

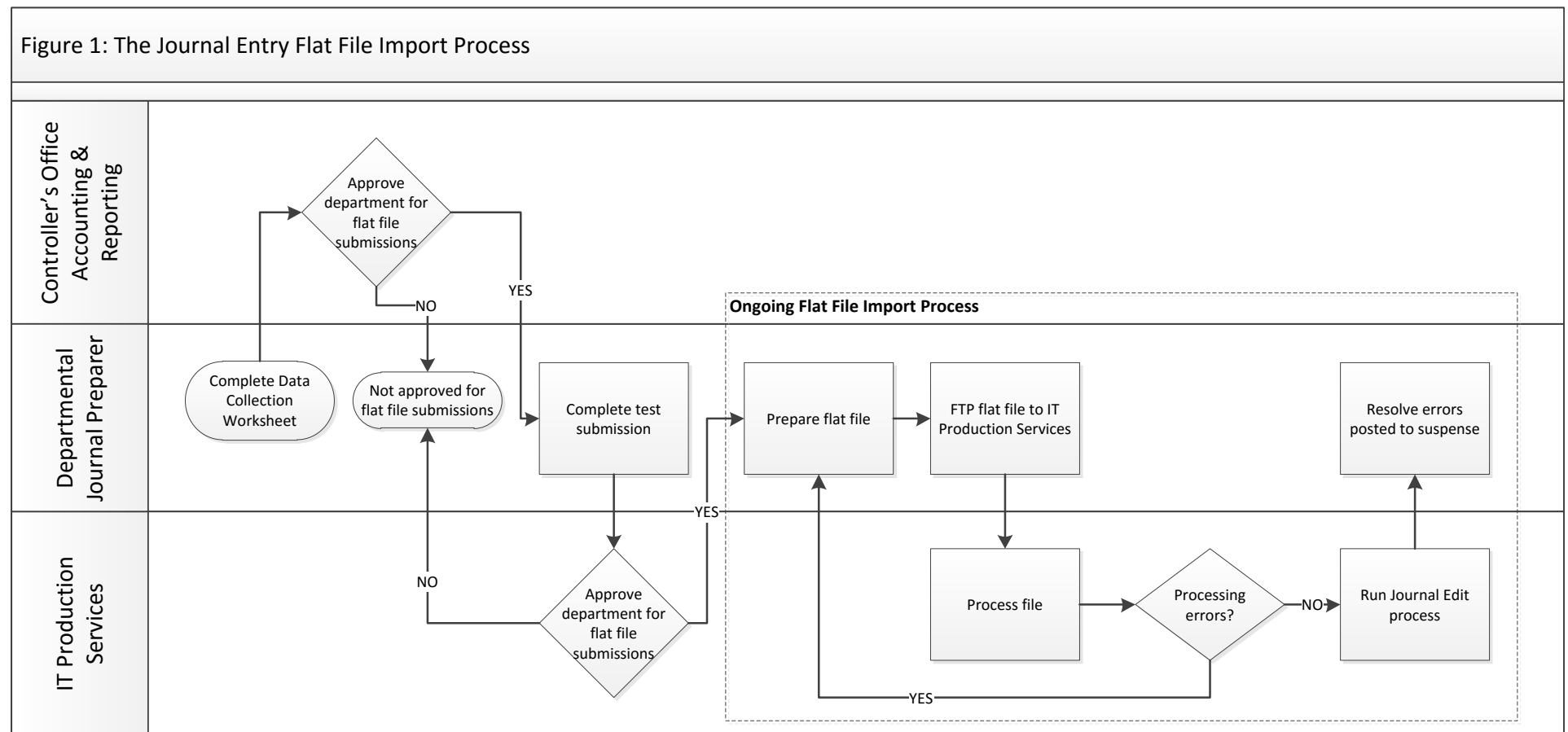
The Journal Entry Flat File Submission Process

There are a number of ways to enter journal entries into **PeopleSoft**. In addition to keying a journal entry directly using the journal entry interface, authorized users may prepare a flat file of journal entries that can be imported directly into the campus PeopleSoft General Ledger.

This document describes the process of preparing and submitting journal entries electronically via flat files. This process is most commonly used by campus recharge departments; on an as-needed basis, other departments may be considered for flat file journal submissions.

The Flat File Import Process

Figure 1 provides an overview of the setup and ongoing flat file import process.



The Journal Entry Flat File Submission Process

Authorization and Setup

Departments with a need for electronic submission of journals using the flat file import process must first be authorized by the Controller's Office Accounting & Reporting Unit and approved by ITS upon successful completion of a test submission.

The setup process

1. Complete the **Flat File Submission Data Collection Worksheet** (see Appendix A) and email it to genacctgsvcdesk@ucsf.edu.
2. Accounting & Reporting will review to determine whether the department is approved for electronic submission.
3. Accounting & Reporting will notify ITS that the department has been approved for flat file journal submissions.
4. The department must complete a successful test submission to be approved by ITS.
 - a. The department must coordinate the test submission with ITS.
 - b. Upon successful completion of the test submission, ITS will notify the department that they are approved to submit flat file journals.

Department responsibilities

1. Use of the flat file import process is limited to authorized journal preparers. The preparation and submission of flat files is the sole responsibility of the journal preparer; only IT is authorized to process and import the flat file into PeopleSoft.
2. The department is required to submit the journal flat files by File Transfer Protocol (FTP) to the designated location defined during the submission testing process.
3. Electronic submission of flat files must be completed with sufficient time to be posted to the General Ledger. Consult the [GL Monthly Schedule](#) for specific monthly close deadlines, including deadlines for submitting electronic recharges to IT Production Services.

Preparing a Flat File for Submission

General File Structure

When processing a flat file, PeopleSoft expects the file to be structured according to precise layout specifications. Failure to adhere to the layout structure may result in processing errors upon import into PeopleSoft or in journal edit errors.

Each row in the flat file represents a record that is a component of a journal entry. PeopleSoft requires that each journal entry in the flat file consists of:

- one Journal Header row immediately followed by
- two or more Detail Line rows

Multiple journal entries may be submitted within a single flat file; however, each journal must be grouped as a header record immediately followed by its respective detail line records.

The sum of all journal detail line rows must balance to zero, or it will be rejected during import into PeopleSoft.

Flat File Import and Journal Edit Validations

IT Production Services will use the PeopleSoft Journal Loader utility to import journals saved in flat files into PeopleSoft. Several validations are built into the import process. Depending on the validation check, errors may result in the failure of the file to be processed or may result in the creation of journal edit errors to be resolved by the journal preparer after import. To avoid errors, it is important to ensure that journal entries in the flat file contain all required data elements in the correct format.

The Journal Entry Flat File Submission Process

File Import Validations

- Source Codes have been assigned by the Controller's Office Accounting and Reporting Unit for all departments. Journals without a Source Code or with an invalid Source Codes will be rejected.
- All monetary amounts must be entered with the decimal point and with exactly two decimal places. Entries with more than two decimal places will fail the journal import process; as a result, the entire flat file for all journal entries and lines will fail.

Journal Edit Validations

The Journal Loader program has a front-end editor which duplicates the PeopleSoft Edit functionality and includes edits for the following conditions:

- Valid Source Code
- Valid Business Unit
- Valid values for Account, Fund, Dept ID, Project, Activity Period, Function, Flexfield
- Valid combinations (combo-edit) for Account, Fund, Dept ID, Project, Activity Period, Function, Flexfield
- Valid accounting period
- Journal in balance
- Control total match

Journal lines in error will be posted to a suspense account based on the Source Code of the journal. The owner of the Source Code will receive an email notification of suspense items and is responsible for clearing these items following standard procedures.

PeopleSoft Record Definition: Journal Header

The format for each row in the flat file is determined by the type of journal component that the record represents. Each journal entry must contain exactly one Journal Header row. Construct each Journal Header row using the following input record definition:

PeopleSoft Journal Header – Input Record Definition			
Field Name	Length	Column Positions	Comments/Issues
Record Type	1	1	'H' indicates a Journal Header record
Business Unit	5	2-6	Required field; input valid value such as 'SFCMP', 'SFMED' or 'SFFDN'
Journal ID	10	7-16	Required field; assigned by Accounting and Reporting
Journal Date	8	17-24	Required field; format is MMDDYYYY
Ledger Group	10	25-34	Input value of 'BUDGETS' or 'ACTUALS' (Note: If this is a recharge journal use 'ACTUALS'.)
Ledger	10	35-44	Input value of 'BUDGETS' or 'ACTUALS' (Note: If this is a recharge journal use 'ACTUALS'.)
Reversal Code	1	45	Indicates whether automatic reversal should occur and, if so, on what basis. Possible values are: B - Reverse at begin of next period E - Reverse at end of next period D - Reverse upon a user defined date N - No reversal (default)
Reversal Date	8	46-53	If Reversal Code is 'B' or 'E' process will set this value; if Reversal Code is 'D' input must carry a valid date; format is MMDDYYYY
Source	3	54-56	Required field; assigned by Accounting and Reporting

The Journal Entry Flat File Submission Process

PeopleSoft Journal Header – Input Record Definition			
Field Name	Length	Column Positions	Comments/Issues
Transaction Reference Number	8	57- 64	Required for recharge journals. Use the approval number assigned by the Budget Office.
Description	30	65-94	Required
CPFM JE	1	95	Blank for non-CPFM, 'Y' for CPFM
Journal Class	10	96-105	Blank
Filler	53	106-158	Blank

PeopleSoft Record Definition: Journal Line Detail

For each journal entry, two or more Journal Line Detail rows must immediately follow the journal header row in the flat file. Construct each Journal Line Detail row using the following input record definition:

PeopleSoft Journal Line Detail – Input Record Definition			
Field Name	Length	Column Positions	Comments/Issues
Record Type	1	1	'L' indicates a Journal Detail Line record
Business Unit	5	2-6	Required field; input valid value such as 'SFCMP', 'SFMED' or 'SFFDN'
Journal Line Number	6	7-12	Not required; will default to sequential number preceding indicating position after header
Ledger	10	13-22	Input value of 'BUDGETS' or 'ACTUALS' (Note: If this is a recharge journal use 'ACTUALS'.)
Account	5	23-27	Required field for 'SFCMP' or any Business Unit that does not use Alternate Account, must be valid Account
Alternate Account	8	28-35	Required field for all Business Units recording transactions using Alternate Account rather than Account; must be valid Alternate Account
Fund Code	5	36-40	Blank or valid Fund
Department ID	6	41-46	Blank or valid DeptID
Project ID	7	47-53	Blank or valid Project ID
Activity Period	2	54-55	Blank or valid Activity Period
Function	2	56-57	Blank or valid Function
Flex Field	6	58-63	Blank or valid Flex Field
Program Code	5	64-68	Blank
Monetary Amount	16	69-84	<p>Required; format as +999999999999.99 where '9' represents any numeric character, '+' represents the appropriate sign and '.' indicates that the decimal point is required</p> <ul style="list-style-type: none"> All monetary amounts must be entered with the decimal point and with exactly two decimal places. Entries with more than two decimal places will fail the journal import process; as a result, the entire flat file for all journal entries and lines will fail.

The Journal Entry Flat File Submission Process

PeopleSoft Journal Line Detail – Input Record Definition			
Field Name	Length	Column Positions	Comments/Issues
Statistic Amount	16	85-100	Blank
Journal Line Reference	10	101-110	Input of Purchase Order Number, Sub-PO or Reference Number
Journal Line Description	30	111-140	Required Description
Open Item Key	30	141-170	Required field for Open Item Account
CPFM Reference 1	20	171-190	Blank or valid CPM Reference 1
CPFM Reference 2	15	191-205	Blank or valid CPM Reference 2
Affiliate	5	206-210	Blank
SpeedType	10	211-220	Blank or SpeedType
Filler	20	221-240	Blank

Saving Your File

- Files must be saved in ASCII format using the .dat filename extension.

Submitting a Flat File for Processing by IT Production Services

Electronic submission of flat files must be completed with sufficient time to allow for processing and correction of any identified errors, or the journal will not be posted to the General Ledger. Consult the [GL Monthly Schedule](#) for specific monthly close deadlines, including deadlines for submitting electronic recharges to IT Production Services.

- The prepared flat file must be submitted to IT Production Services for processing via an FTP (file transfer protocol) session.
- Once the FTP process is complete, the flat file will automatically be processed by the system at one of two run times, Monday through Friday at noon or 4 p.m. You will receive an email notification that your journal has either been successfully loaded into PeopleSoft, or has failed with errors and needs to be corrected.
- If any errors have occurred that have prevented the file from being processed, please correct the flat file and send it via FTP again to the designated server to be picked up by the next scheduled process.

If you have issues processing your flat file that you cannot correct by trying your upload again, or if you need guidance on supported FTP software programs and server connection details:

- Contact the IT Service Desk at 415-514-4100 and press option 2 for PeopleSoft, or
- Create an [IT Service Request](#) and choose **Business Applications** from the **Type of Help** drop-down menu and **PeopleSoft Financial System File Loads** from the **Help Category** drop-down menu.

Request Details

* Type of Help <input style="width: 95%;" type="text" value="Business Applications"/>	* Help Category <input style="width: 95%;" type="text" value="PeopleSoft Financial System File Loads"/>
---	---

The Journal Entry Flat File Submission Process

Appendix A: Recharge Data Collection Worksheet

Flat File Submission Data Collection Worksheet	
Department Name	
Department Contact Person	
Email Address	
Phone Number	
Purpose of submission	
Average Monthly Lines Processed	
Approved Recharge Project ID (recharge submissions only)	
Source Code (recharge submissions only)	
Suspense chart string	
Normal Processing Date (i.e., weekly, monthly, and when)	
Department ID	
Department Computer Support Coordinator <ul style="list-style-type: none">▪ Name▪ Email Address▪ Phone Number	
Back up to the Department Computer Support Coordinator <ul style="list-style-type: none">▪ Name▪ Email Address▪ Phone Number	
Current Journal ID Used	

Send completed Flat File Submission Data Collection Worksheet via email to genacctgsvcdesk@ucsf.edu.