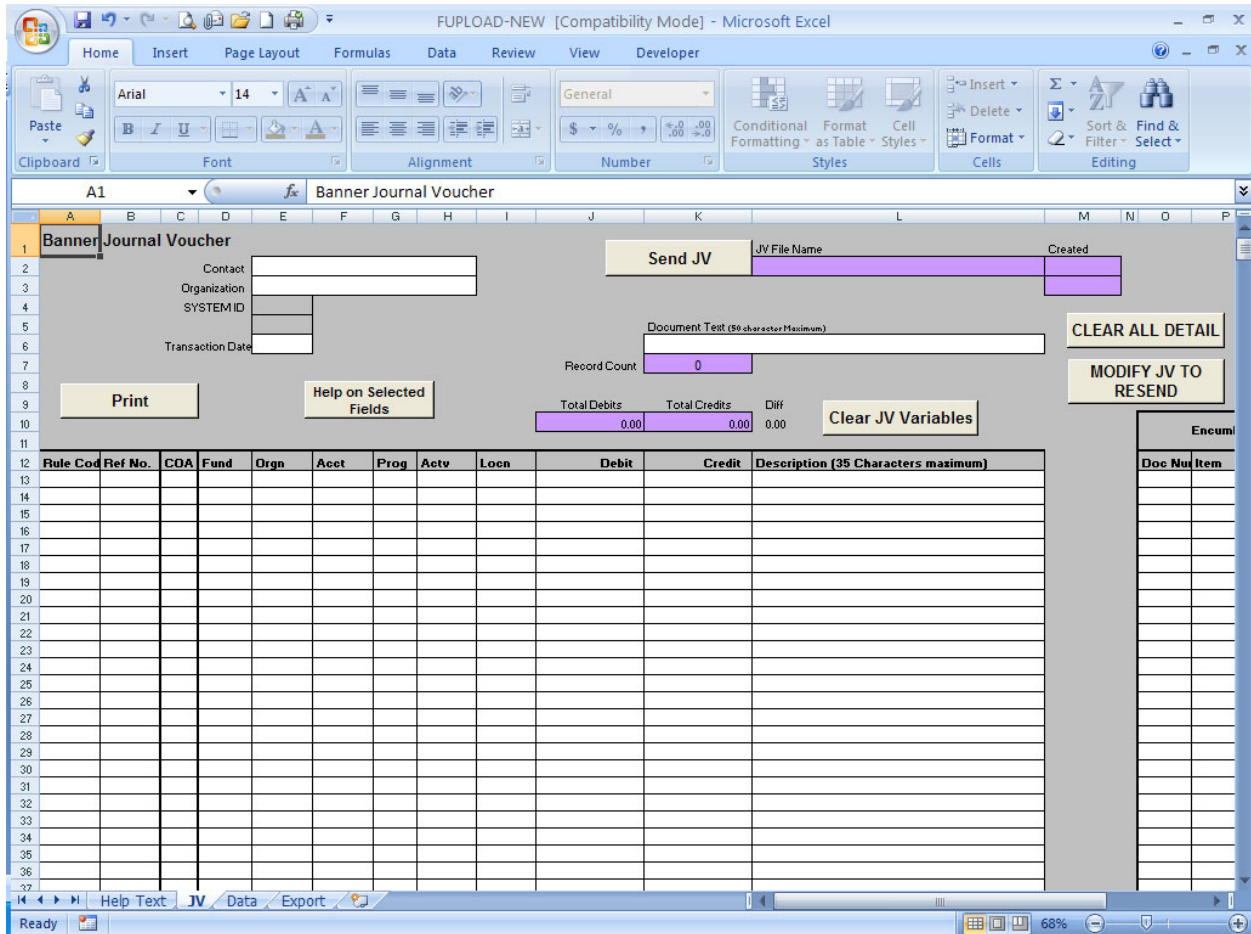


New FUPLOAD template

The FUPLOAD process is a way to electronically create journal entries and post them to the Banner Finance System. Common uses for FUPLOADs include Departmental Transfers and other Journal Entries. This new template is user-friendly and has checks and balances that will prevent many common FUPLOAD errors.

The new template has four worksheets or tabs – Help Text, JV, Data, Export. The only worksheet you will use is the JV worksheet.



Entering Data in the Template:

The white or blank fields show you where to enter your data.

- Contact = Enter your name, or the name of the person to contact in case there are any issues with this FUPLOAD. This field will appear in the document text for this journal voucher.

- Organization = Enter your department name. This field will appear in the document text for this journal voucher.
- SystemID = Enter the system ID provided to you by the Office of Financial Accounting and Reporting.
- Transaction Date = Enter the transaction date. The date for the period in which you wish the journal entry to post. This field is required.
- Document Text = Enter the purpose of the entry or any other pertinent information you would like to include with the file. This field is optional.
- Rule Code = Enter FT01 for journal entries between different funds in the same chart of accounts. Enter JE26 for journal entries between different funds in more than one chart of accounts. This field is always required.
- RefNo = Enter document references. This may be an 8 character reference to assist in providing additional information regarding the transaction. This field is optional.
- COA = Enter the Chart of Accounts. This field is always required. Must be A, C, D, E, L, N or T.
- Fund = Enter the 5 character Fund code. This field is always required.
- Orgn = Enter the 6 character Organization code. This field is required when revenue and expense account codes are used.
- Acct = Enter the 5 or 6 character Account code. This field is always required.
- Prog = Enter the 3 character Program code. This field is required when revenue and expense account codes are used.
- Actv = Enter the Activity Code. This field is optional.
- Locn = Enter the Location Code. This field is optional.
- Debit = Enter the dollar amount of any debit transactions. If a credit is entered on this line, a debit may not be entered. Amounts must be positive. A debit or a credit is required for each line.
- Credit = Enter the dollar amount of any credit transactions. If a debit is entered on this line, a credit may not be entered. Amounts must be positive. A debit or a credit is required for each line.
- Description = Enter a brief 35 character description of this transaction. **Do NOT use commas or symbols in this field – only letters and numbers. Do NOT use grave accents – for example, Café produces the accent. Leave the letter off if necessary.** This field is required.

***Encumbrance data can be ignored unless using rule codes that begin with an E.*

Six MACRO Buttons:

1. Print = Prints data in the current worksheet.
2. Help on Selected Fields = Provides helpful data on all the white/blank fields to be entered. First, click on the field then the button to obtain information about that field.

3. Send JV = Sends the journal voucher in a text format to your C drive in the FUPLOAD folder. You will be prompted for a file name. The file name must not exceed 23 characters and cannot include spaces or symbols. You would then email the text file to Starr Deas in Financial Accounting for processing.
4. Clear JV Variables = Clears the Transaction Date, JV File Name, JV Creation Date and Time and all Debit/Credit amounts.
5. Clear All Detail = Clears the Transaction Date, JV File Name, JV Creation Date and Time, Document Text and all detail information (Rule Code, COA, FOAP, amounts, descriptions).
6. Modify JV to Resend = Clears only the JV File Name, JV Creation Date and Time so that the JV can be modified and re-sent.

Helpful Hints:

- Create a new folder on your C: drive named FUPLOAD. The Send JV macro creates a text file and places it in this folder. You will then send the text file in an email to Financial Accounting for processing. (Please send to Starr Deas (msdeas@ua.edu). Send backup to Starr Deas at Box 870136 or Room 326 Rose Administration Building.)
- If your FUPLOAD is 10 lines or less, please do not send a FUPLOAD. Please process these DTAs and Journal Entries via the respective online DTA/JV entry portals, which can be found at financialaccounting.ua.edu/forms.
- Please send Contract and Grant entries (2 and 7 funds) in a separate FUPLOAD to Darlene Burkhalter (dburkhalter@research.ua.edu) in Contract and Grant Accounting. If you just have a couple of Contract and Grant entries, then do not combine them with a FUPLOAD for Financial Accounting. Send these separately to Contract and Grant Accounting for approval and manual entry.
- Please review your FUPLOAD before sending to minimize errors.
- The new template should notify you if your entry does not balance, if your entry is missing a header element or if your entry is missing a detail element.
- Please save your entire template (excel file) until you receive notification that your FUPLOAD has been processed and you are issued a document number that corresponds to the FUPLOAD. Then, if a problem is discovered with your FUPLOAD, you may correct the file you have saved instead of having to re-key the whole file. You can save multiple FUPLOAD templates for use.