EBusiness Daily Procedures: Reconciliations

The department is responsible for ensuring that the transactions have been properly entered into PeopleSoft Financials. Each EBusiness transaction is displayed in PeopleSoft Financials on a daily basis.

Day 1: The customer submits a payment via the EBusiness system. Payment information is collected, and the payment is approved and billed, by CyberSource.

Day 2: The department and SDAS (Student and Departmental Account Services) receive the PeopleSoft Financials reports for the transactions processed on Day 1.

The transactions from Day 1 are automatically posted to PeopleSoft Financials in the daily cycle on the evening of Day 2. The transactions appear as journals within PeopleSoft Financials with a journal source of “EBZ” and a journal prefix of “EBZ”.

Day 5: The department and SDAS receive the CyberSource reports for the transactions processed on Day 1. (CyberSource reports are delayed a few days as the transactions are batched and approved by the processing provider, which takes between one and four days, depending on the transaction type, day-of-week and time-of-day. All transactions for a particular transaction date will be reflected in a single CyberSource report.)

The department reconciles the PeopleSoft Financials report and cash receipt to the transactions that show up in the Business Objects “Financial Transactions” report.

Figure 1.0: EBusiness Daily Transaction Processing