## **Steps in Ledger Upload and Preparation**

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For an existing profile or pre-mapped upload...Click on **Load Definition** and select either **"Internal"** or **"External"** Definition. The difference between the 2 is that. Internal is contained within an existing workbook and External is saved as a file in a certain location previously saved at. Select the relevant file and once opened, cross-check the mapped items and click **OK** to upload.

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To map a new mapping...click on **Definition**. Click **Assist Button**. A window will appear and select **Ledger Import**. Click **OK** 

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Here is the following information that you will have to enter correctly mapping them to the excel spreadsheet to upload:

- 1. Layout Identifier...1<sup>st</sup> cell that contains 1;2 (make sure that the rest of the cells have 2 on all the lines)
- 2. Error Cell...any cell that you can refer to check your errors easily.
- 3. Under Ledger Import Headers:
  - Created Date...today's date
  - > Description...**name of the upload sheet, so you can identify your upload**
  - > Posting Type...can select either options available or just take "Post If no Errors"
  - Write to hold file...NO
  - Post to rough book...No
  - > Allow Balancing Transactions...**YES**
  - Suspense Account...338501
  - Other Account...338501



5

Screen

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- Default Period...Map this to the cell on the spreadsheet and if it is a single cell, make it an absolute cell (e.g. \$F\$5)
- Report errors only...No
- Suppress substitute message...No
- > Posting report format...**leave bank**
- Journal Type... Map this to the cell on the spreadsheet and if it is a single cell, make it an absolute cell (e.g. \$F\$5)
- Post report Account...338501
- > Post Ledger...Select Ledger "A" for Actual or "B" for budget ledger
- > Allow over budget...**YES**

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Allow posting to Suspended account...NO

### Click on LEDGER IMPORT DETAILS and follow the following guide

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The following will be mapped accordingly to the spreadsheet to be uploaded. For any items to be mapped **above line 7 (Row 7) the cells will be made absolute (e.g. \$F\$5)**, other than that...just map to the **1**<sup>st</sup> **cell containing the data.** 

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Steps in Ledger Upload a...

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- 1. Account Code
- **Accounting Period** 2.
- Transaction date 3.
- 4. Journal Source
- **Transaction Reference** 5.
- Description 6.
- Debit/Credit Marker 7.
- To/From/Whom/Where Analysis 8.
- 9. Fund Analysis
- 10. Function Analysis
- 11. Restriction Analysis
- 12. SDA Organization Analysis
- 13. WHO Analysis
- 14. Flag Analysis
- 15. Project Analysis
- 16. Details Analysis
- 17. 4<sup>th</sup> Currency Code ... Enter ETB1
- 18. 4<sup>th</sup> Currency Amount



### To save the upload template click OPTION

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- 1. Internal Definition...Enter the Upload Template Name (e.g. Payrl\_Upload)
- 2. External Definition...Click on Assist Button and select the location to save the file and give it a file name (e.g. Payrl\_Upload) and click Save.

#### PLEASE NOTE:

To Upload or Data Send, you can now CLICK OK. A report will appear indicating the number of Records uploaded to SunSystems. Click OK and proceed to SunSystems 5 Navigation Manager.

If an error is reported, **click cancel** refer to the cell that you had mapped to see the errors and correct the errors.

Now, you can follow Screen Shot number 3. (Since you have already mapped and saved the file, you will not have to map the upload again.)





- Select Import Ledger
- Click on the File you identified as that which you uploaded from Excel.
- Click **Review** (Review All, will be used if several uploads were done and you are accepting all)  $\geq$
- Click on Batch Process and Select Ledger Import Process
- Confirm the data available, especially the period and ledger and click PROCESS

The system will validate the information and post and a report will appear. Indicating either upload is Successful or Rejected"

#### NOTE:

If the upload was rejected... just click ok till you will see the number of records uploaded or rejected. Uncheck the valid records and check rejected records and click PRINT.

Examine the report that will appear...looking at the rejected lines, which will indicate "Missing" something. If it is so, go back to Excel and make the corrections and do the upload from Screen Shot 3 again and follow the SUNPLUS NAVIGATION Steps again.

If it is an imbalance, on the report just uncheck the valid records and click PRINT and look at the total DEBITS and CREDITS and make the necessary corrections and upload once again.

## HAVE FUN UPLOADING

