

SAP Financials

Journal Voucher Upload Quick Reference

1. Type your data into a spreadsheet file using the following format:

A	B	C	D	E	F	G	H*	I*	J*
	1777900	420050	Transfer Travel Expenses	5/1/2008	450				
	1734567	800704	Correction to project	5/1/2008	5622				6789000
	1670900	420050	Transfer Travel Expenses	5/1/2008		450			
X	2345678	800704	Correction to project	5/1/2008		5622			6789000
T	Text describing the journal voucher, supporting information								
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Note: Do not type in the column headings they are shown for clarity only.

Line item section:

Col	Description	Rules
A	End of document marker	Type "X" to mark the last line of the journal document in your upload file. No more than 800 lines per uploaded journal document. The last line must contain an amount; it cannot be 0.
B	Cost object (7 digits)	Enter the cost center, internal order, or WBS element to be debited or credited.
C	G/L account number (6 digits)	Enter the G/L account identifying the revenue or expense.
D	Description	Briefly describe the line item text of the JV charge, up to 40 characters.
E	Transaction date (mm/dd/yyyy)	Date the activity occurred. Must be within begin and end dates of cost object. To format a 4-digit year in Excel: 1. Select the column to be formatted. 2. Follow the menu path: Format>>Cells . 3. Click on the Number tab. 4. Click on Custom . 5. Under the Type: field, enter mm/dd/yyyy. 6. Click OK.
F	Debits	Amount to be debited. Format as follows: - No plus signs (+), no minus signs (-), no dollar signs (\$) - Commas and decimal points are optional - Enter one debit per line in the file
G	Credits	Amount to be credited. Same rules as for debits. Total debits and credits must balance.
*H	Purchas Order number (10 characters)	Only enter if the G/L account is 421818 (Equipment-not MTDC)
*I	External (reference) number (12 characters)	Only enter if the G/L account is 421818 (Equipment-not MTDC) and there is no PO. This may be a purchase requisition number.
*J	Underrecovery WBS or internal order (7characters)	Only used if you entered an underrecovery G/L account. Departments, labs, and centers use a WBS element. Only VPF office can enter a WBS or internal order.

Long Text Section:

A	Text row marker	Type "T" to mark each line in your spreadsheet with long text. No more than 18 lines of text with 72 characters per line. (More than 72 characters will be cut off.)
B	Long text	Enter your long text.

2. Save your file as type: "Text (Tab Delimited)".


3. Upload your file in SAP.

From SAP User Menu screen, use the transaction code /nzjva or follow the navigation path:
User Menu> Role ZMIT> Journal Vouchers> Spreadsheet Uploads> SA/FY JV Documents

The screenshot shows the SAP 'Electronic Journal Voucher' screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window has a menu bar with icons for file operations and a toolbar. The screen is divided into several sections:

- Company Code:** A dropdown menu showing 'CUR' and 'Massachusetts Institute of Technology'. A callout '1' points to the dropdown arrow.
- File Name:** A text field with a yellow background and a lock icon. A callout '2' points to the lock icon.
- Pre-Validation:** Two radio buttons: 'Pre-Validation Only' (selected) and 'Pre-Validation and Posting'. A callout '3' points to the 'Pre-Validation Only' radio button.
- Explanation (Corr. Text):** A text field with a checkmark icon. A callout '4' points to the text field.
- Is there backup supporting?:** A text field with a checkmark icon. A callout '5' points to the checkmark icon.
- Document Type:** Three radio buttons: 'SA for Period 1 - 12' (selected), 'FS for Period 1 - 12', and 'FY for Period 13 - 16'. A callout '6' points to the 'SA for Period 1 - 12' radio button.
- Posting Date & Period for SA/FY/SX document:** A table with two rows: 'Posting Date' (01/07/2009) and 'Period' (7). A callout '7' points to the 'Posting Date' field.
- Processing Option:** Two radio buttons: 'Processing in Background' (selected) and 'Processing Immediately'. A callout '8' points to the 'Processing in Background' radio button.
- Execute button:** A green button with a circular arrow icon. A callout '9' points to this button.

The status bar at the bottom shows 'ZJVA magnolia INS'.

1. Select the appropriate company code from the Matchcode list.
2. Use the Matchcode button to select the filepath for the spreadsheet document.
3. Prevalidation Only: Checks the file for errors, but does not post the transactions to SAP yet. Prevalidation and Posting: Checks the file for errors first, and if error-free posts the transactions to SAP.
4. Type a brief description for the JV (72 spaces).
5. Enter "Y" if you are sending documents to VPF office; enter "N" if not.
6. Document Type: SA for period 1-12; FY for charges in closing period 13-16 (FS for VPF only).
7. For FY documents, enter the last day of the fiscal year and 13 for the period (VPF only uses 14-16).
8. Choose Processing in Background for files over 100 lines. Choose Processing Immediately for files 100 lines or fewer. (recommended option)
9. Click the Execute button .

4. Check the results of the upload.

* If you chose Processing Immediately:

- For *Pre-validation* only with no errors, redo the upload and choose *Pre-validation and Posting* in Step 3 to Post the JV.
- For *Pre-validation and Posting* with no errors, the electronic JV screen shows the document number on the left.

If errors are found correct them and redo the upload of the corrected file.

For *Pre-validation and Posting* with no errors, the journal document number is at the left side.

Document #	Credit Lines	Credit \$	Debit Lines	Debit \$
CUR 103756254 <i>This parked doc. will be posted directly</i>	2	1,015.00	2	1,015.00
TOTAL	2	1,015.00	2	1,015.00

✔ Document 103756254 CUR was parked

If you chose Processing in Background:

- A dialogue box displays the background job number. Write down the job number for future reference.

Contact journal-vouchers@mit.edu to review background job report.