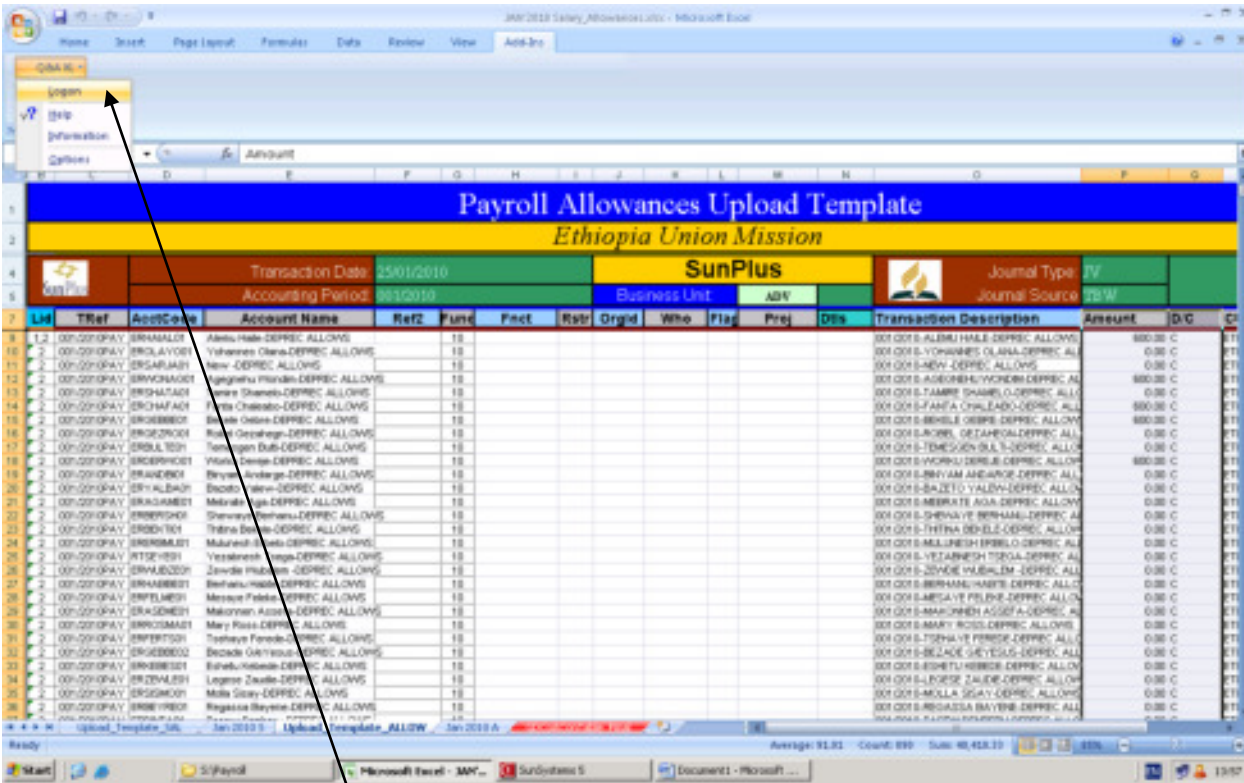
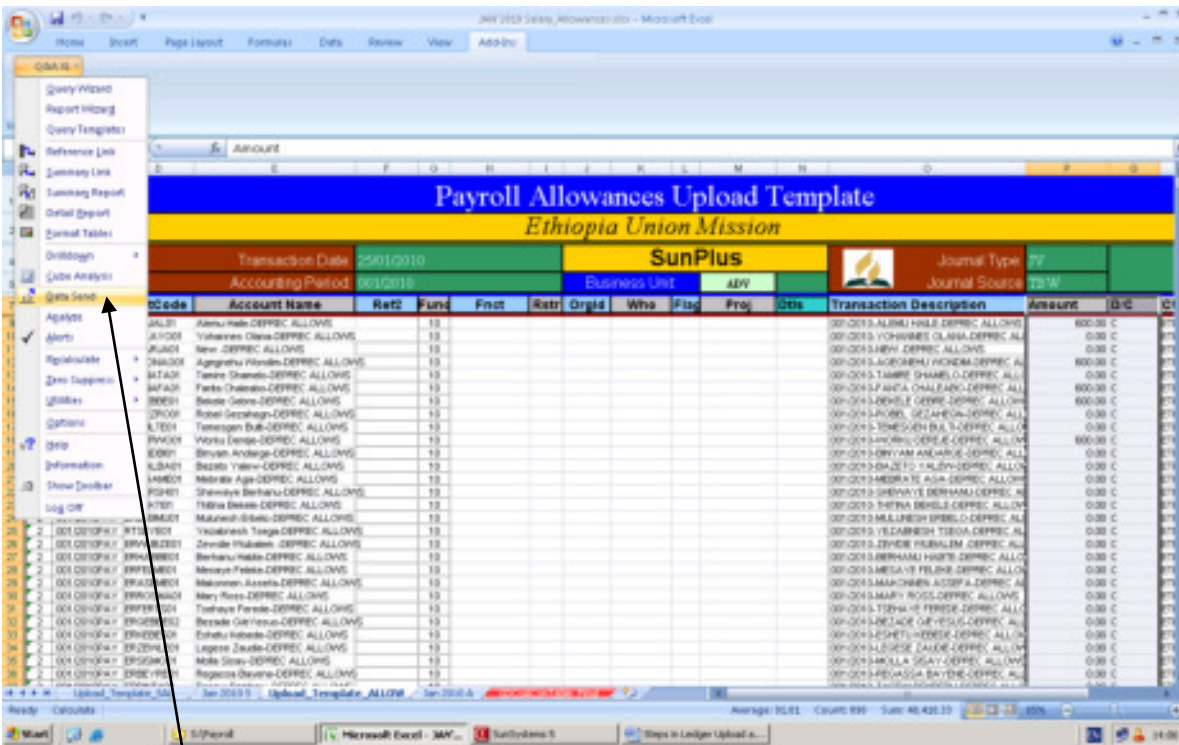


Steps in Ledger Upload and Preparation



1
4050300500

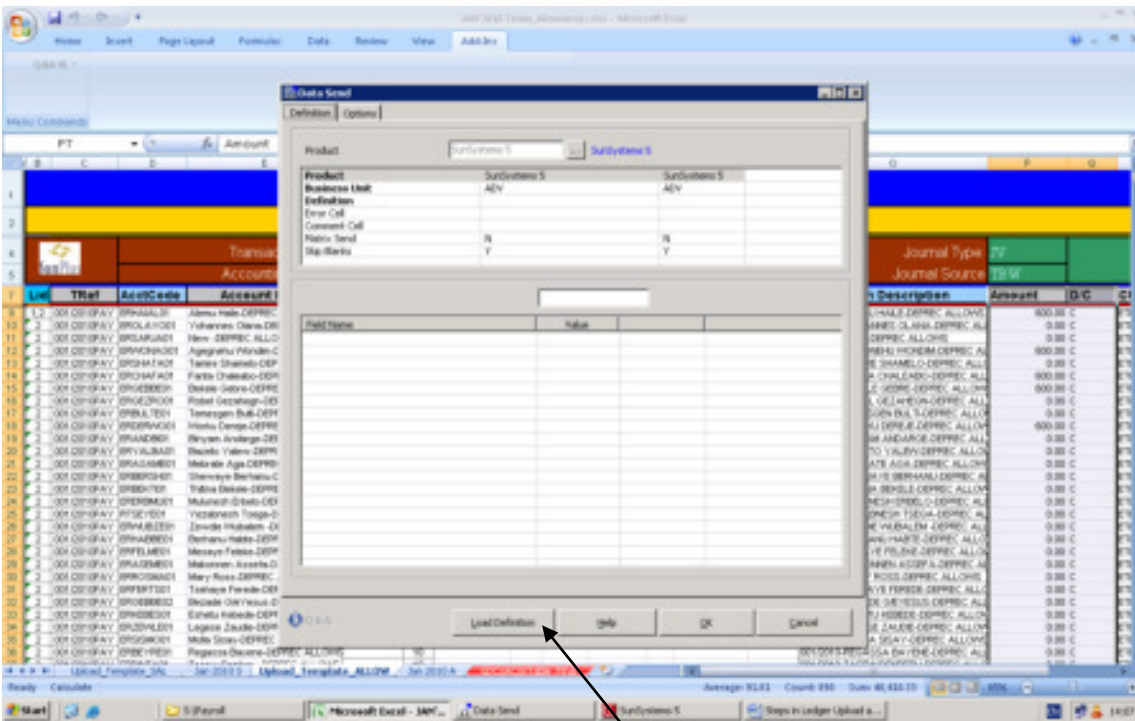
Click on Add-ins > Q&A xl > Logon > Enter User ID (e.g. TBW) and click OK (Users of Office 2007)



2
4050300500

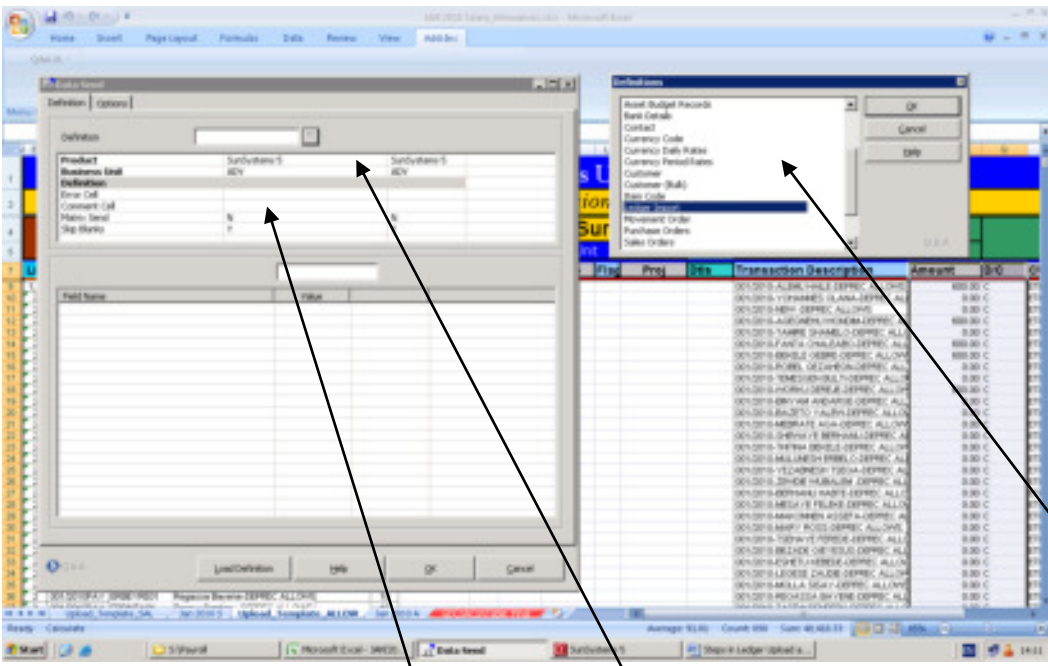
Click on Data Send

3
4050300700

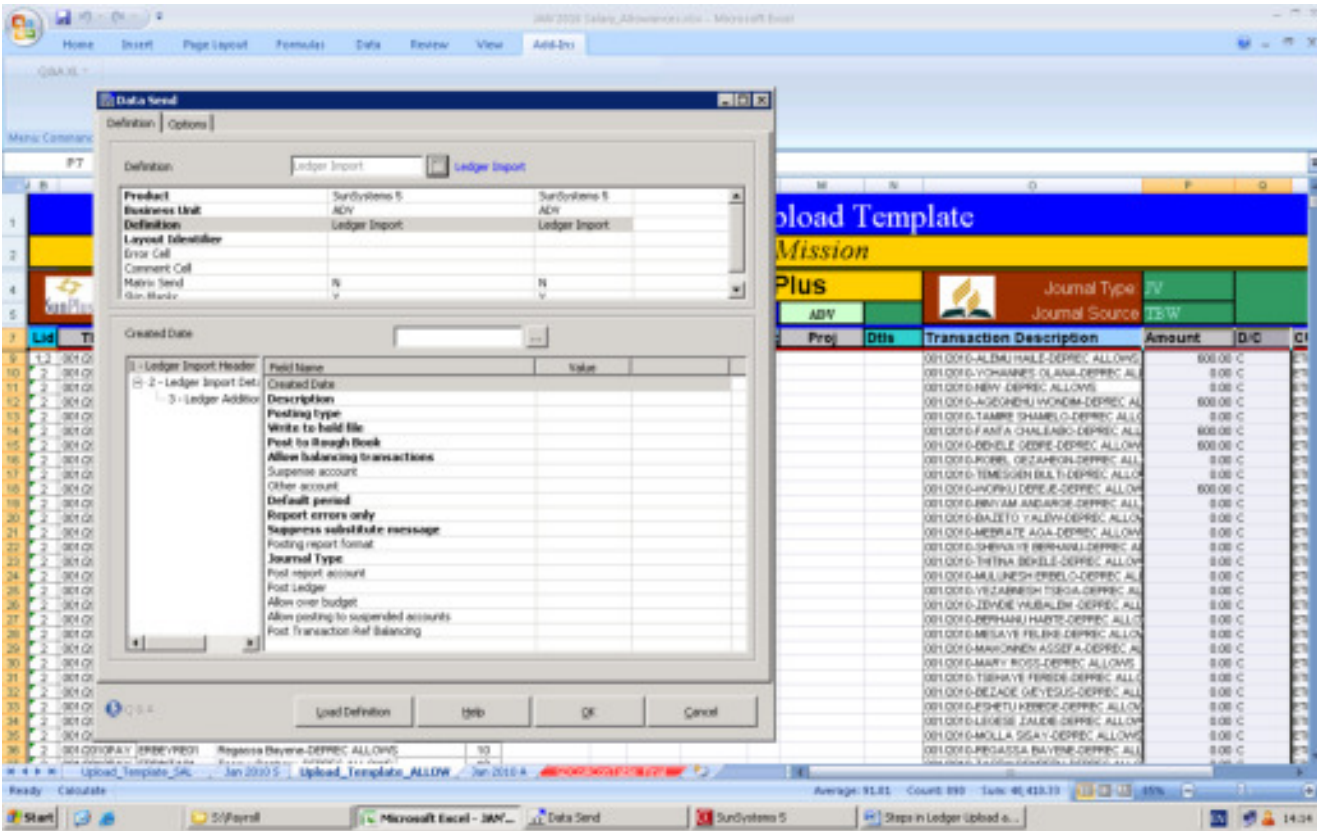


For an existing profile or pre-mapped upload...Click on **Load Definition** and select either **“Internal”** or **“External”** Definition. The difference between the 2 is that. Internal is contained within an existing workbook and External is saved as a file in a certain location previously saved at.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

4
4050300700



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



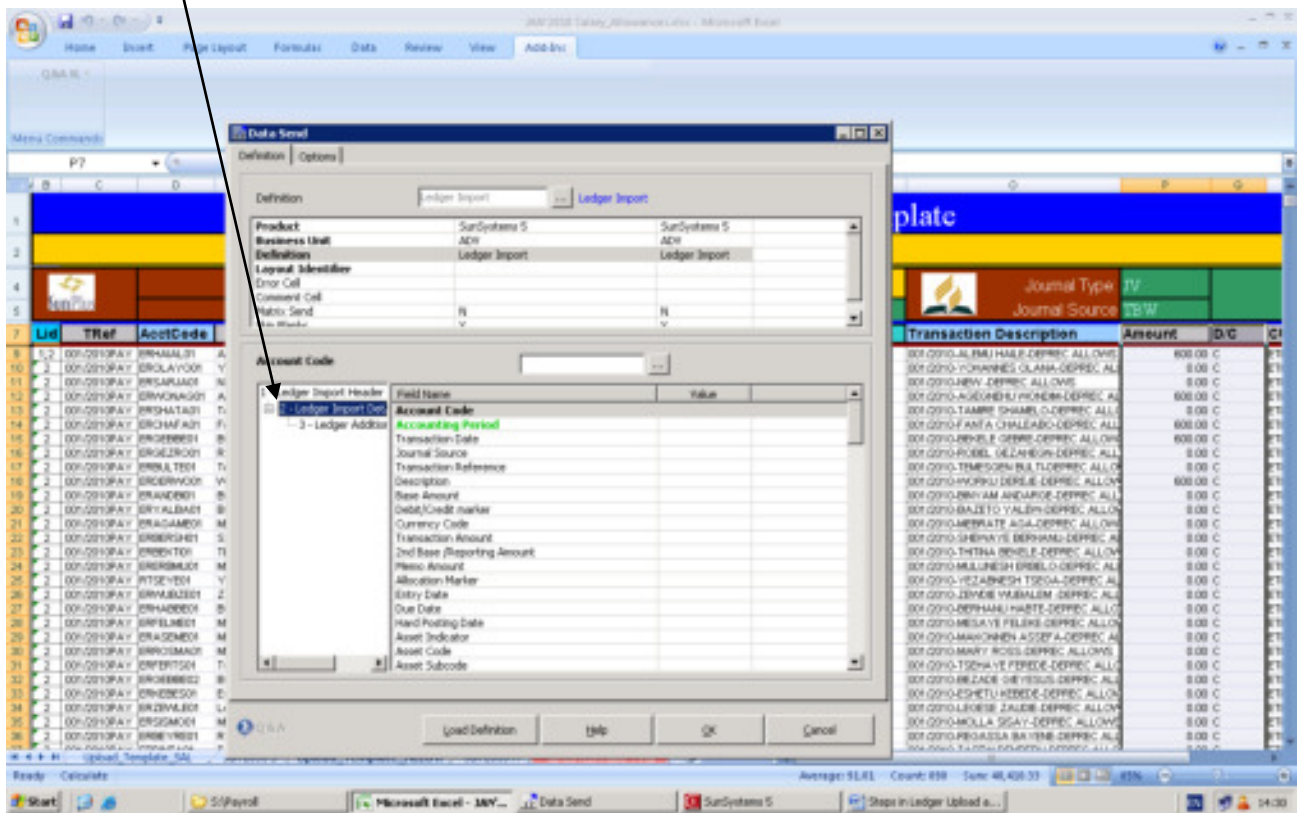
5
4050 300700

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

1. Layout Identifier...**1st 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**

- 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**
- Allow posting to Suspended account...**NO**

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

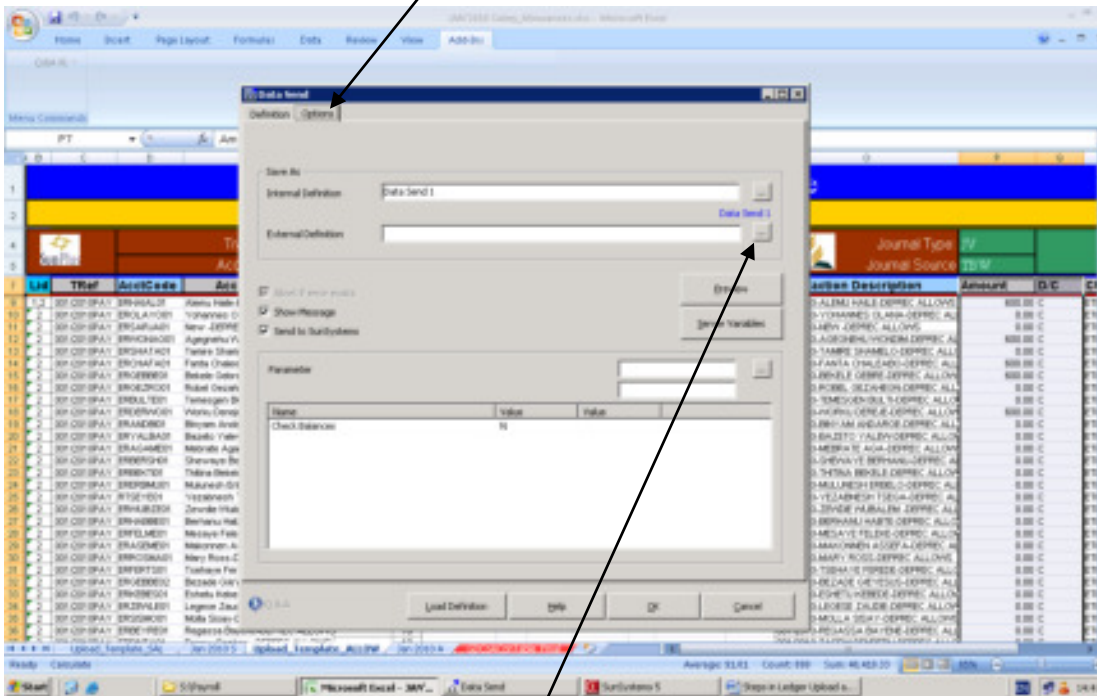


4050 30000

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 1st cell containing the data.

1. Account Code
2. Accounting Period
3. Transaction date
4. Journal Source
5. Transaction Reference
6. Description
7. Debit/Credit Marker
8. To/From/Whom/Where Analysis
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. 4th Currency Code ...**Enter ETB1**
18. 4th Currency Amount

To save the upload template click **OPTION**



7
4056 500700

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**.

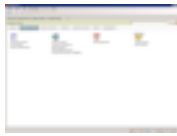
PLEASE NOTE:

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.)

IN SUNPLUS NAVIGATION MANAGER



- 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)
- 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