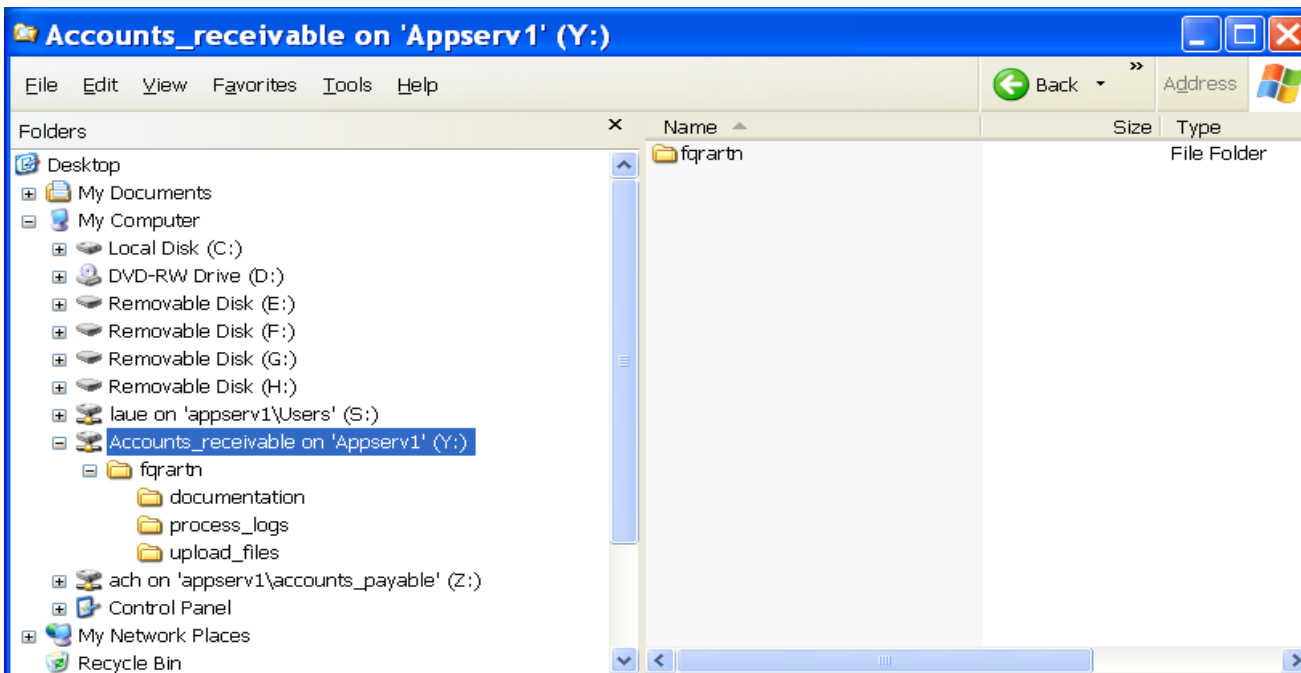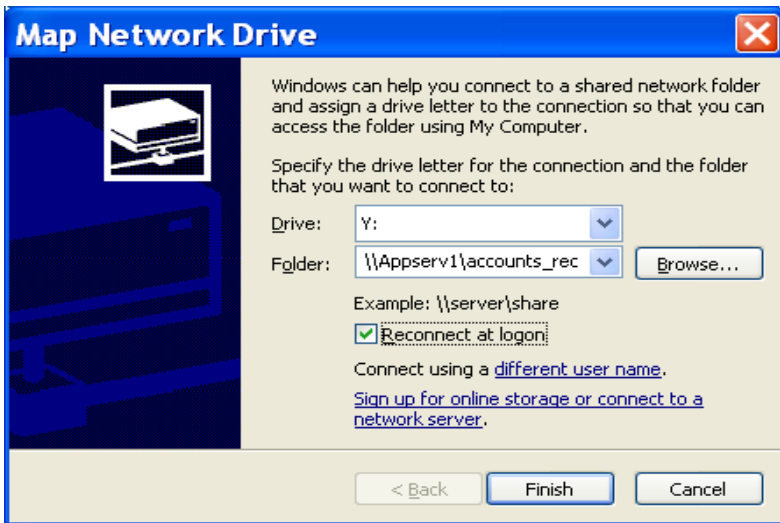December 15, 2008

<u>Uploading Non-Student AR Invoice / Payments from a Tab Delimited File</u>

1. Create Upload File Using Excel

Going forward, we will have the option of creating Non-Student AR Invoice and Payment transactions in Banner from data entered into an Excel template that will resemble the current "Daily Check Log" being kept by AR.

 A secured shared network folder on appserv1 has been setup for Accounts Receivable to handle the processing of these datafiles. The folder is named //appserv1/accounts_receivables/fqrartn. Each AR staff should map this as a network drive on their PC and have it automatically reconnect at logon. Three additional sub-folders have been setup on this network drive.

- The 'documentation' sub-folder contains read-only documentation files (such as this document), Excel data entry template file, and sample input / output files from a trial run of FQRARTN.

- The 'upload_files' sub-folder is the folder in which the source tab delimited files to be processed should be kept. This sub-folder also serves as the source directory from which the Banner upload job will look for the files to process. The source Excel file from which the tab delimited file is created may be kept here, also. However, the handling of the source Excel file(s) should be a decision that should be made by General Accounting after they familiarize themselves with the process and determine the optimal solution.

- The 'process_logs' sub-folder is the folder into which the process output file is placed after execution of FQRARTN.

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An Excel workbook named 'Non-Student AR Invoice and Payment Upload Template' has been placed in the documentation folder. This template should serve as the base worksheet from which the tab delimited text file is to be created for upload into Banner. There are 3 worksheets in this workbook:

- The 'Mapping Template' worksheet is the base worksheet mainly for technical reference.
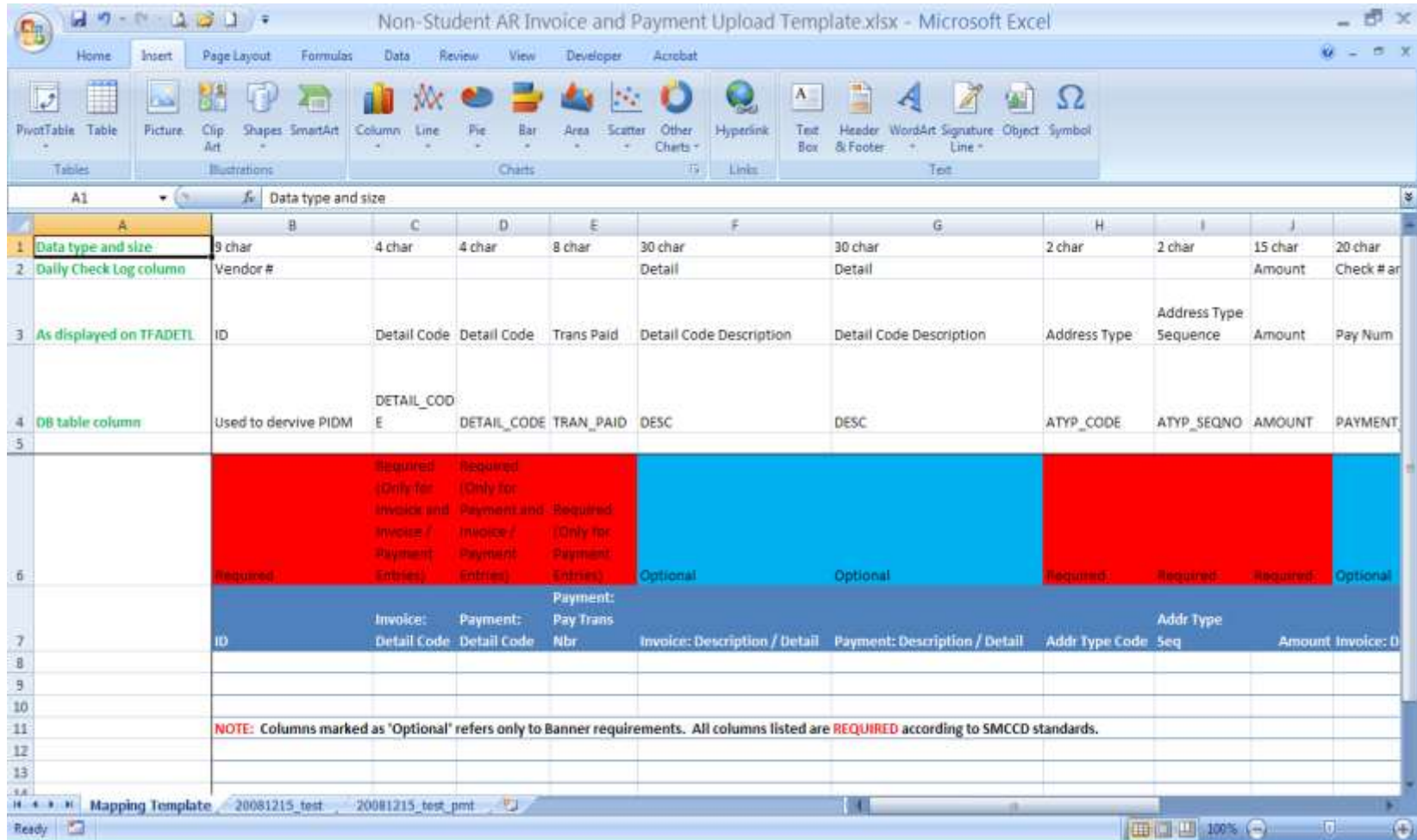
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- There are three sample upload worksheets which contains sample of what the actual upload entries should look like.

Record Type	ID	Invoice: Detail Code	Payment: Detail Code	Payment: Pay Trans Nbr	Invoice: Detail Description	Payment: Detail Description	Addr Type Code	Addr Type Seq	Amount	Invoice: Description	Payment: Description	Payment: Document Num	Transaction Date
B	G00648134	BIV2	CK01		Invoice Desc/Detail 648134	Payment Desc/Detail 648134	LE	99	1000.00	Invoice Desc 648134	Payment Desc 648134	08-09	15-Dec-20
I	G00003050	AAAA			Invoice Desc/Detail 3050		MA	1	20.00	Invoice Desc 3050		08-09	15-Dec-20
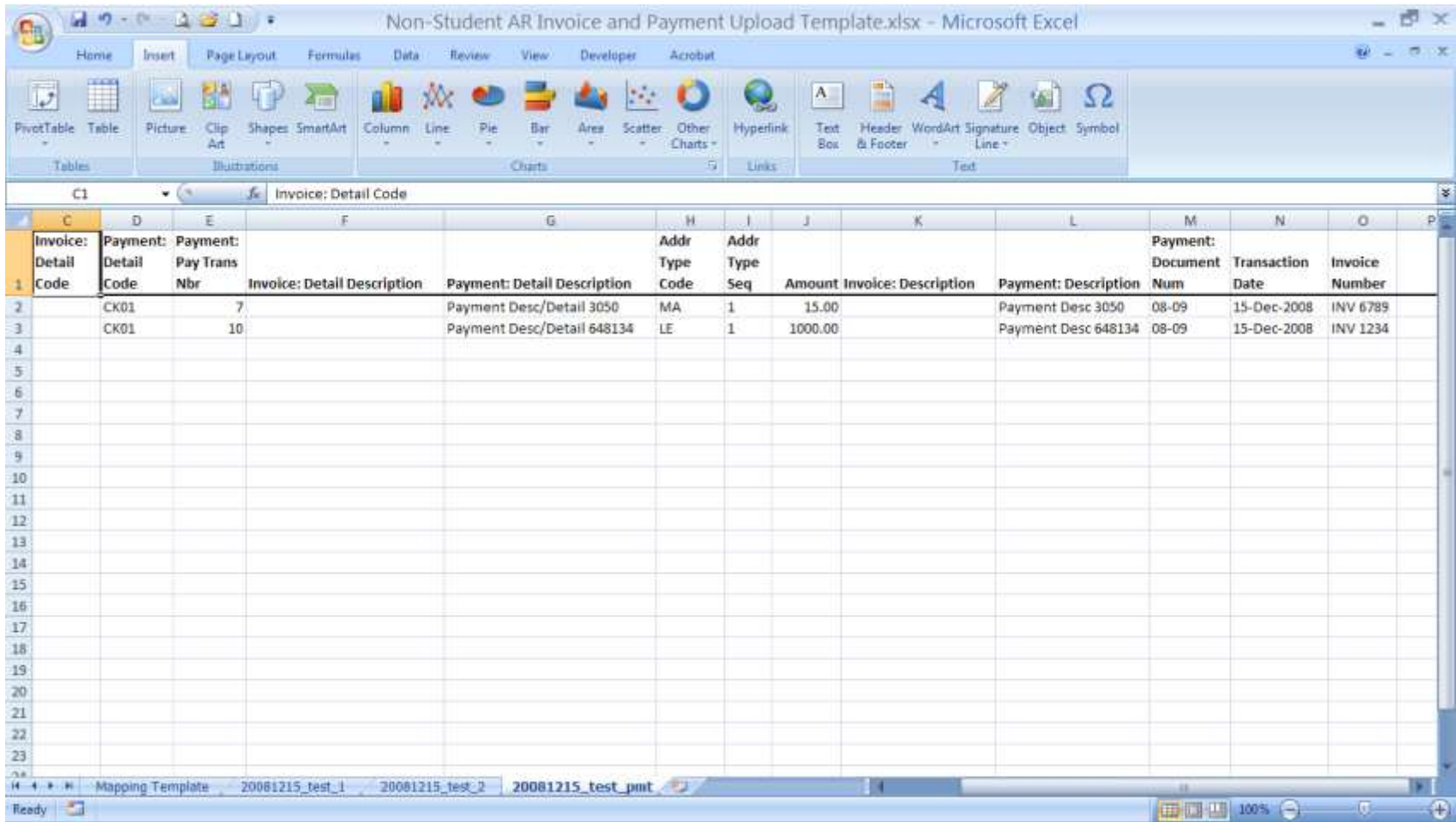
This is the actual entry template that should be used to create the tab delimited text file to be processed by FQRARTN. It is recommended a local copy of either worksheet be used for the actual data entry.

There are a total of 15 columns in this template. The usage of each column is outlined below:

| Column	Column Name	Usage / Description	Column Size / Format
A	Record Type	Valid values are: • **Blank** – Row will not be processed. Intended to be used for marking column header rows during data entry for clarity. • **B** – Row will be process. An invoice and a payment transaction will be created. • **I** – Row will be process. Only an invoice transaction will be created. • **P** – Row will be process. Only a payment transaction will be created.	1 character max.
B	ID	The unique Banner ID	9 characters max.
C	Invoice: Detail Code	The detail code for the invoice transaction.	4 characters max.
D	Payment: Detail Code	The detail code for the payment transaction.	4 characters max.
E	Payment: Pay Trans Nbr	The invoice transaction number to which the payment should be applied.	8 digits max.
F	Invoice: Detail Description	The detail code description for the invoice transaction.	30 characters max.
G	Payment: Detail Description	The detail code description for the payment transaction.	30 characters max.
H	Addr Type Code	The address type code for the invoice and payment transactions.	2 characters max.
I	Addr Type Seq	The address type sequence for the invoice and payment transactions.	2 digits max.
J	Amount	The amount of the transaction.	Max value 9999999999.99. Must be in the above, devoid of thousands separators and with 2 decimal places.
K	Invoice: Description	The description to be uploaded into the "Pay Num" field in TFADETL for the invoice transaction.	20 characters max.
L	Payment: Description	The description to be loaded into the "Pay Num" field in TFADETL for the payment transaction.	20 characters max.
M	Payment: Document Num	The document number to be loaded into the "Doc Num" field in TFADETL for the payment transaction.	8 characters max.
N	Transaction Date	The date of the invoice and payment transactions.	Must be in DD-MON-YYYY format.

Column	Column Name	Usage / Description	Column Size / Format
O	Invoice Number	• The number to be loaded into the "Invoice Number" field in TFADETL for the invoice transaction. • The number to be loaded into the "Invoice Paid" field in TFADELT for the payment transaction.	8 characters max.

Each worksheet to be loaded should then be saved as a tab delimited text file. The tab delimited text file should be placed in the 'upload_files' directory.

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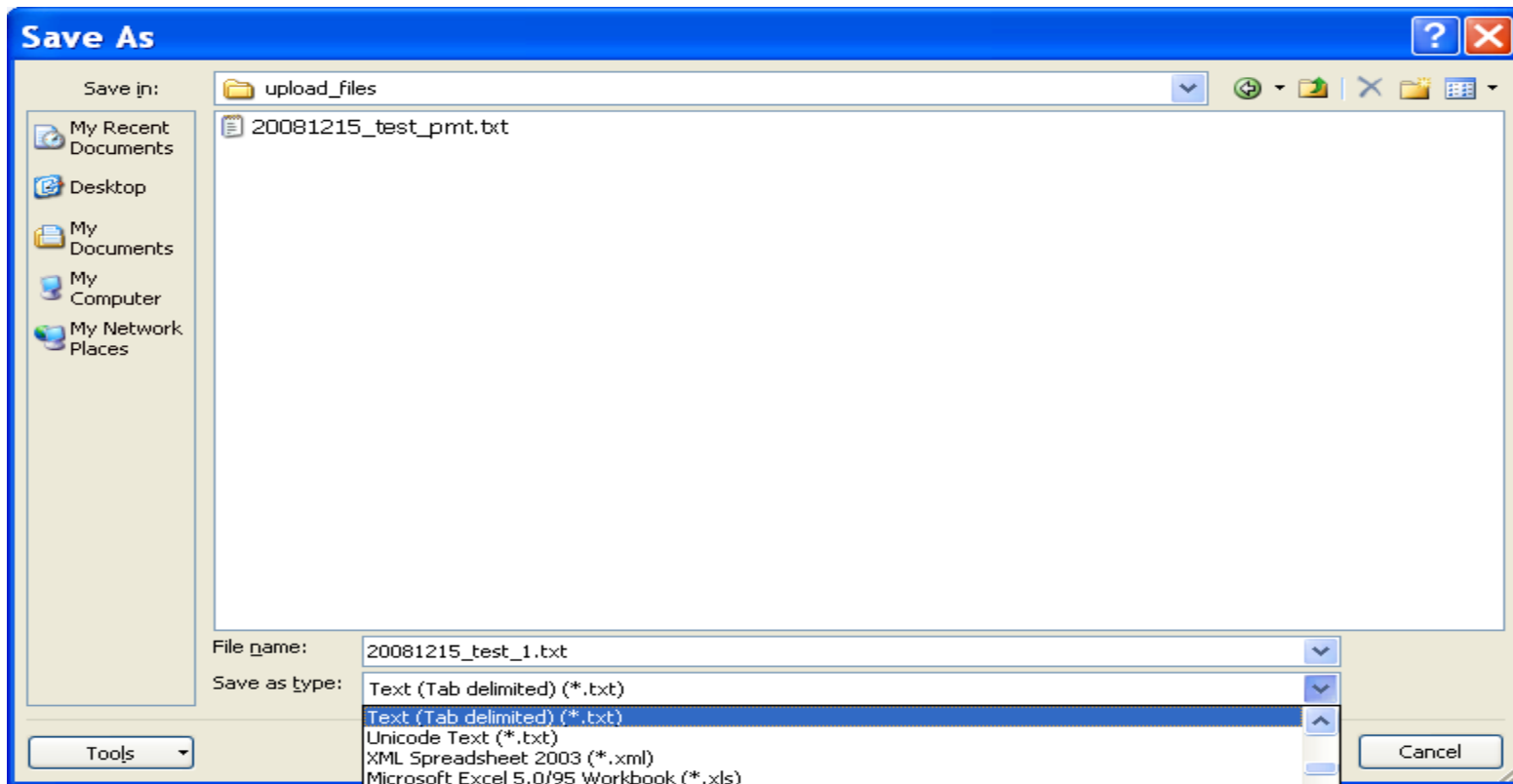
Processing Upload via Banner Job FQRARTN.

Once the file(s) is/are in the proper directory, FQRARTN can be executed to create the invoice and payment transactions. This job requires at least one input file name to be entered as the parameter. However, multiple files can be entered and processed via a single submission. In the following example, we will process two files which contains invoice only and both invoice and payment records.
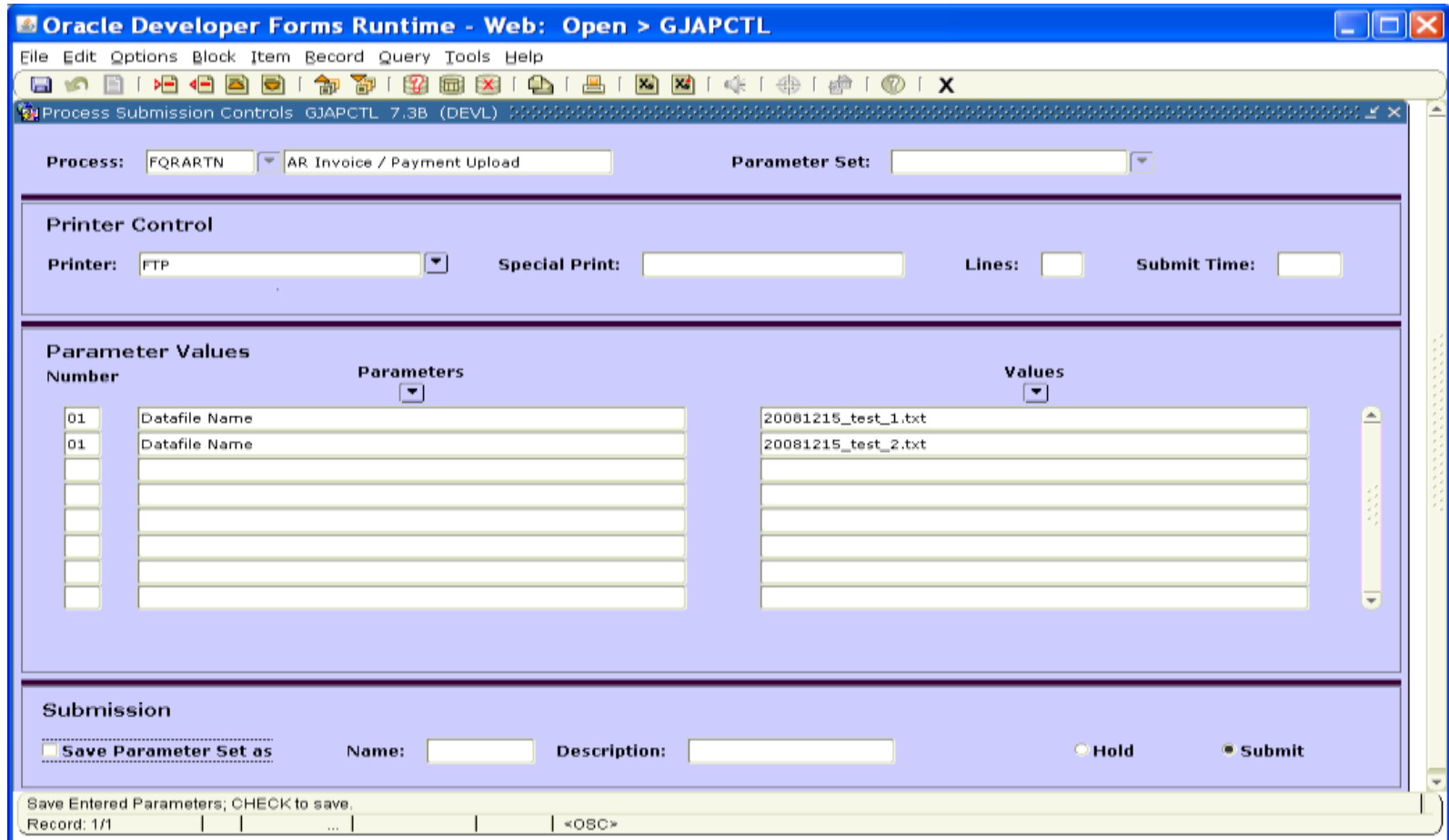
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The following will occur when FQRARTN is run:

- The source file(s) will be copied from the \\appserv1\accounts_receivable\fqrartn\upload_files onto the unix server and placed in the $DATA_HOME/finance/fqrartn directory.

- A tab delimited log file will be generated. This output file is automatically placed in the sub-folder '\fqrartn\process_logs' on the shared \\appserv1\accounts_receivable network drive and an e-mail similar to the following will be send to the user:
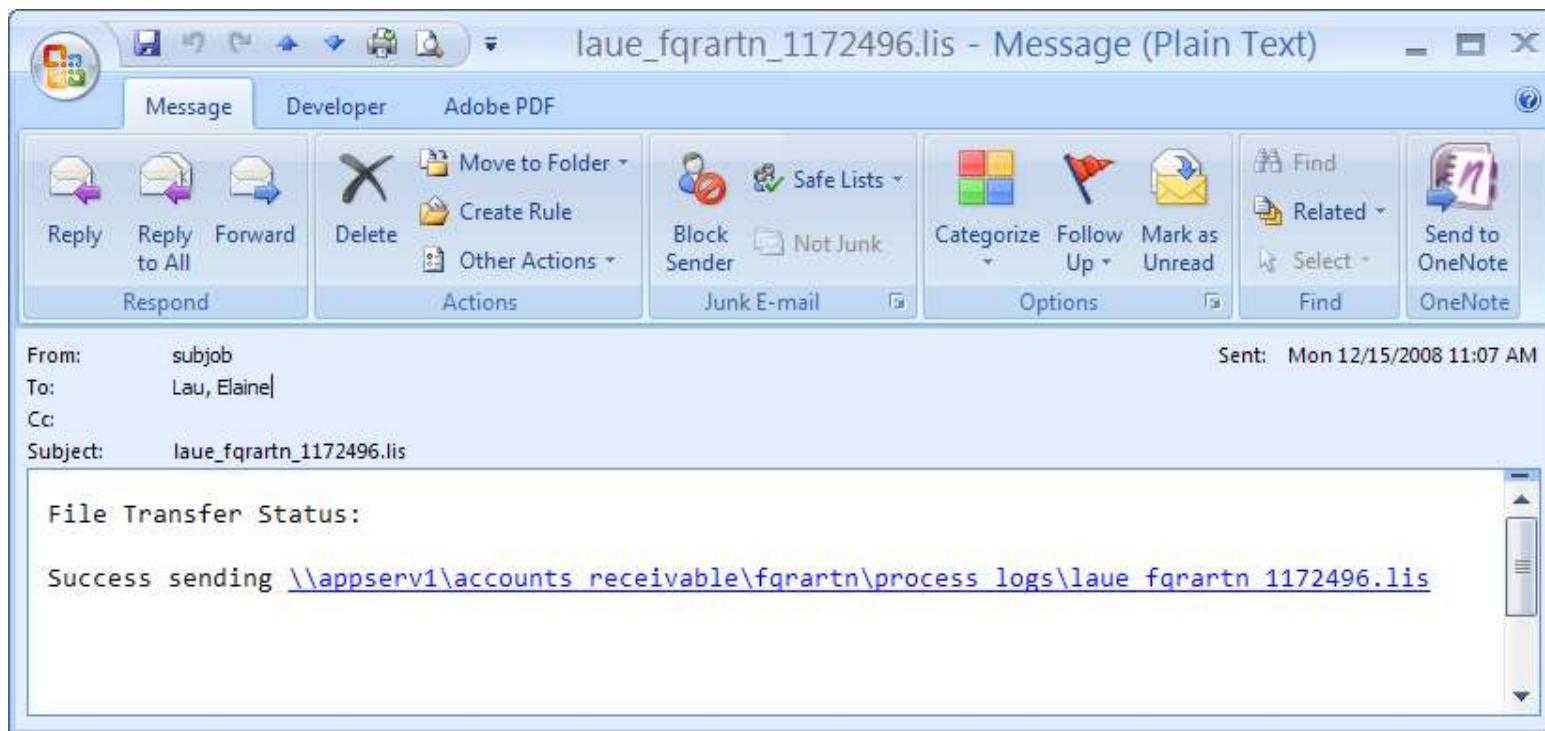
Any AR personnel having access to the network drive will be able to import this output file into Excel to review actions that the job took and handle any exceptions requiring correction / manual intervention by an AR staff member. The following is an example of this output file after import/format in Excel.

FQRARTN 7.0 - DEVL
Job Number: 1172496
User: LAUE
Date: 15-DEC-2008 11:06 AM
Environment: Devl - 12/14/08
Data from Each File Sorted by Record Status, ID

Datafile processed: /u02/sct/local/dataload/finance/fqrartn/20081215_test_1.txt

RECORD STATUS	ERROR / WARNING DESCRIPTION	RECORD TYPE	ID	INVOICE TRANS NBR	PAYMENT TRANS NBR	TRANS NBR PAID	INVOICE DETAIL CODE	PAYMENT DETAIL CODE	INVOICE DESC / DETAIL	PAYMENT DESC / DETAIL	ADDR TYPE CO
Error	ERROR: Invalid invoice detail code.	I	G00003050				AAAA		Invoice Desc/Detail 3050		MA
Error	ERROR: Invalid address type and/or sequence.	B	G00648134				BIV2	CK01	Invoice Desc/Detail 648134	Payment Desc/Detail 648134	LE

Datafile processed: /u02/sct/local/dataload/finance/fqrartn/20081215_test_2.txt

RECORD STATUS	ERROR / WARNING DESCRIPTION	RECORD TYPE	ID	INVOICE TRANS NBR	PAYMENT TRANS NBR	TRANS NBR PAID	INVOICE DETAIL CODE	PAYMENT DETAIL CODE	INVOICE DESC / DETAIL	PAYMENT DESC / DETAIL	ADDR TYPE CO
		I	G00003050	7			BIV2		Invoice Desc/Detail 3050		MA
		B	G00648134	10	11		BIV2	CK01	Invoice Desc/Detail 648134	Payment Desc/Detail 648134	LE

The invoice and payment transactions created for ID G00648134 are as follows:

The invoice transaction created for G00003050 is as follows:

We will then process the file containing payment only records:

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The log file produced is as follows:

Spreadsheet content (Book2 - Microsoft Excel, cell A1 = "FQRARTN 7.0 - DEVL"):

1. FQRARTN 7.0 - DEVL
2. Job Number: 1172497
3. User: LAUE
4. Date: 15-DEC-2008 11:19 AM
5. Environment: Devl - 12/14/08
6. Data from Each File Sorted by Record Status, ID
7.
8. Datafile processed: /u02/sct/local/dataload/finance/fqrartn/20081215_test_pmt.txt
9.

RECORD STATUS	ERROR / WARNING DESCRIPTION	RECORD TYPE	ID	INVOICE TRANS NBR	PAYMENT TRANS NBR	TRANS NBR PAID	INVOICE DETAIL CODE	PAYMENT DETAIL CODE	INVOICE DESC / DETAIL	PAYMENT DESC / D
Error	ERROR: Invalid line payment; Applications pending reduce balance to .00.	P	G00648134			10		CK01		Paymen
		P	G00003050		8	7		CK01		Paymen

No payment transaction will be created for ID G00648134 since there is no outstanding balance for the account. The (partial) payment transaction created for ID G00003050 is as follows:

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Guidelines to Using the Output Report/File:

1. Any records with an error status will have to be corrected, copied to a new file, and re-processed.

2. Any erroneous transaction that is created will need to be corrected by a manual reversing entry.

Misc Items to Consider:

1. The shared network folder //appserv1/accounts_receivable/fqrartn and all of its sub-folders will be maintained by AR. The initial intention is to retain historical tab delimited data files to be processed as well as outputs produced by FQRARTN in the sub-directories upload_files and process_logs, respectively. AR needs to decide:

    a. Where will the working copy of the Excel template be stored? On another shared folder?
    b. How should the working copies of the workbooks / worksheets be named?
    c. Should there be a single entry template for all the AR users to share and update and a single upload executed at the end of the day or should each user be responsible for their own workbook and set of entries and uploads?
    d. If the output file from FQRARTN after import/format into Excel also needs to be archived and if so, where?