

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 - <http://www.bu.edu/cfo/comptroller/departments/general-accounting/resources/>

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 GM - Grant Management Report](#)

Related Work Instruction Documents:

- [02 Attach Document to Journal Entry \(FBV3\)](#)
- [03 Track Journal Entry Through Workflow \(FBV3\)](#)

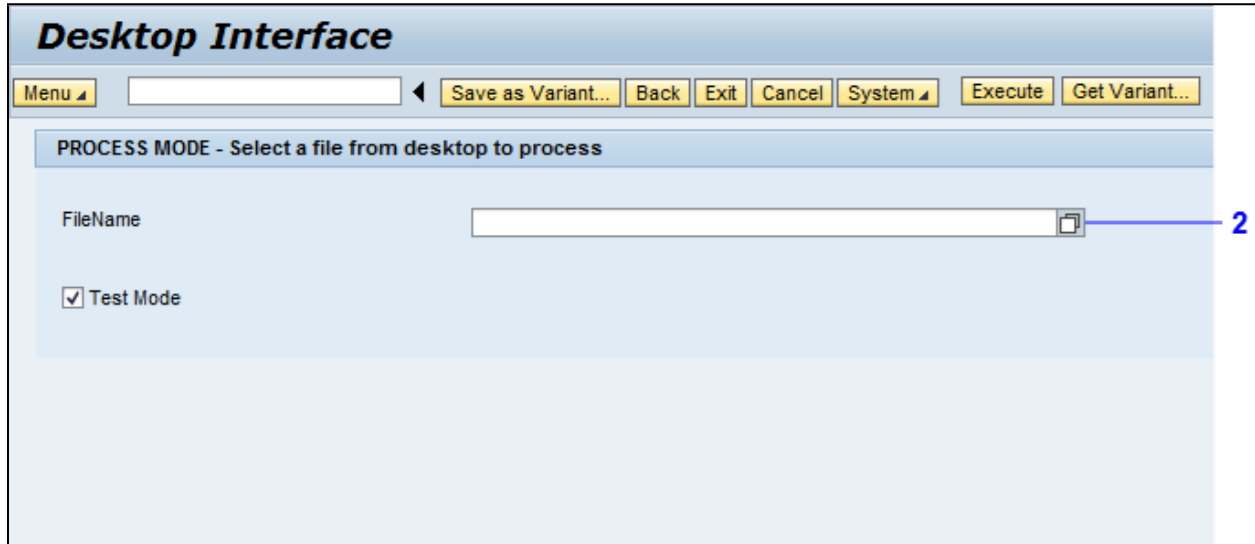
Related Quick Reference Guides

- [QRG_JV_How to create a JV Upload - JVUPLOAD](#)
- [QRG_JV_How to change a JV Upload - FBV2](#)
- [QRG_JV_How to delete JV Upload - FBV0](#)
- [QRG_Enhancement_JV Upload Workflow Add](#)
- [QRG Editing Options_FV50_Document Type and Display period fields](#)

Procedure

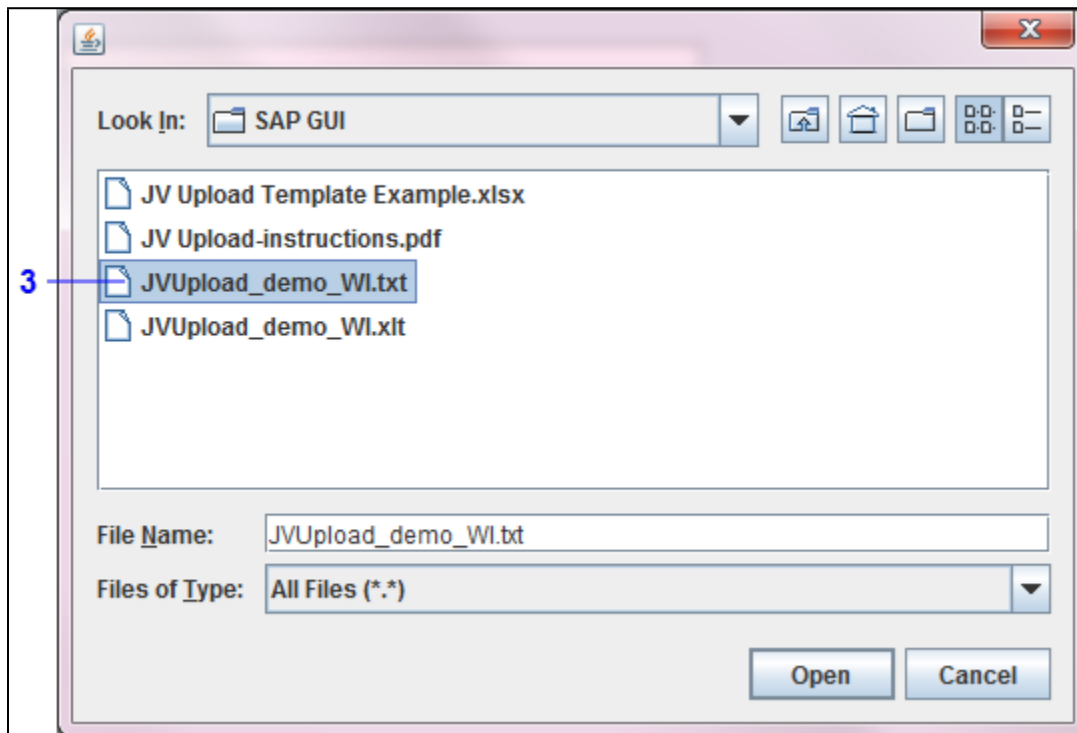
1. Start the transaction using the transaction code **ZJVUPLOAD**.

Desktop Interface




2. Click the **Drop Down Menu** button .

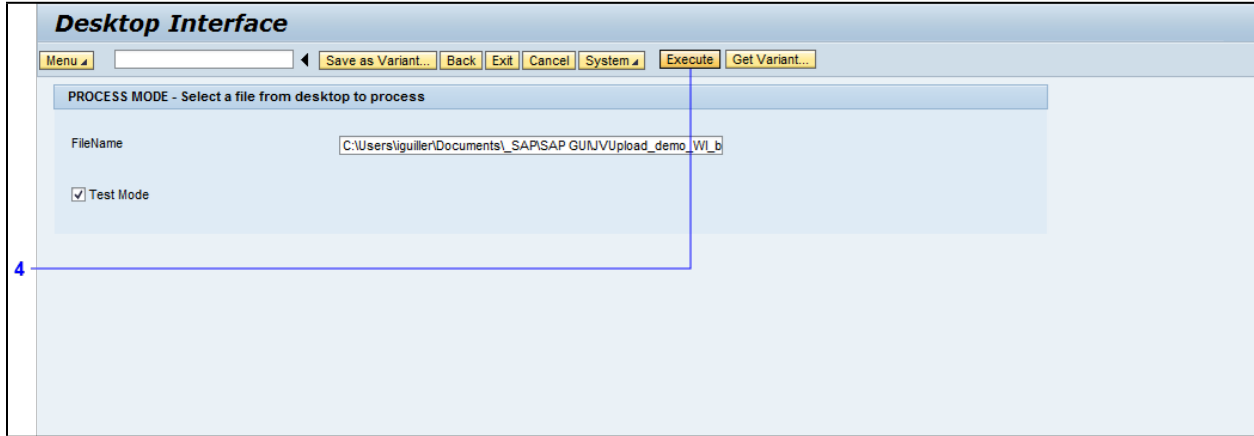
ECC System - TPO - Training Portal - Windows Internet Explorer




3. In this example, select **JVUpload_demo_WI.txt**.

 Locate the file in your folder or desktop.

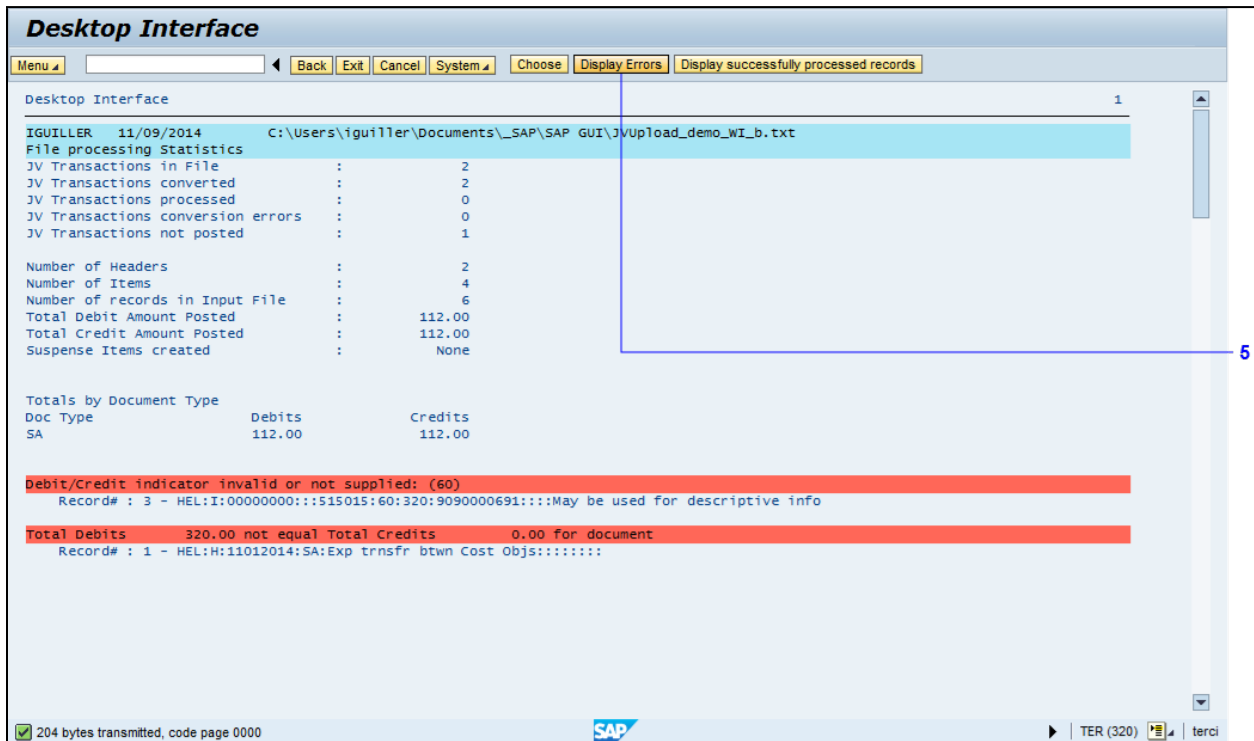
Desktop



4. Click **Execute**.

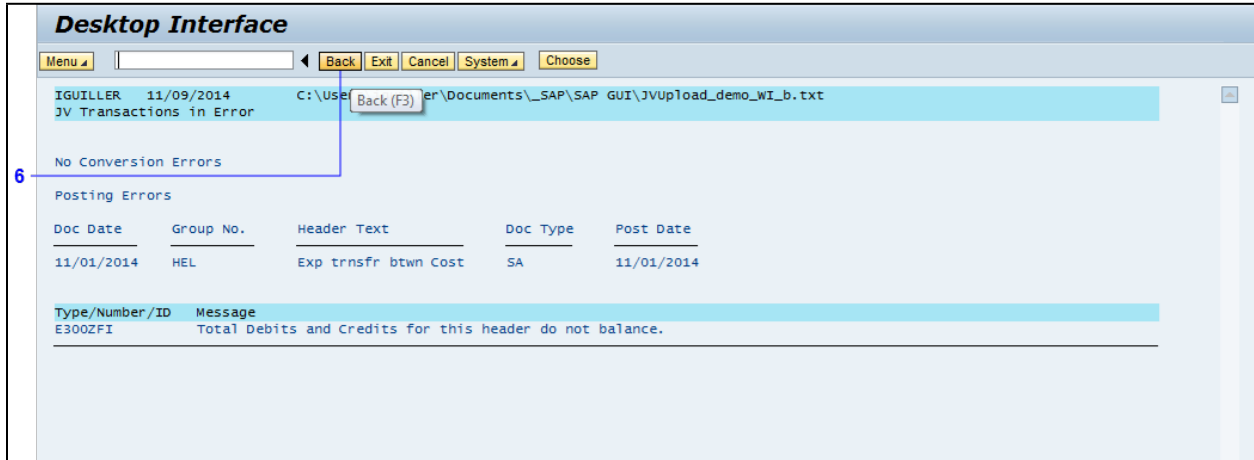
 On this screen view, **Test Mode** box is checked by default. Leave it checked to execute upload file in test mode first.

Desktop Interface



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

Desktop Interface

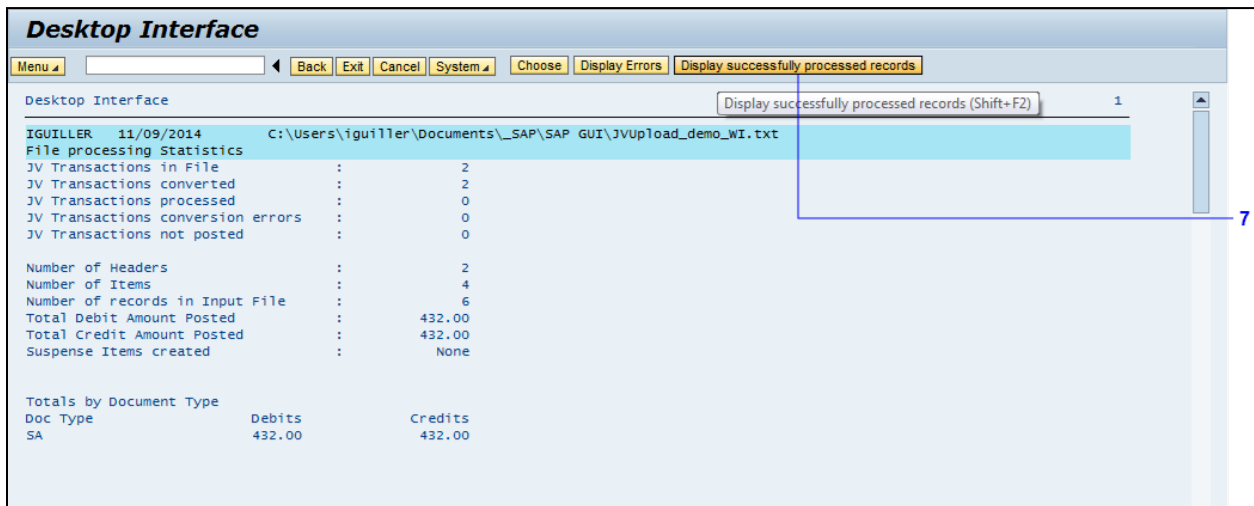


6. Click **Back** to return to the initial screen and **Back** again to upload the file.



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

Desktop Interface



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

Desktop Interface

Desktop Interface

Menu | [] | [Back] [Exit] [Cancel] [System] | [Choose]

IGUILLER 11/09/2014 C:\Users\iguiller\Documents_SAP\SAP GUI\JVUpload_demo_WI.txt
Successfully Processed JV Transactions

8 [Back (F3)]

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					
Total Credits for this Header:		112.00					
Item	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area
1	210100		112	40	1000020195	GRANTNR	1CRC
2	511520	cc : 3432230000	112	50			

Doc Date	Group No.	Header Text	Doc Type	Post Date			
11/01/2014	HEL	Exp trnsfr btwn Cost	SA	11/01/2014			
Total Debits for this Header :		320.00					
Total Credits for this Header:		320.00					
Item	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area
1	515015	cc : 2540400000	320	40			
2	515015	ord: 9090000691	320	50			

=====
*** End of Report ***
=====

SAP | TER (320) | terci

8. Click **Back** to return to the initial screen.



You are now ready to upload the file.

Desktop Interface

Desktop Interface

Menu | [] | [Save as Variant...] [Back] [Exit] [Cancel] [System] | [Execute] [Get Variant...]

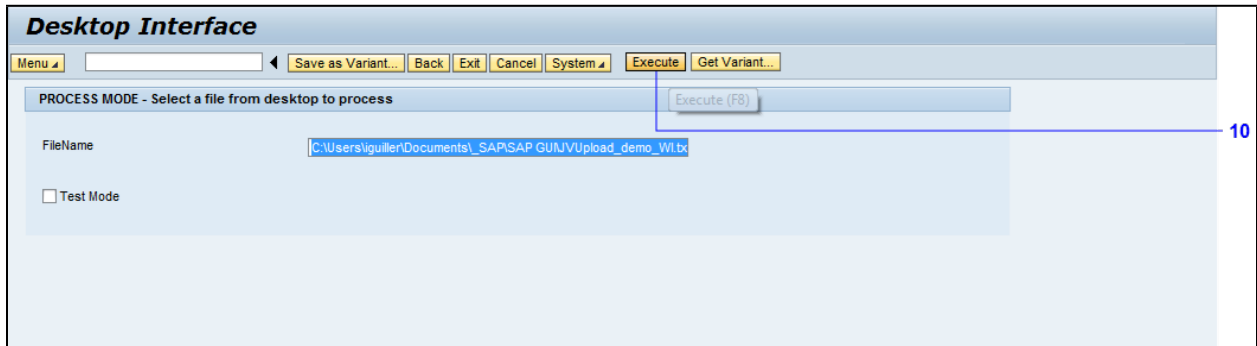
PROCESS MODE - Select a file from desktop to process

FileName C:\Users\iguiller\Documents_SAP\SAP GUI\JVUpload_demo_WI.txt

9 [Test Mode]

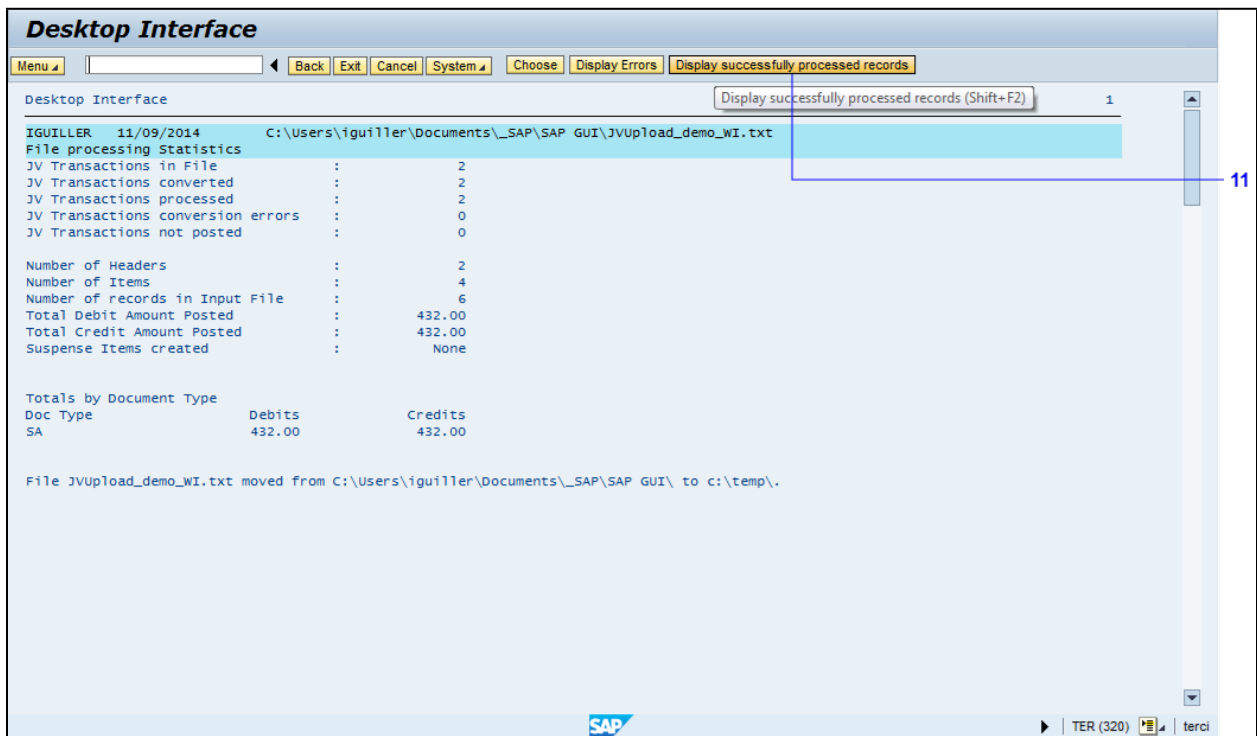
9. Deselect **Test Mode** box to execute the upload outside of test mode.

Desktop Interface



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

Desktop Interface



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

Desktop Interface

Desktop Interface

Menu ▾ | Back | Exit | Cancel | System ▾ | Choose

IGUILLER 11/09/2014 C:\Users\iguiller\Documents\SAP\SAP GUI\JVUpload_demo_WI.txt
Successfully Processed JV Transactions

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
Total Credits for this Header: 112.00

Document Numbers created.
1001390785

Item	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area
1	210100		112	40	1000020195	GRANTNR	1CRC
2	511520	cc : 3432230000	112	50			

Doc Date	Group No.	Header Text	Doc Type	Post Date
11/01/2014	HEL	Exp trnsfr btwn Cost	SA	11/01/2014

Total Debits for this Header : 320.00
Total Credits for this Header: 320.00

Document Numbers created.
1001390786

Item	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area
1	515015	cc : 2540400000	320	40			
2	515015	ord: 9090000691	320	50			

SAP | TER (320) | terci

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

Display Document: Data Entry View

Display Document: Data Entry View

Menu ▾ | Back | Exit | Cancel | System ▾ | Change Display/Change Mode | Display Another Document | Select Individual Object | Display Document Header >>

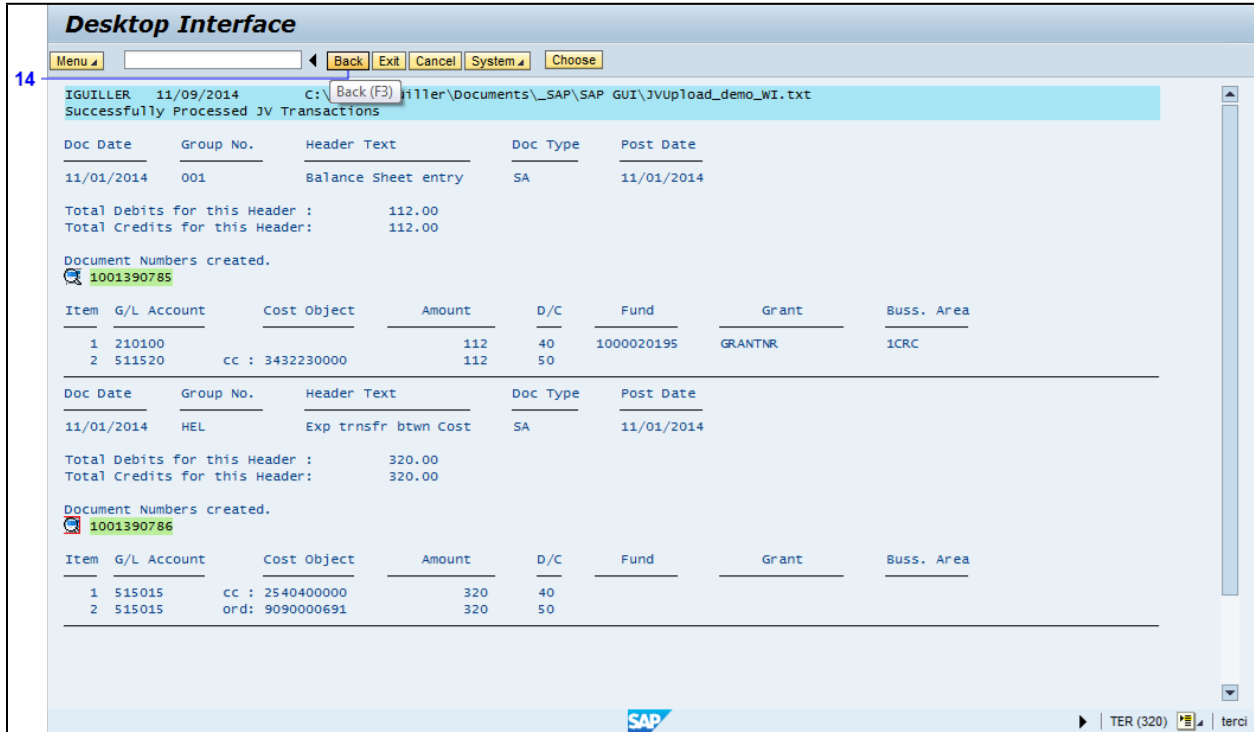
Data Entry View | Back (F3)

Document Number: 1001390785 | Company Code: TRBU | Fiscal Year: 2015
 Document Date: 11/01/2014 | Posting Date: 11/01/2014 | Period: 5
 Reference: | Cross-Comp.No.: |
 Currency: USD | Texts exist: | Ledger Group: |

PK	Account	Description	Amount	Fund	Grant	BusA	Cost Center	Order	WBS element
1 40	210100	A/P-OTHER	112.00	1000020195	GRANTNR	1CRC			
2 50	511520	TELCM EQUIP	112.00	1000430001	GRANTNR	3NBL	3432230000		
			0.00						

13. Click **Back** to view the successfully processed records.

Desktop Interface



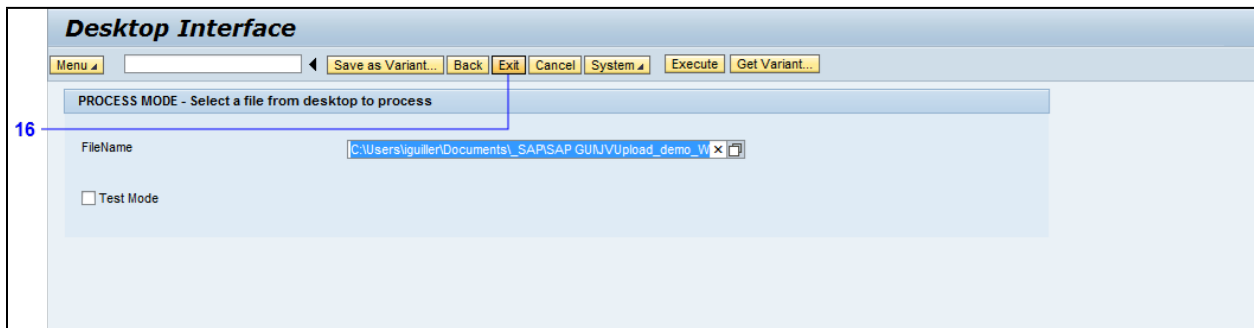
14. Click **Back** until you reach the initial screen.



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

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

Desktop Interface



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.