


INSTRUCTIONS AND TIPS FOR UPLOADING JOURNAL ENTRIES INTO WVEIS

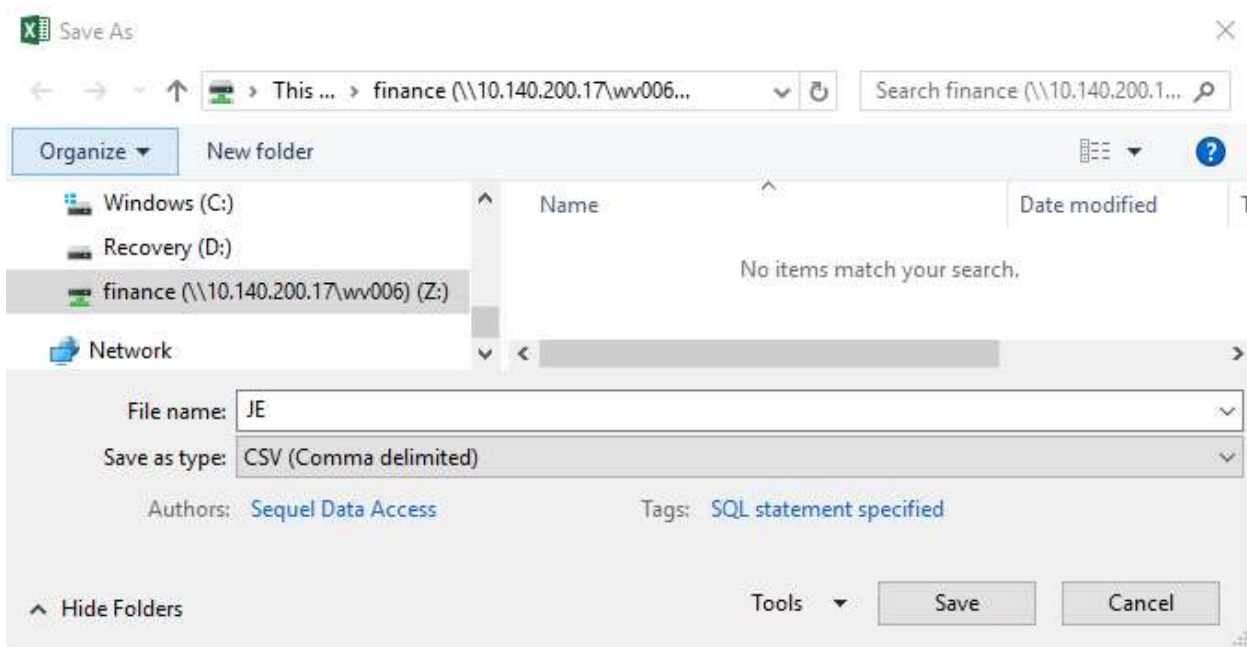
(These instructions assume that you have already gained access to your county's WVOXX\Finance network folder and that you have access to write to and delete from that folder. The WVEIS helpdesk can help you gain access to the folder. Tip: your WVEIS password cannot contain capital letters or special characters when mapping to the WVEIS network drive; otherwise your WVEIS user ID may be deactivate when you try to map the drive.)

1. Save the Excel file template for building/editing your journal entry. This is the file originated by Jim Butts, Treasurer of Berkeley County Schools. The file is titled, "JE UPLOAD TEMPLATE-BJE BOE" and is an Excel formatted file (not CSV). Fields within this file have been previously formatted to avoid format related upload errors.
 - a. Regardless of the file's name having "BJE" in the title, this file can be used for AJEs and BJE's, alike.
 - b. Column P ("AMOUNT") should be formatted with the "Number" format and no commas.
 - c. When pasting data into this file, always paste the values only . Never use "ctrl+v" to paste data as that command will paste formats and formulas into the spreadsheet, which can cause issues with the upload process.
2. Build/create your journal entry in the excel file.
 - a. The only fields you will edit in the file are columns J through P.
 - b. Make sure column J is updated for the correct type of journal entry you are drafting "A" for AJE, "B" for BJE. This code should be in every row of the AJE.
 - c. Column "K" should be the number code for the month in which you are posting the entry (i.e., 6 for June, 12 for December, etc.)
 - d. Column "L" should be updated consistently for the JE number you have assigned to the entry.
 - e. Column "M" should be numbered sequentially starting at 1 through the last line of your entry.
 - f. Credit amounts should be entered as negatives when keying amounts in column "P"
 - g. When uploading large entries, it is a good idea to add an "N" to the end of every account code. The system will ignore the "N" if the account already exists.
 - i. It is best to utilize the full account code string out to the "subject" field.
 - ii. Ex. "11.00000.11111.611.220.0000.0000.00.N" for a new account
 - h. Ensure there is no data below the last line of your journal entry in the Excel file. To check this – with a cell highlighted within the entry, type the keys "ctrl+END." If the active cell moves to the amount field of the last line of your entry, then you should be ok. If not, then your active cell will move to a row below the last line of your entry. Delete the unnecessary data and resave the file.
 - i. Make sure that the journal entry is in balance by selecting all of the rows in Column "P" and verifying that the quick sum menu in the bottom toolbar is zero, or by summing all of the amounts in Column "P". If you use the Sum function, remember to delete that field.
 - j. An example of a completed file is copied below:

Usage Status	Activity	LST R= Retained Y Off-Line	SESSN No Last Command Activity Last Used	USR No Who Busy Approve 0=Free D This	Err Msg Sys ID	Error Type of Message Journal	Number Entry	Month	Number	J/E	Jeline	Account String	Description Text	Amount
0 A			0 A	0		0 A	0 A	9	21	1	61.88250.12641.431.102.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	2	61.88250.12641.431.201.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	3	61.88250.12641.431.207.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	4	61.88250.12641.431.212.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	5	61.88250.12641.431.215.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	6	61.88250.12641.431.219.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	7	61.88250.12641.431.220.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	8	61.88250.12641.431.301.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	9	61.88250.12641.431.501.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	10	61.88250.12641.431.502.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	11	61.88250.12641.431.503.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	12	61.88250.12641.431.701.0000.0000.00.N		0.58	
0 A			0 A	0		0 A	0 A	9	21	13	61.88250.12641.613.503.0000.0000.00.N		2.15	
0 A			0 A	0		0 A	0 A	9	21	14	61.88250.13121.121.102.0000.0000.00.N		43.10	

3. Create the CSV file in the WVOXX\Finance server folder:

- a. While still in the Excel file (“JE UPLOAD TEMPLATE-BJE BOE”), delete the column header row. Delete the entire row, not just the contents of the row.
- b. Click “Save As” in the file menu of Excel, and save the file as “JE”. You will have to navigate to the WVOXX\Finance network folder that to which you should already have access. Ensure that the file type selected is “CSV (Comma Delimited)”. See the screen-capture, below:



- c. If the JE.CSV file already exists in the WVOXX\Finance folder, it will simply ask you if you wish to save over the file. Select yes.
- d. The file will also ask you if you wish to keep the current file format (CSV), select yes on this as well.
- e. Now close the Excel/CSV file. Having the file still open will likely cause upload issues. You may be asked to save the file again. If so, select yes. This may also generate the warning about the file format. Select yes to that as well.

f. **Tip: Never make manual changes inside the JE.CSV file once it is saved into the server folder.** You can save over that file as many times as needed. Any changes to the entry should first be made in the “JE UPLOAD TEMPLATE-BJE BOE” Excel file, then once you are ready to try the upload again, delete the column headers row and save the file again as the JE.CSV file in the network folder.

4. Upload the JE.CSV file into WVEIS

- a. In WVEIS, navigate to the menu item titled “Import Pending Journal Entries,” which is menu item GNL.402. Select the menu item or key the menu title and hit enter.
- b. If the JE.CSV file has no errors, you will see a message at the bottom of the screen that says “Copy of Pending Journal Entries Complete.” It will also show the number journal entry lines that were copied.
- c. Now navigate into the “Journal Entry Input” menu (GNL.401) and add the journal entry.
 - i. Select “A” for add
 - ii. Type in the Journal Entry type code (“A” for adjusting entries, “B” for budget entries, and “E” for encumbrance entries)
 - iii. Key in the journal entry number you assigned to the entry in the upload file
 - iv. Key in the journal entry month for the entry you uploaded
 - v. Select “Y” in the “Pending BJE/AJE?” field
 - vi. Select “2” in the “Index” field
 - vii. Hit enter

```

A      A J/E No., 21 For month SEP      Pending BJE/AJE? Y
Add    A              JUL  FEB
Change B              AUG  MAR      NOTE: Pending J/E's
Delete E              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: 2
           1 = Journal Entries
           2 = Pending Journal Entries
  
```

- d. In the next window, type in a title for the entry and change the date to a valid date within the JE month. Then hit enter.

```

SEP AJE  21  Title:  TO RECORD CACFP EXPENSES TO THE CORRECT
Date:  093019      PENDING BJE (Y/N)?  Y

Mode: Add          F3=Exit          F5=Reset  F12=Cancel      Cancel? N
  
```

- e. Review the entry for any blank rows. WVEIS will create a blank row for an entry that was posted with a zero amount.
- i. If you find a blank row, simply delete it with the "D" command on that line. You can then renumber all of the fields sequentially with the "#" command at the beginning of any row.
- f. Navigate to the end of the entry and add rows for description text, if desired.

SEP	AJE	21	TO RECORD CACFP EXPENSES TO THE CORRECT	Total:	.00
CMD	A C C O U N T			DEBIT	CREDIT
<u>BEGIN</u>					
<u>0001.000</u>	61.88250.	12641.431.	102.0000.0000.00.N		.58
<u>0002.000</u>	61.88250.	12641.431.	201.0000.0000.00.N		.58
<u>0003.000</u>	61.88250.	12641.431.	207.0000.0000.00.N		.58
<u>0004.000</u>	61.88250.	12641.431.	212.0000.0000.00.N		.58
<u>0005.000</u>	61.88250.	12641.431.	215.0000.0000.00.N		.58
<u>0006.000</u>	61.88250.	12641.431.	219.0000.0000.00.N		.58
<u>0007.000</u>	61.88250.	12641.431.	220.0000.0000.00.N		.58
<u>0008.000</u>	61.88250.	12641.431.	301.0000.0000.00.N		.58
<u>0009.000</u>	61.88250.	12641.431.	501.0000.0000.00.N		.58
<u>0010.000</u>	61.88250.	12641.431.	502.0000.0000.00.N		.58
<u>0011.000</u>	61.88250.	12641.431.	503.0000.0000.00.N		.58
<u>0012.000</u>	61.88250.	12641.431.	701.0000.0000.00.N		.58
<u>0013.000</u>	61.88250.	12641.613.	503.0000.0000.00.N		2.15
<u>0014.000</u>	61.88250.	13121.121.	102.0000.0000.00.N		43.10

COMMANDS: A C D L F T # E POSITION: +n,n,n,-n, Roll-up, Roll-down

- g. Once you are finished manually editing the entry, type "E" at the beginning of any line and hit enter to exit the entry.
- h. On the next screen, you can now post the entry.
 - i. Type "P" for "Post Pending Entry" and hit enter. Make sure the JE type, JE number, JE month, and Pending BJE/AJE options are all correct for the entry you wish to post. They should default to the correct options if you just exited the entry that you wish to post.

```

P      A  J/E No.  ___21 For month SEP      Pending BJE/AJE?  Y
Add    A
Change B      AUG  MAR      NOTE: Pending J/E's
Delete E      SEP  APR      will not post to the
Lookup      OCT  MAY      ledger until posted
PostPnd    NOV  JUN      with the "P" command.
Index
End        JAN  CLO

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

```

- ii. On the next screen, change the option at the bottom ("OK to Post?") to "Y" and hit enter to post the entry.

```

SEP AJE  ___21 Title:  TO RECORD CACFP EXPENSES TO THE CORRECT PROJECT
Date:  _9/30/19      PENDING BJE (Y/N)?  Y

Mode: Post          OK to Post?  Y          Cancel?  N

```

- iii. On the next screen, you should see a message at the bottom that notifies you that the journal entry is now posted.

```
=      A J/E No.  ___21 For month SEP      Pending BJE/AJE?  Y
Add      A              JUL  FEB
Change   B              AUG  MAR      NOTE: Pending J/E's
Delete   E              SEP  APR      will not post to the
Lookup   O              OCT  MAY      ledger until posted
PostPnd  O              NOV  JUN      with the "P" command.
Index    O              DEC  END
End      O              JAN  CLO

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

                                           Auto Next Record?  N
MOD 0010 *** THIS JOURNAL ENTRY IS NOW POSTED! ***
```