



Export ChartFields to HRMS and Student Admin

Script Description

This is to explain how to export the GL Chart of Accounts into a flat file, so that Student Admin and HRMS can pull them into their systems for use.

Process Assumptions

Your GL Chart of Accounts are up to date with the latest changes

Understanding The Process

GL will create a flat file of all the latest ChartField Values. The flat file will be saved in a directory that SA and HRMS has access to it. They will then import it from the Flat File into their system.

GO	PeopleTools
	Process Scheduler
PROCESS	Single Process Sample
	Add

Enter the Run Control ID and click the button

OR

GO	PeopleTools
	Process Scheduler
PROCESS	Single Process Sample
	Update/Display

The following panel will open

Input a Run Control ID. Push the 

Select the EXPCF process and run it

Make sure you create the path for Output Destination. This is where the flat file will be saved.

The file will be called EXPCF.DAT

SQR – glcf001.sqr

Process – EXPCF

Panel Group – PRCSSINGLE