

Upload Journals to The BFS Using a Spreadsheet Template

Uploading a file in the BFS is an efficient way to enter an online journal which has a large volume of lines. This document provides information on the process to upload General Ledger ACTUALS and Temporary Budget Journals using the Journal Import process. The process includes filling out an Excel template, creating a .csv data file, and uploading the data file into the BFS.

BFS Homepage: Pick the “Import/Export Services” tile

Alternate Navigation: NavBar: Menu > CAL Components > Import/Export Service



Download the Spreadsheet Template

NavBar: Menu > CAL Components > Import/Export Service > File Template Download > Journal CSV Templates

Departments can use the following Journal CSV Templates:

UCB Import/Export Service

Import Service

Review Logs/Locks

File Template Download

Journal CSV Templates

Billing CSV Templates

Journal CSV Templates

	Ledger Group	Description	Download
1	ACTUALS	Foundation GL Actuals	Download
2	ACTUALS	GL Actuals	Download
3	ACTUALS	GL Actuals with PC fields	Download
4	PERMBUDG	Permanent Budget	Download
5	STATISTICS	Foundation Statistics	Download
6	TEMPBUDG	Temporary Budget	Download

- 1) **ACTUALS** - General Ledger Actuals
- 2) **ACTUALS** - General Ledger Actuals with PC Fields
(Note: Template should be used when the journal contains Contract & Grant award project costing chartfields)
- 3) **TEMPBUDG** – Temporary Budget Ledger

4) Click Download

Download

5) The download template will open in Excel. You must save the file in CSV (Comma-Separated Values) format - the file type accepted by the journal upload process.

NOTE: When you save and reopen the file in CSV format, the header text color changes from blue or red to black.

Complete the Spreadsheet

- The BFS is programmed to ignore the data in the first line of the uploaded file; this allows for a header row. Do not delete the header row from the template. The header row looks like this:

Line # (Required)	Unit (Required)	Ledger (Required)	Account (Required)	Fund Code (Required)	Org (Deptid) (Required)	Function (Optional)	Chartfield1 (Optional)	Chartfield2 (Optional)	Descr (Required)	Reference (Optional)	Open Item Key (Optional)	Monetary Amount (Required)	Chartfield 3 (must be NULL)	Product (must be NULL)	Stat Amt (must be ZEROS)	Stat Code (Optional)
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- Do not add any columns to the template.
- The following are notes for each column of the template.

Field Name	Required	Comments
Line #	Yes	This is the journal line field. Number each row where there is uploaded data. The line numbers must be sequential and cannot be repeated
Unit	Yes	This is the Business Unit, also referred to as the GL Unit. i.e. 10000 or J0000.
Ledger	Yes	ACTUALS for financial journals and TEMPBUDG for temporary budget journals.
Account	Yes	Valid Account chartfield value.
Fund Code	Yes	Valid Fund Code chartfield value.
Org (Dept ID)	Yes	Valid Department chartfield value.
Function	Conditional	Blank, or Required with Expense and Operating Transfer accounts.
Chartfield 1	Optional	Blank or Valid ChartField1 value.
Chartfield 2	Optional	Blank or Valid Chartfield2 value.
Descr	Required	Journal Line Description field is limited to 30 characters. If you exceed 30 characters, the upload program will truncate the description at 30 characters to allow the journal to load. The Descr field cannot contain commas , or the following special characters: @, #, \$, %
Reference	Conditional	<u>Optional for financial journals</u> and limited to 10 characters. If you exceed 10 characters, the upload program will truncate the reference at 10 characters to

		allow the journal to load. The Reference field cannot contain commas , or the following special characters: @, #, \$, %. <u>Required for temporary budget journals</u> and used for the Trans Code field.
Open Item Key	Optional	Use only if an open item is needed.
Monetary Amount	Yes	Format as “999999999999.99” where '9' represents any numeric character and '.' indicates that the decimal point is required. The number should not have a \$ sign or commas. The sum of this column must be zero (credits must equal debits).
Chartfield 3	Blank	Not used at UCB.
Product	Blank	Not used at UCB.
Stat Amt	Blank	Blank or enter zeros in each row.
Stat Code	Optional	Use only if a statistics code is needed.

Uploading the Spreadsheet to BFS

From the BFS homepage, choose the Import/Export Services tile.



Alternate Navigation: NavBar: Menu > CAL Components > Import/Export Service > Import Service > Import

To upload the completed journal template to BFS:

UCB Import/Export Service

Import Service

Import

Review Logs/Locks

File Template Download

Import (Ad hoc)

This component allows you to import data into the system. Optionally, a report or data file maybe generated. If this is the case, proceed to File Exports and Reports component to access the output file.

Import

1 *Import Process

Journal Import

Report Only Mode

2 *External System

CSV GL Actuals

Import

View/Not Archived

History

1. Import Process: Select Journal Import
2. External System: Select CSV GL Actuals or CSV Temp Budget (if applicable)

This will open another section for the Import File Parameter.

Import (Ad hoc)

This component allows you to import data into the system. Optionally, a report or data file maybe generated. If this is the case, proceed to File Exports and Reports component to access the output file.

Import

*Import Process

Journal Import

☐ Report Only Mode

*External System

CSV GL Actuals

Import

9

View/Not Archived

History

Import File Parameters

☒ Full Validation
 ☐ No Line Validation

1

☐ File with PC fields?

Business Unit

10000

2

Journal ID

3

Journal Date

09/30/2024

4

Ledger Group

ACTUALS

Source

FSG

5

Journal Class


6

Ref Number

7

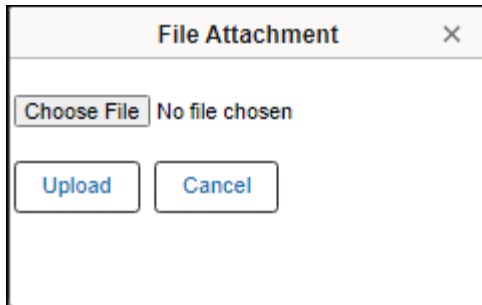
Description

8

- 1) Click check box ☐ File with PC fields? When uploading the Journal CSV Template: CSV GL Actuals with PC Fields
- 2) Business Unit defaults to “10000”
- 3) Journal ID – Create a unique value.
- 4) Enter or select the Journal Date which should be a date in the open accounting period. Default is the current date.
- 5) Source – the journal will auto populate based on the journal preparer’s BFS profile.
- 6) Enter or lookup  the Journal Class.
- 7) Ref Number – Optional field.
- 8) Enter the journal Long Description applicable to the transaction. Limited to 254

characters.

- 9) Click on the Import button. The File Attachment box appears. Click Choose File to select the CSV file prepared for upload, then click Upload.



Note: As the CSV file is loaded, BFS performs validation checks of the journal header and journal lines. If there are no errors the BFS system message **‘Import process is successful’** appears. Journal entries that pass the edits are successfully recorded into the BFS with status “Valid”.

Journal entries that fail any edits are not loaded into the system, and you must correct errors, and then re-upload the CSV file.


Journal Upload Errors

If the file upload is not successful, view the error log by clicking on Review Import/Export Logs:

A screenshot of the 'UCB Import/Export Service' web interface. On the left is a sidebar with a menu containing 'Import Service', 'Review Logs/Locks', 'Review Import/Export Logs' (highlighted), and 'File Template Download'. The main area is titled 'Import/Export Log' and 'Find an Existing Value'. It includes a 'Search Criteria' section with instructions to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search filters: 'Recent Searches' and 'Saved Searches', each with a dropdown menu. Further down are two search criteria: 'Import/Export Process' with a dropdown set to '=', and 'External System' with a dropdown set to 'begins with' and a text input field containing 'GLACTL'. There are three numbered boxes: '1' next to the 'Journal Import' dropdown, '2' next to the 'GLACTL' input field, and '3' next to the 'Search' button. At the bottom are 'Show fewer options', 'Search', and 'Clear' buttons.

1) Import/Export Process (=) Journal Import

2) External System (=) GLACTL

3) Click the  button.

Import/Export Process
Journal Import

External System
GLACTL
CSV GL Actuals

File Name
Submitted By

2
From Date
09/20/2024

To Date
09/20/2024

3
Process Status
Error

Find

Imported Files

		Unique Sys Filename	FTP File Name	Process Status	Date/Time	Submitted By	View Log	Delete Log	Delete Document
1	<input type="checkbox"/>								

- 1) Submitted by – input the preparer’s BFS user ID
- 2) From Date/To Date - select exact date, or a range of dates, when the CSV file was uploaded.
- 3) Process Status select Error from the dropdown menu.
- 4) Click

Find

Imported Files

		Unique Sys Filename	FTP File Name	Process Status	Date/Time	Submitted By	View Log	Delete Log	Delete Document
1	<input type="checkbox"/>	GLACTL_002_172746_CCDKM008X.csv		Error	09/20/23 5:54:25PM				

- 5) To view the error messages log detail, click

Example of Message Log:

Message Log	
1	Starting To Log (2021-10-06-13.56.35.000000)
2	Run Params = Full Validation/10000/FSAGKNBAMR/2021-09-30/ACTUALS/FSG/OTHER//To reverse Journal ID KNBAM0916 to correct journal lines using Account 23502 - Interfund/Interunit Fin Ctrl - through journal GL_ACTUALS import. Reversal journal clears account ba
3	SEVERE ERROR: Amount is zero, and not allowed.
4	HEADER/SEVERE ERROR: Header/Severe Error occurred. Process Aborted. Please check the logs.
5	CSV GL Actuals : Journal File has been Rejected. RunStatus: Fatal Error(s) occurred. Please check the logs to correct it, and then resubmit.
6	Done logging (2021-10-06-13.56.35.000000)

Message Log Line 3 Error Details:

18_10000_ACTUALS_44010_44530_25418_Reversal of JE KNBAM0933

The first value '18' is uploaded journal Line #. Below is the journal line with the zero amount. Solution is to delete the line, making sure to update the line # column and re submit the csv journal.

Line # (Required)	Unit (Required)	Ledger (Required)	Account (Required)	Fund Code (Required)	Org (Deptid) (Required)	Function (Optional)	Chartfield1 (Optional)	Chartfield2 (Optional)	Descr (Required)	Reference (Optional)	Open Item Key	Monetary Amount	Chartfield3 (must be)	Product (must be)	Stat Amt (must be)	Stat Code (Optional)
18	10000	ACTUALS	44010	44530	25418				Reversal of JE KNBAM0933			0			0	

Common Reasons For Errors:

An unbalanced journal (total of the debit lines does not tie to the total of the credit lines).

Line numbering is not sequential.

Monetary amounts includes zero balance amounts.

Use of special characters which are not accepted.