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General Accounting
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JV Upload Instructions

1) Copy JV upload template into a new excel workbook.

   a) Right click on JV template tab
   b) Select Copy
   c) Check the box next to Create a copy
   d) Under move selected sheets: to book, use the arrow to select "new book"

2) Fill out required fields on JV upload template.

Columns

A	Group #:	Each unique group number creates a document number in SAP; therefore, multiple documents can be created using the same spreadsheet. A group number is assigned by the user and identifies all line items within a document. This mandatory field can only be 3 characters.
B	Rcd Type:	Record type will be either "H" for Header or "I" for line item. Each record must have a header line and at least two lines for line items. Maximum number of line items per group is 999.
C	Date:	Document date must be in the following format: mmddyyyy. It is required in a header line, not on a line item. Do not include dashes or slashes. Dates with single digits in the month or day must begin with a leading zero. (i.e. January = "01")
D	Doc Type:	Document type will always be "SA" and is required in the header line only. The value may be chosen from the drop down box or entered directly into the cell.
E	Hdr Text:	Header Text is not a required field; however, line item text is required in column P.
F	GL Acct:	The general ledger account number can be found in the chart of accounts. (FS00) or S_ALR_87012326 If using an income (4XXXXX) or expense (5XXXXX) account, you will need to fill out the cost object in column I If using a balance sheet account (1xxxxx, 2xxxxx, or 3xxxxx), you will need to enter the fund, grant, and business area (columns M, N, O respectively).
G	PK:	Posting key identifies whether the line item is a debit or a credit. Enter "40" for debits and "50" for credits.

H	Amount:	The dollar value/amount of the line item.
I	Cost Obj:	Cost object is only required if you are using an income or expense account. (col F) A cost object can be a cost center, internal order or WBS element.
J	Fnd Res Doc #:	Funds reservation document number is used if the jv upload is relieving a funds reservation. Enter the document reservation number in this column.
K	Fnd Res LI:	Funds reservation line item is used if the jv upload is relieving a funds reservation. You can put the line item number in this column. Maximum of 3 characters.
L	Fnd Res Comp Ind:	Completion indicator is used only if the entry will be the final item needed to relieve the funds reservation. Enter a "x" if appropriate.
M	Fund:	Fund is required if using a balance sheet account. A list of funds can be found using the Index of Funds FM5S or S_K14_38000039
N	Grant:	Since the SA document may not be used to post to research grants, the “GRANT” column should always have a value of “GRANTNR”, which stands for “GRANT NOT RELEVANT”.
O	BA:	Business area is required if using a balance sheet account. Primary choices are "1CRC, 2MED, or 3NBL".
P	Item Text:	Required text on line item entry. Maximum of 50 characters.
Q	Assignment:	Assignment field may be used as additional reference text as needed by department.
R	Ref #1:	Reference number field may be used as additional reference text as needed by department.

3) Save File as a text file and delete row 1 (header row) as defined in the template. The name of the file should have no blank spaces.

Confirm that the leading zeros did not drop when converting the file.

4) SAP log in:

a) Log into the portal for SAP

b) Go onto WebGui tab and select ECC System

c) In menu box, type, "ZJVUPLOAD". If you do not have a menu box, click on the arrow next to the menu button and a box should appear.

d) Browse for the text file you created.

e) Run with "Test Mode" first for a validity check. If document is valid, unclick "Test mode" and rerun to post document.

f) Execute Transaction