

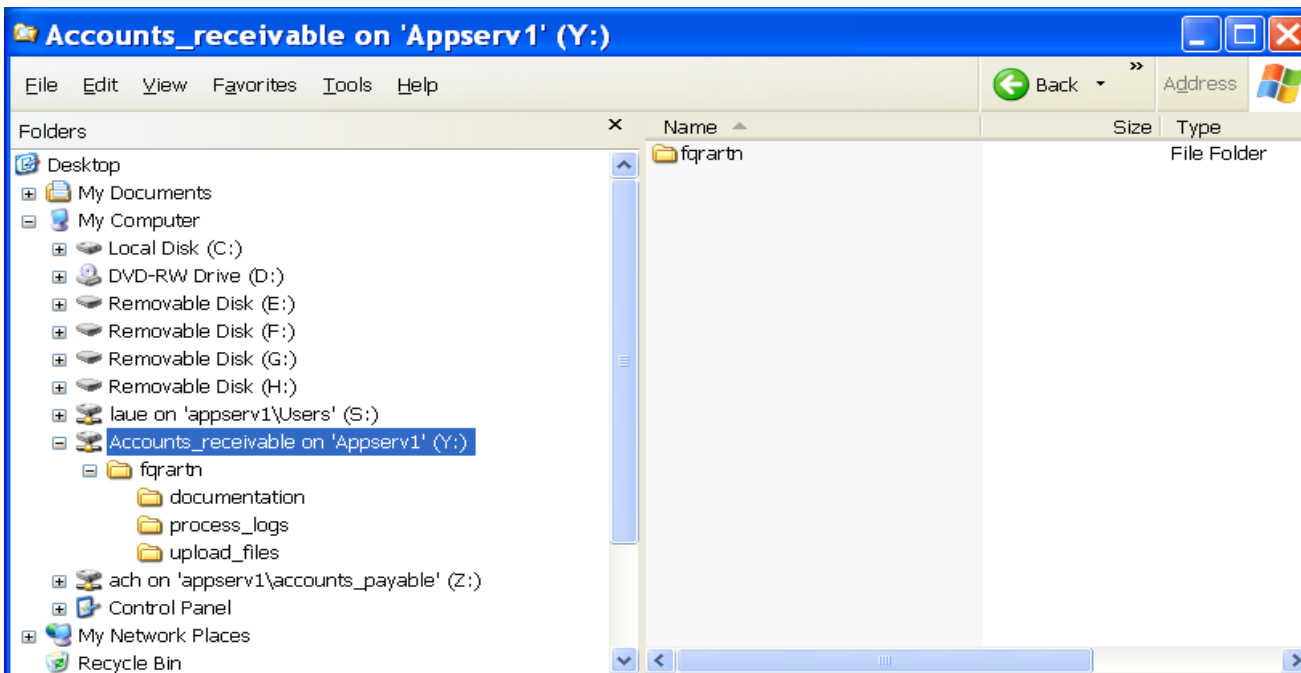
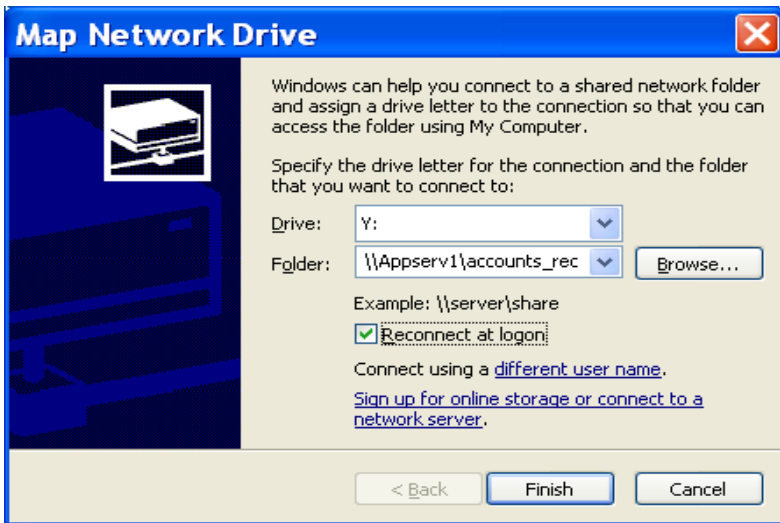
Uploading Non-Student AR Invoice / Payments from a Tab Delimited File

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.

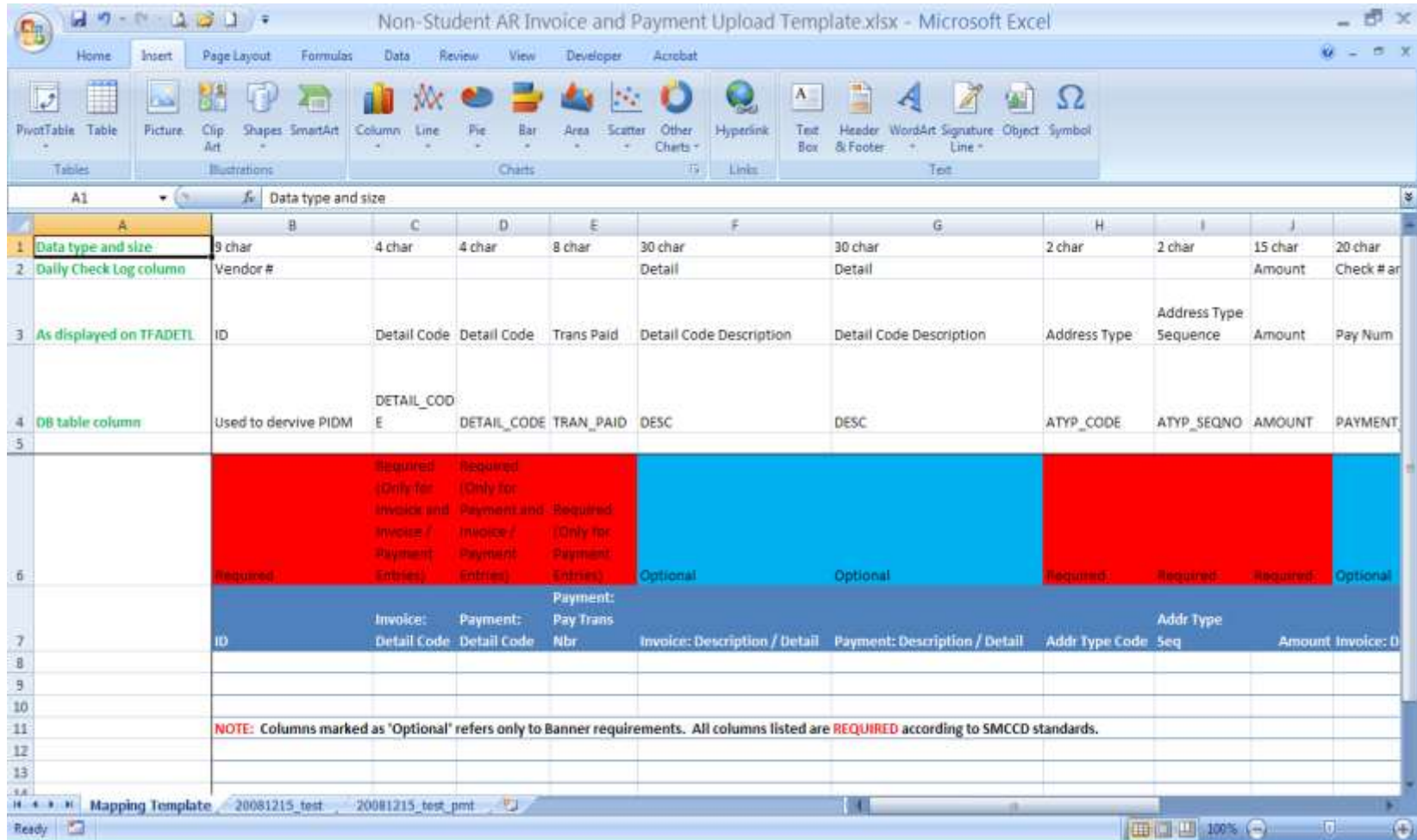
- The ‘`documentation`’ sub-folder contains read-only documentation files (such as this document), Excel data entry template file, and sample input / output files from a trial run of FQRARTN.
- The ‘`upload_files`’ sub-folder is the folder in which the source tab delimited files to be processed should 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.

The screenshot shows a Microsoft Excel spreadsheet titled "Non-Student AR Invoice and Payment Upload Template.xlsx". The spreadsheet is organized into columns with the following headers: 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, and Transaction Date. The first two rows contain sample data. Row 2 shows an invoice record with ID G00648134, Invoice: Detail Code BIV2, Payment: Detail Code CK01, Invoice: Detail Description "Invoice Desc/Detail 648134", Payment: Detail Description "Payment Desc/Detail 648134", Addr Type Code LE, Addr Type Seq 99, Amount 1000.00, Invoice: Description "Invoice Desc 648134", Payment: Description "Payment Desc 648134", Payment: Document Num 08-09, and Transaction Date 15-Dec-20. Row 3 shows a payment record with ID G00003050, Invoice: Detail Code AAAA, Invoice: Detail Description "Invoice Desc/Detail 3050", Addr Type Code MA, Addr Type Seq 1, Amount 20.00, Invoice: Description "Invoice Desc 3050", Payment: Description "Payment Desc 3050", Payment: Document Num 08-09, and Transaction Date 15-Dec-20. The spreadsheet also shows the Excel ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Acrobat. The status bar at the bottom indicates "Ready" and "100%".

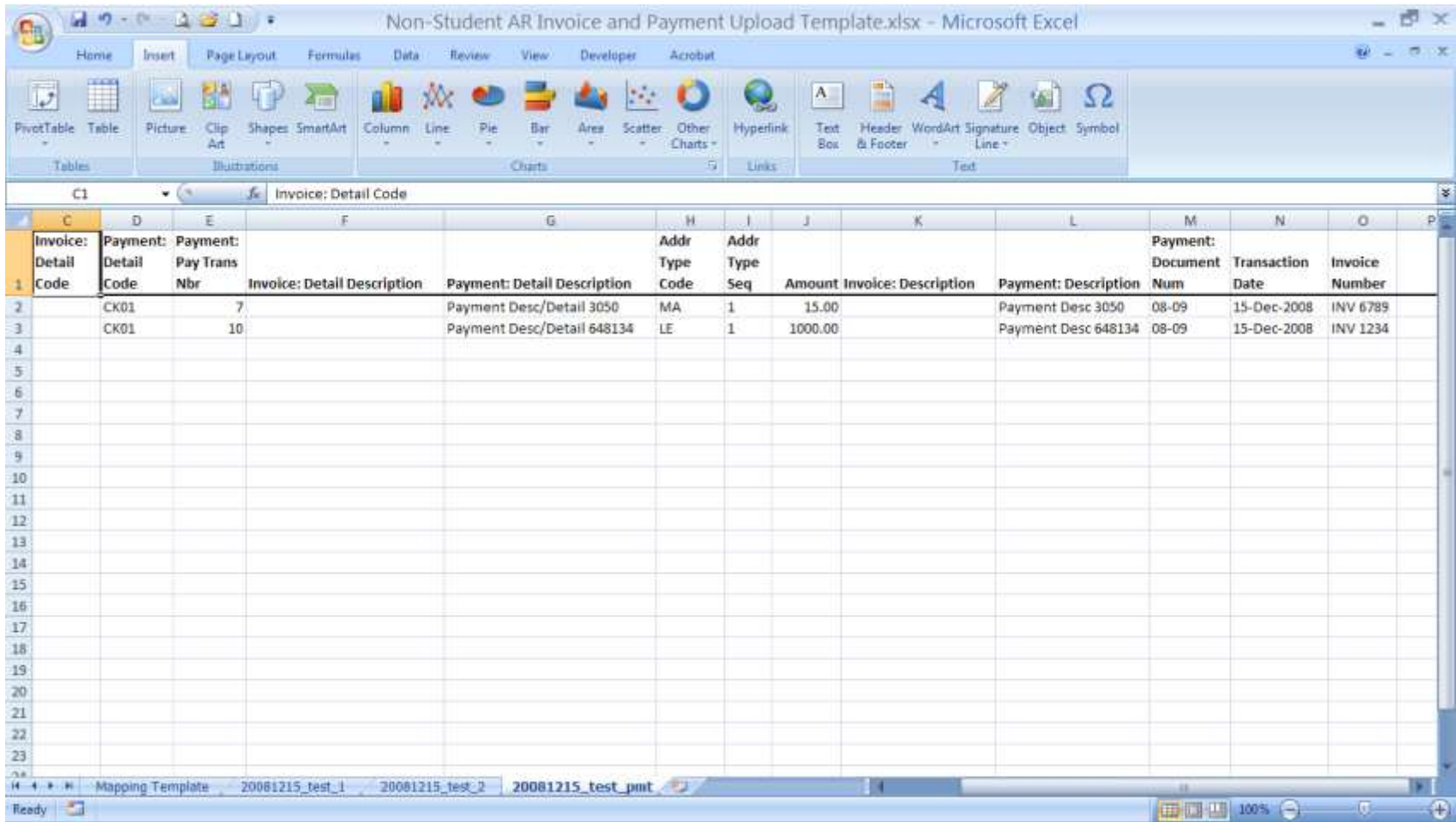
Record Type	ID	Invoice: Detail Code	Payment: Detail Code	Payment: Pay Trans Nbr	Invoice: Detail Description	Payment: Detail Description	Addr Type Code	Addr Type Seq	Amount	Invoice: Description	Payment: Description	Payment: Document Num	Transaction Date
B	G00648134	BIV2	CK01		Invoice Desc/Detail 648134	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

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Non-Student AR Invoice and Payment Upload Template.xlsx - Microsoft Excel

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	Transact Date
B	G00648134	BIV2	CKD1		Invoice Desc/Detail 648134	Payment Desc/Detail 648134	LE	1	1000.00	Invoice Desc 648134	Payment Desc 648134	08-09	15-Dec-20
I	G00003050	BIV2			Invoice Desc/Detail 3050		MA	1	.20.00	Invoice Desc 3050		08-09	15-Dec-20

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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.

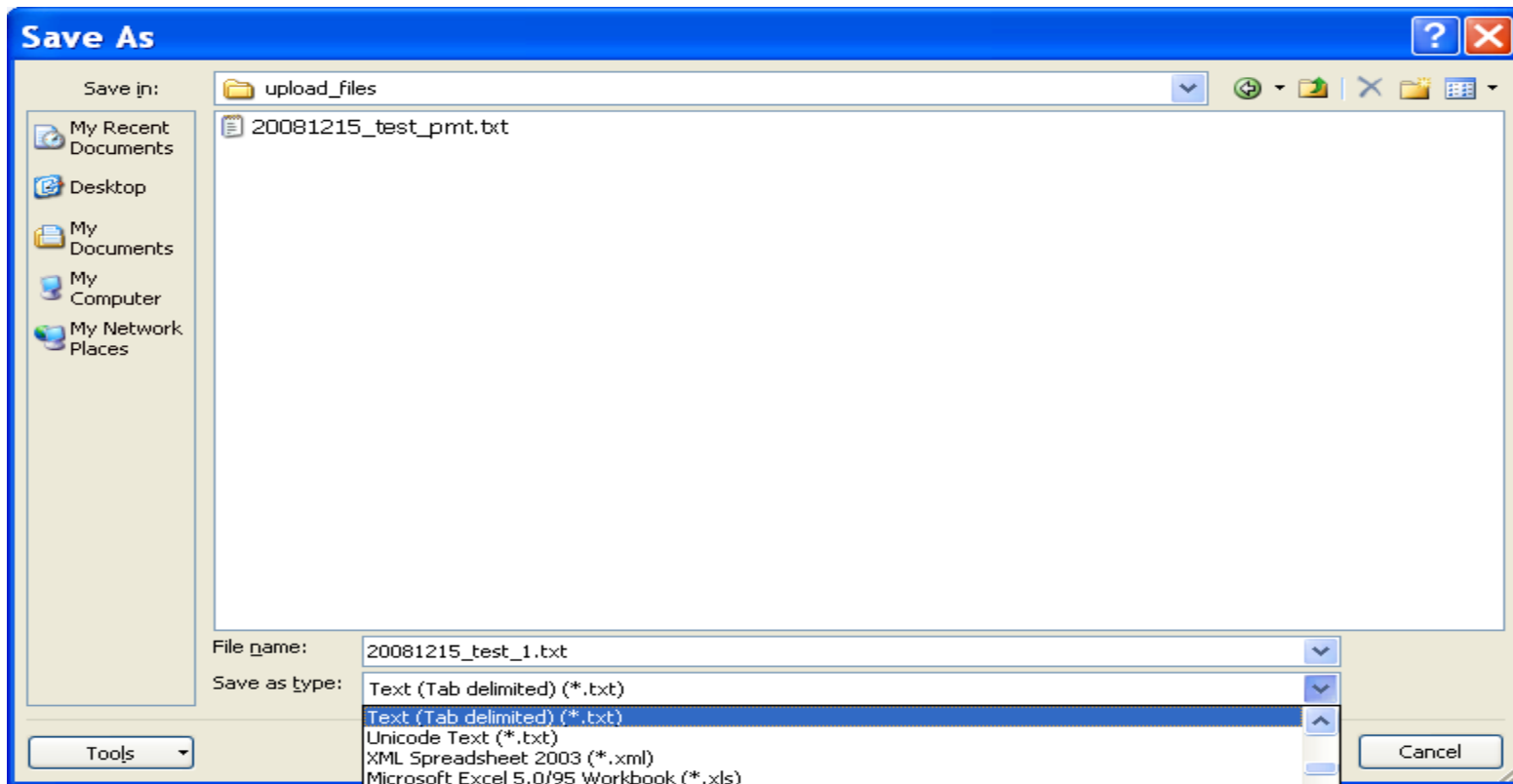
There are a total of 15 columns in this template. The usage of each column is outlined below:

Column	Column Name	Usage / Description	Column Size / Format
A	Record Type	Valid values are: <ul style="list-style-type: none"> • 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.

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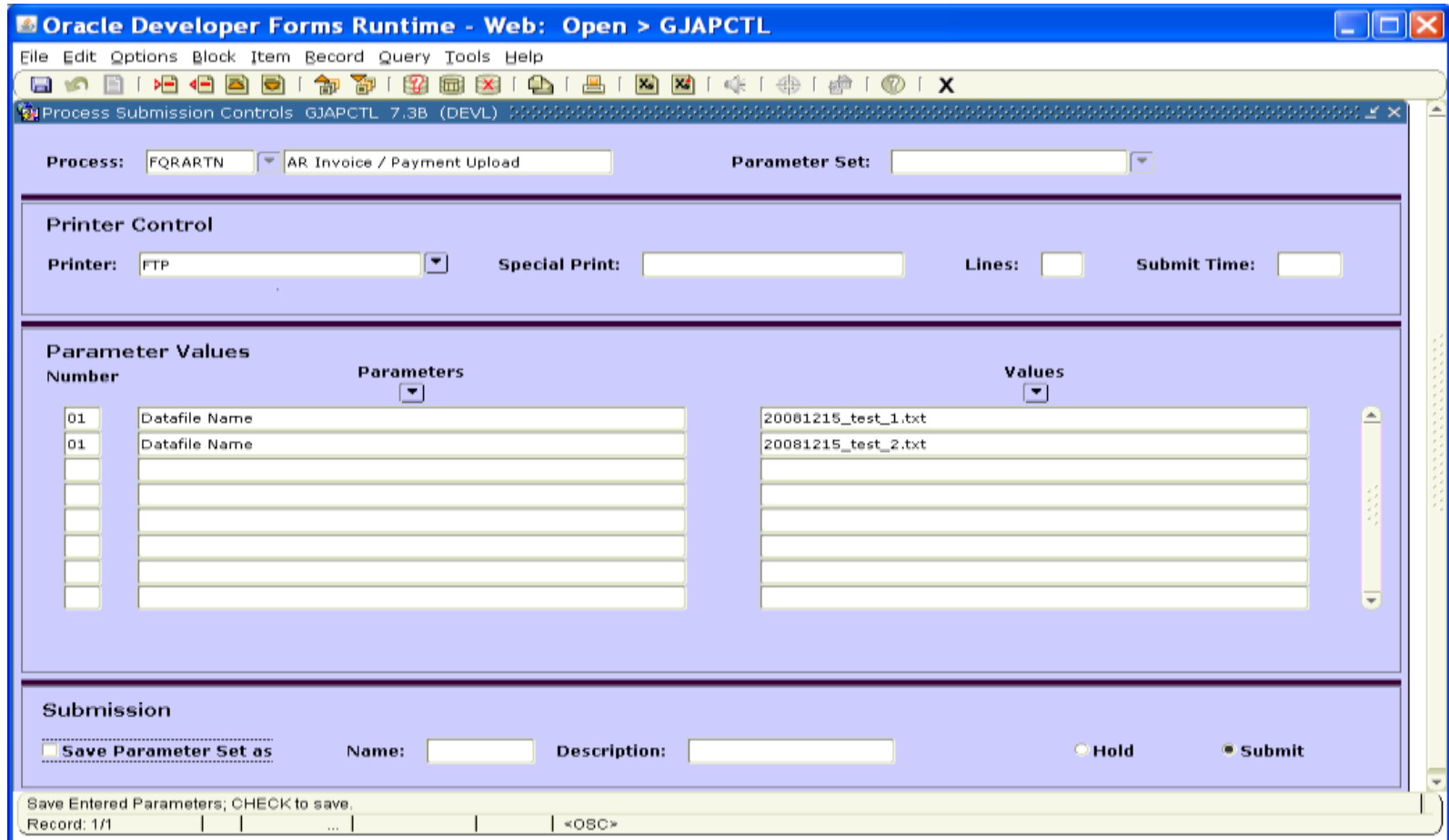
Column	Column Name	Usage / Description	Column Size / Format
O	Invoice Number	<ul style="list-style-type: none">The number to be loaded into the "Invoice Number" field in TFADETL for the invoice transaction.The number to be loaded into the "Invoice Paid" field in TFADELT for the payment transaction.	8 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.



Processing Upload via Banner Job FQRARTN.

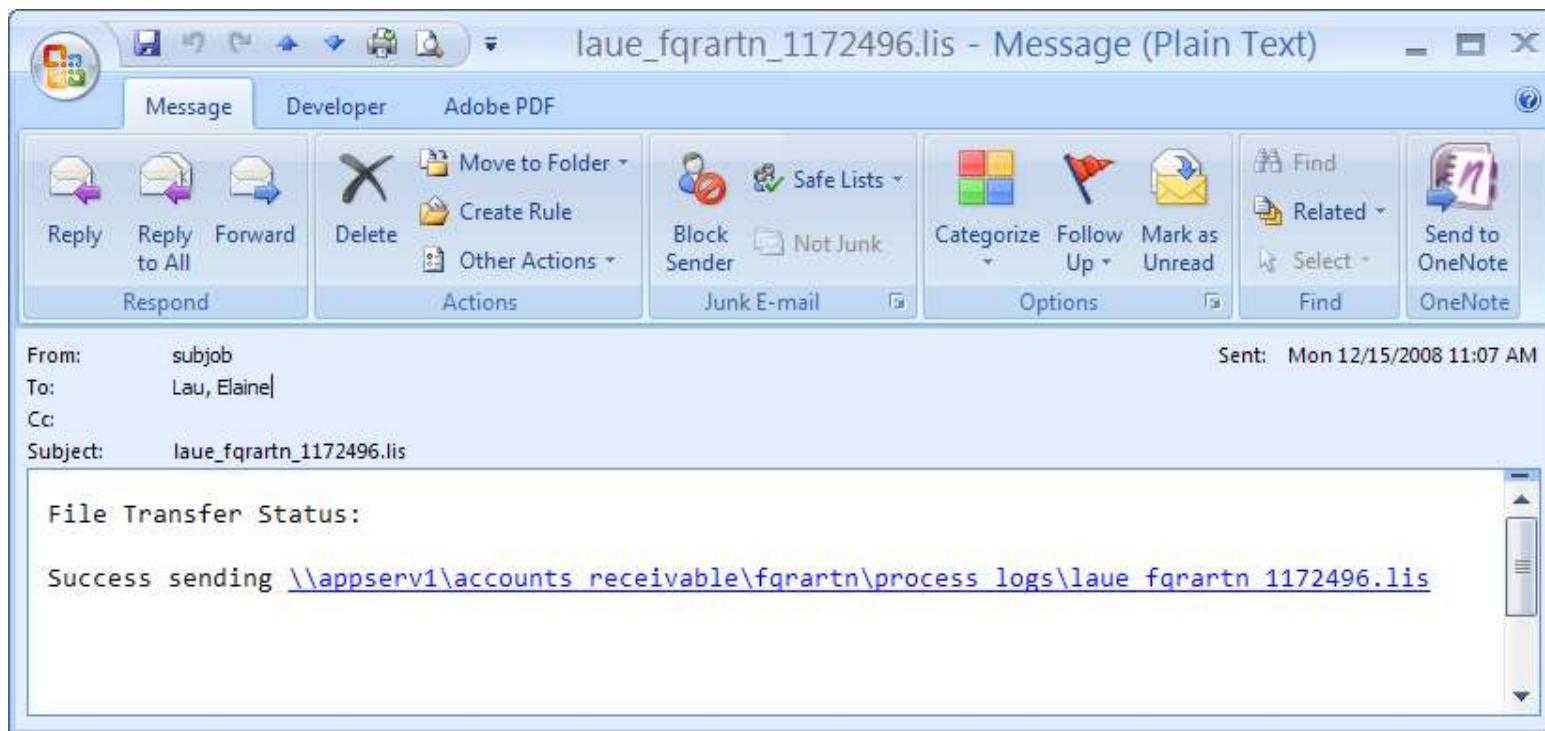
Once the file(s) is/are in the proper directory, FQRARTN can be executed to create the invoice and payment transactions. This job requires at least one input file name to be entered as the parameter. However, multiple files can be entered and processed via a single submission. In the following example, 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](\\appserv1\accounts_receivable\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:



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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.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

RECORD	STATUS	ERROR / WARNING DESCRIPTION	RECORD TYPE	ID	INVOICE TRANS NBR	PAYMENT TRANS NBR	PAID	INVOICE DETAIL CODE	PAYMENT DETAIL CODE	INVOICE DESC / DETAIL	PAYMENT DESC / DETAIL	ADDR TYPE CO
Datafile processed: /u02/sct/local/dataload/finance/fqartn/20081215_test_1.txt												
	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/fqartn/20081215_test_2.txt												
			I	G00003050	7			BIV2		Invoice Desc/Detail 3050		MA
			B	G00648134	10	11		BIV2	CK01	Invoice Desc/Detail 648134	Payment Desc/Detail 648134	LE

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

Oracle Developer Forms Runtime - Web: Open > TFADETL

File Edit Options Block Item Record Query Tools Help

Account Detail TFADETL 7.3.0.1 (DEVL)

ID: G00648134 Christina Laurel Hawkins Credit Limit:
User: LAUE Holds:

Charges/Payments Deposits Memos Comments

Detail Code: CK01 Payment Desc/Detail 64:		Pay Num: PAYMENT DESC 648134		Dates/Invoice		Feed/Cashier		Cross Ref	
Address Type: LE	Sequence: 1	Doc Num: 08-09	Trans Paid: 10	Effective: 15-DEC-2008	Transaction: 15-DEC-2008	Bill: <input type="text"/>	Invoice Number: <input type="text"/>	Due: <input type="text"/>	Invoice Paid: <input type="text"/>
Units: <input type="text"/>	Rate: <input type="text"/>	Trans Num: 11	Receipt: <input type="text"/>	Statement: <input type="text"/>	Entry: 15-DEC-2008	INVOICE PAID	INV 1234		
Amount: 1,000.00	Balance: -1,000.00	Text: <input type="text"/>							
Source: T									

Detail Code: BIV2 Invoice Desc/Detail 648:		Pay Num: INVOICE DESC 648134		Dates/Invoice		Feed/Cashier		Cross Ref	
Address Type: LE	Sequence: 1	Doc Num: <input type="text"/>	Trans Paid: <input type="text"/>	Effective: 15-DEC-2008	Transaction: 15-DEC-2008	Bill: <input type="text"/>	Invoice Number: INV 1234	Due: <input type="text"/>	Invoice Paid: <input type="text"/>
Units: <input type="text"/>	Rate: <input type="text"/>	Trans Num: 10	Receipt: <input type="text"/>	Statement: <input type="text"/>	Entry: 15-DEC-2008				
Amount: 1,000.00	Balance: 1,000.00	Text: <input type="text"/>							
Source: T									

Query Balance	Account Balance	Amount Due	Memo Balance	NSF	Receipt?
<input type="text"/> .00	<input type="text"/> .00	<input type="text"/> .00	<input type="text"/> .00	<input type="text"/> 0	<input type="text"/> N

Charge or payment detail code; press LIST for valid codes
Record: 1/? | | | | | <OSC>

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The invoice transaction created for G00003050 is as follows:

Oracle Developer Forms Runtime - Web: Open > TFADETL

File Edit Options Block Item Record Query Tools Help

Account Detail TFADETL 7.3.0.1 (DEVL)

ID: G00003050 Dr. Albert A Acena Credit Limit: _____

User: LAUE Holds: _____

Charges/Payments Deposits Memos Comments

Detail Code: BIV2 Invoice Desc/Detail 3050		Pay Num: INVOICE DESC 3050		Dates/Invoice		Feed/Cashier		Cross Ref	
Address Type: MA	Sequence: 1	Doc Num:		Effective:	15-DEC-2008	Invoice Number:		INVOICE Number	
Units:		Trans Paid:		Transaction:	15-DEC-2008	Bill:		INVOICE Paid	
Rate:		Trans Num:	7	Due:		Statement:			
Amount:	20.00	Receipt:		Entry:	15-DEC-2008				
Balance:	20.00	Text:							
Source: T									

Detail Code: CK01 Albert Acena		Pay Num: #8326 DEP91508 P41		Dates/Invoice		Feed/Cashier		Cross Ref	
Address Type: MA	Sequence: 1	Doc Num:	08-09	Effective:	23-SEP-2008	Invoice Number:		INVOICE Number	
Units:		Trans Paid:	5	Transaction:	15-SEP-2008	Bill:		INVOICE Paid	
Rate:		Trans Num:	6	Due:		Statement:			
Amount:	68.04	Receipt:		Entry:	23-SEP-2008				
Balance:	.00	Text:							
Source: T									

Query Balance	Account Balance	Amount Due	Memo Balance	NSF	Receipt?
20.00	20.00	20.00	.00	0	N

Charge or payment detail code; press LIST for valid codes

Record: 1/?

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We will then process the file containing payment only records:

The screenshot shows the Oracle Developer Forms Runtime interface for the process 'AR Invoice / Payment Upload'. The 'Printer Control' section is set to 'FTP'. The 'Parameter Values' section contains a table with one row: 'Datafile Name' with the value '20081215_test_pmt.txt'. The 'Submission' section has 'Save Parameter Set as' checked, and the 'Submit' radio button is selected.

Number	Parameters	Values
01	Datafile Name	20081215_test_pmt.txt

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The log file produced is as follows:

The screenshot shows a Microsoft Excel spreadsheet titled "Book2 - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Acrobat. The active cell is A1, containing the text "FQRARTN 7.0 - DEVL".

The spreadsheet content is as follows:

1	FQRARTN 7.0 - DEVL										
2	<i>Job Number: 1172497</i>										
3	<i>User: LAUE</i>										
4	<i>Date: 15-DEC-2008 11:19 AM</i>										
5	<i>Environment: Devl - 12/14/08</i>										
6	<i>Data from Each File Sorted by Record Status, ID</i>										
7											
8	<i>Datafile processed: /u02/sct/local/dataload/finance/fqrartn/20081215_test_pmt.txt</i>										
9											
10	RECORD		RECORD		INVOICE	PAYMENT	TRANS NBR	INVOICE	PAYMENT	INVOICE	PAYMENT
11	STATUS	ERROR / WARNING DESCRIPTION	TYPE	ID	TRANS NBR	TRANS NBR	PAID	DETAIL CODE	DETAIL CODE	DESC / DETAIL	DESC / DETAIL
12	Error	ERROR: Invalid line payment; Applications pending reduce balance to .00.	P	G00648134			10		CK01		Payment
13			P	G00003050		8	7		CK01		Payment
14											
15											
16											
17											
18											
19											

The status bar at the bottom shows "Ready", "Sheet1", "Sheet2", "Sheet3", and a zoom level of 100%.

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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:

Oracle Developer Forms Runtime - Web: Open > TFADETL

File Edit Options Block Item Record Query Tools Help

Account Detail TFADETL 7.3.0.1 (DEVL)

ID: G00003050 Dr. Albert A Acena Credit Limit: Holds: User: LAUE

Charges/Payments Deposits Memos Comments

Detail Code	Address Type	Units	Rate	Amount	Balance	Source	Pay Num	Doc Num	Trans Paid	Trans Num	Receipt	Text	Effective	Transaction	Bill	Due	Statement	Entry	Invoice Number	Invoice Paid
CK01	MA			15.00	-15.00	T	PAYMENT DESC 3050	08-09	7	8			15-DEC-2008	15-DEC-2008				15-DEC-2008	INV 6789	
BIV2	MA			20.00	20.00	T	INVOICE DESC 3050			7			15-DEC-2008	15-DEC-2008				15-DEC-2008	INV 6789	

Query Balance	Account Balance	Amount Due	Memo Balance	NSF	Receipt?
5.00	5.00	5.00	.00	0	N

FRM-40100: At first record.
Record: 1/?

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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?