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 subfolder 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.

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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
А	Record Type	Valid values are:	1 character max.
		• 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.	
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	The invoice transaction number to which the payment	8 digits max.
	Nbr	should be applied.	
F	Invoice: Detail	The detail code description for the invoice transaction.	30 characters max.
	Description		
G	Payment: Detail	The detail code description for the payment	30 characters max.
	Description	transaction.	
Н	Addr Type Code	I he address type code for the invoice and payment	2 characters max.
		The address time assumes for the invoice and	2 digita may
I	Addr Type Seq	ne address type sequence for the invoice and	2 digits max.
	Amount	The amount of the transaction	
5	Amount		Must be in the above, devoid
			of thousands separators and
			with 2 decimal places
ĸ	Invoice: Description	The description to be unloaded into the "Pay Num"	20 characters max
	involce. Description	field in TEADETL for the invoice transaction	
	Payment: Description	The description to be loaded into the "Pay Num" field	20 characters max
_		in TFADETL for the payment transaction.	
М	Pavment: Document	The document number to be loaded into the "Doc	8 characters max.
	Num	Num" field in TFADETL for the payment transaction.	
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
0	Invoice Number	The number to be loaded into the "Invoice	8 characters max.
		Number" field in TFADETL for the invoice	
		transaction.	
		• The number to be loaded into the "Invoice Paid"	
		field in TFADELT for the payment transaction.	

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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December 15, 2008

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 <u>\\appserv1\accounts_receivable\fqrartn\upload_files</u> 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.

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

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🙀 Account Detail TFADETL 7.3.0.1 (DEVL) 200000000		************************************	999 🗹 🗙 🔁							
ID: G00648134 Christina Laurel Hawkins	Credi	t Limit:								
User: LAUE	Holds	5:								
Charges/Payments Deposits Memos Commer	nts									
Dates/Invoice Feed/Cashier Cross Ref										
Detail Code: CK01 ▼ Payment Desc/Detail 64: Pay Num: PAYMENT DESC 648134 Effective: 15-DEC-2008 Ⅲ Invoice										
Address Type: LE 🔻 Sequence: 1 💌	Doc Num: 08-09	Transaction: 15-DEC-2008 III Number								
Units:	Trans Paid: 10	Bill:								
Rate:	Trans Num: 11	Due: Invoice								
Amount: 1,000.00	Receipt:	Statement: Paid								
Balance: -1,000.00	Text:	Entry: 15-DEC-2008 INV 1234								
Source: T 💌										
Detail Code: BIV2 Invoice Desc/Detail 648	Pay Num: INVOICE DESC 648134	Effective: 15-DEC-2008 Invoice								
Address Type: Lt V Sequence: IV	Trans Paid:	Bill.								
Rate:	Trans Num: 10	Due:								
Amount: 1,000.00	Receipt:	Statement: Paid								
Balance: 1,000.00	Text:	Entry: 15-DEC-2008								
Source: T 💌										
Query Balance Account Balance	Amount Due	Memo Balance NSF Red	eipt?							
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Charge or payment detail code; press LIST for valid codes										
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The invoice transaction created for G00003050 is as follows:

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🙀 Account Detail TFADETL 7.3.0.1 (DEVL) 000000000000000000000000000000000000	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
ID: G00003050 Cr. Albert A Acena	edit Limit:
User: LAUE Ho	ilds:
Charges/Payments Deposits Memos Comments	
	Datas (Invision Fred (Capition Cross Ref.
Detail Code: RW2 Toyoice Deco/Detail 205/ Day Num: INVOICE DESC 2050	Effective: 15-DEC-2008
Address Type: MA Sequence: 1 Doc Num:	Transaction: 15-DEC-2008 III Number
Units: Trans Paid:	Bill: INV 6789
Rate: Trans Num: 7	Due: Invoice
Amount: 20.00 Receipt: 🔽	Statement: Paid
Balance: 20.00 Text:	Entry: 15-DEC-2008
Source: T 💌	
Detail Code: CK01 CK01 Albert Acena Pay Num: #8326 DEP91508 P41	Effective: 23-SEP-2008 Invoice
Address Type: MA Sequence: 1 Doc Num: 08-09	Transaction: 15-SEP-2008 Number
Units: Irans Paid: 5	
Amount: 68.04 Perceint:	Statement: Daid
Balance:	Fotry: 23-SEP-2008
Source: T	
Query Balance Account Balance Amount Due	Memo Balance NSF Receipt?
20.00 20.00 20.00	.00 0 N
Unarge or payment detail code; press LIST for valid codes	L

We will then process the file containing payment only records:

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🙀 Process Submission Controls GJAPCTL 7.3B (DEVL) 000000000000000000000000000000000000	00000000000 🗹 × 🔽 🤶
Process: FQRARTN TAR Invoice / Payment Upload Parameter Set:	
Printer Control	
Printer: FTP Special Print: Lines: Submit T	ime:
Parameter Values	
Number Parameters Values	
01 Datafile Name 20081215_test_pmt.txt	
Submission	
Sauo Darameter Set as Name: Description:	Q
	• Submit
	Submit

The log file produced is as follows:

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2 JOD Number: 11/249/ 2 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	10	INVOICE	PAYMENT	TRANS NBR	INVOICE	PAYMENT	INVOICE	PAYME
II STATUS ERROR / WARNING DESCRIPTION	TYPE	ID C00649124	TRANS NBR	TRANS NBR	PAID	DETAIL CODE	DETAIL CODE	DESC / DETAIL	DESC/L
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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:

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🙀 Account Detail 🏾	FADETL 7.3.0.1 (DEVL) 20000000		000000000000000000000000000000000000000				-000 ≚ ×	
ID: G00003050 Charges/Payment	Dr. Albert A Acena User: LAUE Deposits Memos Comm	ents	Cred Holo	lit Limit:	•			
				_				
Detail Code:	CK01 Payment Desc/Detail 30!	Pay Num:	PAYMENT DESC 3050	Dates/Invoice	Feed/Cashier	Cross Ref Invoice		
Address Type:	MA Sequence: 1	Doc Num:	08-09	Transaction:	15-DEC-2008	Number		
Units:		Trans Paid:	7	Bill:			1	
Amount:	15.00	Pacaint:		Due: Statement:		Invoice Paid		
Balance:	-15.00	Text:		Entry:	15-DEC-2008	INV 6789		
Source:								
							_	
Detail Code:	BIV2 Invoice Desc/Detail 305(Pay Num:	INVOICE DESC 3050	Effective:	15-DEC-2008 🧰	Invoice		
Address Type:	MA 💌 Sequence: 1 💌	Doc Num:		Transaction:	15-DEC-2008	Number		
Units:		Trans Paid:		Bill:		INV 6789		
Rate:		Trans Num:		Due:		Invoice		
Amount: Balance:	20.00	Receipt: Text:		Statement:	15-DEC-2008	Paid		
Source:		1040		End y.	13-020-2000		-	
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December 15, 2008

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?