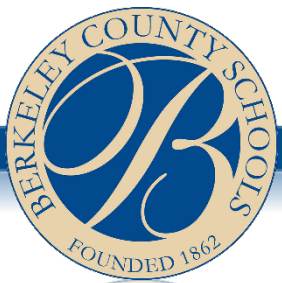




# Excel to WVEIS

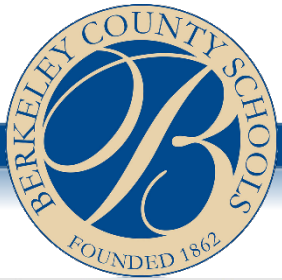
Adjusting and Budget Journal Entry Upload





- Create\Fill in Excel Template
- Save Template to <\\WV004\Finance\JE.csv>
- Import Pending Journal Entries
- Add Pending Journal Entries
- Post Pending Journal Entries





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	USAGE STATUS	JDAT OF LST R = RETAINED ACTIVITY OFF-LINE	SESSN NO LAST ACTIVITY	COMMAND LAST USED	USR NO BUSY 0=FREE	WHO APPROVED THIS	ERR MSG SYS ID	ERROR MESSAGE NUMBER	TYPE OF JOURNAL ENTRY	MONTH	J/E NUMBER	JELINE	ACCOUNT STRING	DESCRIPTION TEXT	AMOUNT	
2			0 A	A	0			0 B		10	5	1	61.40011.76321.842.001.0000.N		-546282.00	
3			0 A	A	0			0 B		10	5	2	61.40011.11115.111.001.4102.N		-206880.00	
4			0 A	A	0			0 B		10	5	3	61.40011.11115.231.001.4102.N		-23530.00	
5			0 A	A	0			0 B		10	5	4	61.40011.76191.911.001.0000.N		-19732.00	
6			0 A	A	0			0 B		10	5	5	61.40011.11115.211.001.4102.N		-17790.00	
7			0 A	A	0			0 B		10	5	6	61.40011.11115.221.001.4102.N		-15280.00	
8			0 A	A	0			0 B		10	5	7	61.40011.11115.218.001.4102.N		-6050.00	
9			0 A	A	0			0 B		10	5	8	61.40011.11115.233.001.4102.N		-3760.00	
10			0 A	A	0			0 B		10	5	9	61.40011.11115.212.001.4102.N		-2880.00	
11			0 A	A	0			0 B		10	5	10	61.40011.11115.119.001.4102.N		-2800.00	
12			0 A	A	0			0 B		10	5	11	61.40011.11115.261.001.4102.N		-350.00	
68			0 A	A	0			0 B		10	5	67	61.04511.04511.009.000.0000.N		-845333.96	
69																
70																
71																
72																
73																
74																
75																
76																
77																
78																
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83																
84																
85																
86																
87																
88																

BJE



File Explorer window showing the 'Finance' folder on drive Z: (\\10.140.200.17). The ribbon includes File, Home, Share, and View tabs. The main pane shows a table of files:

Name	Date modified	Type	Size
JE	10/11/2019 11:20 AM	Microsoft Excel Comma Separated Values File	5 KB

The left sidebar shows navigation options, with 'ww004 (\\10.140.200.17) (Z:)' highlighted. A red circle highlights the 'JE' file in the main pane.



DI04001823

File Edit View Communication Actions Window Help

Host: 10.140.200.17 Port: 23 Workstation ID: DI04001823 Disconnect

10/11/19 FY 20 BERKELEY COUNTY SCHOOLS 11:27:17 DI  
ACS BERKELEY COUNTY MANAGER WORK AREA Ref: AC

MENU GNLOO0: GENERAL LEDGER SYSTEM

1. Account Balance & Transaction Detail Lookup .	GNL.601L	
2. Journal Entry Input . . . . .	GNL.401	
3. Import Pending Journal Entries . . . . .	GNL.402	
4. General Financial Management Options . . . . .	GNL.100	
5. Define Control Documents . . . . .	MGR.501	
6. MONTH END CLOSING . . . . .	GNL700	MENU
7. GENERAL LEDGER REPORTS . . . . .	GNL500	MENU
8. CHART OF ACCOUNTS MAINTENANCE . . . . .	GNL200	MENU
9. BUDGET DEVELOPMENT SYSTEM . . . . .	BUD000	MENU
10. CONTROL ACCOUNT FUNCTIONS . . . . .	GLB000	MENU
11. NEW YEAR SETUP PROCEDURES . . . . .	GNL800	MENU
89. Change Assignment		
90. Signoff		

Option or Menu Item 3



D104001821

File Edit View Communication Actions Window Help



Host: 10.140.200.17

Port: 23

Workstation ID: D104001821

Disconnect

### Display Messages

Queue . . . . . : JVB04001  
Library . . . . . : QUSRSYS  
Severity . . . . . : 00

System: WVEISA  
Program . . . . . : \*DSPMSG  
Library . . . . . :  
Delivery . . . . . : \*BREAK

Type reply (if required), press Enter.

Copy of Pending Journal Entries complete. 0000000067 copied

Bottom

F3=Exit  
F13=Remove all

F11=Remove a message  
F16=Remove all except unanswered

F12=Cancel  
F24=More keys

MA A

08/001

1902 - Session successfully started

HP Color LaserJet CP5225n UPD PCL 5 on WSC



DI04001823

File Edit View Communication Actions Window Help



Host: 10.140.200.17

Port: 23

Workstation ID: DI04001823

Disconnect

10/11/19 FY 20  
FMS

BERKELEY COUNTY SCHOOLS  
Journal Entry Input

11:31:01 DI04001823  
Ref: GNL.401 .01

<u>A</u>	<u>B</u>	J/E No. <u>5</u>	For month	<u>OCT</u>
Add	A			JUL FEB
Change	B			AUG MAR
Delete	E			SEP APR
Lookup				OCT MAY
PostPnd				NOV JUN
Index				DEC END
End				JAN CLO

Pending BJE/AJE? Y

NOTE: Pending J/E's  
will not post to the  
ledger until posted  
with the "P" command.

Index: 1  
1 = Journal Entries  
2 = Pending Journal Entries

Auto Next Record? N

MA

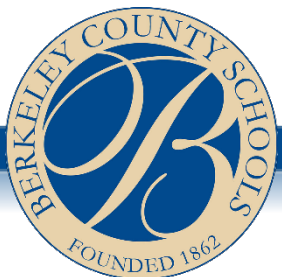
C

MW

15/025

1902 - Session successfully started

HP Color LaserJet CP5225n UPD PCL 5 on WSC



DI04001823

File Edit View Communication Actions Window Help



Host: 10.140.200.17

Port: 23

Workstation ID: DI04001823

Disconnect

10/11/19 FY 20 BERKELEY COUNTY SCHOOLS 11:34:19 DI04001823  
FMS \*\*\* PENDING \*\*\* JOURNAL ENTRY Ref: GNL.401L.01

OCT BJE 5 SUPPLEMENT-PROJECT 40011 TITLE II Total: .00

CMD A C C O U N T DEBIT CREDIT

BEGIN

0001.000	61.40011.76321.842.001.0000.N	546,282.00	
0002.000	61.40011.11115.111.001.4102.N	206,880.00	
0003.000	61.40011.11115.231.001.4102.N	23,530.00	
0004.000	61.40011.76191.911.001.0000.N	19,732.00	
0005.000	61.40011.11115.211.001.4102.N	17,790.00	
0006.000	61.40011.11115.221.001.4102.N	15,280.00	
0007.000	61.40011.11115.218.001.4102.N	6,050.00	
0008.000	61.40011.11115.233.001.4102.N	3,760.00	
0009.000	61.40011.11115.212.001.4102.N	2,880.00	
0010.000	61.40011.11115.119.001.4102.N	2,800.00	
0011.000	61.40011.11115.261.001.4102.N	350.00	
0012.000	61.40011.04511.009.000.0000.N	845,334.00	
0013.000	61.40011.11115.111.001.0000.N	371,442.75	
0014.000	61.40011.11115.117.001.0000.N	9,000.00	

COMMANDS: A C D L F T # E

POSITION: +n,n.n,-n,Roll-up,Roll-down

MA

C

MW

05/002

1902 - Session successfully started

HP Color LaserJet CP5225n UPD PCL 5 on WSC







DI04001823

File Edit View Communication Actions Window Help



Host: 10.140.200.17

Port: 23

Workstation ID: DI04001823

Disconnect

10/11/19 FY 20  
FMS

BERKELEY COUNTY SCHOOLS  
Journal Entry Input

11:42:33 DI04001823  
Ref: GNL.401 .01

—	<u>B</u>	<u>J/E No.</u>	<u>5</u>	For month	<u>OCT</u>	Pending BJE/AJE?	<u>Y</u>
Add	<u>A</u>				JUL FEB		
Change	<u>B</u>				AUG MAR	NOTE: Pending J/E's	
Delete	<u>E</u>				SEP APR	will not post to the	
Lookup					OCT MAY	ledger until posted	
PostPnd					NOV JUN	with the "P" command.	
Index					DEC END		
End					JAN CLO		

Index: 1  
 1 = Journal Entries  
 2 = Pending Journal Entries

Auto Next Record? N

MOD 0010 \*\*\* THIS JOURNAL ENTRY IS NOW POSTED! \*\*\*

MA C

MW

07/006





10/11/19 FY 20 BERKELEY COUNTY SCHOOLS 08:23:48 DI04001823  
FMS Account Balance & Transaction Detail Lookup Ref: GNL.601L.11

Account Code: 11.00000.21210.111.221.0000.0000.00 Expense  
Status: A SALARY P/I

Original Budget:	Detail	53,830.00	
Closed Budget Adjustments:	—	2,736.00	
Unclosed Budget Adjustments:	—	<u>.00</u>	
Revised Budget:			56,566.00
Closed Expenditures:	—	4,713.84	
Unclosed Expenditures:	—	<u>3,382.12</u>	
Current Expenditure Balance:			8,095.96
Unexpended Budget Remaining:			48,470.04
Closed Encumbrances:	—	51,852.16	
Unclosed Encumbrances:	—	<u>2,356.92CR</u>	
Current Encumbrance Balance:			<u>49,495.24</u>
Unencumbered Balance Remaining:	Amount Pulled From Sequel	→	<u>1,025.20CR</u>

Detail Cutoff: Unclosed Activity: Date: \_\_\_\_\_  
Closed Activity: Month: SEPTEMBER Limit? N  
Total Open Requisitions: Journal: \_\_\_\_\_  
F3=Exit F5=Reset F12=Cancel Cancel? N



SQL
Files & Fields

**1 - fmsfiles04/pgnl601/wv00420**

* All Fields
#\$ADAT Dec 5,0 JDAT OF LST ACTIMTY
#\$BA Chr 1 BEFORE/AFTER TAG IN L
#\$BUSY Bin 4,0 USR NO BUSY 0=FREE
#\$CM Chr 1 COMMAND LAST USED
#\$RETN Chr 1 R = RETAINED OFF-LINE
#\$SESN Bin 9,0 SESSN NO LAST ACTIVI

**Derived Fields**

- BudBalance
- BudBalTot
- TotBudg
- TotEncumb
- TotExpense

Field	glkey	glbbeg+glbnow+glb1+glb2+glb3+glb4+glb5+glb6+glb7+glb8+glb9+glb10+glb11+glb12+glb13+glb14	GLT1+glt2+glt3+	totbudg-totexpen	GLE1+gle2+gle3	BudBalance-T
Alt Name		TotBudg	TotExpense	BudBalance	TotEncumb	BudBalTot
File	pgnl601					
Type	Character	Decimal	Decimal	Decimal	Decimal	Decimal
Length	28	26,2	26,2	27,2	25,2	28,2
Header 1	INTERNAL					
Header 2	ACCOUNT NUM					
Header 3						
Editing		#####0#	#####	#####	#####	#####
Description	28-BYTE CONCA	Derived Field	Derived Field	Derived Field	Derived Field	Derived Field
Sorting						Descending
Sort Order						1

Expression Editor - WHERE

```
substr(pgnl601.glkey, 1,2) between('60')and('62') and substr(pgnl601.glkey, 3,7) between('43013')and('43015')and substr(pgnl601.glkey, 8,12) between('00000') and('99999') and substr(pgnl601.glkey, 13,15) between('100') and('999')
```

+ - ( ) = <> AND
✔
Help OK Cancel