

Accessing the JV Upload Template

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

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	
	Desktop Interface	
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	PROCESS MODE - Select a file from desktop to process	
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1	ECC WebGUI Menu	Required	Go to transaction code ZJVUPLOAD .
2	Drop Down Menu & Upload File	Required	Locate and select the file in your folder or desktop. Double-click on the file to upload.
3	Test Mode	Recommended	This field is checked by default. Leave as is to execute the run in test mode first.
4	Execute	Required	Click on Execute to validate file.

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.



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One of the two results will arise					
A	Unsuccessfully Processed Records Resulting in Error Message Display	Optional	Click Display Errors to view the details of the errors. (A new window will appear displaying error messages when you run on Test Mode.) Make any necessary corrections to the upload file and then restart the process.		
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 $1 - 4$).					



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Desktop Interface DAGONSAL 09/25/2014 C:\Users\dagonsal\Desktop\defect 2667 -jvupload\YER110 jvupload test JV14c.txt File processing Statistics JV Transactions in File : 1 JV Transactions converted : 1 JV Transactions conversion errors : 0 JV Transactions not posted : 0 Number of Headers : 1 Number of Items : 2 Number of records in Input File : 3 Total Debit Amount Posted : 150.00 DB	
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В	Successfully Processed Records	Optional	Click Display successfully processed records to view and display successful entries. A new window will appear displaying successful entries run on Test Mode .



You are now ready to upload your successful file.

5	Back	Required	Click Back to return to the initial screen.
6	Test Mode box	Required	Deselect Test Mode box to run the upload file again outside of test mode.
			Note: This field is checked by default.
7	Execute	Required	Click Execute to run the upload file again.
8	Successfully Processed Records	Optional	Click Display successfully processed records to view and display the JV Upload entries.



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9	Display Entry	Optional	Click on the Magnifying Glass Icon stored to display the document. (You have the ability to drill down on the document entry and review the workflow).			
Y	You have successfully uploaded the transaction records and have started the workflow process!					

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 70 🖌 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 П 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 workflow and click on Workflow Overview.