

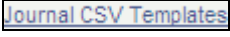

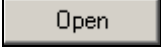



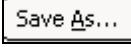



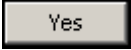
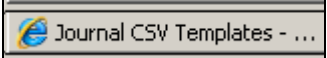


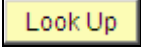


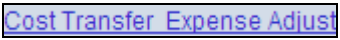


## Upload Excel Create a Financial Journal




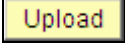

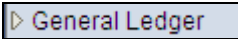
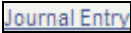

Step	Action
1.	<p>Your BFS (<b>Berkeley Financial System</b>) <b>Home</b> page might look different, depending upon your user access.</p> <p>Click the <b>CAL Components</b> link.</p> 
2.	<p>The <b>CAL Components</b> page opens.</p> <p>Click the <b>Import/Export File Service</b> link.</p> 
3.	<p>The <b>Import/Export File Service</b> page opens. Under <b>File Template Download</b>, select <b>Journal CSV Template</b>.</p> <p>Click the <b>Journal CSV Templates</b> link.</p> 
4.	<p>Your <b>Journal CSV Templates</b> screen might look different, depending upon your user access.</p> <p>In this example, we are using the <b>GL Actuals</b> item.</p>
5.	<p>Click the GL Actuals <b>Download</b> button.</p> 
6.	<p>The <b>File Download</b> pop-up appears.</p> <p>Click the <b>Open</b> button.</p> 
7.	<p>The <b>BFS GL Actuals Journal Template</b> opens and is ready to be filled with our upload.</p> <p>Notice, at the bottom of the screen, there is a <u>previously</u> created Copier Charges Excel document that has been formatted using the <b>BFS v9 Journal Upload Layout by Journal Type</b> found at the BTS website: <a href="http://bustechsolutions.berkeley.edu/BFSv9.htm">http://bustechsolutions.berkeley.edu/BFSv9.htm</a> (<a href="http://bustechsolutions.berkeley.edu/BFSv9.htm">http://bustechsolutions.berkeley.edu/BFSv9.htm</a>). It is very important to follow the formatting instructions precisely.</p> <p>We will copy this Excel document and paste it in the <b>BFS GL Actuals Journal Template</b> on this page.</p>
8.	<p>Go to your <b>Saved Excel</b> document and copy it.</p> 

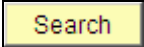



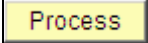


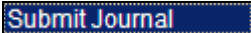
Step	Action
9.	<p>You are ready to <b>paste</b> your copied Excel document.</p> <p>You <u>must</u> be in the correct Excel cell in order to paste your document correctly.</p> <p>Click the <b>Paste</b> menu.</p> 
10.	<p>The Excel document has pasted correctly.</p> <p>We will save this document.</p>
11.	<p>Click the <b>File</b> menu on the Excel toolbar.</p> 
12.	<p>Click the <b>Save As...</b> menu.</p> 
13.	<p>This saved document will be Saved in our <b>Desktop</b>. Note <b>Desktop</b> is selected from the left column.</p> <p>The Excel document has been renamed to something more meaningful.</p>
14.	<p>We will change the <b>Save as type</b>.</p> <p>Click the <b>Save as type:</b> drop-down list.</p> 
15.	<p>We need to save this Excel document in CSV in order to upload it into BFS.</p> <p><b>MAC</b> users use <b>CSV Windows</b> as the <b>Save as type</b>.</p> <p>Click the <b>CSV (Comma delimited) (*.csv)</b> list item.</p> 
16.	<p>Click the <b>Save</b> button.</p> 
17.	<p>The information pop-up appears. Read it carefully. In this example, we are confident in this document.</p> <p>Click the <b>Yes</b> button.</p> 
18.	<p>We want to return to BFS. Select that BFS option on our desktop at the bottom of the screen.</p> 

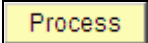
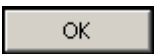

Step	Action
19.	<p>We will now import the CSV document.</p> <p>Click the <b>CAL Components</b> link.</p> 
20.	<p>The <b>CAL Components</b> page opens.</p> <p>Click the <b>Import/Export File Service</b> link.</p> 
21.	<p>The <b>Import/Export File Service</b> page opens.</p> <p>Click the <b>File Import</b> link.</p> 
22.	<p>The <b>File Import (Adhoc)</b> page opens.</p>
23.	<p>Click the <b>Import Process</b> drop-down list.</p> 
24.	<p>The <b>Import Process</b> drop-down options appear. You want to import your journal.</p> <p>Click the <b>Journal Import</b> list item.</p> 
25.	<p>Click the <b>System Source</b> drop-down list.</p> 
26.	<p>The <b>System Source</b> drop-down list appears.</p> <p>Select <b>CSV GL Actuals</b>.</p>
27.	<p>The <b>Import Process</b> and <b>System Source</b> have been filled in. The <b>Import File Parameters</b> box appears.</p> <p>The information entered in the <b>Import File Parameters (Journal ID, Source, Journal Class, Ref Number and Description)</b> will become part of the BFS journal Header.</p>
28.	<p>Click in the <b>Journal ID</b> field.</p> 
29.	<p>The Journal ID is <b>IQCOPYAPR</b>. <b>IQ</b> (Our department) <b>COPY</b> (copier costs) <b>APR</b> (April).</p> <p>Enter the desired information into the <b>Journal ID</b> field. Enter a valid value e.g. <b>"IQCOPYAPR"</b>.</p>

Step	Action
30.	<p>The <b>Source</b> field is associated with the User ID) and indicates where the journal is coming from, which department is preparing and approving this journal. In this example, we will explore the <b>Source</b> options.</p> <p>Click the <b>Look up Source (Alt+5)</b> button.</p> 
31.	<p>The <b>Look Up Source</b> page opens.</p> <p>There are over 300 results and only the first 100 are displayed, we will search for our department.</p>
32.	<p>Click in the <b>begins with</b> field.</p> 
33.	<p>Enter the desired information into the <b>begins with</b> field. Enter a valid value e.g. "<b>IQ</b>".</p>
34.	<p>Click the <b>Look Up</b> button.</p> 
35.	<p>The <b>Search Results</b> of the <b>Look Up Source</b> appear.</p> <p>Notice there is only 4 <b>Search Results</b>.</p>
36.	<p>Click the <b>IQ</b> link.</p> 
37.	<p>The <b>Source</b> displays.</p> <p><b>Journal Class</b> provides a way to categorize <u>why</u> this particular journal is being created.</p> <p>Best Practice is to document the purpose of the financial journal (<b>Journal Class</b>) in order to better understand business practice trends and to document the compliance of Federal government requirements that certain expense transfers should take place within 120 days of the actual expense.</p>
38.	<p>We will now indicate the <b>Journal Class</b>.</p> <p>Click the <b>Look up Journal Class (Alt+5)</b> button.</p> 
39.	<p>The <b>Look Up Journal Class</b> page appears.</p>
40.	<p>Click the <b>Cost Transfer Expense Adjust</b> link.</p> 

Step	Action
41.	<p>The <b>Journal Class</b> displays.</p> <p><b>Reference Number</b> is not mandatory, although Best Practice is to refer to the document, person, invoice, date or other information that helps you track the reason for this journal transaction.</p> <p>In this example, we will enter a very brief description.</p>
42.	<p>Click in the <b>Ref Number</b> field.</p> <input data-bbox="354 619 490 661" type="text"/>
43.	<p>Enter the desired information into the <b>Ref Number</b> field. Enter a valid value e.g. "<b>April 210</b>".</p>
44.	<p>The <b>Long Description</b> indicates the reason this Financial Journal is being created.</p> <p>Make sure that you document completely, referencing the voucher number. Although this text does not appear on the BAIRS report, it does appear on the printed journal.</p> <p>Click in the <b>Description</b> field.</p> <input data-bbox="354 955 799 1003" type="text"/>
45.	<p>Enter the desired information into the <b>Description</b> field. Enter a valid value e.g. "<b>Redistribution of Copier Expenses of April 2010</b>".</p>
46.	<p>We have completed all the <b>Import File Parameters</b> and will import our journal.</p> <p>Click the <b>Import File</b> button.</p> <input data-bbox="354 1201 500 1243" type="button" value="Import File"/>
47.	<p>The <b>Upload/Cancel</b> page appears.</p> <p>Click the <b>Browse...</b> button.</p> <input data-bbox="354 1360 522 1407" type="button" value="Browse..."/>
48.	<p>Our <b>Desktop</b> appears, although we could drill to other computer locations, if needed.</p> <p>We know we saved our CSV file on our Desktop. In order to see the complete file name, display your files in a more detailed manner.</p> <p>Click the <b>View Menu</b> drop-down button.</p> <input data-bbox="354 1627 418 1669" type="button" value="View Menu"/>
49.	<p>The View Menu drop-down list appears.</p> <p>Click the <b>Details</b> menu.</p> <input data-bbox="354 1785 539 1822" type="button" value="Details"/>

Step	Action
50.	<p>We need to expand the view of our items.</p> <p>Use the <b>Drag</b> and Expand feature in the lower right part of the display pop-up.</p> 
51.	<p>Our pop-up window displays more options.</p> <p>Click the <b>Copier_Charges-April.csv</b> list item.</p> 
52.	<p>Notice, our item is in the <b>File name</b> field.</p> <p>Click the <b>Open</b> button.</p> 
53.	<p>Notice, the path to the CSV journal displays.</p> <p>Click the <b>Upload</b> button.</p> 
54.	<p>The <b>Import/Export Process Successful pop-up</b> message appears.</p> <p>Click the <b>OK</b> button.</p> 
55.	<p>We want to review, Edit check and Submit our Financial journal.</p> <p>Click the <b>General Ledger</b> menu item.</p> 
56.	<p>The <b>General Ledger</b> page opens.</p> <p>Click the <b>Journal Entry</b> link.</p> 
57.	<p>Click the <b>Create/Update Journal Entries</b> link.</p> 
58.	<p>The <b>Find an Existing Value</b> page opens.</p> <p>Notice the <b>Business Unit</b> defaults to <b>10000</b> (Berkeley) and our <b>Source</b>, both are associated with the BFS User ID and access. The Journal Header Status reflects the status of our journal. We will leave all three defaults.</p>
59.	<p>We have the Journal ID and will tab to the <b>Journal ID</b> field.</p> <p>Press <b>[Tab]</b>.</p>
60.	<p>Enter the desired information into the <b>Journal ID:</b> field. Enter a valid value e.g. <b>"IQcopyapr"</b>.</p>

Step	Action
61.	Click the <b>Search</b> button. 
62.	An informational message pop-up appears. Read carefully. We know the journal source and believe it is formatted correctly.
63.	Click the <b>OK</b> button. 
64.	We want to see more of this page.  Click the <b>Collapse (Ctrl+Y) Menu</b> button. 
65.	The <b>Header</b> page has been filled in with the information previously entered on the <b>File Import Parameter</b> section: <b>Source, Reference Number, Journal Class</b> and <b>Description</b> .
66.	Click the <b>Lines</b> tab. 
67.	The <b>Lines</b> page opens. Review your information.
68.	The financial journal appears to be correct. We will edit our work. The default for <b>Process</b> is <b>Edit Journal</b> .  Click the <b>Process</b> button. 
69.	Click the <b>OK</b> button. 
70.	When you <b>Edit Journal</b> , the system verifies: <ul style="list-style-type: none"> <li>• Required Fields are filled in</li> <li>• Chartstring values are valid</li> <li>• Debits equal Credits</li> <li>• Funds are balanced (for Financial Journals the system ensures this occurs by adding Interfund/Interunit balancing lines).</li> <li>• The journal is saved.</li> </ul>
71.	To submit this journal for online approval, select the <b>Submit Journal</b> option on the <b>Process</b> drop-down menu.  Click the <b>Process</b> list. 
72.	The <b>Process</b> drop-down list appears.  We want to <b>Submit Journal</b> for approval. Click the <b>Submit Journal</b> list item. 

Step	Action
73.	Click the <b>Process</b> button. 
74.	A message appears indicating the journal has been submitted to the worklists of your approver(s) based upon the <b>Source</b> entered on the <b>Header</b> page.  Click the <b>OK</b> button. 
75.	We want to check the <b>Approval</b> tab.  Click the <b>Approval</b> tab. 
76.	The <b>Approval</b> tab appears.  Notice, the <b>Approval History</b> has this journal <b>Pending Approval</b> . For additional information about the approval process, see " <i>Approval a Financial Journal</i> ".
77.	Congratulations. You have uploaded a financial journal.  <b>End of Procedure.</b>