

## Accessing the JV Upload Template

Journal Entry Upload (JV Upload) template and instructions are available for download to your desktop. To access go to: <u>http://www.bu.edu/cfo/comptroller/departments/general-accounting/resources/</u>.

JV Uploads should not be used to process cost transfers (document type **ZK** or **ZV**). Use transaction code **FV50**.

This process can be used in place of transaction code **FV50**. User must have the appropriate role, **E.FI\_JVUPLOAD**.

	How to upload journal entries into worknow – 23VOPLOAD	
	Menu 4 Save as Variant   Back   Exit   Cancel   System 4   Execute   Get Variant	
	PROCESS MODE - Select a file from desktop to process	
	FileName	
2	✓ Test Mode	
ి	SAP Easy Access	
	Menu 🖌 zjvupload × 4 Log o	
	<ul> <li>► Favori</li> <li>► SAP M.</li> </ul>	
	Confice	
	►   TER (320) 🛅 🖌   te	rci

	A It is recommended that the initial execution of the JV Upload file be run in Test Mode first.					
1	ECC WebGUI Menu	Required	Go to transaction code <b>ZJVUPLOAD</b> .			
2	Drop Down Menu & Upload File	Required	Locate and select the file in your folder or desktop. Double-click on the file to upload.			
3	Test Mode	Recommended	This field is checked by default. Leave as is to execute the run in test mode first.			
4	Execute	Required	Click on <b>Execute</b> to validate file.			
	The system val	idates the data or	n the upload file and provides a summary of results.			

It is suggested that you review the JV transactions process summary displayed before running and executing the JV Upload file outside of the test mode.



w.a       ( Back Ext Cancel System.) Oncose       Deplay Errors       Deplay successfully processed records         isktop Interface         MGONSAL       09/25/2014       C:\Wsers\dagonsal\Desktop\defect 2667 -jvupload\VER110 jvupload test 3V14.txt         / Transactions in File       1         / Transactions conversion errors       0         / Transactions not posted       1         / Transactions not posted       1         / Transactions not posted       0         / Transactions not posted       0         / Transactions not posted       0         / Transactions not posted       0.00         / Transactions in Error       0.00         Menu       ( Back Ext Cancel System.) Oncose         DAGONSAL       09/25/2014       C:\Wsers\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test 3V14.txt         No Conversion Errors       Posting Errors         Doc Date       Group No.       Header Text       Doc Type       Post Date         06/16/2014       1V14       Testing 1V upload       SA       06/16/2014	esktop Int	Desktop Interface							
AGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\VER110 jvupload test JV14.txt  V Transactions in File  Transactions onverted  Transactions onverted  Transactions onverted  Transactions not posted  Menu  Menu		4 Back	k Exit Cancel System / Cho	ose Display Brors	Display successfully processed records				
Gensel       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         VTransactions in File       1         VTransactions converted       1         VTransactions conversion errors       0         VTransactions conversion       1         Menu _	sktop Interface								
Ile processing Statistics         Y Transactions in File       1         Y Transactions converted       1         Y Transactions conversion errors       0         / Transactions not posted       1         wher of Headers       1         mber of Items       4         mber of records in Dput File       5         tal Credit Amount Posted       0.00         tspense Items created       None         Menu _           DAGONSAL       09/25/2014       C: \Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         No Conversion Errors       Posting Errors         Doc Date       Group No.       Header Text       Doc Type       Post Date         06/16/2014       1V14       Testing IV upload       SA       06/16/2014	GONSAL 09/25/2	014 C:\User	rs\dagonsal\Desktop\defect	2667 -jvupload\V	ER110 jvupload test JV14.txt	-			
V Transactions on Pile : 1 V Transactions converted : 1 V Transactions processed : 0 V Transactions ont posted : 1 imber of Items : 4 imber of Items : 4 tal Debit Amount Posted : 0.00 tal Credit Amount Posted : 0.00 tal Credit Amount Posted : 0.00 Menu ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲	le processing Sta	atistics							
Impactions processed       i       i         V Transactions processed       i       0         V Transactions not posted       i       1         imber of Headers       i       1         imber of Headers       i       1         imber of records in Input File       is       5         ispense Items created       0.00         ttal Debit Amount Posted       0.00         ttal Debit Amount Posted       0.00         spense Items created       None         Menu a            DAGONSAL       09/25/2014       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\VER110 jvupload test JV14.txt         DV Transactions in Errors       Posting Errors         Doc Date       Group No.       Header Text       Doc Type       Post Date         06/16/2014       JV14       Testing JV upload       SA       06/16/2014	Transactions in	File	1						
V Transactions conversion errors : 0 V Transactions not posted : 1 imber of Headers : 1 imber of Items : 4 imber of records in Input File : 5 tal Debit Amount Posted : 0.00 ispense Items created : None Menu a • Back Ext Cancel System & Choose DAGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt DV Transactions in Error No Conversion Errors Posting Errors Doc Date Group No. Header Text Doc Type Post Date 06/16/2014 JV14 Testing JV upload SA 06/16/2014	Transactions pr	ocessed							
<pre>v Transactions not posted : 1  imber of Ttens : 4 ital Debit Amount Posted : 0.00 ital Credit Amount Posted : 0.00 ispense Itans created : None  Menu</pre>	Transactions co	nversion errors	: 0						
amber of Headers : 1   amber of Ttems : 4   amber of Ttems : 4   amber of records in Dnput File : 5   ital Cebit Amount Posted : 0.00     Menu a         DAGONSAL 09/25/2014     C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt     No Conversion Errors   Posting Errors   Doc Date Group No.   Header Text Doc Type   06/16/2014 JV14     Testing JV upload	Transactions not	t posted	: 1						
Inder of Headers : 1 Inder of Headers : 4 Inder of records in Input File : 5 tal Debit Amount Posted : 0.00 Ispense Items created : None Menu I I Back Ext Cancel System I Oncose DAGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt JV Transactions in Error No Conversion Errors Posting Errors Doc Date Group No. Header Text Doc Type Post Date 06/16/2014 JV14 Testing JV upload SA 06/16/2014									
Imber of records in Input File :       5         stal Debit Amount Posted :       0.00         ispense Items created :       None         Menu a           Menu a           DAGONSAL 09/25/2014 OF (Users) dagonsal Desktop) defect 2667 - jvupload VER110 jvupload test JV14.txt         DV Transactions in Error         No Conversion Errors         Posting Errors         Doc Date Group No. Header Text Doc Type Of Date         06/16/2014         JV14	Jumber of Headers I 1								
otal Debit Amount Posted       :       0.00         tal Credit Amount Posted       :       0.00         spense Items created       :       None         Menu _       •       Back Ext Cancel System _       Choose         DAGONSAL       09/25/2014       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         JV Transactions in Error       No Conversion Errors         Posting Errors       Doc Date       Group No.         Header Text       Doc Type       Post Date         06/16/2014       JV14       Testing JV upload	mber of records	in Input File	5						
tal Credit Amount Posted       :       0.00         spense Items created       :       None         Menu a <ul> <li>Back Ext Cancel System a</li> <li>Oncose</li> </ul> DAGONSAL       09/25/2014       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         JV Transactions in Error <ul> <li>No Conversion Errors</li> <li>Posting Errors</li> <li>Doc Date</li> <li>Group No.</li> <li>Header Text</li> <li>Doc Type</li> <li>Post Date</li> <li>Op(16/2014)</li> <li>JV14</li> <li>Testing JV upload</li> <li>SA</li> <li>Op(16/2014)</li> </ul>	tal Debit Amount	Posted	: 0.00						
Ispense Items created       : None         Menu I       Image: Back Ext Cancel System I Choose         DAGONSAL       09/25/2014       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         JV Transactions in Error       No Conversion Errors         No Conversion Errors       Doc Date       Group No.         Header Text       Doc Type       Post Date         06/16/2014       JV14       Testing JV upload       SA	tal Credit Amount	t Posted	: 0.00						
Menu a     Image: Close Concel System a     Onose       DAGONSAL 09/25/2014 DV Transactions in Error     C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt       No Conversion Errors       Posting Errors       Doc Date     Group No.       Header Text     Doc Type       06/16/2014     JV14	spense Items crea	ated	I None						
DAGONSAL       09/25/2014       C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14.txt         JV Transactions in Error       No Conversion Errors         Posting Errors       Doc Date       Group No.         Header Text       Doc Type         06/16/2014       JV14       Testing JV upload	Menu 🖌		Back Exit Cancel S	System / Choose					
No Conversion Errors Posting Errors Doc Date Group No. Header Text Doc Type Post Date 06/16/2014 Testing JV upload SA 06/16/2014	DAGONSAL JV Transact	09/25/2014 ions in Error	C:\Users\dagonsal\Des	ktop\defect 26	67 -jvupload\YER110 jvupload	test JV14.txt			
No Conversion Errors Posting Errors Doc Date Group No. Header Text Doc Type Post Date 06/16/2014 JV14 Testing JV unload SA 06/16/2014									
Posting Errors           Doc Date         Group No.         Header Text         Doc Type         Post Date           06/16/2014         JV14         Testing JV upload         SA         06/16/2014	No Conversi	on Errors							
Doc Date Group No. Header Text Doc Type Post Date	Posting Err	ors							
06/16/2014 1V14 Testing 1V upload 5A 06/16/2014	Doc Date	Group No.	Header Text	<b>Doc</b> Туре	Post Date				
	05/15/2014	11/14	Testing IV upload	5.4	06/16/2014				
	Time (Number	TD Nessar							
The function (The American	Type/Number	/ID Message	stries for Besearch Gran	to Require Dec	ument Type 71 7K or 7V				
Type/Number/ID Wessage E1572ET Journal Entries for Research Grants Require Document Type 71 7K or 7V	E1577ET	PDATA Tovalid c	ombination of grant 9410	1069 program	9940001069 class 30 OFFICE SI	UPPLITES and fund 194000001			
Type/Number/ID Message E157ZFI Journal Entries for Research Grants Require Document Type ZJ, ZK or ZV. E013GMMASTEPDATA Tavalid combination of grant 94101069, program 9940001069, class 30 DEFICE SUPPLIES, and fund 1940000001	E 157ZF I E 013GNNASTE		anormación of grane 5410	a dos, program	55 10001005, C1255 50 011 1CL 5	uppi TTT and fund to to to boot			
Type/Number/ID Message E157ZFI Journal Entries for Research Grants Require Document Type ZJ, ZK or ZV. E013GMMASTERDATA Invalid combination of grant 94101069, program 9940001069, class 30 OFFICE SUPPLIES, and fund 1940000001 E013GMMASTERDATA Invalid combination of grant 94101069, program 9940001069, class 30 OFFICE SUPPLIES, and fund 1940000001	E 15 7ZF I E 01 3GMMASTE E 01 3GMMASTE	RDATA Invalid co	ombination of grant 9410	1069. program	9940001069. CLASS 30 OFFICE S	UPPLIES, and TUNG 1940000001			

	One of the two results will arise						
A	Unsuccessfully Processed Records Resulting in Error Message Display	Optional	Click <b>Display Errors</b> to view the details of the errors. (A new window will appear displaying error messages when you run on <b>Test Mode.</b> ) Make any necessary corrections to the upload file and then restart the process.				
per	If the upload file contains errors, the file will need to be corrected. The upload process is performed again in test mode to re-validate the layout and data entry. (See steps $1 - 4$ ).						



BU BUworks Online Help

Desktop Interface									
Menu 🖌 🚺 📢	Back Ext	Cancel System .	Choose Display Br	ors Display successful	y processed rec	ords			
Desktop Interface									
DAGONSAL 09/25/2014 C: File processing Statistics JV Transactions in File JV Transactions converted JV Transactions processed JV Transactions not posted Number of teaders Number of Items Number of Items Number of Items Total Debit Amount Posted Total Credit Amount Posted Suspense Items created	Wsers\dag	onsal\Desktop\det 1 1 0 0 0 1 2 3 150.00 150.00	fect 2667 -jvuplo	ad\YER110 jvupload	B	txt			
	Des	ktop Inter	face						
Totals by Document Type Doc Type Deb	Menu 🖌		5 Back	Exit Cancel Syst	em / Choo	se			
ZC 150	D AGON S A	AL 09/25/2014 sfully Processe	C:\User	s∖dagon sal\Desktons	op\defect :	2667 -jvupload	I\YER110 jvupload 1	test JV14c.txt	
	Doc Dat 08/25/3	te Group N 2014 JV14c	o. Header testing	Text doc type	Doc Type ZC	Post Date 08/25/201	<u>.</u> .4		
	Total ( Total (	Debits for this Credits for thi	Header : s Header:	150.00 150.00					
	Item (	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area	
	1 2	510010 cc 210010	: 1202040000	150 150	40 50	100000000	GR AN TN R	1CRC	
		*******	*****	*******					
					End	of Report			

В	Successfully Processed Records	Optional	Click Display successfully processed records to view and display successful entries. A new window will appear displaying successful entries run on <b>Test Mode</b> .



You are now ready to upload your successful file.

5	Back	Required	Click Back to return to the initial screen.
6	Test Mode box	Required	Deselect Test Mode box to run the upload file again outside of test mode. Note: This field is checked by default.
7	Execute	Required	Click <b>Execute</b> to run the upload file again.
8	Successfully Processed Records	Optional	Click Display successfully processed records to view and display the JV Upload entries.



BUworks Online Help

Desktop Interface					
Menu - Back Exit Cancel Syste	em a Choos	e			
DAGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14c.txt Successfully Processed JV Transactions					
Doc Date Group No. Header Text	Doc Туре	Post Date			
08/25/2014 JV14c testing doc type	zc	08/25/2014			
Total Debits for this Header : 150.00 Total Credits for this Header: 150.00 Document Numbers created. 1001524253 Item G/L Account Cost Object Amount	D/C	Fund	Grant	Buss. Area	
1 510010 cc : 1202040000 150	40			·	
2 210010 150	50	100000000	GR AN TN R	1CRC	
••••••••••••••••••••••••••••••••••••••	End o	f Report			

9	Display Entry	Optional	Click on the <b>Magnifying Glass</b> Icon St to display the document. (You have the ability to drill down on the document entry and review		
			the workflow).		
Y Y	You have successfully uploaded the transaction records and have started the workflow process!				

## Additional Upload Functionality

## **Changing and Deleting Upload Entries** To change a JV upload file, use transaction code FBV2. To delete a JV Upload file, use transaction code FBV0. Attachments To attach a pdf, document or note to a JV Upload use transaction code FBV3 then select the Services for Object 70 🖌 and click on Create Attachment. **Note:** You cannot attach a document unless the journal entry has been saved. For more information on how to attach a document to your journal entry see 02 Attach Document to Journal Entry (FBV3) Using your Tree П In **FBV3**, click on **Tree on** to access your Parked or Parked as Completed entry. Workflow Status To review your journal entry workflow status go to Display Document (FBV3) then select the Services for Object workflow and click on Workflow Overview.