

CHECKLIST FOR BUDGETS UPLOAD

Prerequisites

Spreadsheet Designer is the application used to upload Journals to the Transaction Interface window on Cloud Suite Financials (CSF). This software is to be installed on the computer of the person responsible for the upload, as it is necessary.

1. Template for Journal upload
2. The currencies (**to identify which template to use**)
3. The system, if any, where the transactions are coming from

Below are examples of the Templates (the first for BBD currency and the second for multiple currencies).

The first row on either Template must not be tampered with.

Finan	GLTransactionInterface	GL	Ledg	Acco	To	AccountCo	Col	G	Transacti	Reference	Description	Cu	Transacti	ReportC	ReportC	PostingDat	Fin	Fi	Fir	Al	St	Err	UnitsA
GOV5	CSF_Update_TSTFeb22	1	CORE	9002	9002	6101101100	101	TC	10/1/2021	101_61101101_FEB22	Test Update - Feb 2022	BBD	10,210.00	10210.00	10210.00	10/31/2021	0020						FALSE

Finan	GLTransactionInterface	GL	Ledg	Accou	To	AccountCode	Colun	Gene	Transaction	Reference	Description	Current	Transaction	PostingDate	Project	Financet	Finan	Finance	Auto	Status	Error	Units	Amount	System
GOV5	Foreign_Cur_Template	1	CORE	9002	9002	2890501102	890	TC	5/31/2021	890_21890501_AEL201	Multiple Currencies	BBD	5,000.00	5/31/2021		0113						FALSE	SS	

Users are required to populate this Template and there can be:

- No hidden columns or row
- No zero balances
- No merged fields
- No formulas
- No comments
- No additional columns or rows
- No blank lines

Template for BBD dollars

Required for upload are:

- **GOB** in the FEG column
- GLTransactionInterface.RunGroup must carry the run group
- GLTransactionInterface.SequenceNumber must carry sequential numbers
- **CORE** in the Ledger column
- Accounting Entity
- To Accounting Entity (same as accounting entity)
- Account Code (CSF Account)
- SAC in Column 1

- **TC** in GeneralLedgerEvent
- TransactionDate in format mm/dd/yyyy
- Reference
- Description
- CurrencyCode – BBD
- TransactionAmount
- ReportCurrencyAmount.FunctionalAmount.EnteredCurrencyAmount
- ReportCurrency.ReportAmount1.EnteredCurrencyAmount
- PostingDate in format mm/dd/yyyy (always end of the month)
- Project (if project included)
- Cost Center in FinanceDimension1 column
- Account Category in Finance Dimension 3 column
- False in Units Amount
- False in ReportCurrencyAmount.LocalCurrencyTable
- System (if transactions coming from a system)

Template for multiple Currencies

Required for upload are:

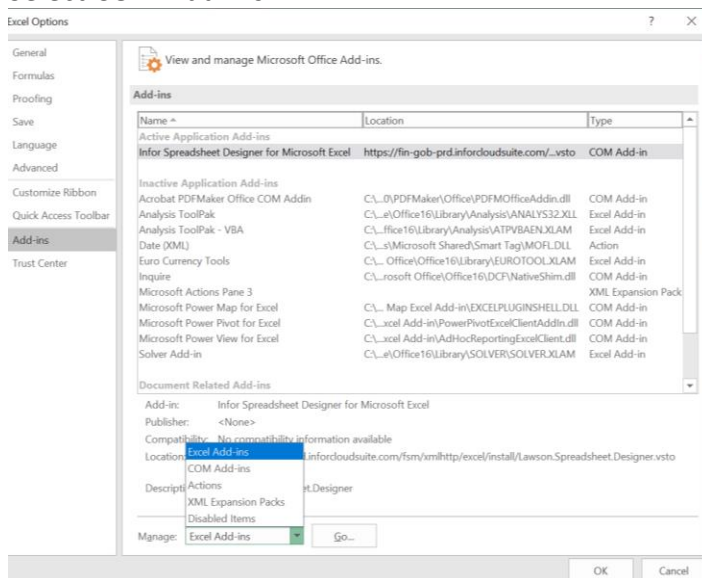
- **GOB** in the FEG column
- GLTransactionInterface.RunGroup must carry the run group
- GLTransactionInterface.SequenceNumber must carry sequential numbers
- **CORE** in the Ledger column
- Accounting Entity
- To Accounting Entity (same as accounting entity)
- Account Code (CSF Account)
- SAC in column1
- **TC** in GeneralLedgerEvent
- TransactionDate in format mm/dd/yyyy
- Reference

- Description
- CurrencyCode e.g (BBD, USD, etc)
- TransactionAmount
- PostingDate in format mm/dd/yyyy (always end of the month)
- Project (if project included)
- Cost Center in FinanceDimension1 column
- Account Category in Finance Dimension 3 column
- False in Units Amount
- False in ReportCurrencyAmount.LocalCurrencyTable
- System (if transactions coming from a system)

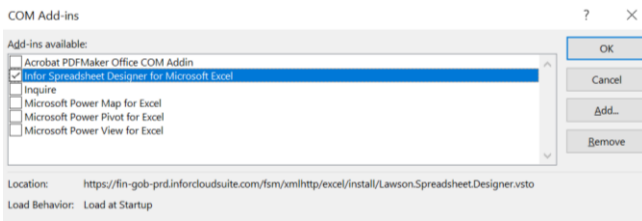
Process

The following steps are a guide to upload the Journals.

1. To turn on Infor Spreadsheet Designer in Excel.
 - Click File
 - Select Options
 - From the pop-up window choose Add-ins from the left side
 - Click the arrow on the right side of the Manage window
 - Select COM Add-ins

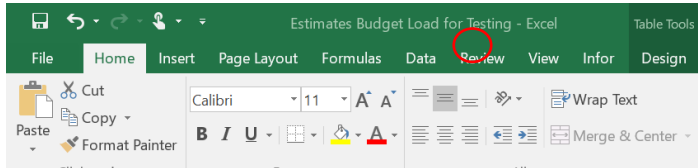


- Click Go
- Select Infor Spreadsheet Designer for Microsoft Excel
- Click Ok



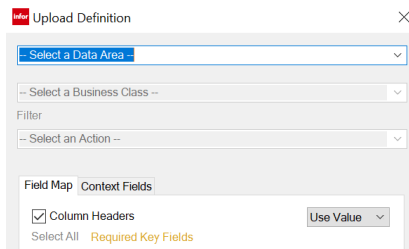
2. Log into PRD environment

- Select the Infor tab on the Excel Menu bar



- Click Insert Upload and sign into the Production environment.
 - <https://gen-gob-prd.inforcloudsuite.com/>
- Click connect
- Choose Cloud Identities from the pop-up window
- Enter the correct credentials

3. On the Upload Definition pop-up window, needed is a Data Area, a Business Class and an action for the Filter field.



- Select the relevant data area, **gob_prd_fsm** (PRD)
- Business Class is **GLTransactionInterface**
- Action for the Filter field is **CreateUnreleased**
- Click Insert, this places the Upload Properties window to the left of the Excel sheet
- Ensure that the Columns correspond with the Fields in the Upload Properties window. If they don't, an error will display.

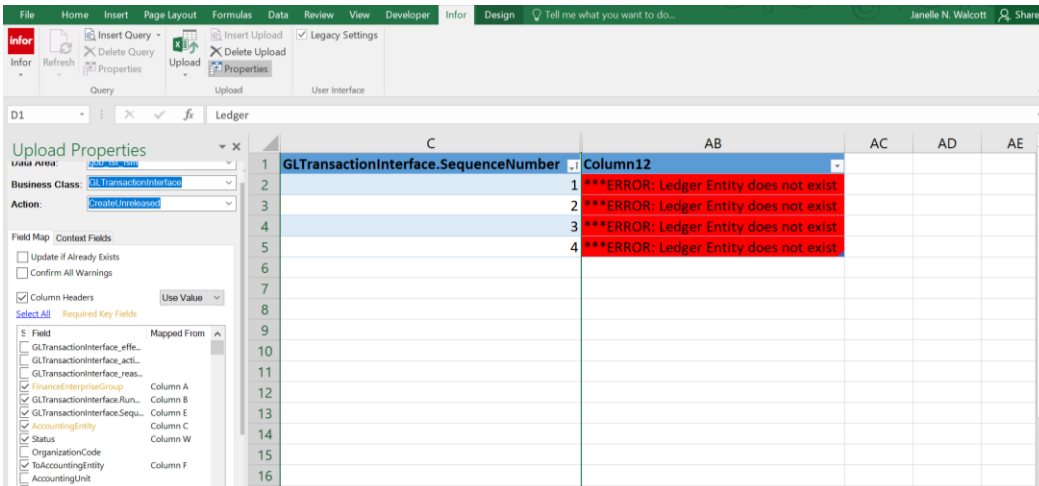
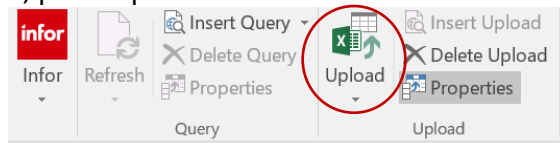


Figure 1 - Error when Accounting Entity incorrectly mapped to Column C, which contains the Sequence Number

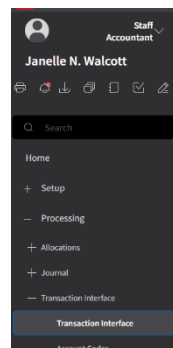
- Select Reset Mapping at the bottom of the Upload Properties window.
- Once satisfied, press upload



- If the upload is successful, all fields in the column will be highlighted green and 'Global Ledger Transaction Interfaced created' displayed

4. Navigate to the Budget Scenarios window

- Log into CSF
- Select Staff Accountant role from landing page
- Click Processing
- Click Transaction Interface
- Select Transaction Interface



5. Filter on the Run Group by entering it in the Run Group field and pressing enter

Infor CSF 4 UX

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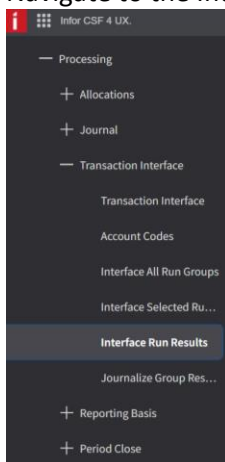
6. Interface the Transactions

- Click the ellipsis (three dots to the right, on the blue banner)
- Click Interface Transactions

7. Check for errors. To do this, on the Interface Transactions window

- Enter The Run Group
- Enter the Ledger Entity
- Deselect all options
- Select 'Edit Only No Update'
- Leave 'Daily' in the Currency Table
- Click Submit

8. Navigate to the Interface Run Results, found under the Transaction Interface menu.



9. Look for the Journals by the Run Group. The Global Ledger Transaction Interface Results window shows if there are any errors and identifies what the error(s) is.

Global Ledger Transaction Interface Results										
	Run Group	Run Time	Status	Edit Only	Partl...	Original Run Group	Error ...	Recor...	Rec...	Records With Errors
	[A] ▾	▾	▾	▾	▾	[A] ▾	[A] ▾	▾	▾	▾
✓	UPLOAD_CHECKLIST	4/8/2022 8:36:13 AM	⚠ Inco...	ⓘ Yes	No	UPLOAD_CHECKLIST		4		4

If there are no errors, you may move on to interfacing the Journal, if records with errors exist then it is necessary to correct before proceeding.

10. To view any errors, select the run group with errors and either double click or click open folder icon.

Run Group	Run Time	Status	Edit Only	Original Run Group	Records Processed	Records Imported	Records With Errors
UPLOAD_CHECKLIST	4/8/2022 8:36:13 AM	Incomplete	Yes	UPLOAD_CHECKLIST	4	4	4

Journal	Run Group	Sequence	Status	Ledger Ent...	Organizati...	To Ledger ...	Account Code	Post Date	Transaction A...
GOV5	UPLOAD_CHECKLIST	1	Error	9002		9002	6101101100	4/30/2022	10,210.00
GOV5	UPLOAD_CHECKLIST	2	Error	9002			6101200111	4/30/2022	-10,210.00
GOV5	UPLOAD_CHECKLIST	3	Error	9002		9002	6102100100	4/30/2022	-710.00
GOV5	UPLOAD_CHECKLIST	4	Error	9002		9002	6102100300	4/30/2022	710.00

- Click Uninterfaced Transactions
- Select a line and open to view error
- Errors can be corrected in the window which opens or on the Excel document and re-uploaded

Transaction Interface GOV5 UPLOAD_CHECKLIST 2

Main • Currency Amounts User Fields

Ledger: CORE Ledger Entity: 9002 Account Code: 6101200111

Organization Code: [Empty] To Ledger Entity: 9002

Field Organization Code is required

Cost Center: 0020 Project: [Empty] Grants: [Empty] Account Category: [Empty]

Inter-Entity: [Empty]

Additional Information

Description: UploadChecklist - Apr2022 Transaction Amount: -10,210.00 Currency Code: BBD

System: SS Posting Date: 4/8/2022 Transaction Date: 4/1/2022

11. After correcting the errors, from ellipsis on the Transaction Interface:

- Select Reset all errors
- Enter the Run Group
- Click Submit

12. If re-uploading the Journals:

- Click the Ellipsis
- Select 'Delete All Transactions For Run Group'
- Enter the Run Group
- Click Submit

13. Perform step 7 to ensure all entries are now without error.

Global Ledger Transaction Interface Results										
	Run Group	Run Time	Status	Edit Only	Partial ...	Original Run Group	Error R...	Record...	Recor...	Records With Errors
<input type="checkbox"/>	UPLOD_CHECKLIST	4/11/2022 8:38:03 AM	Complete	<input type="radio"/> Yes	No	UPLOD_CHECKLIST		4	4	

14. Once there are no errors remaining, the transactions can be interfaced.

- Navigate to Transaction Interface window
- Click Ellipsis
- Select Interface Transactions
- Enter the Run Group
- Enter the Ledger Entity
- Click 'Edit and Interface If No Errors'
- Click 'Journalize by Ledger Entity'
- Click 'Interface In Detail'
- Currency Table should contain 'Daily'
- Click Submit

Interface Transactions

☒ Edit And Interface If No Errors
☒ Journalize By Ledger Entity
☐ Split Journals By Journal Code
☐ Bypass Organization Code
☐ Bypass Account Code
☐ Bypass Structure Relation Validation
☒ Interface In Detail

Currency Table
DAILY

Cancel
Schedule
Submit

15. Navigate to the Interface Run Results window.

Toggle Menu - Ctrl + Shift + K										
	Run Group	Run Time	Status	Edit Only	Partial ...	Original Run Group	Error R...	Record...	Recor...	Records With Errors
<input type="checkbox"/>	UPLOD_CHECKLIST	4/11/2022 9:12:32 AM	Complete	No	No	UPLOD_CHECKLIST		4	4	
<input type="checkbox"/>	UPLOD_CHECKLIST	4/11/2022 9:12:27 AM	Complete	<input type="radio"/> Yes	No	UPLOD_CHECKLIST		4	4	
<input type="checkbox"/>	UPLOD_CHECKLIST	4/11/2022 8:38:03 AM	Complete	<input type="radio"/> Yes	No	UPLOD_CHECKLIST		4	4	

- Search by the Run Group
- Once at a status of Complete, open the top record
- Here you will see the Journals which were created

Global Ledger Transaction Interface Result UPLOAD_CHECKLIST

Run Group

UPLOAD_CHECKLIST

Run Time

4/11/2022 9:12:32 AM

Status

Complete

Edit Only

No

Partial Update

No

Original Run Group

UPLOAD_CHECKLIST

Records Processed

4

Records Imported

4

Records With Errors

Journals Created

Interface Budget Groups

Journal Control

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16. You can open the Journal for review, it will be a status of Released, until it has been posted.

Notes:

As there are two (2) templates, you need to determine whether the transactions contain foreign currencies before preparation. This determines which template should be utilised.