

Uploading Finance Journal Vouchers

5/13/16

Step 1 - Generate Finance Journal Voucher Data

There are two ways to generate Financial Data Input File. [One](#) is to modify your subsystem to make it capable of writing your Financial Data directly to a file in comma delimited format and in a FUPLOAD record layout (below). [The other](#) is to use the Excel Template we provide to manually input your Financial Data and create an input file in comma delimited format and in a FUPLOAD record layout.

If you are going to have your subsystem generate the Financial Data Input File, make sure that you have your system include all the columns and always put a comma in a column that does not have a value, and always put the word 'END' in the last column.

See *Appendix 1* - "WebFupload Input Record Layout" for more details.

If you are not able to modify your subsystem to generate the Financial Data Input File, but your subsystem is still capable of writing or exporting the data to a file in text (ASCII) format, then you may consider to see if it is possible to import such a file into an Excel spreadsheet, where you can then copy and paste the data you want to the Excel Template. This will help you minimize the data entry efforts and save you a lot of time.

The Controller's Office will provide you with Rule Code and any other Accounting related info. [Contact](#) the Controller's Office if you have any Accounting related questions.

Tips: If you are using the Excel Template we provide, make sure that you have Macro option enabled in your Excel. In order to enable Macro, depending upon your Excel version, you need to go to Tools → Macro → Security → Select Medium, or Tools → Options → Security → Macro → Select Medium.

Step 2 – Upload Finance Journal Voucher using WINGS Express Finance

[Log into](#) the WINGS Express Finance → [Click](#) Finance tab → [Click Click](#) Upload Financial Transactions link or Upload Budget/Encumbrance Transactions link.

The Controller's Office will provide you with a System ID. [Enter](#) your System ID, [Choose](#) Accounting Month, [Browse](#) to where your Financial Journal Voucher Data File is located, and [select](#) it. Now, you are ready to Upload. [Click](#) Upload button, and wait for the Browser to return and show the uploading result.

Once the uploading result is displayed, you need to [write down](#) the [Document Number](#), [check](#) the [Total Counts](#) of detail line items that have been successfully loaded, and [compare](#) it to the total in your Financial Journal Voucher Data File, and [check](#) the [Hash Total Amount](#) (a sum of all dollar amounts in an absolute value including both debit and

credit). If there are any **Errors**, the uploading result will display the error messages. The UPLOAD process will **reject your entire input file** if it detects any errors, and therefore none of your financial data will be loaded at that time. You need to **fix** the errors in your input file and **re-upload**.

See *Appendix 2* – “How to Read Uploading Results” for more details.

Step 3 – View Document Next Day

ALWAYS REVIEW your Document the next day in WINGS Express Finance. Every night, Accounting processes automatically run to post the financial data from various areas including the financial data you’ve uploaded during the day. Reviewing your Document next day is a must practice and will help you solve any problems in a timely manner. If you do find any problems after you review your Document, then **contact** the Controller’s Office immediately.

You may upload your data on weekly or monthly basis depending upon your needs.

Tips: When you view document in WINGS Express Finance, make sure that your selection criteria are correct, such as right Document Type = Journal Voucher, right Document Number etc.

Appendix 1 - “WebFupload Input Record Layout”

Sample Input File:

```

JE5,000001,10.50,Test Debit,D,,111111,,100001,,,,,,,,,END
JE5,000001,20.00,Test Debit,D,,111111,,100001,,,,,,,,,END
JE5,000001,30.50,Test Credit,C,,111111,,111000,,,,,,,,,END
    
```

| |
|--|
| RUCL_CODE |
| (required) [length 4] {XXXX} |
| DOC_REF_NUM |
| (optional) [length 8] {99999999} |
| TRANS_AMT |
| (required) [length 12] {9999999999.99} |
| TRANS_DESC |
| (required) <Do NOT enter ", " or "#" or "%" special characters> [length 35] <The Last 7 chars Reserved for User ID Stamped by System> {XX} |
| DR_CR_IND |
| (required) [length 1] {D/C or +/-} |
| BANK_CODE |
| (optional) [length 2] {99} |
| FUND_CODE |
| (required) [length 6] {999999} |
| ORGN_CODE |
| (required) [length 6] {999999} |
| ACCT_CODE |
| (required) [length 6] {999999} |
| PROG_CODE |
| (required) [length 5] {99999} |

| |
|---|
| ACTV_CODE |
| (optional) [length 6] {999999} |
| LOCN_CODE |
| (optional) [length 6] {999999} |
| ENCD_NUM |
| (optional) [length 8] {99999999} |
| ENCD_ITEM_NUM |
| (optional) [length 4] {9999} |
| ENCD_SEQ_NUM |
| (optional) [length 4] {9999} |
| ENCD_ACTION_IND |
| (optional) [length 1] {T=Total,P=Partial,A=Adj} |
| PRJD_CODE |
| (optional) [length 8] {99999999} |
| ENCB_TYPE |
| (optional) [length 1] {R=Req,P=PO,E=Enc,L=Labor,M=Memo} |
| BUD_PERIOD |
| (optional) [length 2] {99} |
| LAST COLUMN |
| Always put the word "END" in the Last Column |
| END |

Appendix 2 – “How to Read Uploading Results”

Transactions Processed ...

```
FUPLOAD - Version 6.1.0.1
RUN SEQUENCE NUMBER:
Enter System ID:
Enter Path(with forward slashes at beg & end):
Enter File Name:
Enter Run Mode (A)udit or (U)pdate:
15-JUN-2005           Wright State University           Page: 1
                    Gurfeed Upload Process           FUPLOAD
```

```
FILE:/u01/tmp/finance/DATALOAD_W002ZXF           System ID - DATALOAD
```

```
Doc Code: DA000106 ← (1) WRITE DOWN this Doc Code and you will use it to View Document in Web Self Service
```

```
*WARNING* - No text records were associated with this document
```

```
1      Type 1 Record written to GURFEED
3      Type 2 Records written to GURFEED
0      Type 4 Records written to GURTEXT
```

```
DOCUMENT TRANS_TOT 1665.00 ←
```

(2) **A total of line items were loaded to gurfeed table. You may compare this number to the total in your input file.**

(3) **Hash Total (a sum of all dollar amounts in an absolute value including both debit and credit)**

Transactions Processed ...

FUPLOAD - Version 6.1.0.1

RUN SEQUENCE NUMBER:

Enter System ID:

Enter Path(with forward slashes at beg & end):

Enter File Name:

Enter Run Mode (A)udit or (U)pdate:

15-JUN-2005

Wright State University

Page: 1

Gurfeed Upload Process

FUPLOAD

FILE:/u01/tmp/finance/DATALOAD_W002ZXF

System ID - DATALOAD

Doc Code: DA000107

***ERROR* - FUPLOAD process will catch any errors of invalid data and display the error messages here**

Line Error/Warning

3 *ERROR* - Invalid Orgn Code[abc] for COAS Code[W]
4 *ERROR* - Invalid Fund Code[efg] for COAS Code[W]
5 *WARNING* - No text records were associated with this document

0 Records written to GURFEED

0 Records written to GURTEXT

***WARNING* message is usually OK.**

Zero records were written - if there are any errors, FUPLOAD will reject your whole input file and thus there will be no data loaded to SCT Banner Finance system. You need to fix the errors in your input file and re-upload.