

Importing a Journal

Journal Entry Import Form

Available on the Controller's Office Website: <http://www.umass.edu/controller/general-accounting-0>

Instructions for filling out form:

- Ledger should always equal "Actuals" and Journal Source should be "WF2" for Journal Workflow.

Ledger	Journal Source
ACTUALS	WF2

- Enter Journal ID and Journal Date, the Journal ID is 10 characters, the Journal Date is formatted DD/MM/YYYY.

Journal ID	Journal Date
EXAMPLE001	12/31/2011

- Enter Header Description and Prepared By; Description is 30 characters, use PS User ID for Prepared By.

Header Description	Prepared By
Expense Transfers	ATDELUDE

- Start filling out the lines; enter or use drop down for Business Unit, enter Speed Chart and hit tab and the rest will populate, enter account number. If you see "???" there is an error in the Speed Chart or the Business Unit is blank. If the Speed Chart has a P/G then "GLE" must be entered in the Analysis Type.

Line	Business Unit	Account	Speed Chart	Fund	DeptID	Program	Class	Project/Grant	Analysis Type	Monetary Amount
1	UMAMH	757120	103924	52132	A042000000	A01				1.00
2	UMAMH	757120	103925	52132	A086000000	A01				(1.00)

5. Enter Amount, Line Description (30 Characters) and Line Reference (10 Characters).

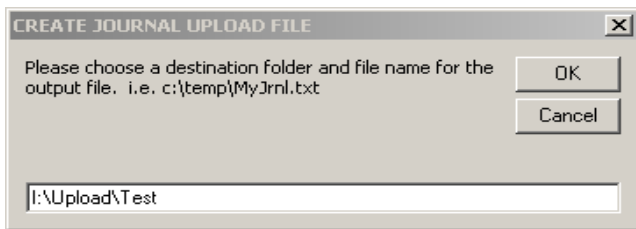
Monetary Amount	Line Description (30)	Line Reference
1,000.00	XTRF wrong CF	124532201
(1,000.00)	XTRF wrong CF	124532201

*Refer to page 5 and 6 of the Journal Entry Guide for rules regarding Line Description and Line Reference.

6. When done with data entry click on "Create Upload File".

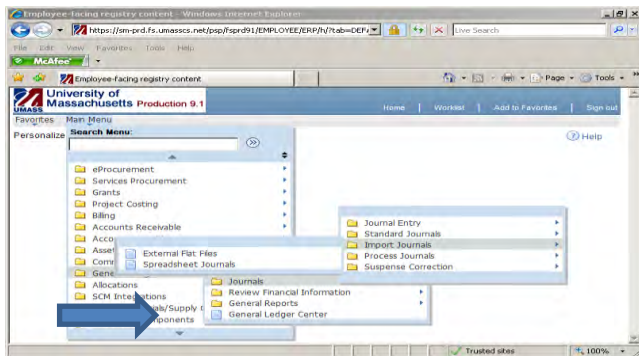


7. Save to a destination file. (Create a Folder such as "Upload").



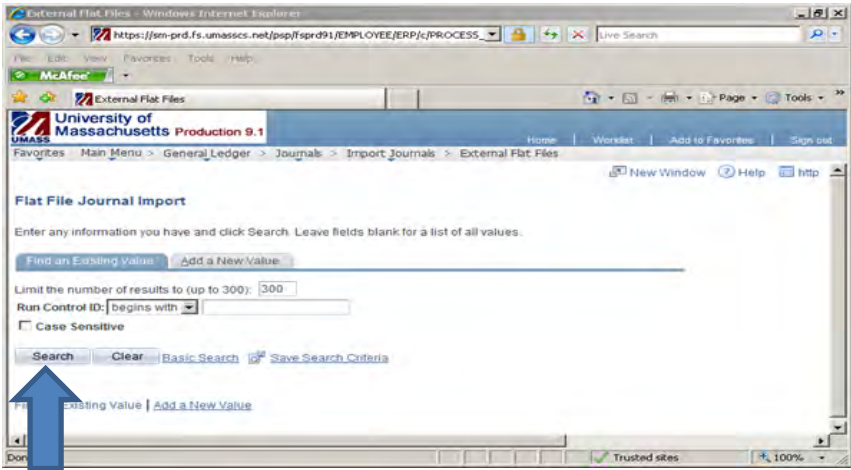
Instructions for Importing to PSoft:

1. In Psoft Production go to Main Menu, General Ledger, Import Journals, External Flat Files

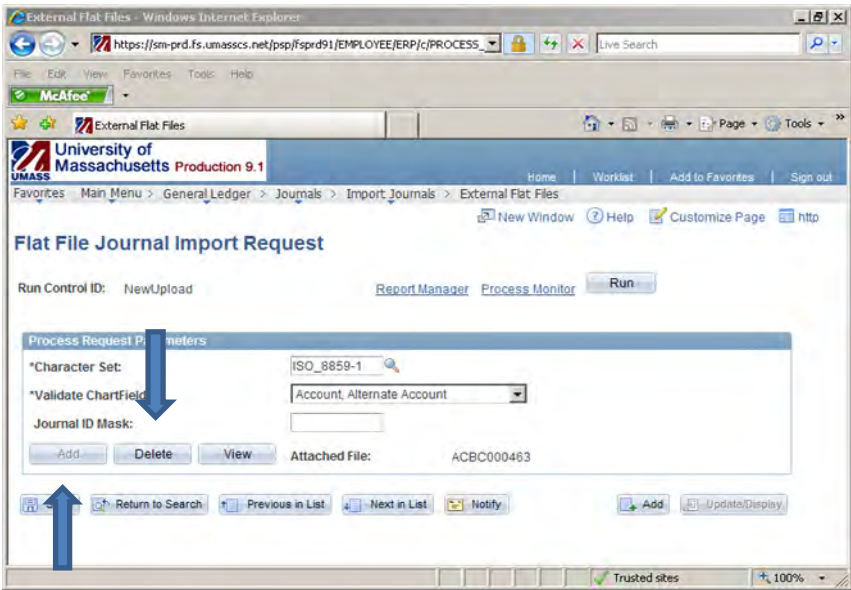


*If this is your first time you will need to set up a new run control.

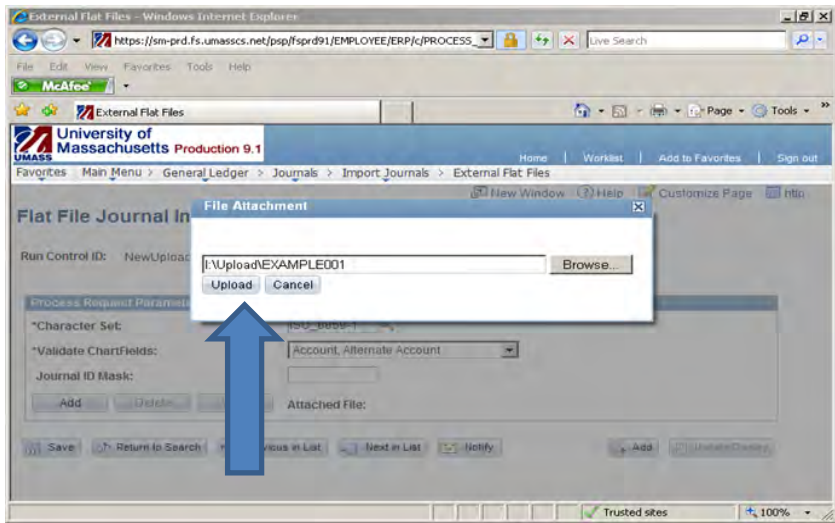
2. Click on "Search" and chose run control.



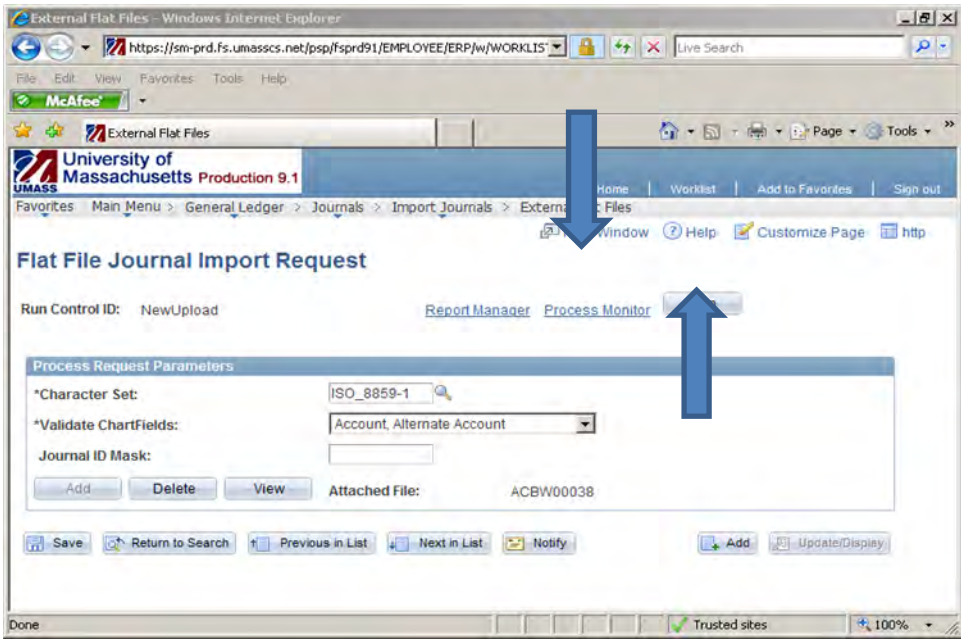
3. Delete old attached file, then click "Add".



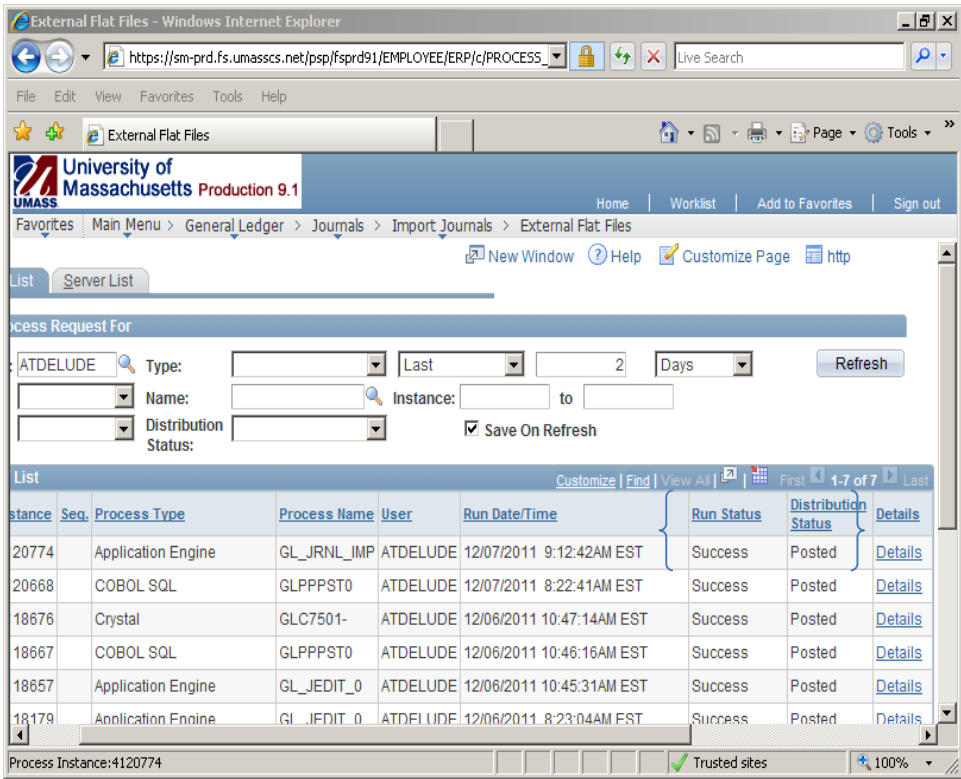
4. You will be prompted to enter the address of the upload file, once entered click "Upload".



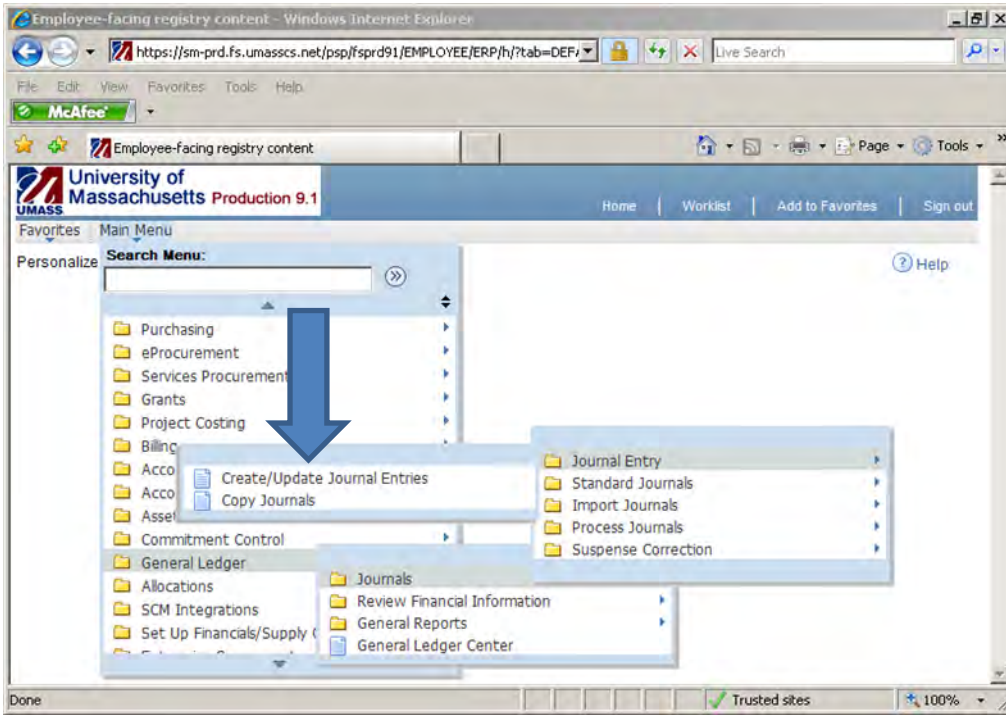
5. Click on "Run", then "OK", then "Process Monitor"



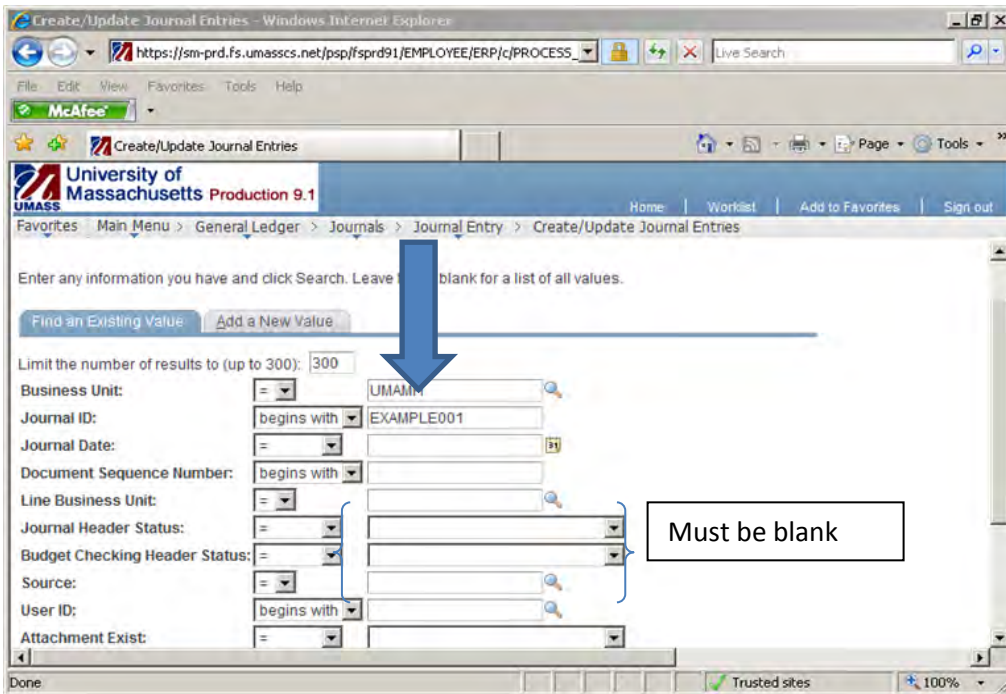
6. Wait for Run Status = "Success" and Distribution Status = "Posted".



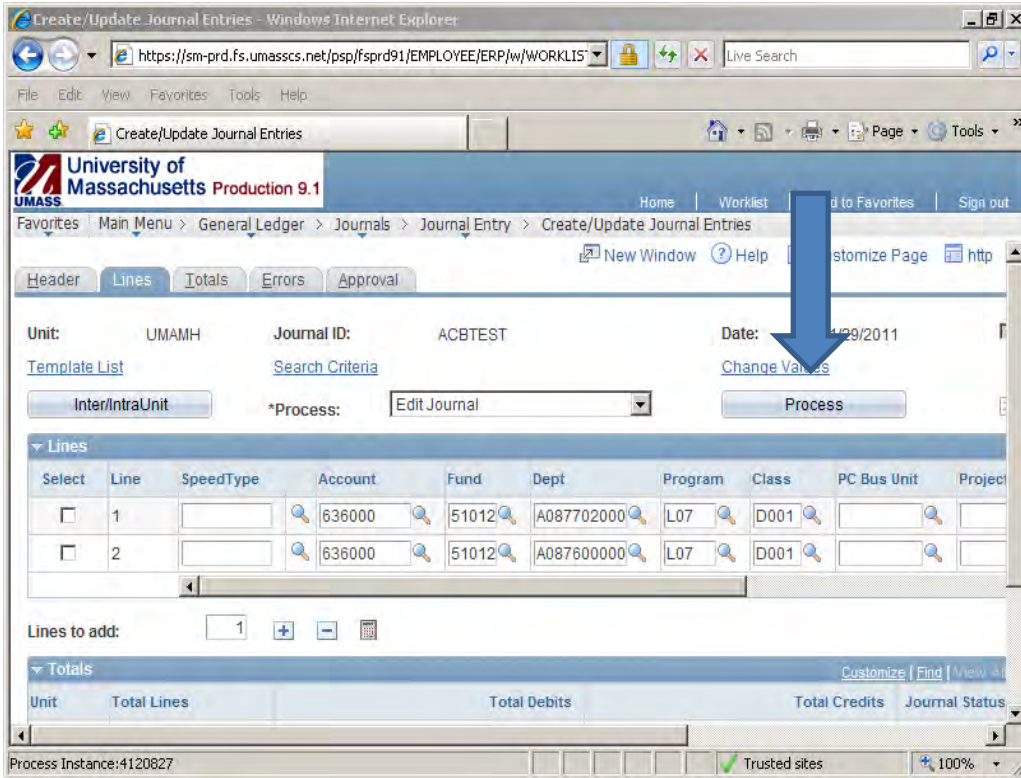
7. Go to "Create/ Update Journal Entries".



8. Click on "Find an Existing Value" enter the Journal Number you just uploaded, Click on "Search".



9. Click on the Lines tab; Click on "Process" to edit/budget check the journal.



10. When Journal Status and Budget Status are both "V" Submit the journal.

