University of Wisconsin System
SFS Business Process
GL.1.02 – Custom SQRs to Load Journals

Contents

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. 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.

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: http://web.uwsa.edu/sfs/documentation-training/gl/journal-upload-templates/

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*

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

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"

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.

3. **Click** [Find an Existing Value] for an existing run control or **Click** [Add a New Value] to add a new run control for this process.

4. **Enter** *Business Unit.*

5. **Click** [Add] to add a journal to upload.
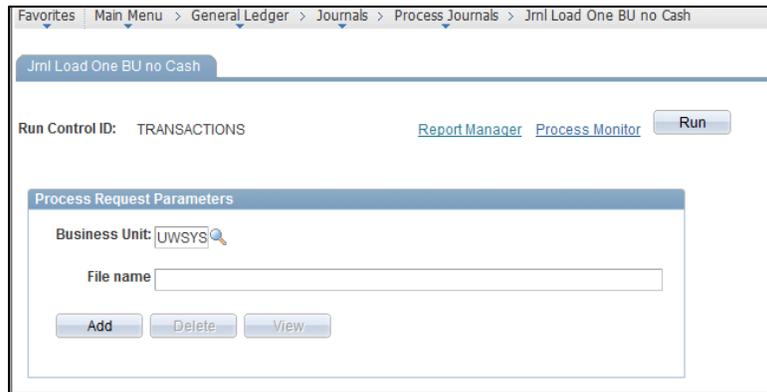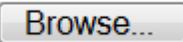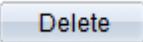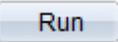

6. **Click** [Browse...] and navigate to the location of the upload file on your hard drive.

7. **Click** [Upload].
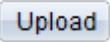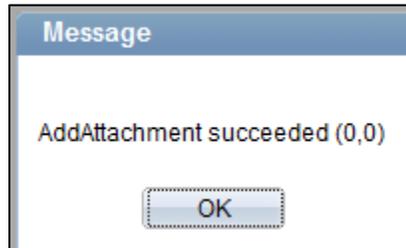
8. You should see a message that your Add Attachment succeeded.

9. **Click** [OK]

10. If you would like to delete this attachment, **click** [Delete]

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

12. **Click** [Run]

13. **Select** 'PSUNX' as the *Server Name*. **Click** [OK]

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'.

15. Once the *Run Status* is 'Success' and the *Distribution Status* is 'Posted', click the *Details* hyperlink.
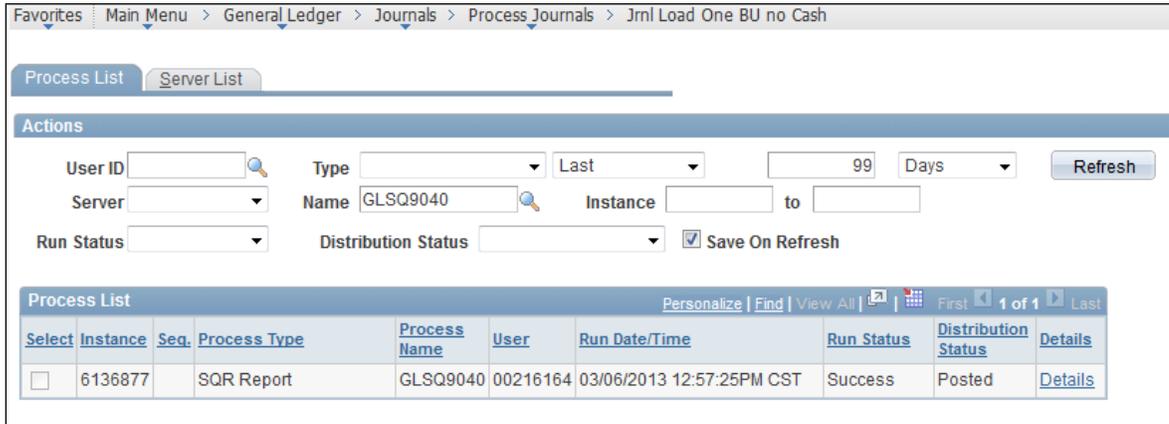
16. To see a PDF displaying the status of the SQR Upload process, **click** the *View Log/Trace* hyperlink.
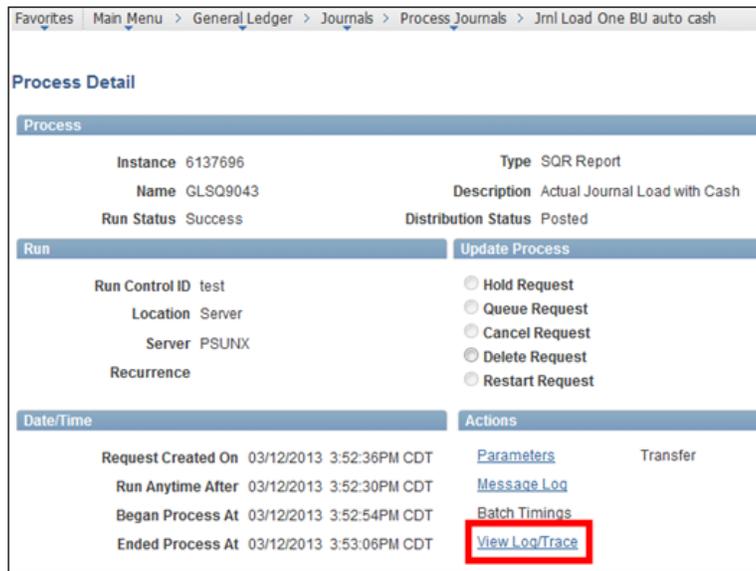
17. Select the PDF document.

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

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.

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

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