



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 "ZJ" or "ZK" and is required in the header line only. ZJ is used for non-cost transfers and ZK is used for cost transfers.

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 (chart of account = 0010)
 If using an income (4XXXXX) or expense (5XXXXX) account, you will need to fill out the cost object in column I.

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:

The Cost Object is required and is the same number as the Sponsored Program / Internal Order / Funded Program.

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 not required for grant jv upload. It will be derived once you enter the sponsored program in the cost object field. Leave blank.
N	Grant:	Grant is not required for grant jv upload. It will be derived once you enter the sponsored program in the cost object field. Leave blank.
O	BA:	Business area is not required for grant jv upload. It will be derived once you enter the sponsored program in the cost object field. Leave blank.
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.

Send the file to your PAFO Research Administrator for review, approval and processing.
Please also remember to include the Non Salary Cost Transfer Request Form to justify the cost transfer.