THE UNIVERSITY of NEW MEXICO

Financial Services Resources

Date: October, 2021

Journal Entry Load Process
FSJA-105

FZPCJVE is an automated job submission process designed to enable a "csv" file load of journal voucher (JV) transactions into a Banner JV form.

Please note the use of the rule class code JAD is very restricted. JAD is used solely to record true allocation transactions. Only allocation account codes (16xx) are allowable. Revenue account codes and restricted indexes are excluded. Rule class code JIS was created to record Internal Sales JV's. Only revenue account codes (03xx, 05xx, 06xx, 08xx) are allowable with applicable expense accounts.

The template you **MUST** use for this process is on FSM's website: http://fsm.unm.edu/forms.html.

1. Click on 'template' and select 'Save as'. Save the csv file to your computer.
   a) **DO NOT** change the order or format of the columns:
   b) Columns A-F must be completed for each row.
   c) Columns A, B, C, E and F must all be text formatted.
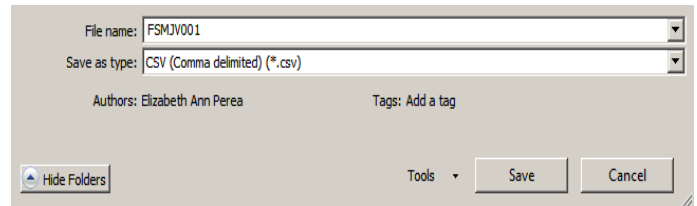   d) Column D must be number formatted.

Column A - rucl_code – must be **JAD** or **JIS**
Column B - acci_code – valid 6 digit index code
Column C - acct_code – valid 4 digit account code
Column D - trans_amt – 2 decimal format; **No Commas**
Column E - dr_cr_ind – D or C only
Column F - trans_desc – limit 35 Characters
Column G - budget_period – **leave blank**

	A	B	C	D	E	F	G
	rucl_code	acci_code	acct_code	trans_amt	dr_cr_ind	trans_desc	budget_period
2	JIS	433010	31S0	150.00	D	December Billing PR # 027047	
3	JIS	433027	0613	150.00	C	December Billing PR # 027047	

e) Before saving file:
   a. Confirm total debits = total credits.
   b. *Confirm all indexes and account codes with leading zeros are displaying the zeros in the .csv file. The JV form will reject these as valid elements if the leading zeros are missing.*
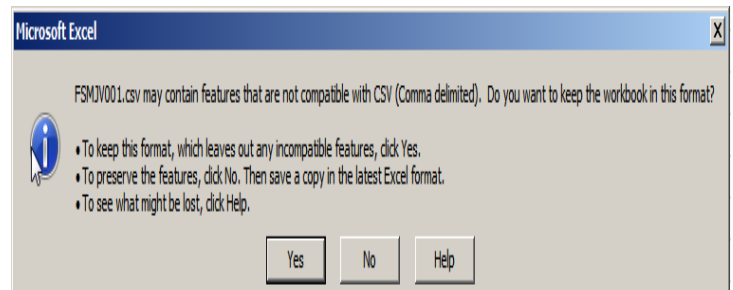
f) Save your file. *The filename cannot have spaces in it nor exceed 30 characters. Only hyphen (–) or underscore (_) are allowed as special characters in the filename.*
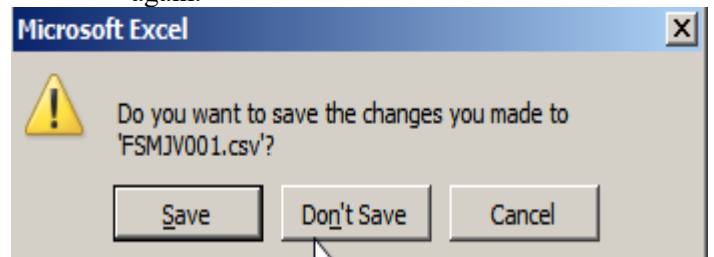   a. Recommended file name could be:
      DEPTNAMEJV001

File name: FSMJV001
Save as type: CSV (Comma delimited) (*.csv)
Authors: Elizabeth Ann Perea   Tags: Add a tag
Hide Folders   Tools ▾   Save   Cancel

DO NOT use the same file name for subsequent JV's. The Upload directory will overwrite previous files.

g) A message box will appear stating: "filename.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?"
   a. Select "Yes".
   b. Close the file.

Microsoft Excel

FSMJV001.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?
• To keep this format, which leaves out any incompatible features, click Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.

Yes   No   Help

   c. Another message will appear asking to save csv file again.

Microsoft Excel

Do you want to save the changes you made to 'FSMJV001.csv'?

Save   Don't Save   Cancel

   i. Select "**Don't Save**". Otherwise, your file may be 're-saved' causing you to lose leading zeros.

2. FTP file into the Banner File Upload Directory at:
   https://lobowebapp.unm.edu/ban_unm/gzvupld.home
   a) Log into site with NetID and password.
   b) On left hand menu
      i. Select Upload Files

      ii. Select FINANCE_JV_UPLOAD

   c) Click on the Browse button and go to the directory location where you saved the .csv file.
   d) Highlight the .csv file to be uploaded and select the Open button at the bottom right-hand corner.
   e) Select the Submit button.
   f) Confirm you receive this message: The File "DEPTNAMEJV001.csv" has been uploaded to the "FINANCE_JV_UPLOAD" directory.
   g)

   h) Close browser to the FTP site.

3. Login to Banner
   a) In the Search Box type in FZPCJVE.
   b) Hit Go in the top right hand corner
      a. Leave printer as "fin_banp".
   c) Click the down arrow at the bottom left hand corner of the screen
   d) 01 Location – FINANCE_JV
   e) 02 File Name with .csv extension – (*from step 2f above*)
   f) 03 Run Mode – U
   g) Click the down arrow at the bottom left hand corner of the screen
   h) Select 'Save Parameter Set as'
   i) Click Save

   j) Confirm you receive a sequence number in the top right hand corner of the Banner screen:
      a. "Sequence number is: #######"
      b. If you don't see a Sequence number, a JV wasn't created

   k) This is NOT the JV number but indicates the file was submitted successfully.

4. Refer to the ePrint report FZPCJVE to locate the assigned JV number. *Please note that ePrint will store the history of jobs submitted by all campus users. Confirm page 2 of the report shows your filename that is assigned to the JV # on page 1.*


```
18-DEC-2014 03:42:55 PM        University of New Mexico              Page  1
                            Create Journal Voucher Entries           FZPCJVE


JV Document Number: J0452284



18-DEC-2014 03:42:55 PM        University of New Mexico              Page  2
                            Create Journal Voucher Entries           FZPCJVE

                          *** Report Control Information ***

                         Parameters were obtained from Job Submission


Process Submitted By: EPHREA2
Location: FINANCE JV
Filename: FSMJV00I.csv
Run Mode: U
Number of Printed Lines per Page: 55
```

5. **You MUST add document text before completing the JV**.
6. Access the JV in Banner using FGAJVCQ or FGAJVCM add your text in FOATEXT.
The following information MUST be included in document text.
- Our department is in compliance with the requirements of UNM Business Policy #4310.
- These transactions have been approved by "Their Name" in my department.
- My initiator contact info is: "My Name", Phone #, email address.
- Please provide additional explanation for the JV per normal documentation standards.

Failure to provide the above requirements will result in disapproval.

7. Transaction date assigned in the JV header is the date you load it into Banner.
- *If you are trying to post the JV to a prior OPEN month, you must change the transaction date to the last day of the prior month before completing the JV. Please note that JV's submitted through this process **must be completed on the first business day of the new month**.*
- *Documents that are back dated for posting will route to the core office approval queues for review. As a consideration, please notify the appropriate approvers that immediate review is requested.*
- *Please refer to the Month End Schedule for monthly deadlines. http://fssc.unm.edu/month-end-close-schedules.html*

- *For urgent matters that require approval. Please contact your Financial Services office before completing your JV.*

1. DO NOT OPEN YOUR .CSV FILE IN EXCEL, YOU WILL LOSE THE FORMATTING IN STEP 1 ABOVE.
2. Do NOT try to correct your .csv file unless you are doing so because you have a bad format that did not create a JV.
3. After completing your JV, monitor it for approvals and final posting as you would other JV's.
4. If you have issues with some records in your JV (such as restricted fund is termed), you might consider removing those so you can get the rest of the JV posted or contact your Fiscal Monitor.
5. Files cannot have more than 9999 records.
6. FTP Site will show your file was processed.

7. If you don't complete your JV within 30 days, it will be purged.

Possible Errors:

Error message when running the job sub process on a file already processed:
1. *File not found: FINANCE_JV, FILENAME.csv Unable to mount the file. Please check the file name and location.*
    A. This means the file never made it to the FTP site. You will need to FTP your file again.

Error message received for bad file format:
2. *No journal entry was created because the .csv file is not properly formatted. Please correct the .csv file and submit it again as per the job aid FSJA-105.*
    A. This means the file never made it to the FTP site. You will need to FTP your file again.

If you need additional assistance, please contact FSM at fsm@unm.edu.

End