder that best describes what you need.

\*Folder View

Query

1-14 of 14 | View 30

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CTC_FA_GC_AYRO_DISB_RULES_IT	Item Type Disbursement Rules	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_GC_AYRO_EXT_AWD_IT_XREF	Define Ext Awd Itemtype xrefer	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_LC_AYRO_BDGT_ITEM_SETUP	Budget Items	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_LC_AYRO_CHECKLIST_ITEMS	Checklist Items & Funct Table	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_LC_AYRO_FISCAL_ITEMTYPE	Fiscal Item Types	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_LC_AYRO_ITEM_TYPES	Financial Aid Item Types	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_LC_AYRO_RLTD_ITEM_TYPES	Related Item Type Grp	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_TEST_ITEM_TYPE	fa item type setup	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_TEST_ITEM_TYPE_FISCALS	fa item type fiscal setup	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_TST_ITEMTYPE_DISB_CKLS	fa item type disb rules	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_TST_ITEMTYPE_DISB_SI	fa item type disb rules SI	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA_TST_ITEMTYPE_DISB_UEM	fa item type disb rulesUEM	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_SF_CNV_TPC_GO_LIVE	Item Type 062000000000 2203	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_SF_PSOFT_WAIVERS	Item Type Code = W	Public	VALIDATION	HTML	Excel	XML	Schedule	Lookup References	Favorite

\*Folder View

SF GL RECON

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_SF_GL_CF_CHARGE_PAYMENTS	Item Type GL CF Charge Payment	Public	SF GL RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEM_AS_OF_DATE	Bal Due as of Incl. Item Type	Public	SF GL RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEM_DUE_TYPE_ACCT_GL	Bal Due by Item Type Account	Public	SF GL RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEM_TYPE_NOT_IN_GL	Item Type is not in GL Interfa	Public	SF GL RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEM_UNAPP_TYPE_ACCT_GL	Bal Unapply Item Type Acct	Public	SF GL RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

\*Folder View

SF CASH RECON

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_SF_INDAILY	Pmt Item timing Adjustment	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEMACCTG_DAILY	Pmt Item Cash Account Amount	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_ITEM_ACTIVITY_LOG	Item joined to Pmt Log	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_NONITEM_ACCTG_DAILY	Non Item-related Cash Acctg	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_OUTDAILY	Pmt Item timing Adjustment	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_SF_PMTS_NOGLDAILY	Pmt Item with no GL Cash	Public	SF CASH RECON	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

## Search Results

\*Folder View

FINANCIAL AID

### Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CTC_FA_DISB_RULE_CHECKLISTS	Item Type Disb Rules by Inst	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
CTC_FA_ITEM_DISBURSED	FA item disbursed quarterly	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
CTC_FA_WAITLISTED_AWARDS	students w/waitlist item type	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
CTC_URR_MIS_FAITEM	Missing Item Types in URR Cfg	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_FA_ITEM_TYPE_AWARD	FA Item Type Award	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>
QCS_FA_WORKFORCE_BUDGET	Fiscal Item budget balances	Public	FINANCIAL AID	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

# Got a bunch of data, what now?

- Take the time to review the data carefully.
  - If the audit is related to conversion,
    - Crosswalk Legacy chartstrings that should essentially become an item type.
      - Crosswalk all the chartstrings for any scenario.
    - Know your legacy process:
      - How did student financial information process to the GL?
        - Was it manual transfers?
        - Was it system transfers?
    - Validate conversion data asap. This is part of the go-live/conversion process. It's very important to catch errors and correct ASAP.
- If the audit is not related to conversion, Teri S. provided a great query to quickly asses the accuracy of the chartstrings for item types AND second journal set, as applicable (also on slide 2: **QCS\_SF\_ITEM\_SJS\_VAL**).
- If you find an error, follow it through.
  - Correct the Item Type GL and the SJS for FinAid Item Types.
    - Enter a ticket to get the item type corrected, if necessary.
  - Consider the timing of transactions, if the Item Type is been used and requires a GL Journal to correct
    - It's easier to do one correction journal instead of a few
  - Keep your support! We attach support to the GL Journal.

Questions / Comments?