

SAP Journal Voucher Upload Quick Reference

For SA and FY Journal Documents

I. Type your data into a spreadsheet file using the following format:

A	B	C	D	E	F	G	H*	I*	J*
	1777900	420050	Transfer travel expenses	05/01/2002	450				
	1734567	800704	Fund U/R	05/01/2002	5622				6789000
	1670900	420050	Transfer travel expenses	05/01/2002		450			
X	2345678	800703	Fund U/R	05/01/2002		5622			6789000

Note: Do not type in the column headings. They are shown for clarity only.

Col	Description	Rules
A	End of document marker	Type "X" to mark the last line of the journal document in your upload file. No more than 800 lines per uploaded journal document. The last line must contain an amount; it cannot be 0.
B	Cost object (7 digits)	Enter the cost center, internal order, or WBS element to be credited or debited.
C	G/L account number (6 digits)	Enter the G/L account number identifying the expense or revenue.
D	Description	A short description of the line item text of the JV charge, up to 40 characters.
E	Transaction date (mm/dd/yyyy)	Date the activity occurred. Must be within begin and end dates of cost object. To format a 4-digit year, see: http://web.mit.edu/sapr3/docs/webdocs/finop/jv/foJVUPprepch.html
F	Debits	The amount to be debited. Format as follows: <ul style="list-style-type: none"> • No plus signs (+), no minus signs (-), no dollar signs (\$) • Commas and decimal points are optional • Enter one debit per line in the file
G	Credits	Amount to be credited. Same rules as for debits. Total debits and credits must balance.
*H	Purchase Order number (10 characters)	Only enter if the G/L account number is 421818 (Equipment-not MTDC).
*I	External (reference) number (12 characters)	Only enter if the G/L account number is 421818 (Equipment-not MTDC) and there is no PO number. This may be a purchase requisition number.
*J	Underrecovery WBS or internal order (7 characters)	Only used for underrecovery. If you are a dept., lab, or center, enter a WBS for each line item with an underrecovery G/L account. Only CAO can enter either a WBS or an internal order.

*Special fields. See the above Rules for when to use.

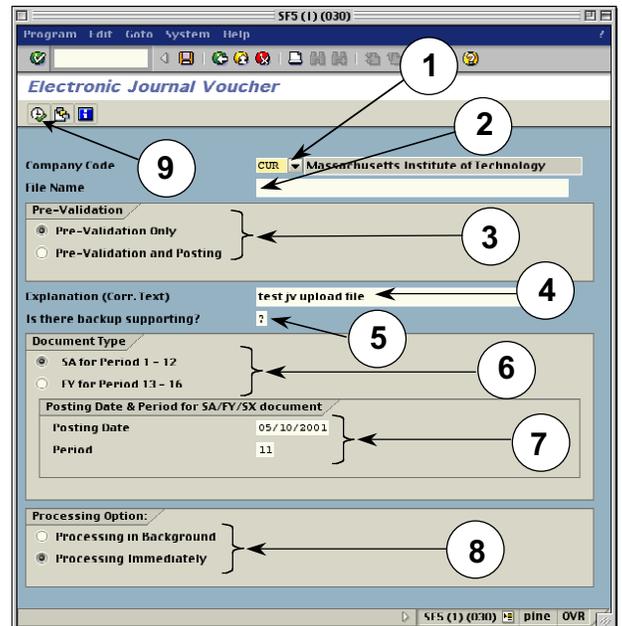
II. Save your file as type: Text (Tab delimited).

III. Upload your file in SAP.

From SAP User Menu screen, use the transaction code /nzjva or follow the navigation path:

User Menu → Role ZMIT → Journal Vouchers → Spreadsheet Uploads → SA/FY JV Documents

1. Select the company code from the Matchcode list.
2. If you know the file name and path, type it in here. Otherwise, use the Matchcode button to select it.
3. Choose **Pre-validation Only** to check the file for errors but not post the transactions. Select **Pre-validation and Posting** to check the file for errors first, and if error-free post the transactions to SAP.
4. Enter an explanation for all line items (72 spaces).
5. Enter Y if you will be sending backup documents to CAO; enter N if you won't.
6. For normal charges, choose **SA** and skip to Step 8. For charges in closing period 13, choose **FY**.
7. For FY charges ONLY, enter the last day of the fiscal year for the posting date (e.g., 06/30/2001) even though the screen says SA/FY/SX documents. Enter 13 for the period (CAO uses 14–16). Otherwise, leave the default date.
8. Choose **Processing in Background** for files over 100 lines. **Processing Immediately** is for files 100 lines or less.
9. Click the Execute button.



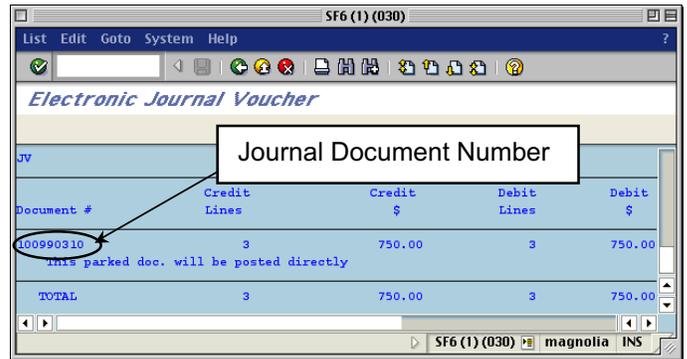
IV. Check the results of the upload.

If you chose *Processing in Background*, go to Step 11.

If you chose *Processing Immediately*:

- For **Pre-validation and Posting** with no errors, the “Electronic Journal Voucher” screen shows the journal document number on the left.

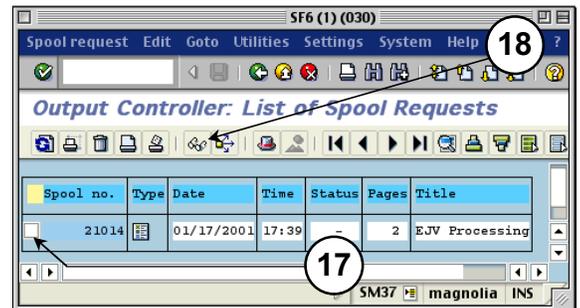
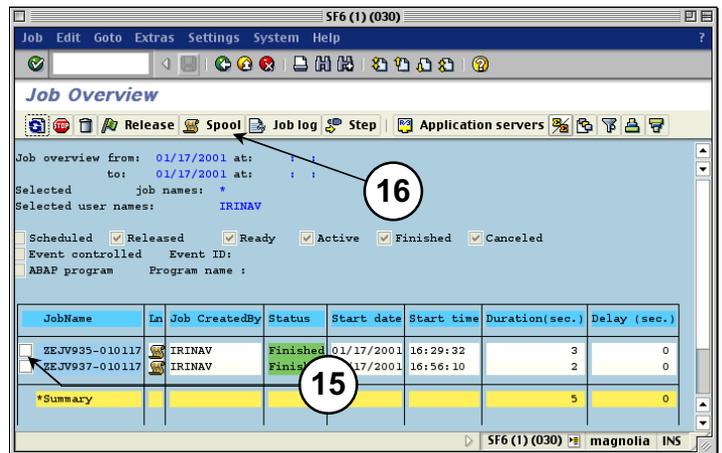
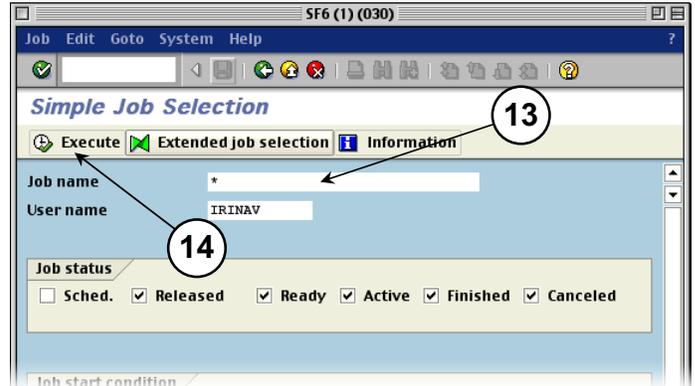
For **Pre-validation only** with no errors, redo the upload and choose **Pre-validation and Posting** in Step 3 to post the JVs.



For both options: If errors are found, correct them and redo the upload.

For *Processing in Background* (Steps 11–19):

- A dialogue box displays the background job number. Write down the job number. Click the Enter button.
- To see the results of your upload, check the background job directly after executing it. Follow the menu path: **System>>Services>>Jobs>>Job overview**
- Type in the job number from Step 12 or leave the asterisk (*) to list all your jobs.
- Click the Execute button to go to the "Job Overview" screen.
- When the job is finished, select the job name.
- Click the Spool button. The “Output Controller: List of Spool Requests” screen is displayed.
- Select the spool number.
- Click the Display button. The “Graphical display of spool request...” screen is displayed.
- Scroll to the bottom of the screen to see your job results.



For **Pre-validation and Posting** with no errors, the journal document number is on the left.

For **Pre-validation only** with no errors, redo the upload and choose **Pre-validation and Posting** in Step 3 to post the JVs.

For both options: If errors are found, correct them and redo the upload.