

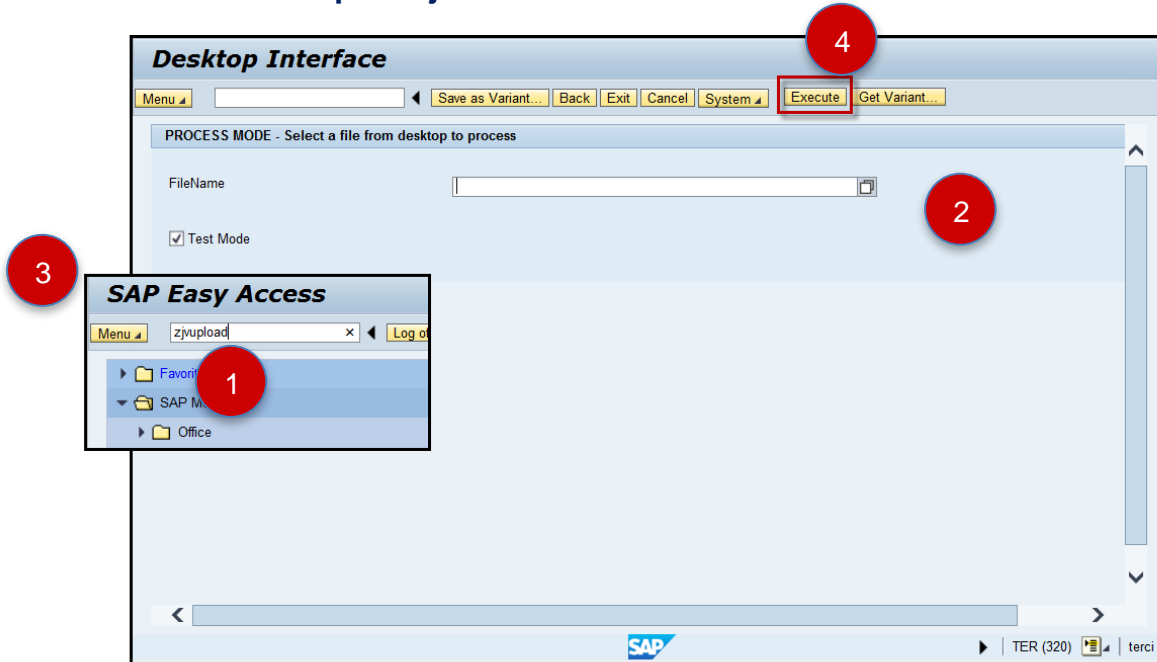
### Accessing the JV Upload Template



Journal Entry Upload (JV Upload) template and instructions are available for download to your desktop.  
To access go to: <http://www.bu.edu/cfo/comptroller/departments/general-accounting/resources/>.

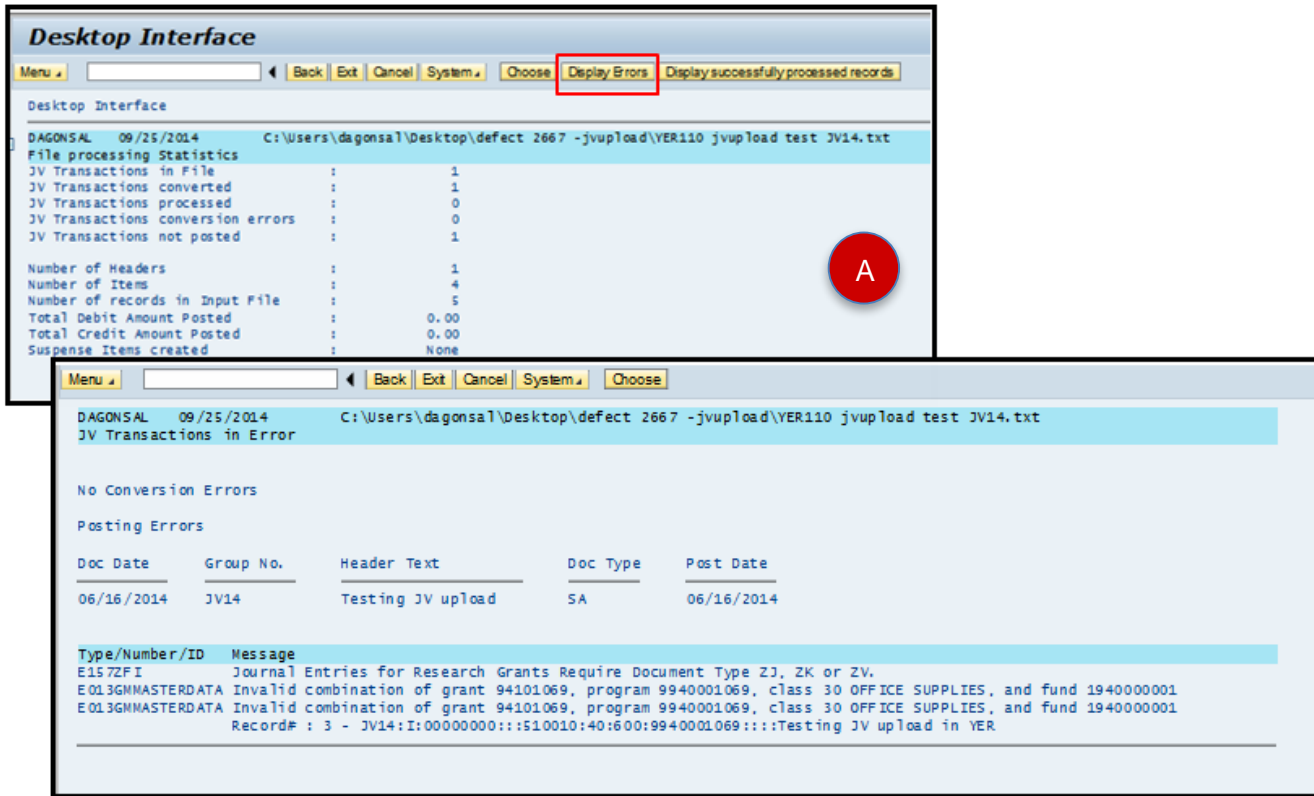
JV Uploads should not be used to process cost transfers (document type **ZK** or **ZV**). Use transaction code **FV50**.

This process can be used in place of transaction code **FV50**. User must have the appropriate role, **E.FI\_JVUPLOAD**.


### How to upload journal entries into Workflow – ZJVUPLOAD



 <b>It is recommended that the initial execution of the JV Upload file be run in Test Mode first.</b>			
1	<b>ECC WebGUI Menu</b>	<i>Required</i>	Go to transaction code <b>ZJVUPLOAD</b> .
2	<b>Drop Down Menu &amp; Upload File</b>	<i>Required</i>	Locate and select the file in your folder or desktop. Double-click on the file to upload.
3	<b>Test Mode</b>	<i>Recommended</i>	This field is checked by default. Leave as is to execute the run in test mode first.
4	<b>Execute</b>	<i>Required</i>	Click on <b>Execute</b> to validate file.
<b>The system validates the data on the upload file and provides a summary of results.</b>			
 <b>It is suggested that you review the JV transactions process summary displayed before running and executing the JV Upload file outside of the test mode.</b>			





**One of the two results will arise**

<b>A</b>	<b>Unsuccessfully Processed Records Resulting in Error Message Display</b>	<i>Optional</i>	Click <b>Display Errors</b> to view the details of the errors. (A new window will appear displaying error messages when you run on <b>Test Mode.</b> )  Make any necessary corrections to the upload file and then restart the process.
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If the upload file contains errors, the file will need to be corrected. The upload process is performed again in test mode to re-validate the layout and data entry. (See steps 1 – 4).



<b>B</b>	<b>Successfully Processed Records</b>	<i>Optional</i>	Click <b>Display successfully processed records</b> to view and display successful entries. A new window will appear displaying successful entries run on <b>Test Mode</b> .
 <b>You are now ready to upload your successful file.</b> 			
<b>5</b>	<b>Back</b>	<i>Required</i>	Click <b>Back</b> to return to the initial screen.
<b>6</b>	<b>Test Mode box</b>	<i>Required</i>	Deselect <input checked="" type="checkbox"/> <b>Test Mode</b> box to run the upload file again outside of test mode. <b>Note:</b> This field is checked by default.
<b>7</b>	<b>Execute</b>	<i>Required</i>	Click <b>Execute</b> to run the upload file again.
<b>8</b>	<b>Successfully Processed Records</b>	<i>Optional</i>	Click <b>Display successfully processed records</b> to view and display the JV Upload entries.

**Desktop Interface**

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

DAGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\VER110 jvupload test JV14c.txt  
Successfully Processed JV Transactions


Doc Date	Group No.	Header Text	Doc Type	Post Date
08/25/2014	JV14c	testing doc type	ZC	08/25/2014
Total Debits for this Header :		150.00		
Total Credits for this Header:		150.00		

Document Numbers created.  
1001524253

Item	G/L Account	Cost Object	Amount	D/C	Fund	Grant	Buss. Area
1	510010	cc : 1202040000	150	40			
2	210010		150	50	1000000000	GRANTNR	1CRC


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... End of Report ...  
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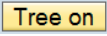
9	<b>Display Entry</b>	<i>Optional</i>	Click on the <b>Magnifying Glass</b> icon  to display the document. (You have the ability to drill down on the document entry and review the workflow).
<b>You have successfully uploaded the transaction records and have started the workflow process!</b>			



**Additional Upload Functionality**

**Changing and Deleting Upload Entries**  
To change a JV upload file, use transaction code **FBV2**.  
To delete a JV Upload file, use transaction code **FBV0**.

**Attachments**  
To attach a pdf, document or note to a JV Upload use transaction code **FBV3** then select the **Services for Object**  and click on **Create Attachment**.

 **Note:** You cannot attach a document unless the journal entry has been saved.  
For more information on how to attach a document to your journal entry see [02 Attach Document to Journal Entry \(FBV3\)](#)

**Using your Tree**  
 In **FBV3**, click on **Tree on**  to access your Parked or Parked as Completed entry.

**Workflow Status**  
 To review your journal entry workflow status go to **Display Document (FBV3)** then select the **Services for Object**  and select **Workflow** and click on **Workflow Overview**.