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## **Business Process Overview**

| Process Frequency   | Process is performed on an ad hoc basis, potentially daily or multiple times per day.  |
|---------------------|--|
| Dependencies        | None   |
| Assumptions         | None   |
| Responsible Parties | The upload of journals via the SQR upload process can be done by SFS users at the campuses or by UWSA Problem Solvers.                           |
| Alternate Scenarios | There are six different SQR uploads, each with a distinct purpose and use.<br>Those six SQRs and when to use them are described in detail below. |

## **Process Detail**

#### I. Initial One-time Setup

1. **Create** a folder on your local computer that will be used as a repository for the flat files that will be loaded to SFS.

#### II. Different SQR Journal Upload Types

There are six different SQRs for uploading a spreadsheet journal.

- 1. **GLSQ9040.SQR:** Loads Actuals Journals without cash offsets from the flat file to the Journal tables.
- 2. **GLSQ9041.SQR:** Loads Budget Journals with Business Unit security from the flat file to the Journal tables.
- 3. GLSQ9042.SQR: Loads Encumbrance Journals from the flat file to the Journal tables.



# University of Wisconsin System SFS Business Process

### GL.1.02 – Custom SQRs to Load Journals

- 4. **GLSQ9043.SQR:** Loads Actuals Journals with cash offsets from the flat file to the Journal tables.
- 5. **GLSQ9044.SQR:** <u>UWSA staff only</u> Loads Actual Journals with any/all Business Units from the flat file to the Journal tables.
- 6. **GLSQ9045.SQR:** <u>UWSA staff only</u> Loads Actuals Journals with any/all Business Units and with cash offsets from the flat file to the Journal tables.

#### III. Create Flat File from SQR Journal Upload Spreadsheet

- 1. **Open** Journal Upload Entry spreadsheet. Templates for the SQR Journal Upload spreadsheet can be found on the UWSA website at: <u>http://web.uwsa.edu/sfs/documentation-training/gl/journal-upload-templates/</u>
- 2. Enter Journal Header information:
  - a. Business Unit
  - b. Journal ID
  - c. Journal Date
  - d. Reversal Code (if applicable)
  - e. Reversal Date (if applicable)
  - f. Oper ID (OPRID/Operator ID)
  - *g.* Scenario (if applicable) **Note**: This field is only applicable to Budget Journals *h. Journal Description*
- 3. Enter Journal Line Information:
  - a. Account
  - b. Fund
  - c. Program
  - d. Dept
  - e. Amount
  - f. Project Grant
  - g. Class
  - *h.* 30 Char Line Description
  - i. 10-Char Journal Ln Ref



|                                  | ACTUALS Upload Journal Entry   |   |              |          |                            |            |        |        |               |        |                          |                     |
|----------------------------------|--|---|--------------|----------|----------------------------|------------|--------|--------|---------------|--------|--------------------------|---------------------|
| Business Unit                    | Business Unit UWSYS Create Upload Flat File-Output= InsertAdditional |   |              |          |                            |            |        |        |               |        |                          |                     |
| Journal ID 0123456789 Descriptio |  |   |              | cription | TEST JOURNAL UPLOAD HEADER |            |        |        |               |        |                          |                     |
| Ledger                           | ACTUALS  |   | ine          | Account  | Fund                       | Program    | Dept   | Amount | Project Grant | Class  | 30 Char Line Description | 10-Char Jrnl Ln Ref |
| Reversal Code<br>Reversal Date   | N  | ŀ | 1            | 2100     | 101                        | 4          | 010101 | 500    | PRJ11AB       | 0011   | TEST LINE DESCRIPTION    | TESTREFNUM          |
| Oper ID                          | 00450050   |   | 3<br>4<br>5  |          |                            |            |        | Journe | al Line Info  | ormati | on                       |                     |
| SOURCE CODE INT 5 Journal Head   |  |   |              |          | ader                       | Informatio | n      |        |               |        |                          |                     |
| Ledger for Jou                   | rnal Line<br>ACTUALS   |   | 8<br>9<br>10 |          |                            |            |        |        |               |        |                          |                     |

**Note**: Starting with the upgrade to PeopleSoft 9.1 ChartField Balancing functionality has been enabled for the ACTUALS Ledger. During the Journal Edit process\* cash offset (account 6100) rows will be inserted as new journal lines for any unbalanced ChartField string (Fund, Department, Project, and Program Code).

Chartfield Balancing rows can't be changed. A change to one of the Non-Chartfield Balancing rows will require the journal to be re-edited and the Chartfield Balancing rows will be updated if necessary.

Journals may still be created with cash offset and if the journal is already balanced at the Chartfield Balancing level no new cash rows will be added during the edit process.

\*Debits must equal credits for Actual Ledger journals prior to running the Journal Edit.

#### IV. Load Journal Upload Flat Files

Create Upload Flat File - Output = c:los\ACTie.btt

- 1. Once finished with your Journal Header and Journal Line Entry, **click** This will create a text file (.txt) on your computer in the C:\ps\ACTje.txt or C:\ps\BUDje.txt folder that you created in your initial setup.
- 2. **Navigate** to the appropriate SQR Journal Upload page based on what type of journal is being uploaded. Each SQR has a separate upload page, which can be found here:

Navigation: General Ledger > Journals > Process Journals > "SQR Specific Page"



| Favorices Main Menu > General Leuger   |   |   |
|--|---|---|
| General Ledger   |   |   |
| Process Journals   |   | Edit "Process Journals" Folder  |
| Review and submit journals for editing, budget-checking, and posting.                            |   |   |
| Zero GPR Cash Transfer<br>Zero GPR Cash Transfer   | AR/BI Journal Update  | Edit Journals<br>Request a process to edit journals.  |
| Request a process to budget-check a journal against predefined budget<br>criteria.               | Mark Journals for Override<br>Mark journals for override after they fail budget checking. | Entry Event Journals<br>Request a process to create actual journals from budget adjustment journals.          |
| Mark Journals for Posting<br>Identify journals that are ready to post and mark them for posting. | Mark Journals for Unposting<br>Identify and mark journals for unposting.                  | Post Journals<br>Request a process to post valid journal entries to the ledger.                               |
| Review Journal Status<br>Specify search criteria to review the status of journals.               | Print a report listing detailed information on journal edit errors.                       | Posted Journal Summary Report<br>Create a report summarizing posted journal information.                      |
| Imi Load One BU no Cash<br>UW_GLSQ9040 Jmi Load One BU no Cash                                   | UW_GLSQ9043 Jml Load One BU auto cash   | UWSA STAFF<br>UW_GLSQ9044 Jml Load All BUs auto cash  |
| UW_GLSQ9045 Jml Load All BUs no Cash ONLY  | Encumbrance Journal Load<br>UW_GLSQ9042 Encumbrance Journal Load                          | UW Procard Setup<br>UW Procard Setup  |
| UW Procard Journal Load  | E   | Permanent Interface  Introduce BU no cash Introduce BU auto cash Encumbrance Journal Load Educet Journal Load |

- a. Jrnl Load One BU no Cash: GLSQ9040.SQR Actuals Journals without cash offsets.
- b. Budget Journal Load: GLSQ9041.SQR Budget Journals with Business Unit security.
- c. Encumbrance Journal Load: GLSQ9042.SQR Encumbrance Journals.
- d. Jrnl Load One BU auto cash: GLSQ9043.SQR Actuals Journals with cash offsets.
- e. Jrnl Load All BUs auto cash: GLSQ9044.SQR UWSA staff only Actual Journals with any/all Business Units.
- f. Jrnl Load All BUs no Cash: GLSQ9045.SQR UWSA staff only Loads Actuals Journals with any/all Business Units and with cash offsets.

Find an Existing Value 3. Click

for an existing run control or Click Add a New Value to add a new run control for this process.

| Favorites Main Menu > General Ledger > Journals > Process Journals > Jrnl Load One BU no Cash |
|---|
|   |
|   |
| Jrnl Load one BU no Cash  |
|   |
| Enter any information you have and click Search. Leave fields blank for a list of all values. |
|   |
| Find an Existing Value Add a New Value  |
|   |
| ▼ Search Criteria   |
|   |
| Search by: Bun Control ID begins with   |
| Search by. Rai control basis and  |
| Case Sensitive  |
|   |
|   |
| Search Advanced Search  |
|   |
|   |
|   |
|   |
| Find an Existing Value Add a New Value  |
|   |



- 4. Enter Business Unit.
- 5. **Click** Add to add a journal to upload.



6. Click Browse... and navigate to the location of the upload file on your hard drive.

| File Attachment |          |
|-----------------|----------|
|                 | (?) Help |
| C:\PS\ACTje     | Browse_  |
| Upload Cancel   |          |
|                 | .:       |

7. Click Upload



- 8. You should see a message that your Add Attachment succeeded.
- 9. Click



11. If you would like to view the attachment, **click** 

12. Click



| Favorites Main Menu > General Ledger > Journals > | Process Journals > Jrnl Load One BU no Cash |
|---|---|
|   |   |
| Jrnl Load One BU no Cash                          |   |
| Run Control ID: TRANSACTIONS                      | Report Manager Process Monitor Run          |
|   |   |
| Process Request Parameters                        |   |
| Business Unit: UWSYS                              |   |
| File name SYS/ACTje.TXT                           |   |
| Add Delete View                                   |   |
|   |   |
|   |   |
|   |   |
| 🖪 Save 🔛 Notify 📿 Refresh                         | 📑 Add 🗾 Update/Display                      |

| User ID: bmchugh Run Control ID: test     |           |                                |                     |              |                            |                                  |  |
|---|-----------|--------------------------------|---------------------|--------------|----------------------------|----------------------------------|--|
| Server Name:<br>Recurrence:<br>Time Zone: | PSUNX     | Run Date: 03/<br>Run Time: 3:2 | 12/2013 🕅<br>3:37PM | Reset to Cu  | Reset to Current Date/Time |                                  |  |
| Process List                              |           |                                |                     |              |                            |                                  |  |
| Select Description                        |           | Process Name                   | Process Type        | <u>*Type</u> | *Format                    | Distribution                     |  |
| Excel Journa                              | al Import | GLSQ9040                       | SQR Report          | Web          | ▼ PDF ▼                    | <ul> <li>Distribution</li> </ul> |  |

- 13. Select 'PSUNX' as the Server Name. Click
- 14. To verify that the process ran successfully, **click** *Process Monitor* hyperlink. If the *Run Status* is 'Processing', you can **click Refresh** until the *Run Status* is 'Success' and the *Distribution Status* is 'Posted'.

OK

15. Once the *Run Status* is 'Success' and the *Distribution Status* is 'Posted', click the *Details* hyperlink.



| Favorites Main Menu > General Ledger > Journals > Process Journals > Jrnl Load One BU no Cash |              |                      |                            |                  |                        |  |  |
|---|--------------|----------------------|----------------------------|------------------|------------------------|--|--|
|   |              |                      |                            |                  |                        |  |  |
| Process List Sen  | rer List     |                      |                            |                  |                        |  |  |
| Actions   |              |                      |                            |                  |                        |  |  |
| User ID   | 🔍 Туре       | •                    | - Last -                   | 99 Days          | Refresh                |  |  |
| Server  | ▼ Name GLS   | GQ9040               | Instance                   | to               |                        |  |  |
| Run Status  | ▼ Distributi | ion Status           | ▼ Save O                   | n Refresh        |                        |  |  |
|   |              |                      |                            |                  |                        |  |  |
| Process List  |              |                      | <u>Personalize   F</u>     | ind View All 🛄 📕 | First 🗹 1 of 1 🖸 Last  |  |  |
| Select Instance Seq.  | Process Type | Process<br>Name User | Run Date/Time              | Run Status       | Distribution<br>Status |  |  |
| 6136877   | SQR Report   | GLSQ9040 0021        | 6164 03/06/2013 12:57:25PM | CST Success      | Posted <u>Details</u>  |  |  |

16. To see a PDF displaying the status of the SQR Upload process, **click** the *View Log/Trace* hyperlink.

| Favorites Main Menu | > General Ledger >   | Journals >  | Process  | )ournals >                  | Jrnl Load O | ne BU auto cash     |
|---------------------|----------------------|-------------|----------|-----------------------------|-------------|---------------------|
|                     |                      |             |          |                             |             |                     |
| Process Detail      |                      |             |          |                             |             |                     |
| Process             |                      |             |          |                             |             |                     |
| Instance            | 6137696              |             |          | Туре                        | SQR Rep     | ort                 |
| Name                | GLSQ9043             |             | 1        | Description                 | Actual Jou  | rnal Load with Cash |
| Run Status          | Success              |             | Distribu | tion Status                 | Posted      |                     |
| Run                 |                      |             |          | Update Pro                  | ocess       |                     |
| Run Control         | ID test              |             |          | O Hold Re                   | equest      |                     |
| Locati              | on Server            |             |          | Queue                       | Request     |                     |
| Serv                | er PSUNX             |             |          | Cancel                      | Request     |                     |
| Recurren            | ce                   |             |          | <ul> <li>Restart</li> </ul> | t Request   |                     |
| Data                |                      |             | _        | Actions                     | -           |                     |
| Date/Time           |                      |             |          | Actions                     |             |                     |
| Request Cr          | reated On 03/12/2013 | 3 3:52:36PM | CDT      | Parame                      | ters        | Transfer            |
| Run Anyt            | ime After 03/12/201  | 3 3:52:30PM | CDT      | Messaq                      | e Log       |                     |
| Began Pr            | rocess At 03/12/2013 | 3 3:52:54PM | CDT      | Batch Ti                    | mings       |                     |
| Ended Pr            | rocess At 03/12/2013 | 3 3:53:06PM | CDT      | View Lo                     | g/Trace     |                     |

17. Select the PDF document.



| Favorites         Main Menu         General Ledger         Journals         Process Journals         Jrnl Load One BU auto case |                               |             |                   |     |             |               |         |
|---|-------------------------------|-------------|-------------------|-----|-------------|---------------|---------|
| View Log/T  | race                          |             |                   |     |             |               |         |
| Report  |                               |             |                   |     |             |               |         |
| Report ID:  | 3672911                       | Process Ins | stance: 613769    | 6   |             | Message Lo    | pq      |
| Name:   | GLSQ9043                      | Process Ty  | pe: SQR Re        | por | t           |               |         |
| Run Status:   | Success                       |             |                   |     |             |               |         |
| Actual Journa   | al Load with Cash             |             |                   |     |             |               |         |
| Distribution  | Details                       |             |                   |     |             |               |         |
| Distribution  | Node: SFPRDEV_                |             | piration Date:    | 06  | 6/10/2013   |               |         |
| File List   |                               |             |                   |     |             |               |         |
| <u>Name</u>   |                               |             | File Size (bytes) |     | Datetime Cr | eated         |         |
| SQR GLSQ9   | 043 613769 <mark>6.loq</mark> |             | 1,793             |     | 03/12/2013  | 3:53:06.01678 | 4PM CDT |
| <u>qlsq9043_61</u>  | 37696.PDF                     |             | 1,360             |     | 03/12/2013  | 3:53:06.01678 | 4PM CDT |
| <u>qlsq9043_61</u>  | 37696.out                     |             | 1,169             |     | 03/12/2013  | 3:53:06.01678 | 4PM CDT |
| Distribute To   |                               |             |                   |     |             |               |         |
| Distribution ID   | ) Түре                        |             | *Distribution ID  |     |             |               |         |
| User  |                               |             | bmchugh           |     |             |               |         |

18. The PDF document will indicate the number of transactions loaded and whether there were any errors.

| Report ID: GLSQ9043                                | PeopleSoft<br>SECURE JOURNAL LOAD UTILITY  | Page No. 1<br>Run Date 03/12/2013<br>Run Time 15:52:56 |
|--|--|--|
| Total Transactions= 3<br>Input lines not loaded du | Error Transactions= 0<br>e to unauthorized business unit: 0<br>*** End Of Report *** |  |

19. To view the newly uploaded Journal

Navigate: General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

**Note:** This Journal will be uploaded with a *Journal Status* of 'N' and a *Budget Status* of 'N', meaning that it still needs to be Edited, Budget Checked, and Posted. For more information on Journal Editing, Budget, Checking, and Posting a Journal, please see the Business Process document on that topic **(GL.2.01 - Edit, Budget Check, and Post Journal)**.

#### V. Review Audit Logs

**Click** the *Audit Logs* hyperlink in the top right hand corner of the Create/Update Journal Entries page to open Search Audit Logs Page with journal audit log information. **Note**: That the *View Audit Logs* hyperlink will not appear until the journal has been edited.



| F                                   | Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries |      |            |                |    |         |                  |         |               |             |      |   |           |         |      |      |             |              |   |
|-------------------------------------|---|------|------------|----------------|----|---------|------------------|---------|---------------|-------------|------|---|-----------|---------|------|------|-------------|--------------|---|
| Header Lines Totals Errors Approval |   |      |            |                |    |         |                  |         |               |             |      |   |           | 1 5     | lew  |      |             |              |   |
| Unit: UWSYS Journal ID:             |   |      | JRNLOAD001 |                |    |         | Date: 04/03/2013 |         |               | Errors Only |      |   |           |         |      |      |             |              |   |
|                                     | Template List Search Criteria   |      |            | <u>ria</u>     |    |         |                  |         | Change Values |             |      |   |           | /iew Ai |      |      |             |              |   |
|                                     | Inter/IntraUnit *Process:   |      |            | Edit Journal 🗸 |    |         |                  | Process |               |             |      |   | 🔳 🛋 Line: |         |      | 10 🐺 | Y           |              |   |
|                                     | 🔻 Lines   |      |            |                |    |         |                  |         |               |             |      |   |           |         |      |      | Personalize | Find   🗖   🖁 | 1 |
|                                     | Select  | Line | Error      | *Unit          |    | *Ledger | SpeedType        |         | Account       |             | Fund |   | Dept      |         | Prog | am   | Class       | PC Bus Uni   | t |
|                                     |   | 1    | X          | UWSYS          | 0  | ACTUALS |                  | Q       | 3780          | 0           | 106  | 0 | 611000    | 0       | 1    | 0    | Q.          | UWSYS        |   |
|                                     |   | 2    | X          | UWSYS          | 0  | ACTUALS |                  | Q       | 3780          |             | 136  | 0 | 614000    | 0       | 1    | 0    | Q           | UWSYS        | ] |
|                                     |   | 3    | X          | UWSYS          | Q. | ACTUALS |                  | Q       | 6100          | 0           | 106  | 0 | 611000    | 0       | 1    |      |             | UWSYS        |   |

The following example shows the audit log for a journal update.

|                                  |              |                    |                  |                |          |                |                 |          |                     | Re Mew Mindow               | () Help   | M Personalize Pa     |
|----------------------------------|--------------|--------------------|------------------|----------------|----------|----------------|-----------------|----------|---------------------|-----------------------------|-----------|----------------------|
| Search Audit Log                 | ļs           |                    |                  |                |          |                |                 |          |                     |                             |           |                      |
| Application Name: General Ledger |              |                    |                  |                |          | Document N     | lame: GL J      | OURNAL   |                     |                             |           |                      |
| Search Criteria                  |              |                    |                  |                |          |                |                 |          |                     |                             |           |                      |
| * Business Unit                  | is equal to  |                    | -                | UWSYS          |          | (              | 2               |          |                     |                             |           |                      |
| GL Journal ID                    | is equal to  |                    | •                | JRNLOAD0       | 01       | 0              | 2               |          |                     |                             |           |                      |
| Journal Date                     |              | =                  |                  | 2013-04-03     |          |                |                 |          |                     |                             |           |                      |
| Journal Process                  | is equal to  |                    | •                |                |          |                | -               |          |                     |                             |           |                      |
| Event Code is equal to           |              |                    | •                |                |          |                |                 |          |                     |                             |           |                      |
| Event Date                       | is equal to  |                    | -                |                | 31       |                |                 |          |                     |                             |           |                      |
| User ID is equal to 💌            |              | •                  |                  |                | 7        |                |                 |          |                     |                             |           |                      |
| Process Instance is equal to -   |              | •                  |                  |                |          |                |                 |          |                     |                             |           |                      |
|                                  | 🗹 Include 🗸  | Archive            |                  |                |          |                |                 |          |                     |                             |           |                      |
|                                  | 🔽 Include E  | Batch Changes      | S                |                |          |                |                 |          |                     |                             |           |                      |
|                                  | 🔲 Include F  | ourge Logs         |                  |                |          |                |                 |          |                     |                             |           |                      |
| Search Clear                     |              |                    |                  |                |          |                |                 |          |                     |                             |           |                      |
|                                  |              |                    |                  |                |          |                |                 |          |                     |                             |           |                      |
| Search Results                   |              |                    |                  |                |          |                |                 |          |                     | Personalize   Find          | E I       | irst 🗹 1 of 1 D Last |
| Business Unit GL Journal IE      | Journal Date | UnPost<br>Sequence | Journa<br>Proces | l Eve<br>s Coo | nt<br>le | Event Name     | Event Date Time | User ID  | Process<br>Instance | Message Text                |           |                      |
|                                  |              | 0                  | 0.1              |                |          | Indata Journal | 05/16/2013      | 00450050 |                     | Journal has been updated by | Create/Up | date Journal Entries |

## **Revision History**

| Author         | Version | Date       | Description of Change              |  |  |  |  |  |
|----------------|---------|------------|------------------------------------|--|--|--|--|--|
| Brendan McHugh | 1.0     | 3/11/2013  | Initial Draft                      |  |  |  |  |  |
| Linda Diring   | 1.1     | 05/16/2013 | Updates and screen shots, Finalize |  |  |  |  |  |
| Susan Kincanon | 1.2     | 05/29/2013 | Review final                       |  |  |  |  |  |
| Jon Ahola      | 1.3     | 07/23/2013 | Review and approval                |  |  |  |  |  |
| Susan Kincanon | 1.3     | 07/23/2013 | Update and publish to website      |  |  |  |  |  |
| Susan Kincanon | 1.4     | 10/16/2013 | Update hyperlink, republish        |  |  |  |  |  |