University of Wisconsin System
SFS Business Process
GL1.13 – Procard Interface Load

Contents

Procard Overview

Because of the common use of the US Bank credit cards for purchasing across the University of Wisconsin System and because many of the institutions use the Shared Financials System, it was decided to develop a collaborative process that could be used to interface the new SBF 2.0 file directly into Shared Financials System.

Process Frequency	Process is done ad hoc whenever GL Procard Journal data is to be added.
Dependencies	None
Assumptions	None
Responsible Parties	Users at the individual institutions are generally responsible for this business process. However, the UWSA Problem Solvers may assist in troubleshooting.
Alternate Scenarios	None

Process Detail

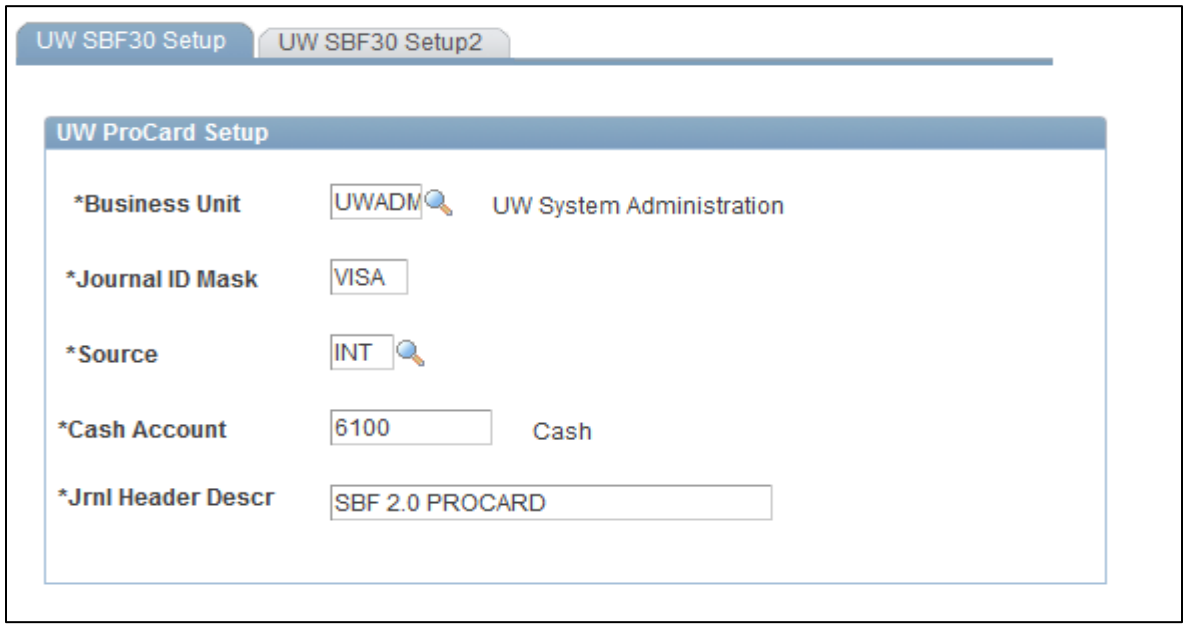
The process is fairly straight forward. The business units will download the SBF 2.0 file from US Bank using US Bank's Access Online Data Exchange. The file will be downloaded to a predetermined file directory which can be unique for each business unit. Once the file has been downloaded, the user will log into Shared Financials and run the interface to load the file directly into the journal tables. At that point, the user will then process the journal as normal, edit checking, budget checking, posting it, etc.

I. Setup

Before the business unit can actually run the interface certain items need to be setup.

Navigation: General Ledger > Journals > Process Journals >UW Procard Setup > Add a New Value

1. UW Procard Setup



This setup panel will provide the interface with the necessary information to generate the Journal ID, Journal Header and the account to use for the cash offsets.

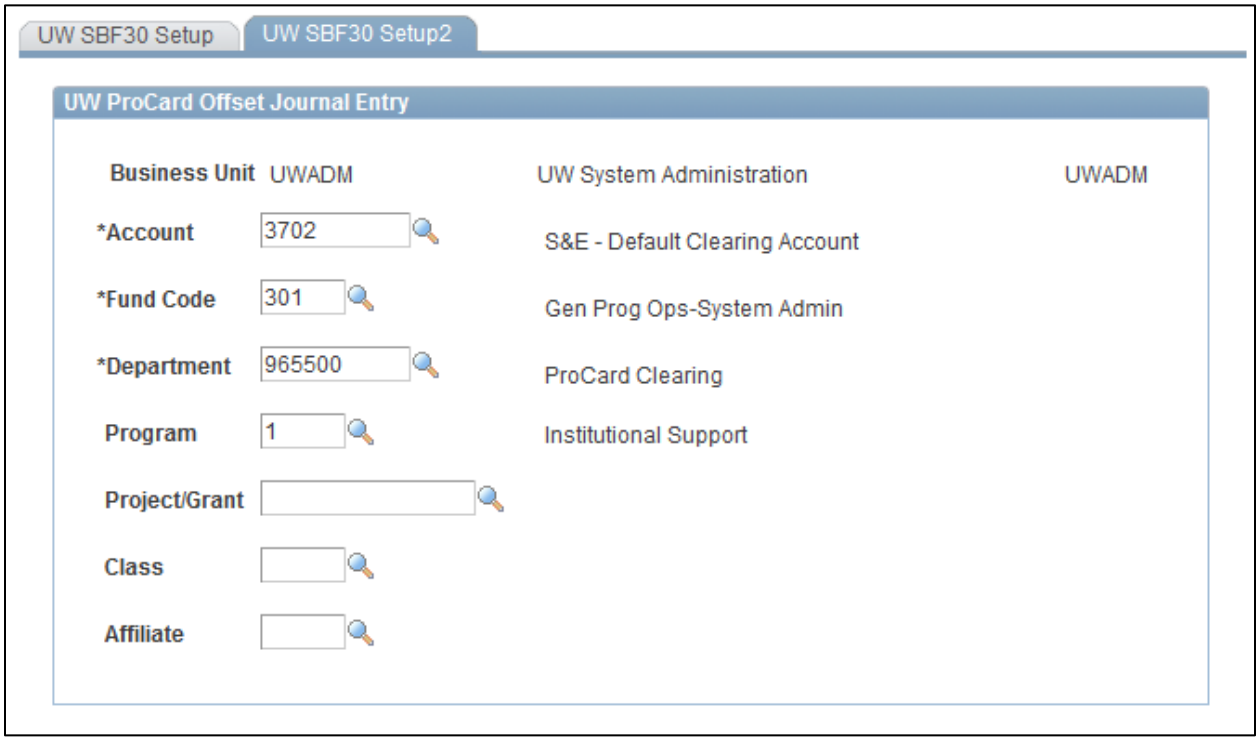
Note: Most of the information on these setup pages will not change once setup. Once setup, the user does not need to change anything before running the interface each time.

a. **Enter** *Business Unit* – This is the business unit of the institution the setup is for.
b. **Enter** *Journal ID Mask* – This is a character mask that will be prefixed to the Journal ID. Each business unit must enter a unique mask up to 4 characters long (it can be less than 4). The Journal ID is 10 characters long and consists of this mask value followed by a 6 digit date in the format MMDDYY. If the Journal ID mask is less than 4 characters long, the date will be left padded with zeros to ensure the length of the Journal ID is 10 when the Journal ID mask is concatenated with the date. The date used is the processing date from the SBF 2.0 type 1 record. The processing date is the date the SBF file was produced. For example, if the Journal ID mask is VISA and the processing date is 011005 then the Journal ID will be VISA011005. If the Journal ID mask is SBF and the processing date is 011005, the Journal ID will be SBF0011005. **Note**: The journal date for the journal will also be the processing date.
c. **Enter** *Source* – Each business unit will have a unique journal source that is part of the journal header. This is a three character value.
d. **Enter** *Cash Account* – This is the cash account value that will be used in generating the cash offsets for each journal entry in the journal. It is recognized that the University of Wisconsin System **always** uses **6100** for the cash account. It was added to the setup so in the event the UW System ever changes that value, it can be changed

without modifying the program. It is important that the business unit enters the correct value here (6100) because it is the account number used for the cash offsets.

e. **Enter** *Jrnl Header Descr* – This is the description that will be put in the journal header at the time the journal is created. This is the value that will be used in all journals created by the interface for the business unit.

2. UW Procard Offset Journal Entry



This is the page where each business unit will setup their journal offset account coding. The offset entry is the entry that will offset all expenses recorded in the journal.

Note: Every business unit must supply the offset entry or the journal will not be a transfer journal. (Expenses net to zero.).

Example:

Pay VISA bill:
136 989899 1 3100 $100,000
136 989899 1 6100 ($100,000)

Upload Journal Distribution:
103 010100 1 3100 $10,000
103 010100 1 6100 ($10,000)

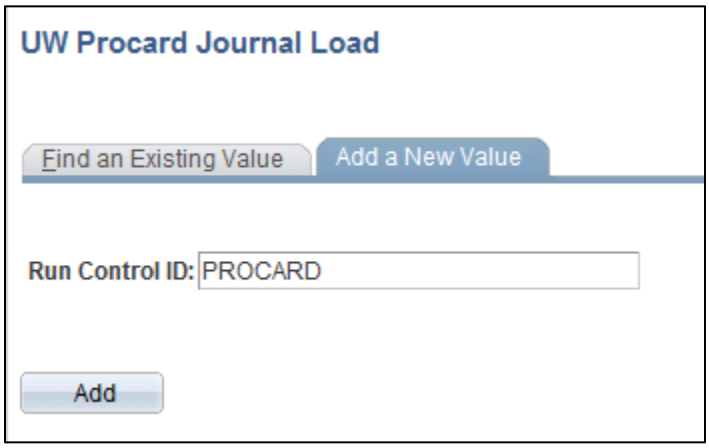
128 157500 8 3100 $50,000
128 157500 8 6100 ($50,000)

ETC (Detail Distribution - hundreds of rows)

Journal Offset Entry:
136 989899 1 3100 ($100,000)
136 989899 1 6100 $100,000

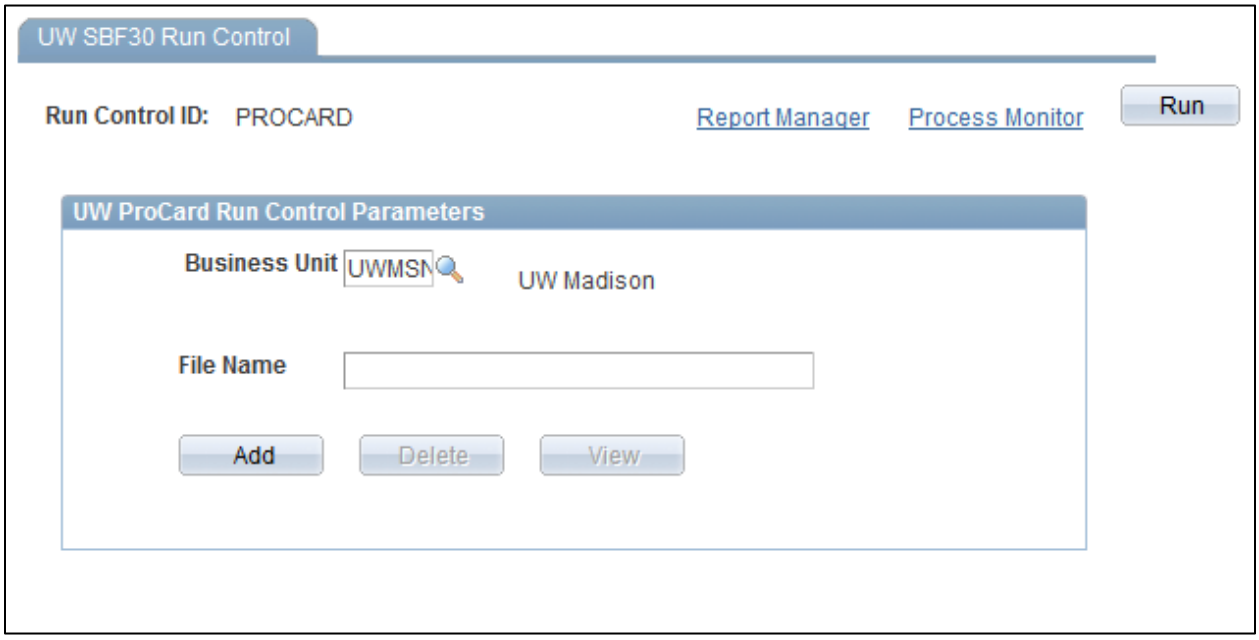
II. Running UW Procard Interface

Navigation: General Ledger > Journals > Process Journals > UW Procard Journal Load > Add or Update Display

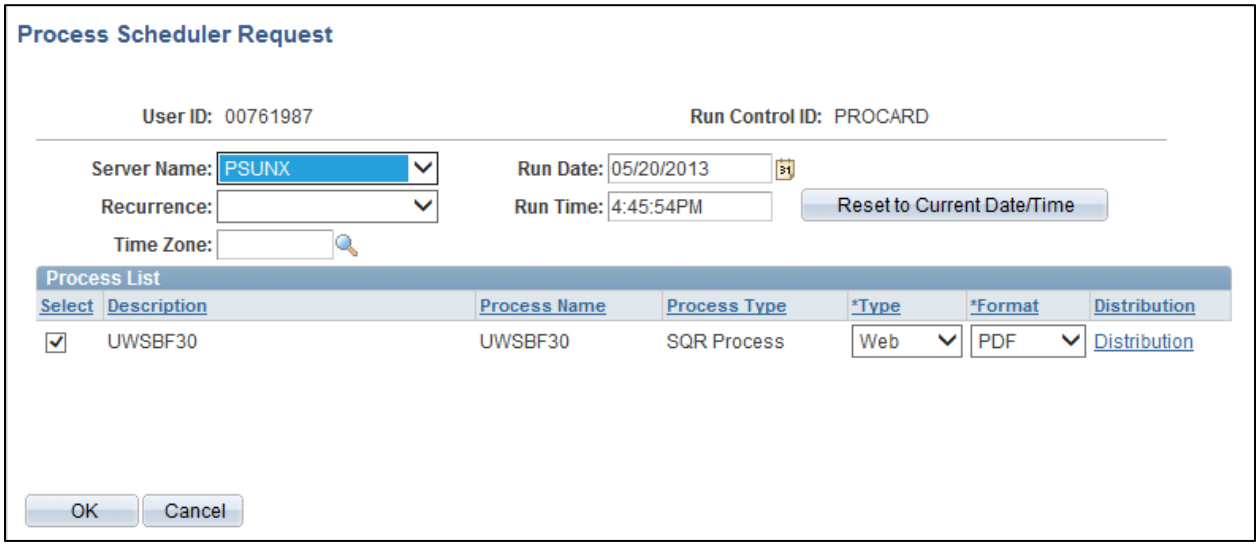


The run control panel will be used to enter any runtime needed information that is not part of the setup. In this case we have two items:

1. **Enter** *Business Unit* – This is the business unit running the interface.
2. **Enter** *File Name*
3. **Click** Add and navigate to the location of the file from the bank.



4. **Click** Run to schedule the process.



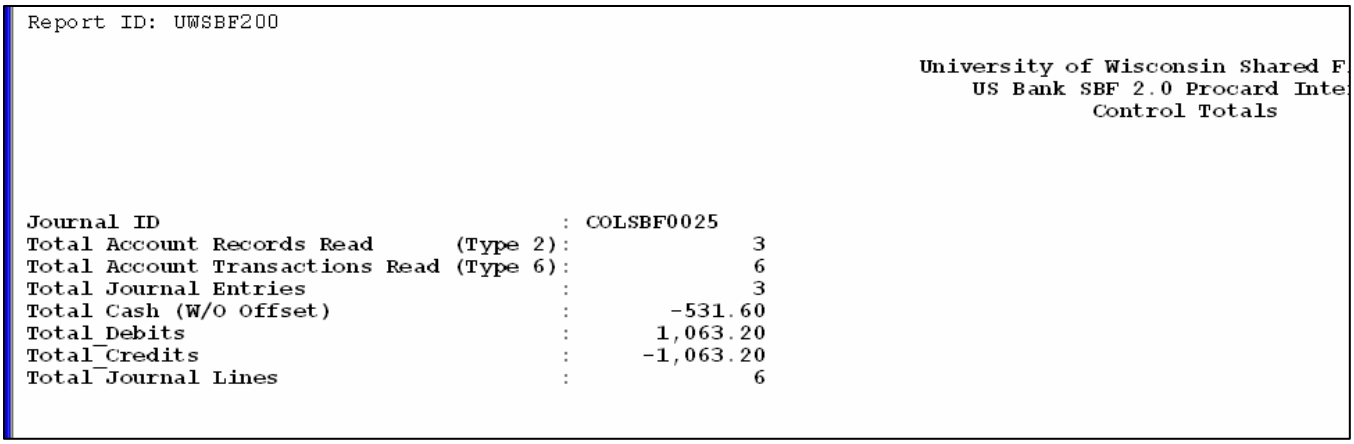
5. **Enter** 'PSUNX' in the *Server Name*
6. **Click** OK to run the process.

Make sure the Process List is identical to the screen shot above.

III. UW Procard Interface Report

The interface will generate a report providing control totals and message. Below are sample pages from a report generated by the interface and a description of what each contains.

1. Control Totals – Page 1



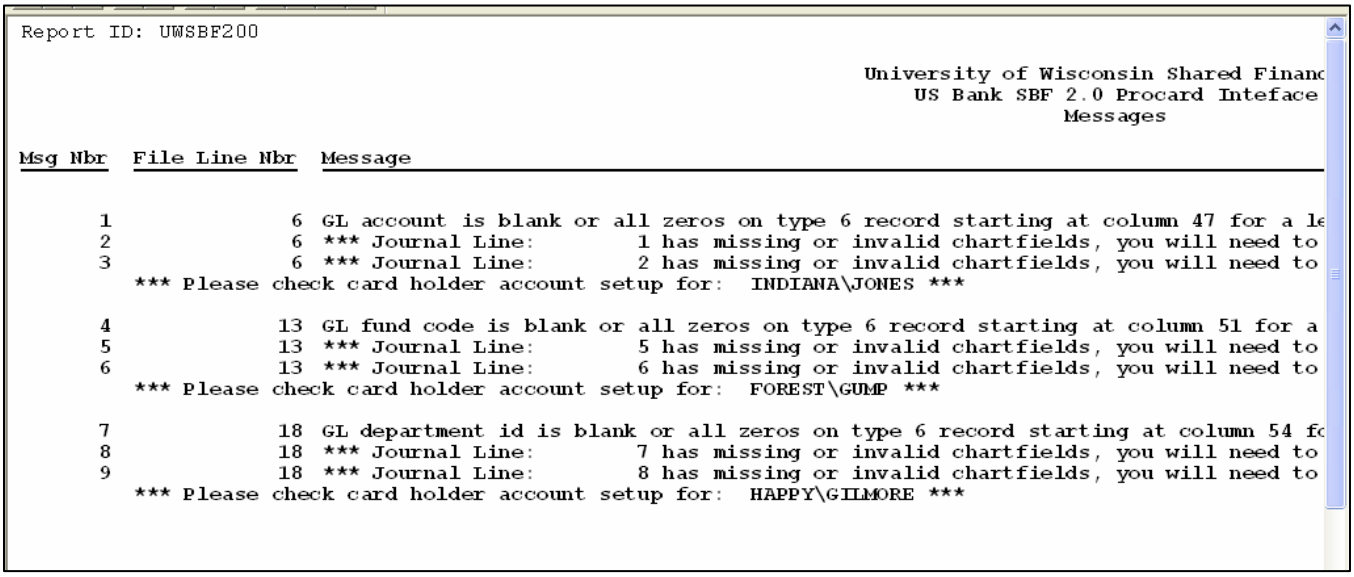
```
Report ID: UWSBF200

                                                          University of Wisconsin Shared F
                                                              US Bank SBF 2.0 Procard Inte
                                                                        Control Totals



Journal ID                                : COLSBF0025
Total Account Records Read       (Type 2):            3
Total Account Transactions Read (Type 6):            6
Total Journal Entries                     :           3
Total Cash (W/O Offset)                   :     -531.60
Total_Debits                              :    1,063.20
Total_Credits                             :   -1,063.20
Total Journal Lines                       :            6
```

The first page of the report is the **Control Totals**.

a. *Journal ID* – This is the Journal ID that was created.
b. *Total Account Records Read (Type 2)* – The Type 2 records are the ones that start the transactions for an individual card holder. It is from these records the name is acquired for inserting into the Journal Line Reference.
c. *Total Account Transactions Read (Type 6)* – The Type 6 records are the ones containing the account and transaction amounts. It is from these records the chartfield coding and monetary amounts are determined. There can be more than one type 6 record for each type 2 record.
d. *Total Journal Entries* – This is the total number of complete journal entries created. A complete journal entry is defined as the two line combination of the accounting string and the corresponding cash offset. For example, three journal entries will equal 6 journal lines. This count includes the cash offsetting entry if generated.
e. *Total Cash (W/O Offset)* – This is the total amount of cash in the journal, minus the offsetting cash entry. Obviously if the cash offsetting entry was added in, it would net the cash to zero since that is the purpose of the cash offsetting entry.
f. *Total_Debits* – This is the total amount of positive monetary amounts in the journal. This includes the cash offsetting entry if created. If it created a cash offsetting entry, this amount may appear to be double what you were expecting.
g. *Total_Credits* – This is the total amount of negative monetary amounts in the journal. This includes the cash offsetting entry if created. If it created a cash offsetting entry, this amount may appear to double what you were expecting.

2. Messages – Page 2

This section of the report lists any messages that were generated by processing the file. Messages on this page are a result of errors detected in the file, such as missing chartfield values. Even though it detected errors, the journal was still created. Because it created the journal even with errors, you will need to open the journal in Process Journals and fix any problems. The messages here will help you identify what to fix. If there were no errors/messages, the following will be printed on this page: **"No messages to display".**



```
Report ID: UWSBF200

                                                          University of Wisconsin Shared Financ
                                                              US Bank SBF 2.0 Procard Inteface
                                                                        Messages

Msg Nbr   File Line Nbr   Message

      1               6  GL account is blank or all zeros on type 6 record starting at column 47 for a le
      2               6  *** Journal Line:        1 has missing or invalid chartfields, you will need to
      3               6  *** Journal Line:        2 has missing or invalid chartfields, you will need to
         *** Please check card holder account setup for:  INDIANA\JONES ***

      4              13  GL fund code is blank or all zeros on type 6 record starting at column 51 for a
      5              13  *** Journal Line:        5 has missing or invalid chartfields, you will need to
      6              13  *** Journal Line:        6 has missing or invalid chartfields, you will need to
         *** Please check card holder account setup for:  FOREST\GUMP ***

      7              18  GL department id is blank or all zeros on type 6 record starting at column 54 fo
      8              18  *** Journal Line:        7 has missing or invalid chartfields, you will need to
      9              18  *** Journal Line:        8 has missing or invalid chartfields, you will need to
         *** Please check card holder account setup for:  HAPPY\GILMORE ***
```

a. *Msg Nbr* – This is simply a sequential number identifying the message order.
b. *File Line Nbr* – This is the line number in the file where the data element is that created the error.
c. *Message* – This is a message explaining the problem with the data element. Following the initial message, subsequent messages for the same file line number will be printed listing the journal lines in the journal with missing chartfield values that you will need to correct in Process Journals.

IV. Design Information

The interface program field descriptions:

1. Journal Date – The journal date will be the Processing Date from the type 1 record in the SBF 2.0 file. This is the date the SBF was produced.
2. Journal ID – This will be the Journal ID Mask specified on the run control concatenated with the Processing Date (MMDDYY). The Journal ID is 10 characters long and consists of the Journal ID mask followed by a 6 digit date in the format MMDDYY. Because the date takes up 6 of the 10 characters, the Journal ID mask can be no longer than 4 characters. This is controlled by the length of the field in the setup. If the Journal ID mask is less than 4 characters long, the date will be left padded with zeros to ensure the length of the Journal ID is 10 when the Journal ID mask is concatenated with the date. For example, if the Journal ID mask is VISA and the processing date is 011005 then the Journal ID will be VISA011005. If the Journal ID mask is SBF and the processing date is 011005, the Journal ID will be SBF0011005.
3. Journal Description – This is the description in the journal header. It is specified in the interface's setup which means it will be the same from run to run.
4. Journal Line Reference – This is a 10 character field that will consist of the card holder's name (last name first name). The name will be truncated at 10 characters so if the last name is greater than 10 characters, it will only show a partial last name. The name is acquired for each transaction in the file from the record type 2 transaction row from the following positions:

Start	Length
18	25

5. Journal Line Description – This is a 30 character description composed of the vendor name, a space and the MMDD of the transaction date. The transaction date and vendor name are acquired from the record type 5 transaction row for each transaction from the following positions:

   Transaction Date

Start	Length
24	4

   Vendor Name

Start	Length
30	25

6. ChartField Coding – The chartfield values are acquired from the record type 6 rows for each transaction. If there are multiple splits (i.e. multiple record type 6 rows) for a transaction, the interface will generate a separate journal line for each with the appropriate monetary amount. Below is a mapping of where each chartfield is determined from on the record type 6 row:

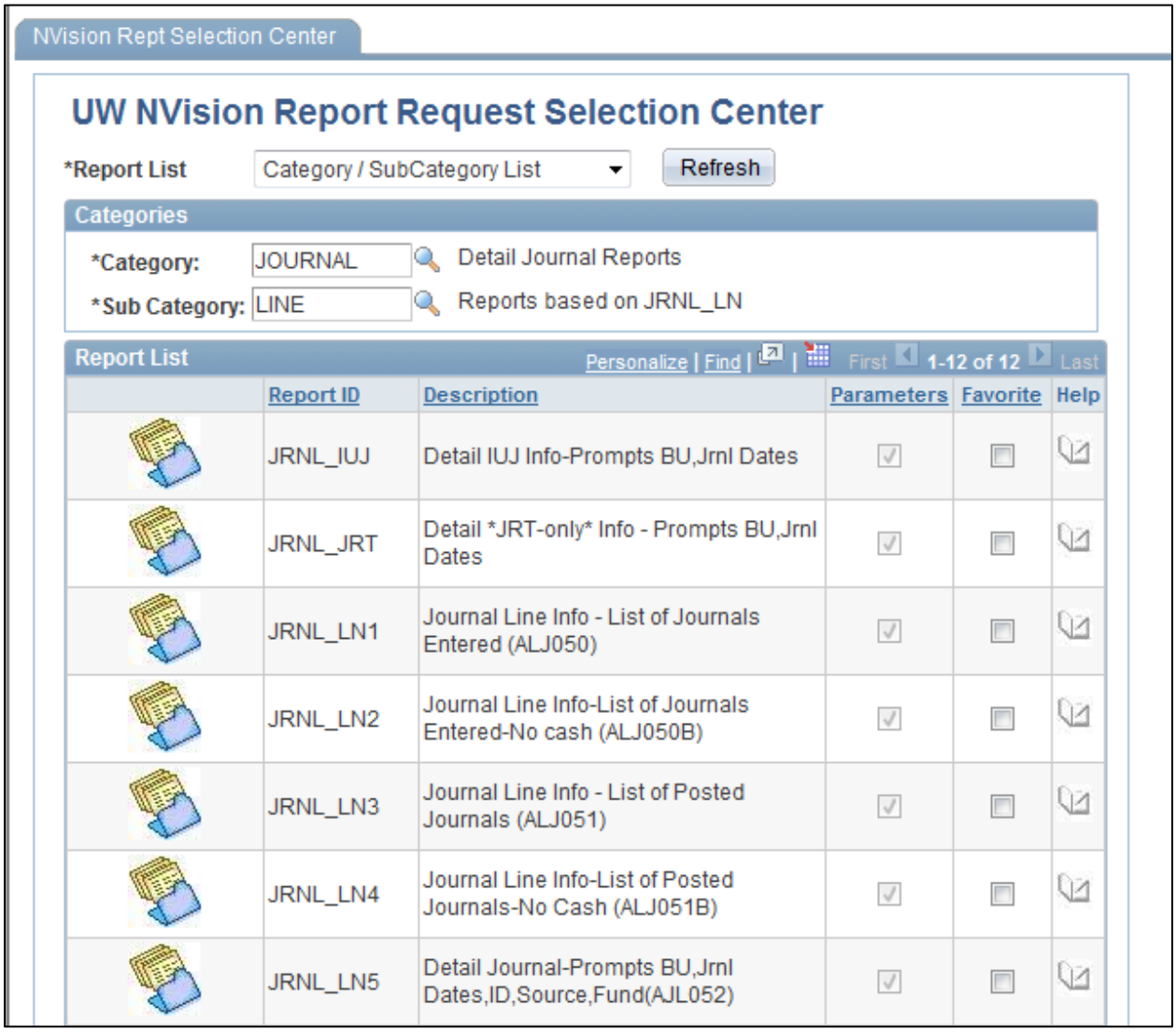
ChartField	Start	Length
Account	47	4
Fund Code	51	3
DeptID	54	6
Program Code	60	1
Project ID	61	7
Class Field	68	5
Affiliate	73	5
Monetary Amt	197	13

V. Generating Sub-Totaled Report

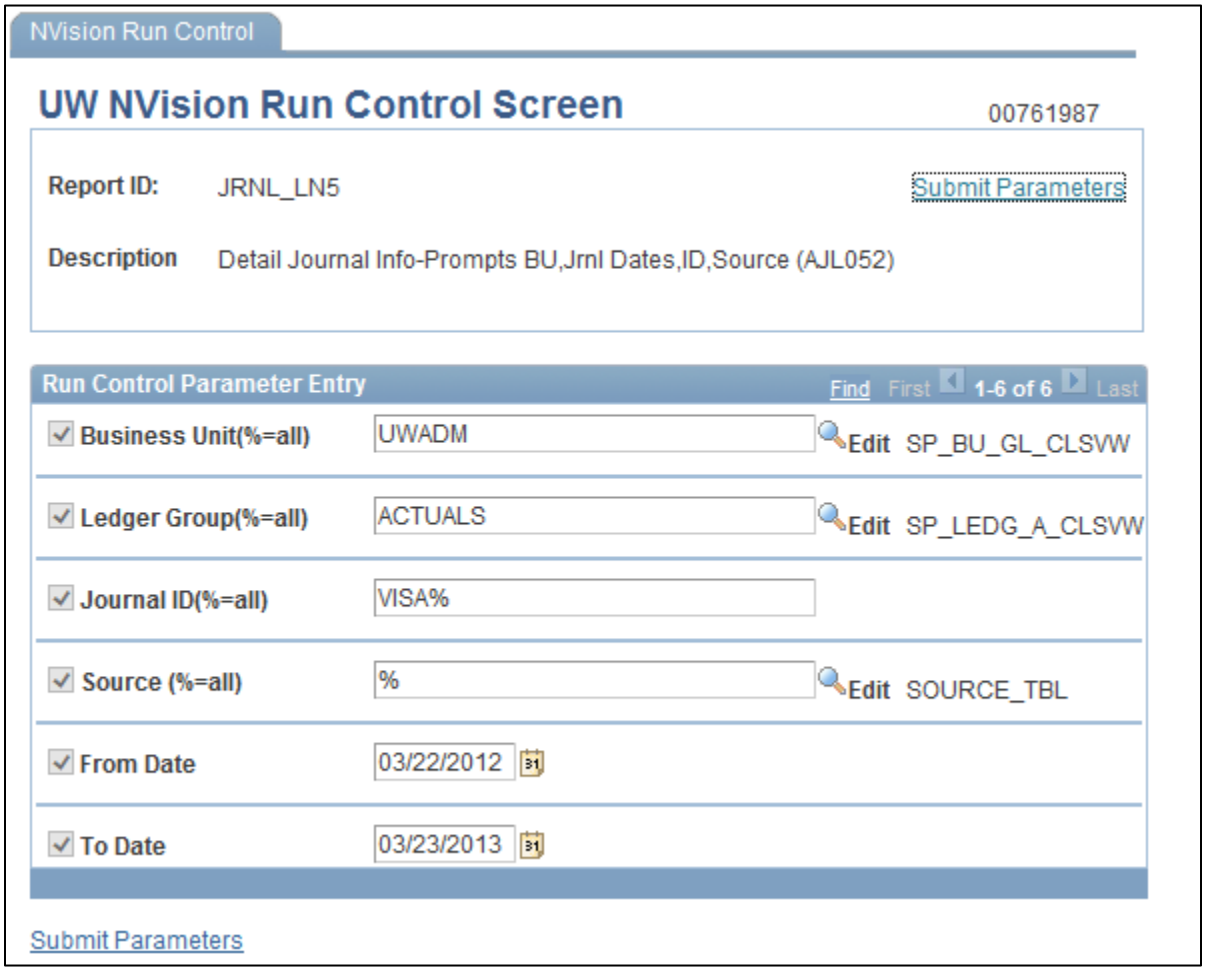
Based on the teleconference that was held on February 1, 2005, there was concern that we wouldn't be able to get a report that was sub-totaled by account or department or provided a grand total as you currently receive.

If the SBF2.0 file is generated directly to an SFS journal, you will have the ability to do any sort you feel is necessary.

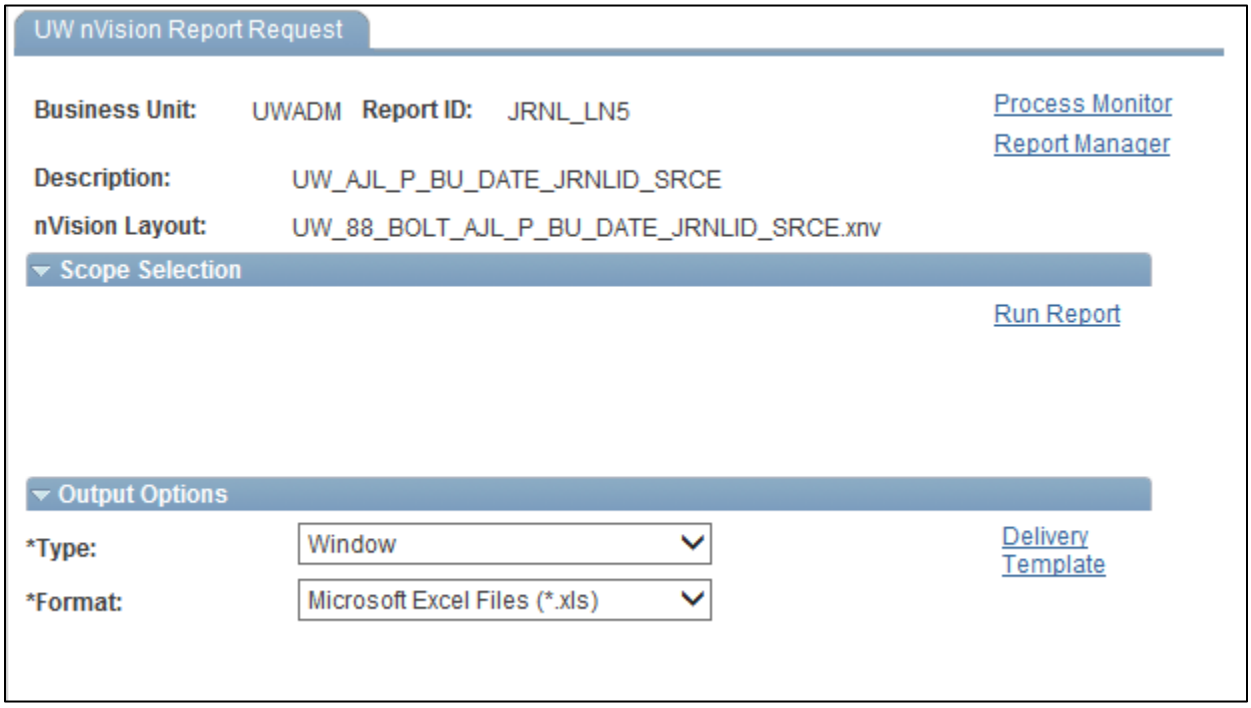
1. *Navigation: UW nVision > nVision Report Submit Center*

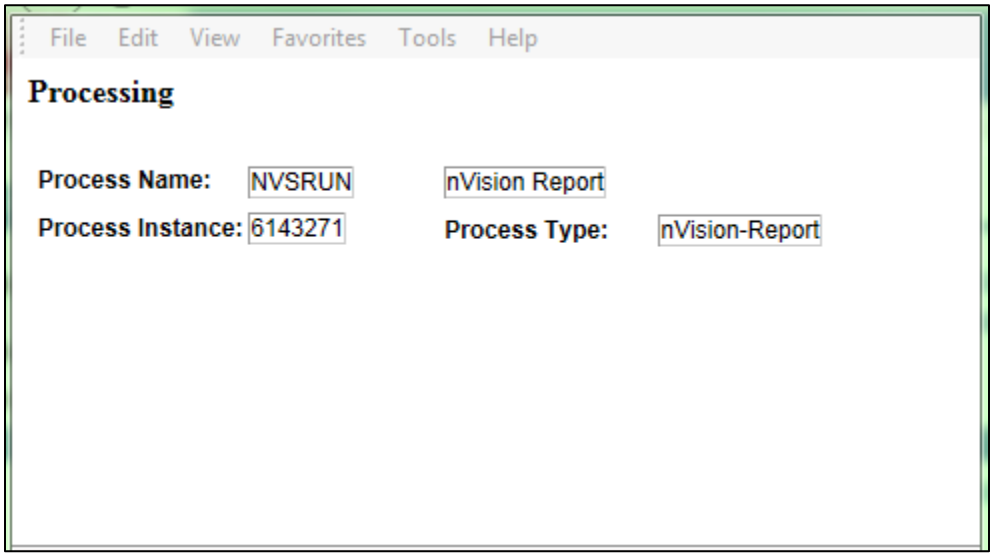


2. **Click** on the JRNL_LN5 (AJL 052) icon to view a pending or posted journal.

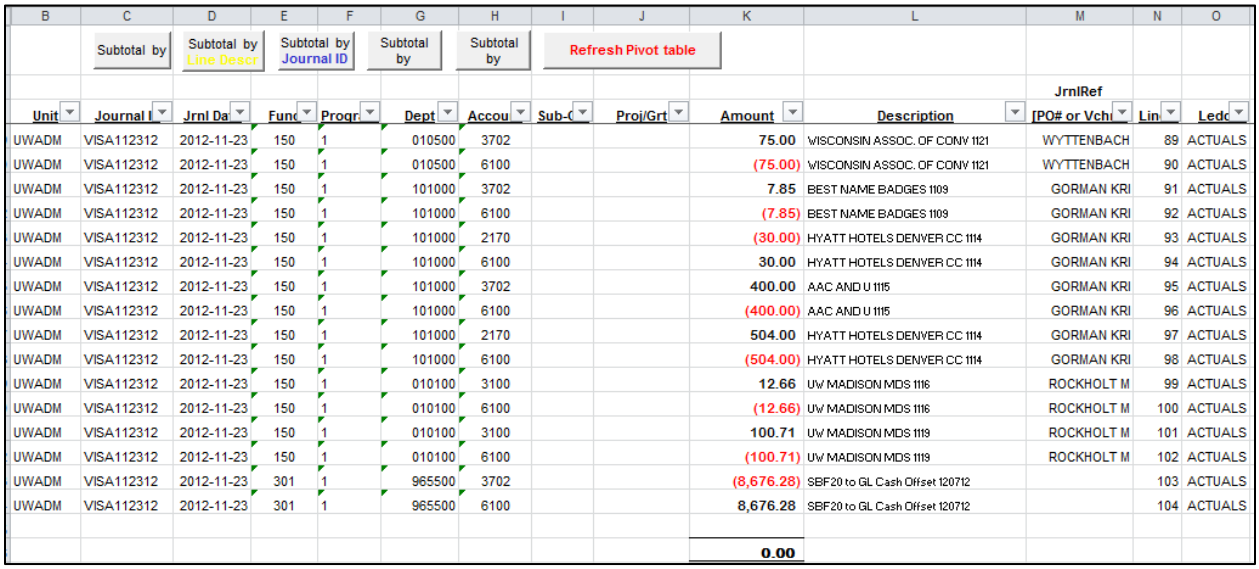


3. Prompt window will be displayed. **Enter** the following required information:
   a. *Business Unit(%=all)*
   b. *Ledger Group(%=all)* is always 'ACTUALS'
   c. *Journal ID(%=all)*
   d. *Source(%=all)*
   e. *From Date* and *To Date* (The date of the Journal should be known or you can enter a range of dates)
4. **Click** *Submit Parameters* hyperlink.
5. **Click** *Run Report* hyperlink.





6. **Click** on any of the buttons on top of the page to subtotal by *Account, Description, Fund* and *Department*.
   a. Since every expense has a corresponding 6100 (cash) line, one can subtotal by *Account* and look at the total of the 6100 to get your grand total.



B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Subtotal by	Subtotal by Line Descr	Subtotal by Journal ID	Subtotal by	Subtotal by	Refresh Pivot table							
Unit	Journal I	Jrnl Da	Func	Progr	Dept	Accou	Sub-C	Proj/Grt	Amount	Description	JrnlRef [PO# or Vch	Lin	Ledc
UWADM	VISA112312	2012-11-23	150	1	010500	3702			75.00	WISCONSIN ASSOC. OF CONV 1121	WYTTENBACH	89	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	010500	6100			(75.00)	WISCONSIN ASSOC. OF CONV 1121	WYTTENBACH	90	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	3702			7.85	BEST NAME BADGES 1109	GORMAN KRI	91	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	6100			(7.85)	BEST NAME BADGES 1109	GORMAN KRI	92	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	2170			(30.00)	HYATT HOTELS DENVER CC 1114	GORMAN KRI	93	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	6100			30.00	HYATT HOTELS DENVER CC 1114	GORMAN KRI	94	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	3702			400.00	AAC AND U 1115	GORMAN KRI	95	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	6100			(400.00)	AAC AND U 1115	GORMAN KRI	96	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	2170			504.00	HYATT HOTELS DENVER CC 1114	GORMAN KRI	97	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	101000	6100			(504.00)	HYATT HOTELS DENVER CC 1114	GORMAN KRI	98	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	010100	3100			12.66	UW MADISON MDS 1116	ROCKHOLT M	99	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	010100	6100			(12.66)	UW MADISON MDS 1116	ROCKHOLT M	100	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	010100	3100			100.71	UW MADISON MDS 1119	ROCKHOLT M	101	ACTUALS
UWADM	VISA112312	2012-11-23	150	1	010100	6100			(100.71)	UW MADISON MDS 1119	ROCKHOLT M	102	ACTUALS
UWADM	VISA112312	2012-11-23	301	1	965500	3702			(8,676.28)	SBF20 to GL Cash Offset 120712		103	ACTUALS
UWADM	VISA112312	2012-11-23	301	1	965500	6100			8,676.28	SBF20 to GL Cash Offset 120712		104	ACTUALS
									0.00				

The last cash line is the clearing account which should total the check that was vouchered to the Bank. One can always verify this by looking at WISDM at the clearing account department to make sure the totals keep washing out.

Revision History

Author	Version	Date	Description of Change
Surya Gannavarapu	1.0	05/20/2013	Final
Susan Kincanon	1.1	05/21/2013	Final review and publish to website
Jon Ahola	1.2	06/13/2013	Final review
Susan Kincanon	1.3	09/16/2013	Republished after nVision style sheet update to page 9
Susan Kincanon	1.4	10/16/2013	Updated to remove old spec reference, republish