**TEXAS A&M UNIVERSITY – COMMERCE**

**Automated Bad General Ledger Number Process**

**AUTOMATED BAD GENERAL LEDGER NUMBER PROCESS**

To assist in identifying General Ledger feeds that would end up in a suspense account due to a bad or invalid account number, there is an automated process to scan for bad or invalid account numbers. This will reduce the amount of time spent on the back-end investigating the source of money in suspense accounts and its’ source.

* The process runs a WebFocus report throughout the day that scans Departmental Deposits for account numbers with either alpha characters, length not equal to 15, or a blank charge account.
* The process is named “TBRMISD\_Bad\_GL\_Accounts”, and runs out of the WebFocus Billing/Standard Reports/Automatically\_Run folder.
* The process is scheduled to run starting at 8:40am, and runs once per hour, picking up all transactions that happened within the last hour. The last run is at 5:40pm. Any bad GL numbers are immediately emailed to a distribution list.
* The Business Services Assistant who made the data entry will also receive an email indicating that there is an error in the General Ledger feed. No email is sent when there are no data errors to report.
* If a bad GL number is identified, the Business Services Assistant who made the entry, will also correct the entry and make sure the correct number is stored in Touchnet Cashiering.
* Corrected entries feed to FAMIS with a zero amount for the incorrect account number, and with the actual amount for the corrected account number.