Retrieving & Entering PC ChartFields into a Financial Journal

1. **Log into BFS and open an existing journal**
   Main Menu>General Ledger>Journals>Journal Entry>Create/Update Journal Entries,
   then enter the Journal ID and click "Search"

2. **When the Journal opens, click the "Lines" tab to open the Lines page**

From the Journal Lines page, there are two methods to find the PC ChartFields and complete each ChartString.

Method 1: use UC COA Validation
This method is best if your journal has only a few lines:

3. **Select the "Related Content" link in the upper right, then click "UC COA Validation"**
   This splits the page into two panels, with journal lines on top and the Chart of Accounts Validation tool below.
   3A. Change the size of the Validation tool panel by dragging the "handle" up or down.

4. **Enter the first 7 ChartField values from a journal line into the Validation tool**
   Pick one line and enter the Unit, Account, Fund, Dept, Program (and CF1 and CF2 if available) ChartField values into the tool.

5. **Click "Validate"**
   "Successful ChartString validation" appears for correct ChartStrings with a sponsored award fund value OR a cost sharing CF1 value.

6. **Enter the 3 PC ChartField values in the journal line**
   Enter the PC Bus Unit, Project, and Activity values now listed in the Validation tool into the correct fields in the corresponding journal line above.

7. **Select the Analysis Type (An Type) for the journal line**
   Click the Lookup icon to select the transaction type.

(continued)

Look Up An Type

SetID:	GM100
Analysis Type:	begins with ⌄

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◄ 1-7 of 7 ► Last

Analysis Type	Description
CGE	Cost Sharing GL Expense
DFC	Deficit Clearing Actual
GLA	GL Accrual
GLE	GL Expense
GLR	GL Offset
PAY	Time and Labor Actual
PRI	Program Income

Analysis Type for Validation

Analysis Type (An Type) defines the type of transaction the journal line represents – it is not a Chartfield in the COA.

BFS validation requires that Contracts & Grants ChartStrings – those that have a C&G fund value OR a cost share CF1 value -- also have an Analysis Type value identified.

Select the Analysis Type value that describes the journal entry:

- **CGE** = a cost sharing ChartString (Cost Share CF1)
- **GLA** = accrual expense (Account# begins with 5)
- **GLE** = non-accrual expense (Account# begins with 5)
- **GLR** = offset (Account# begins with 1, 2, or 3)

Method 2: use Load & Validate COA File feature

Useful for journals with many lines, this method employs the file validation process to retrieve multiple PC ChartField values with one action:

8. **Click the Journal Download icon on the right side of the Lines panel**

The system asks if you want to Open or Save the template file -- select "Open" to launch your computer's spreadsheet program (such as Microsoft Excel) and open the file (note: leave the BFS Journal Lines page open while you reformat the spreadsheet).
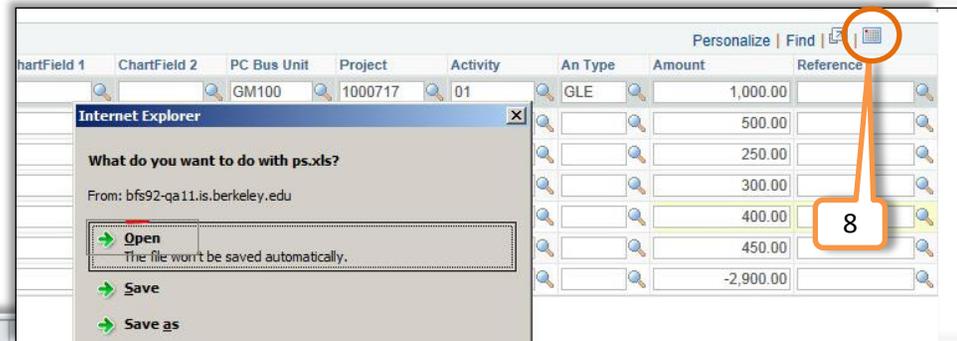
Personalize | Find | ⊡ | ▦

hartField 1	ChartField 2	PC Bus Unit	Project	Activity	An Type	Amount	Reference
		GM100	1000717	01	GLE	1,000.00	
						500.00	
						250.00	
						300.00	
						400.00	
						450.00	
						-2,900.00	

Internet Explorer

What do you want to do with ps.xls?

From: bfs92-qa11.is.berkeley.edu

→ **Open**
   The file won't be saved automatically.

→ **Save**

→ **Save as**

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9. **Reformat the journal spreadsheet file…**

The BFS COA Validation process requires a very specific file format:

DELETE entire columns titled Select, Line, PC Bus Unit, Project, Activity, An Type, Amount, Reference
DELETE Row 1 (the column header/title row)

	A	B	C	D	E	F	G	H	I
1	Select	Line	*Unit	Account	Fund	Dept	Program	ChartField1	ChartField2
2	N		1	10000	56622	93267	14510	44	
3	N		2	10000	56622	93267	14510	44	LCADM
4	N		3	10000	56622	93267	14510	44	LCB20

(continued header: PC Bus Unit | Project | Activity | AnType | Amount | Reference)

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10. **…and save it to your computer in a CSV format**

The resulting 7-column spreadsheet begins with the "Unit" values on the left, and must be saved as a comma-delimited CSV file. (Your spreadsheet program may give you a warning – save the CSV file anyway.)

	A	B	C	D	E	F	G
1	10000	56622	93267	14510	44		
2	10000	56622	93267	14510	44		LCADM
3	10000	56622	93267	14510	44		LCB20

11. **Exit your spreadsheet program and return to the BFS Journal Lines page**

(continued)

12. BFS should still be open to the Journal Lines page and the Validation tool. **Click the drop down arrow in "Load File Advanced Options" at the bottom of the Validation tool**
The resulting display shows the options, with some items already checked.
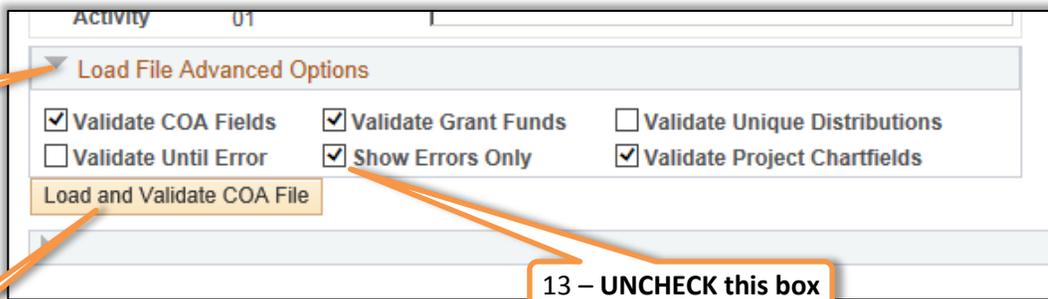
**13.** UNDERLINE **UNCHECK** the "Show Errors Only" box

Leave the other selects as they are.

14. Click "Load and Validate COA File"
Browse to the CSV spreadsheet file you saved to your computer and click "Upload."

15. Completed ChartStrings are displayed in the Validation tool.
Each ChartString now has the correct PC Bus Unit, Project and Activity ChartField values appended to the string. (**note**: The column "Project Unit" in the validation table has the values for PC Bus Unit Chartfields in the Journal.)
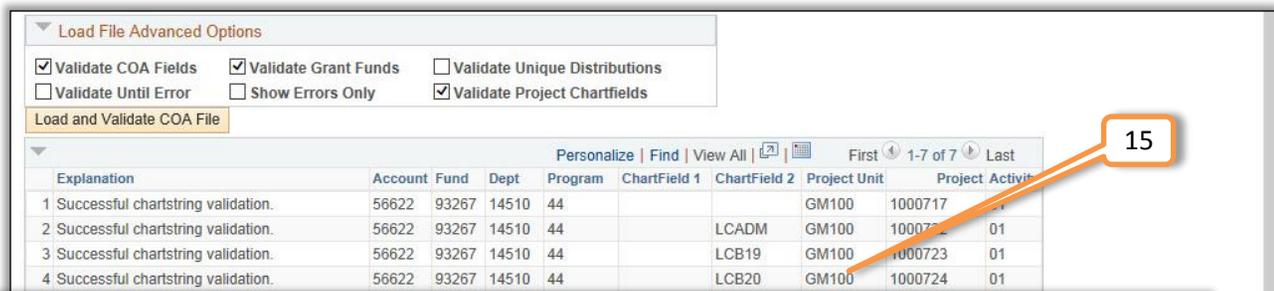
16. Enter the 3 PC ChartFields into each journal line.
Use the "handle" to adjust the page to display both the Journal Lines and the validated ChartStrings. Copy and paste each value.
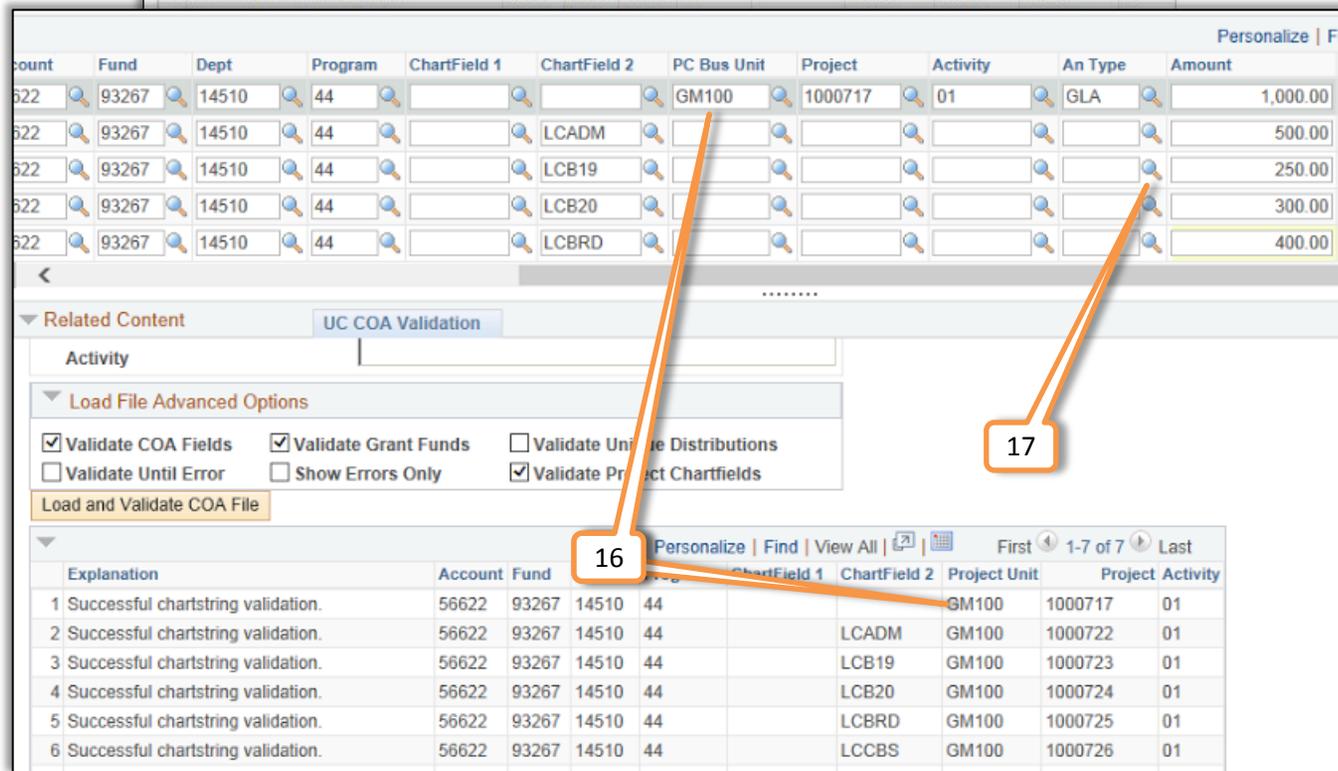
17. Select an Analysis Type (An Type) for each Journal Line
The Analysis Type is not provided by the validation process. Click the Lookup icon to select -- *SEE top of page 2*

Now each Journal line is complete.

18. Process and Submit the completed journal