Boston University Office of the Comptroller

Cashier Services
25 Buick Street, Suite 130
Boston, Massachusetts 02215
T 617-353-3896
cashier@bu.edu
http://www.bu.edu/cfo/comptroller/departments/cashier/

Cash Upload Template Instructions

Click here to go to BUworks Cashier Upload File help resource website page (view of transactional screenshots) or copy and paste this URL to your browser: http://www.bu.edu/tech/support/buworks/help/finance/buworks-cashier-upload-file/.

You can also access the website page by logging into the BUworks Central Portal. On the Home tab click on the Help Guides link, then select View available Finance Help Resources and click on Cashier Upload File.

1. Deposits can be made at Bank of America, Metro, and Chase. Each deposit location has its own unique GL account which is located on line 3, column F on the templates below to record the deposited revenue. Select the appropriate template for the cashier transaction type. If a cashier template for your department's transaction type is not available below, contact Cashier Services cashier@bu.edu or 617-353-3896.

Charles River Campus -

- Bank of America Deposit - Cash and Check
- Chase – Cash and Check
- Petty Cash Replenishment

Medical Campus -

- Metro Credit Union Deposit
- Petty Cash Replenishment

⚠️ **Important** -   Enter the ASSIGNED **GL Account(s)** and **Cost Objects** for the department.

If you have any questions, contact Cashier Services at 617-353-3896 or cashier@bu.edu.

ℹ️ **Information** -   **Note, these templates are just examples. Each template will have to be edited depending on the department business needs and transaction type.**

2. Fill out the system required fields on your new template workbook. Most of the fields have already been filled in.

* Header row (row 2) only requires data to be entered in Columns A, B, C, D and E.
** Line Item row (row 3+) requires data to be entered in Columns A, B, F, G, H, I and P.

⚠️ **Important** -   If the "Column" letter name below is **"Red,"** it is a required field.

Columns	Name	Description
A	**Group #**	Enter a group number of your choice. The Group Number: • Is a system required field. • Is assigned by User (Submitter). • Maximum length is three (3) characters. • One group number is assigned per Cashier upload transactions • The system recognizes the group number as one transaction entry.

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B	Rcd Type	Enter type of record: **H** – **Header** or **I - Line Item.** Every record* must have: • One header line entry • Two (2) or more line items entered on the "Line Item" records. ▪ One debit entry and one credit entry.
C	Date	Enter the document date in this column. • Is a system required cell entry. • A date is only required on the Header line row (Record Type - **H**). • Enter in this format: MMDDYYYY (i.e., April 30, 2018 – **04302018**). ○ Do not include dashes or slashes • Two (2) characters must be entered for month and day. • Leading zero must be entered (i.e., January - 01). ○ Place and enter an '(apostrophe) before the zero to ensure format converts properly (i.e., January – '01).
D	Doc Type	The **Document Type** is always "**YC** – Cashier Upload" transaction type. Document type "**YC**" is only required on the header line item "**H**" in "column B."
E	Hdr Text	Enter a description of the Cashier Deposit or Petty Cash replenishment group record entry. • This column field is an "Optional" field but entry is recommended. • The maximum number of characters is 25. Additional details can be entered on the **Line Item text** area (column P). .
F	GL Acct	Enter the general ledger (GL) account. ⚠ When using a balance sheet account (GL Accounts with leading numerical digits 1XXXXX, 2XXXXX, or 3XXXXX), the **Fund** (column M), **Grant** (column N) and **Business Area** (columns O) are <u>required</u>. For a list of appropriate **Petty Cash GL Accounts** click here or copy and paste this link into your browser: http://www.bu.edu//tech/files/2017/08/FI_QRG_Petty-Cash-GL-Accounts_ZCashUpload.pdf.
G	PK	Enter Posting Key. Identifies whether the line item is a Debit or a Credit entry. • 40 - Debit entry • 50 - Credit entry
H	Amount	Enter the dollar value or amount of this line item in this field.
I	Cost Obj	Enter the **Cost Object** (**Cost Center**, **Internal Order** or **WBS element**). ⚠ **Cost Object** is <u>only required</u> when using **GL Income** or **Expense** account. (column F)
J	NA	Not Applicable – this row does not require data to be entered for Cashier entries.
K	NA	Not Applicable – this row does not require data to be entered for Cashier entries.
L	NA	Not Applicable – this row does not require data to be entered for Cashier entries.
M	Fund	Enter the **SAP Fund** number. ⚠

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		• A "**Fund"** entry is <u>required</u> when using a <u>balance sheet account</u>. • A **Fund** number is always required for a Petty Cash fund transaction. Use the **Acct XWalk** (Account Crosswalk) tool to find your departments **Fund**. For instructions on how to use the Account XWalk tool, <u>click here</u>. For a list of upcoming training sessions, <u>click here</u>.
N	Grant	Enter relevant category: **GRANT** or **GRANTNR** in this field. A Balance Sheet account <u>requires</u> an entry in the "Grant" cell. • GRANT – Grant (research related account) • GRANTNR – Grant Not Relevant (not a research account)
O	BA	Enter the Business Area associated with the **Cost Object** (**Cost Center**, **Internal Order** or **WBS element**). A Balance Sheet account <u>requires</u> an entry in the "Business Area" cell. Business Area codes: • **1CRC** – Charles River Campus • **2MED** - Medical Research Campus • **3NBL** – NEIDL • **8SUB** - Subsidiaries • **9TRS** – Treasury Business Area
P	**Item Text**	Enter a text description of the Cashier upload transaction entry. • An entry is required in this field. • This information will display on **BW,** and **WebGUI ECC** reports. • The maximum character length is fifty (50).
Q	Assignment	Only enter merchant number for credit cards (MC/VS, DISC or AMEX). Please contact Cashier Services if you don't know your merchant number. 617-353-3896 or cashier@bu.edu
R	NA	Not Applicable – this row does not require data to be entered for Cashier entries.

Tips -

Before, saving the *Excel* spreadsheet and uploading the Text tab-delimited file:
- ✓ Confirm the *Excel* worksheet cells are in the right format before saving.
  - • Confirm the leading zeros did not drop when converting the file.
    - Place an '(apostrophe) before leading zero (i.e. '05092017 - MMDDYYYY or "005 - XXX).
- ✓ It is recommended for changes to be made to the *Excel* worksheet, to ensure the cell format is not jeopardized.
  - • You will need to re-save the changed *Excel* file format to Text (tab-delimited) to upload.
- ✓ Use **NotePad++** to validate and confirm file format: https://notepad-plus-plus.org/.

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3. Save the *Excel* file, the file name should have no blank spaces to avoid system error messages.
   Save a copy of your *Excel* file for your records.
   Delete row 1 (column title row) and Save the file as a Text file (tab-delimited file).

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4. You are now ready to upload the Cashier file, follow the six steps below to upload the file.

   1. Log into the BUworks Central portal.
   2. Go to the **WebGUI** tab and select and click on **ECC System** link.
   3. In the command box, type "**ZCASHUPLOAD**" or access the transaction code by clicking on the "**Cashier Submitter**" folder.
      If you do not have a command box, click on the arrow and the command box will appear.
   4. Browse for the text file you created.
   5. Run (**Execute** button) with **"Test Mode"** first to validate and check file.
      If the upload is successful, click the Back button and uncheck the **"Test Mode"** box and re-run (**Execute** button) to initiate the Cashier upload workflow.
   6. Click the **Execute** button to run upload file.

If you're interested in learning more about **SAP** Finance role, transactions and navigating within the **WebGUI ECC** system, click here to register for a the **Introduction to WebGUI FI** training session.

To view the training overview and presentation click on the links.

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5. Print the entry and forward to Cashier Services, Metro Credit Union, or Bank of America to start the approval process. Follow the seven steps below to print the cashier transaction entry.

   1. Click on "**Display successfully processed records**" button.
   2. Click on the "**Magnify Glass**" Icon next to the Cashier document number.
   3. Go to the **Menu** button, select **Document** and click on **Print Preview.**
      If necessary "**Optimize width**" to view print layout required for Cashier document entry.
      • Go to **Menu** button select **Settings** then **Columns** and click on **Optimize Width**.
   4. Next, go to your internet browser print options.
   5. Make sure to change orientation to landscape to display entry in one page
   6. Print the document and attach your supporting documentation.
   7. Forward or walk over the printout and supporting documentation to Cashier Services, Metro Credit Union or Bank of America for Cashier Services approval.