

Introduction

Process and Trigger

Perform this procedure to upload journal entries into workflow.

User must have appropriate roles E.FI_JVUPLOAD and E.FI.DEPARTMENT_SUBMITTER to use JV Upload transaction code. This process will initiate workflow.

Template can be found at this link - <u>http://www.bu.edu/cfo/comptroller/departments/general-accounting/resources/</u>

Prerequisites

• Complete Journal Entry Upload Template.

Menu Not Applicable

Transaction Code

ZJVUPLOAD

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Ensure that the file you upload is saved as a text file.

Related Reports

- FMRP_RFFMEP1AX Display All Postings
- BW FM Funds Management Reports
- BW <u>GM Grant Management Report</u>

Related Work Instruction Documents:

- <u>02 Attach Document to Journal Entry (FBV3)</u>
- <u>03 Track Journal Entry Through Workflow (FBV3)</u>

Related Quick Reference Guides

- <u>QRG_JV_How to create a JV Upload JVUPLOAD</u>
- <u>QRG_JV_How to change a JV Upload FBV2</u>
- QRG_JV_How to delete JV Upload FBV0
- QRG_Enhancement_JV Upload Workflow Add
- <u>QRG Editing Options_FV50_Document Type and Display period fields</u>



Procedure

1. Start the transaction using the transaction code **ZJVUPLOAD**.

Desktop Interface

Desktop Interface	
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PROCESS MODE - Select a file from deskte	op to process
FileName	2
✓ Test Mode	

2. Click the Drop Down Menu button 🗇.

ECC System - TPO - Training Portal - Windows Internet Explorer

	Look In: 🔄 SAP GUI 🔽 🖬 🛱 🗂 🔡 🚍
3 -	JV Upload Template Example.xlsx JV Upload-instructions.pdf JVUpload_demo_WI.txt JVUpload_demo_WI.xlt
	File Name: JVUpload_demo_WI.txt
	Files of Type: All Files (*.*)
	Open Cancel

3. In this example, select JVUpload_demo_WI.txt





Locate the file in your folder or desktop.

Desktop

Desktop Interface												
Menu 🖌	Save as Variant Back Exit Cancel System	cute Get Variant										
PROCESS MODE - Select a file from des	sktop to process											
FileName	C:\Users\iguiller\Documents_SAP\SAP GUI\UVUpload_demo	W_b										
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4. Click Execute



On this screen view, **Test Mode** box is checked by default. Leave it checked to execute upload file in test mode first.

Desktop Interface

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Desktop Interface						L	
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JV Transactions not posted	1		1				
Number of Headers		:	2				
Number of Items			4				
Number of records in Input	: File		6				
Total Debit Amount Posted		:	112.00				
Total Credit Amount Posted	1		112.00				
Suspense Items created			None				
Totals by Document Type							
Doc Type	Debits	5	Credits				
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Debit/Credit indicator in	alid or	not sup	nlied (60)				
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204 bytes transmitted, code page 0	000			SA	► TER (3	20)	terci

5. In this example, an error occurred. Click Display Errors to view details of the errors.



	Desktop Interface		
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	11/01/2014 HEL	Exp trnsfr btwn Cost SA 11/01/2014	
	Type/Number/ID Message		
	E300ZFI Total Debits	and Credits for this header do not balance.	

6. Click Back to return to the initial screen and Back again to upload the file.



If there are errors, corrections will need to be made, then restart the upload

Desktop Interface

Desktop Interface													
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Desktop Interface						[Display suc	cessfully processed records (Shift+F2)	1				
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JV Transactions not posted				0									
Number of Headers		:		2									
Number of Items		:		4									
Number of records in Input	File			6									
Total Debit Amount Posted			432.0	00									
Total Credit Amount Posted			432.0	00									
Suspense Items created		-	Non	ie									
Totals by Document Type													
Doc Type	Debit	ts	Credit	s									
SA	432.0	00	432.0	00									

7. In this example, the upload file was successfully loaded. Click Display successfully processed records to display the upload.



Menu I Back Det Cancel System Choose IGUILLER 11/09/2014 C::vs Sack(F) er\pocuments_SAP\SAP GUI\JVUpload_demo_MI.txt Doc Date Group No. Header Text Doc Type Post Date 11/01/2014 001 Balance Sheet entry SA 11/01/2014 Total Debits for this Header : 112.00 Header Text D/C Fund Grant Buss. Area 1 20100 112 40 1000020195 GRANTNR ICRC Doc Date Group No. Header Text D/C Type Post Date 1/01/2014 HEL Exp trnsfr btwn Cost SA 11/01/2014 Total Credits for this Header : 320.00 112 50 Doc Date Group No. Header Text D/C Type Post Date 11/01/2014 HEL Exp trnsfr btwn Cost SA 11/01/2014 Total Credits for this Header : 320.00 320 40 320 50 It is 51015 cc: 2540400000 320 40 320 50 Sa End of Report *** <th>Desktop Interface</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Desktop Interface						
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8. Click **Back** to return to the initial screen.



You are now ready to upload the file.

Desktop Interface

	Desktop Interface		
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	PROCESS MODE - Select a file from	n desktop to process	
	FileName	C:Users\iguillerDocuments_SAP\SAP GUIJVUpload_demo_WLbd	
9 -	✓ Test Mode		

9. Deselect Test Mode box to execute the upload outside of test mode.



Desktop	Desktop Interface										
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PROCESS MO	DE - Select a file from desktop to process Execute (F8)										
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Test Mode											

10. Click **Execute** to run the upload file outside of test mode.

Desktop Interface

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11. Click Display successfully processed records to view details and access the SAP document number.



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12. Click the **Magnifying Glass** Icon store to drill down and view the document entry.

Display Document: Data Entry View

	Displ	ay Do	cument: L	Data En	try V	View							R	
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13. Click **Back** to view the successfully processed records.



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14. Click Back until you reach the initial screen.

If necessary additional document entry details can be displayed by clicking on **Magnifying Glass** Icon **G** or the document number.

15. You have successful Parked the JV Upload(s) and have initiated the workflow process.

Desktop Interface

	Desktop Interface
	Menu Save as Variant Back Exit Cancel System Execute Get Variant
	PROCESS MODE - Select a file from desktop to process
16 -	FileName C:\Users\iguiller/Documents_SAP\SAP GUIUVUpload_demo_W ×
	Test Mode
·	

16. Click **Exit** to return to your **User Menu**.



Results and Next Steps

You have successfully completed a JV Upload and initiated the workflow process. Transaction code **FBV3** is used to attach a document to the entry or review workflow.