Ledger Import SSConnect

August 2021

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Overview

This document covers the mapping and use of Ledger Import SSConnect for End Users and Technical Support Personnel.

SunPlus End Users who are using or have used SunSystems versions up to 6.2 are very familiar with using the Ledger Import process. When their systems are upgraded to 6.3 and above, the Ledger Import process they are used to will no longer be available.

The Legacy Ledger Import process is no longer available because the technology it was built on was causing some key issues:

1. The Ledger Import payload was going through an unsecure. Method, where it would do a direct SQL insert to the SunSystems Database. It did not follow the rest of the Data Send protocols which use SSConnect.

2. The Ledger Import Data Send contains a DLL library, which was built using Visual Basic 6. This could not be upgraded to .Net because of compatibility issues with Q&A 10.

3. SunPlus vulnerability scans indicated DLL was a problem when it was deployed in the Cloud.

The implications of these issues on SunPlus users are:

1. All existing Data Sends using Ledger Import must be rebuilt to use the new Layout Identifiers (LID) and the appropriate mappings.

2. Excel Macros will be similar to what they were before, as they call an internal definition name.

3. Data Sends that fail during the SunPlus validation, which takes place after the Excel Q&A validation, are placed in the Ledger Import Control Desk and remain there until cleared by a user.

   The errors that caused the Data Send to fail are displayed in the Excel file's Comment Cell. Often the error messages are not easy to interpret. When the message in the Comment Cell cannot be interpreted, the option is to go to the Ledger Import Control Desk and run the import. The import will fail because of the errors, but

an easily interpreted report will be produced. The import file can then be cleared from the Ledger Import Control Desk.

4. The extra layer of added security brings the Ledger Import SSConnect Data Send in line with the rest of SunSystems Data Sends. Because the Legacy Ledger Import did not use SSC, it was a security risk.

With these changes, End Users will have to use the Ledger Import SSConnect process. This transition will involve remapping and special configuration.

Those processes are covered in this document. Ledger Import processes for earlier SunSystems versions will be referred to throughout this document as **Legacy Ledger Import** processes.

Major Changes

1. The Legacy Ledger Import spreadsheet must be re-mapped

2. The Legacy Ledger Import was a two-step process:

   a. When **Data Send** was initiated, a validation process designed to catch certain types of errors and allow correction was run. Upon clicking Enter, the data was loaded onto a temporary table, which was then reviewed on the Ledger Import functionality within SunSystems.

   b. With the Legacy Ledger Import, the User first used Data Send on Excel. If the Data Send was successful, a pop-up message indicated how many rows were transferred to SunSystems. The User then had to go to SunSystems and open the Ledger Import function. Once the import file was selected from the Control Desk and the Review button was clicked, the second data validation took place.

   This validation process made sure all mandatory data items, for instance, require Analysis Codes or Currency Codes, were included in the import data. An Error Report was displayed when errors were found, and the End User could fix the data in the spreadsheet and re-run the import.

In Ledger Import SSC, the process has been consolidated into one step. When the User clicks the OK button to initiate the import, SSC will validate the data. If the data is correct, the import will be successfully posted.

3. The Legacy Ledger Import will not be an option in SunSystems version 6.4 or version 6.3 if Q&A 10.1.11 is used. Moving to SSConnect will no longer be optional.

Technical Details

Organizations using SunPlus currently are using one of the following Q&A versions:

- **Q&A 10.1.9**   **Data Link 30.001.0016**
- **Q&A 10.1.10**
- **Q&A 10.1.11**   **Data Link 30.002.006**
    - **Infor** has released a newer Data Link for Q&A 10.1.11 – 30.002.12
    - **Infor** recommends that the newest/latest Data Link should always be used
    - To access the 30.002.12 Data Link, follow:

      https://drive.sunplussda.org/index.php/s/SGP5td2oDkNWAT9

Systems using **Q&A 10.1.9** are the last systems that will be able to use the Legacy Ledger Import process.

Infor strongly recommends all SunSystems sites use the latest Q&A version - **Q&A 10.1.11**. Organizations using Q&A 10.1.11 have no choice: they must use Ledger Import SSConnect. The legacy process is no longer available to those systems.

The Ledger Import SSC option is available in **SunSystems versions 6.2, 6.3, and 6.4** only.
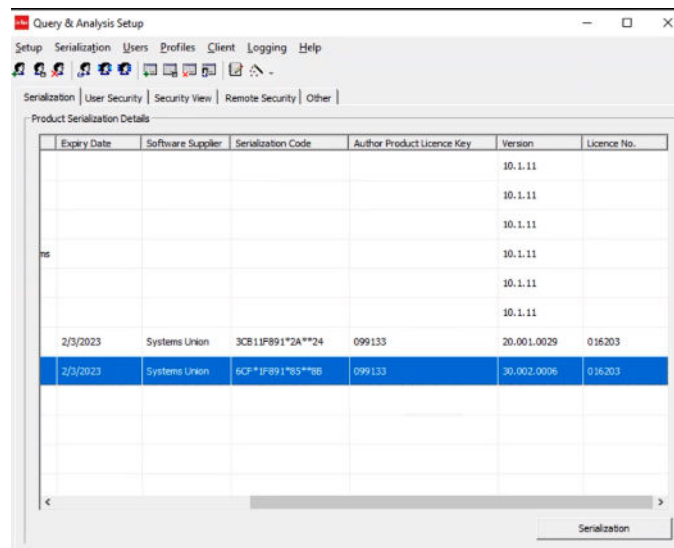
If you are unsure which version of Q&A is installed on a system, go to the **Query & Analysis Setup** function.

The **Login** interface will be displayed
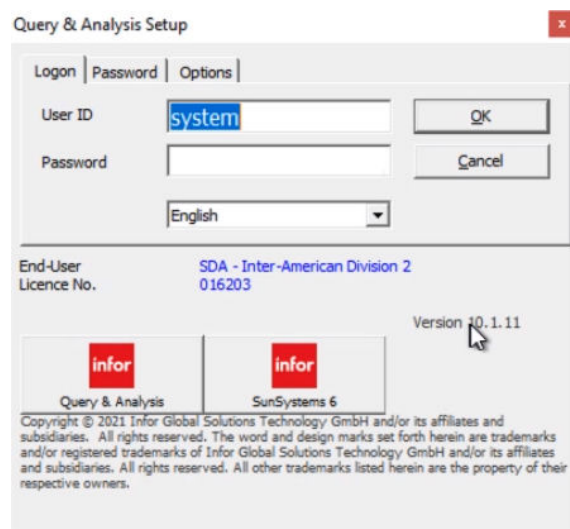
The version number will be displayed in the lower right-hand portion of the interface, below the OK and Cancel buttons
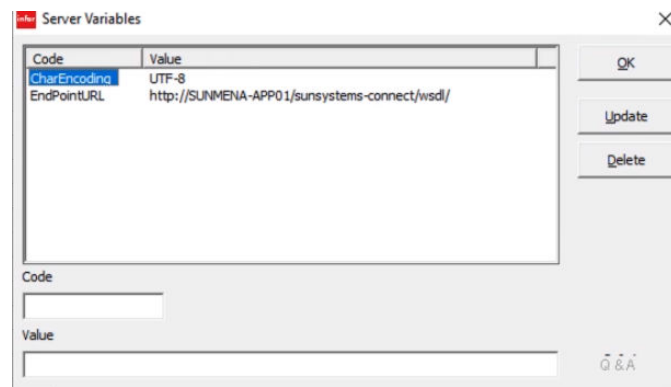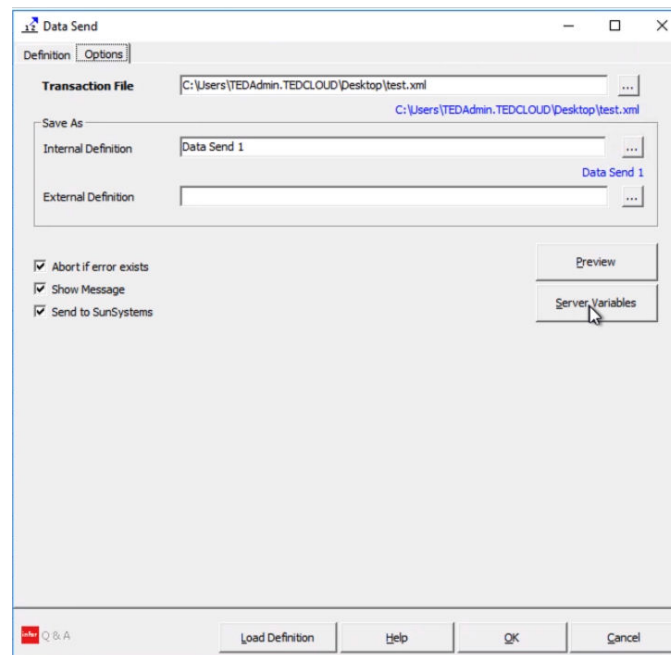
Server Variable Setup

At implementation, a connection between Excel and the server running the SunSystems service must be established.

Go to **Data Send**

The **Server Variable** button on the **Data Send Options** tab is "your life". The interface it opens is where the connection between the Excel file and the server is made.

Click the **Server Variable** button

Select **EndPointURL**

The http value for the **EndPointURL** is:

https://localhost/sunsystems-connect/wsdl/

The **localhost** in the above URL should be replaced with the server running the local SunSystems service.

URLs for SSC 6.2 and SSC 6.3:

- SSC 6.2: http://localhost:8080/connect/wsdl/

- SSC 6.3: http://localhost/sunsystems-connect/wsdl/
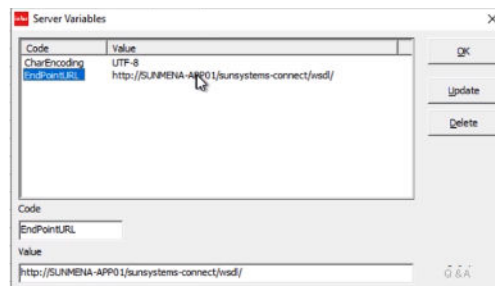
Click **Update**

Click **OK** to save URL

SOAP Toolkit 3.0

Microsoft SOAP Toolkit 3.0 must be installed for SSConnect to work.

To access the Microsoft SOAP Toolkit 3.0, follow:

https://drive.sunplussda.org/index.php/s/jTbFBs8kaerNA2d

Download **Microsoft SOAP Toolkit 3.0**
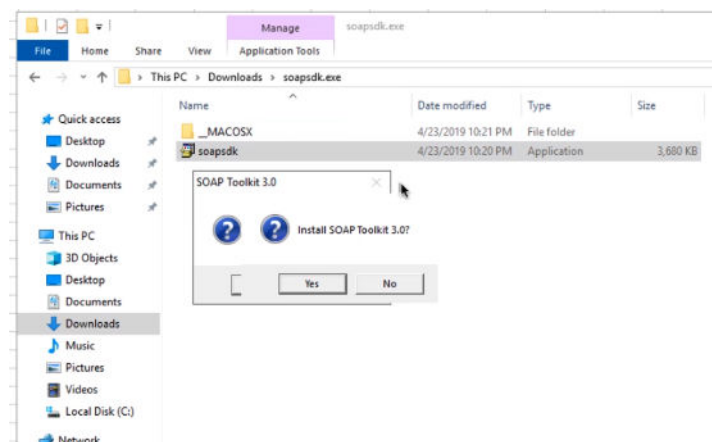
Click **Yes** to install

Run **SOAP Toolkit 3.0 Setup Wizard**

Ledger Import SSConnect Mapping

The **Ledger Import SSConnect** process requires new import template mapping. ***The legacy mapping is incorrect.***

The following Ledger Import SSConnect template shows the correct format for Ledger Import SSConnect.
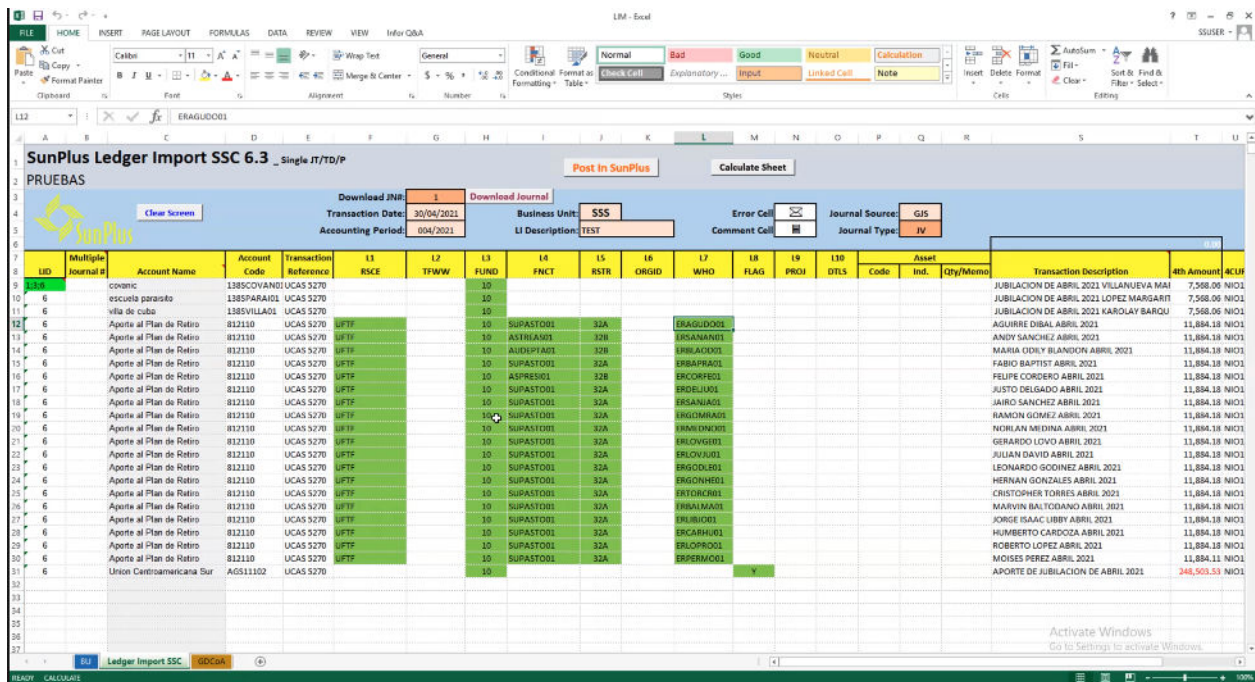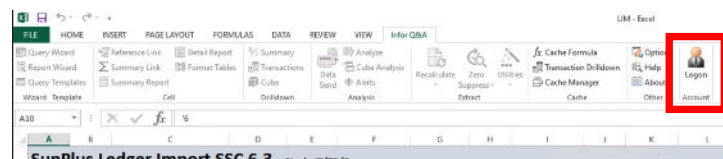
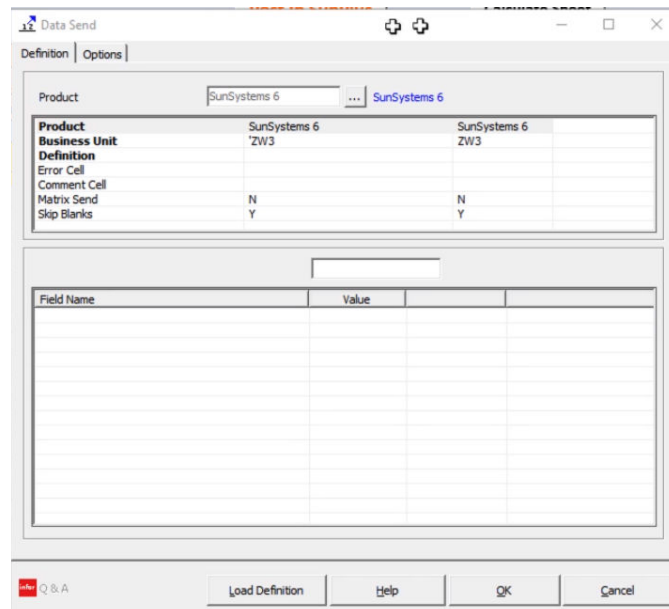## Map Ledger Import

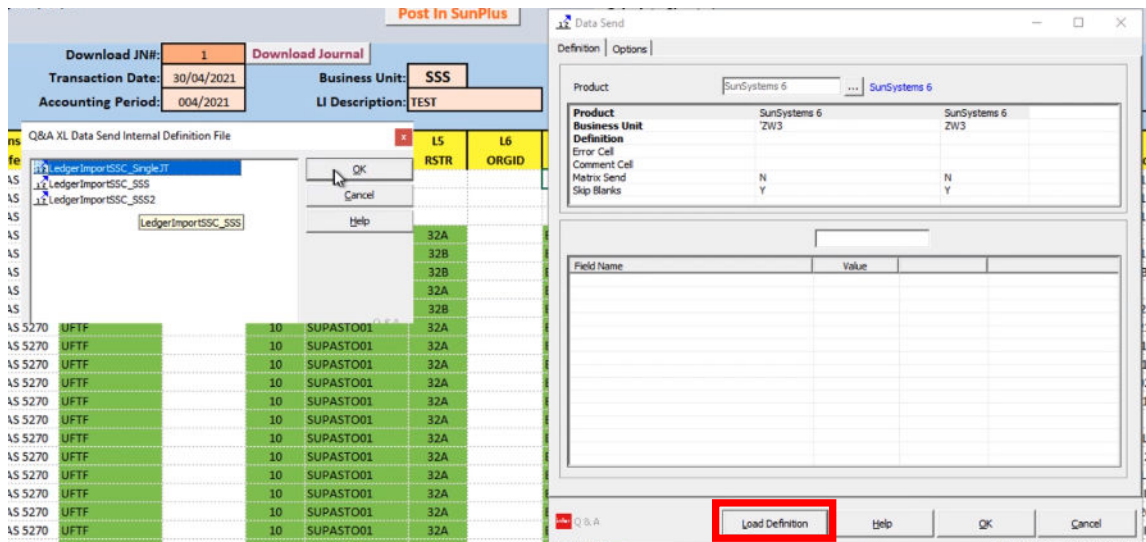Open the **Excel Ledger Import** spreadsheet

Click on **Infor Q&A**
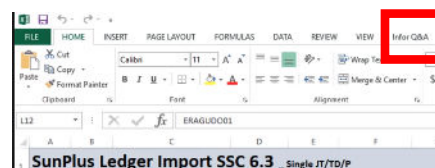
Logon
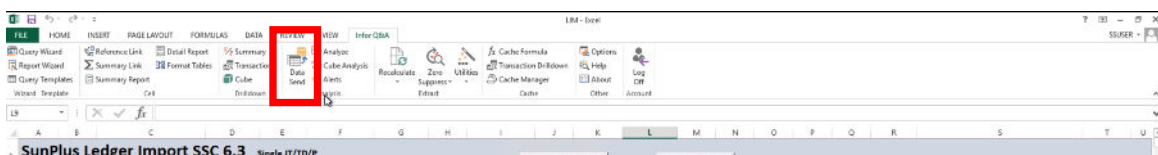
Select **Data Send**

Click the **Load Definition** button at the bottom of the interface

Notice that the available **Definitions** are all **Ledger Import SSC**

Select **Ledger Import SSC** – in our example there are three Ledger Import SSC options. The **Single** option is fine

<mark>**Important Notice: The Definition must be re-mapped the first time the spreadsheet is used. The legacy mapping is no longer correct.**</mark>

If you want to keep working with your current Import Template, you will need to remap the import file and create a new Internal Definition that you can use in the future.

If you want to use a new Import Template that is already mapped for the new functionality, you can download the template from the SunPlus document repositories.

- Budget Template:
  https://drive.sunplussda.org/index.php/s/9ZdYbsS7y3qtPS7

- Single Journal Template:
  https://drive.sunplussda.org/index.php/s/Kwt8RaybrwJHorZ
    - (This template can be used for multiple journals also, but all journals will have the same Accounting Period and Transaction Dates)

- Multiple Period Template:
  https://drive.sunplussda.org/index.php/s/dRig49263j62cfZ
    - (This template can be used to post multiple journals, with different Accounting Periods and Transaction Dates)
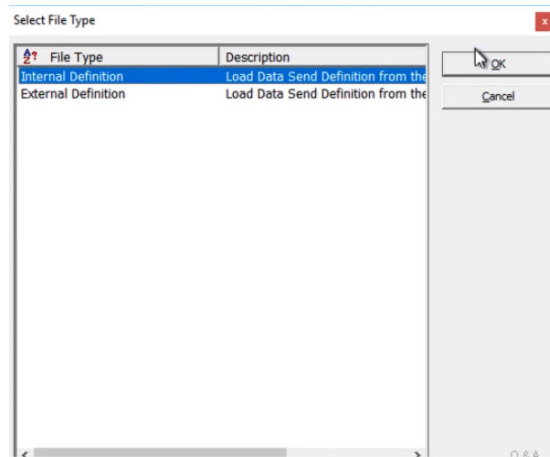
Select **Internal Definition**

Click **OK**

Comment Cell

When a Ledger Import is posted, it is important to know whether errors exist in the data, and whether an import has been posted successfully.

When an import had been posted in the Legacy Ledger Import process, a screen was displayed that indicated whether errors existed in the data, and whether the import had been successfully posted. A Journal Number was displayed for successful postings. This feature is no longer available.

In **Ledger Import SSC**, both the **Comment Cell** and the **Error Cell** must be mapped. The Error Cell to display the existence of errors and, if the import was successful, the **Comment Cell** will display the **Journal Number**.

The Accountant goes into SunSystems, accesses the **Journal Listing** for the posting, and prints the Journal. ***This is no longer automatic.***

It is very important that the Comment Cell be mapped.

The **Comment Cell** is in the upper portion of the **Data Send Definition Interface**

Layout Identifier (LID)

In the Legacy Ledger Import, the LID format for imports was always:

- 1;2 – for the first row of data
- 2 – for every subsequent row of data to be included in the import

The LID format is now:

- 1;3;6 – for the first row of data
- 6 – for every subsequent row of data to be included in the import

Import rows that do not have a 6 in the LID column will not be part of the Import.

NOTE: If you are using the template to upload Cash Receipts, you must include the LID 7 in order to capture the FOR Description for the receipt.
The first row would be: 1;3;6;7
Subsequent rows would be: 6

NOTE: If you are using the template to upload Check, the mapping must include LID 8 to capture the Manual/Source #. The first row would be: 1;3;6;8
Subsequent rows would be: 6;8

Data Send Definition Interface 1

Select Data Screen Definition Interface **1 – Ledger**

The **1 – Ledger** definition interface establishes the connection between Excel and the SunSystems **Ledger** where the data will be posted

The SunPlus standard Actual Ledger is **Ledger A**

Data Send Definition Interface 3

The **3 – Ledger Import Header** definition interface is basically the same as the Legacy definition interface 1.

In this interface, the user will name the .xml file and provide other basic import detail

Field Name	Value	
Allow balancing transactions	0	0
Allow over budget	Y	Y
Post to Suspended Accounts	N	N
Post balance by	'T2	'T2
Default Period		
Description	Test	Test
Journal Type	JV	JV
Provisional Posting		
Write to hold file		
Posting type	0	0
Reporting Currency Account	101010	101010
Suspense/Error Account	101010	101010
Transaction Currency Account	101010	101010
Calculate Debit Credit Marker		
Report errors only	Y	Y
Suppress substitute message	Y	Y

VERY IMPORTANT: If the template you are using does not include a Debit/Credit (D/C) Column, you MUST map **Calculate Debit Credit Marker** "**R**". Otherwise, when posted all Debit entries will be posted as Credit and vice versa because the default that will kick in is **Y**.

Field Name	Value	
Description	J5	Type JN Name
Journal Type	Q5	
Provisional Posting	N	N
Posting Write To Hold	N	N
Posting Type	2	2
Reporting Currency Account	338501	338501
Suspense/Error Account	338501	338501
Transaction Currency Account	338501	338501
Calculate Debit Credit Marker		

Calculate Credit Debit Marker

Code	Description	Short
N	No	0
Y	Yes (set negative amount to Debit)	1
R	Yes (set negative amount to Credit)	2

Posting Type

An important mapping on **3 – Ledger Import Header** is **Posting Type**

Field Name	Value	
Posting Allow Balance Trans		
Allow Over Budget		
Post to Suspended Accounts		
Post Balance By		
Default Period		
Description		
Journal Type		
Provisional Posting		
Posting Write To Hold		
Posting Type		
Reporting Currency Account		
Suspense/Error Account		
Transaction Currency Account		
Calculate Debit Credit Marker		
Report Errors Only		
Suppress Substitute Message		
Create Multiple Journals		

Posting Type

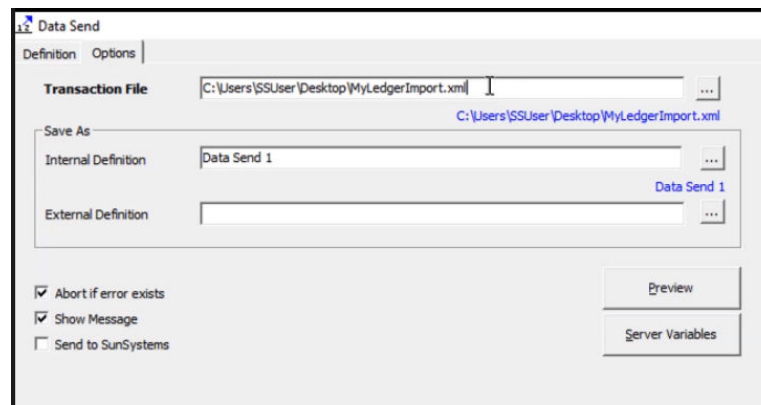| Code	Description	Short
0	Validate only	0
1	Post	1
2	Post if no errors found	2

OK

Cancel

Posting Type Options:

1. Post everything from Excel in one step
   - Select **Post if no errors found Posting Type** in **3 – Ledger Import Header**
   - set up import data in the Excel spreadsheet
   - click **Post**
   - note **Journal Number** displayed in the **Comment Cell**
   - go to **SunSystems Journal Listing** function
   - find **Journal**
   - print **Journal Listing**

2. Follow legacy 2-step posting process
   - Select **Validate only Posting Type** in **3-Ledger Import Header**
   - set up import data in the Excel spreadsheet
   - run **Data Send** to create the .xml file
   - go to **SunSystems Ledger Import**
   - select import file from Control Desk
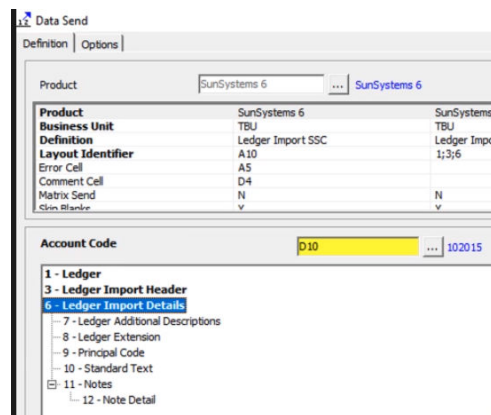   - **Import**
   - print **Journal Listing**

3. Create .xml file and process it in **Ledger Import**
   - set up import data in the Excel spreadsheet
   - open **Data Send** interface
   - go to **Options** tab
   - uncheck **Send to SunSystems** checkbox
   - enter **Transaction File Name**.xml
   - run **Data Send** to create the .xml file
   - go to **SunSystems Ledger Import**
   - select import file from Control Desk
   - **Import**
   - print **Journal Listing**

Important: SunPlus users should usually select **Post if no errors**.

Data Send Definition Interface 6

The **6 – Ledger Import Details** definition interface is basically the same as the Legacy definition interface 2.

The following screenshots show the mapping for **Ledger Import 6**

Field Name	Value	
Account Code	D10	102015
Accounting Period	003/2021	003/2021
Transaction Date	DATE	DATE
Journal Source	MBT	MBT
Transaction Reference	E10	UCAS 5270
Description	S10	JUBILACION ...
Base Amount		
Debit/Credit marker	X10	D
Currency Code		
Transaction Amount		
2nd Base /Reporting Amount		
Memo Amount		
Allocation Marker		
Entry Date		
Due Date		
Hard Posting Date		
Asset Indicator		
Asset Code		
Asset Sub-code		
Resource Analysis	F10	
To/From Who/Where Analysis	G10	
Fund Analysis	H10	10
Function Analysis	I10	
Restriction Analysis	J10	
SDA Organization Analysis	K10	
Who Analysis	L10	
Flag Analysis	M10	
Project Analysis	N10	
Details Analysis	O10	
Consumed Budget		
4th Currency Code	U10	GB1
4th Currency Amount	T10	7568.06
4th Currency Conversion Rate		
Link Reference 1		
Link Reference 2		
Link Reference 3		
Allocation Code		
Allocation Statements		
Allocation User ID		
Split Original Line		
Value Date		
Signing Details		
Installment Date		
Binder Status		
Agreed Status		
Split Link Reference		
Posting Reference		
True Rated Status		

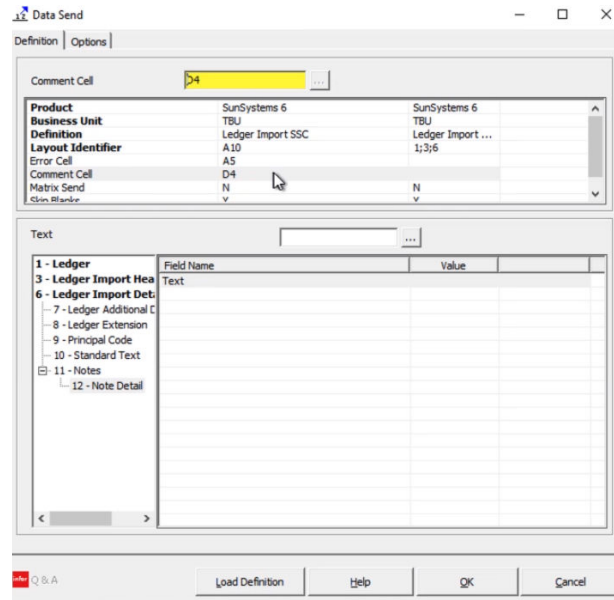| Load Definition	Help	OK	Cancel

Other Available Data Send Definition Interfaces

Data Send Definition Interfaces 7 through 12 are available if an organization needs them.

In some parts of the world, Interface 7 is important to pull in the Donors section of printed receipt FOR Description.

In some parts of the world, Interface 8 is important to pull in Manual/Source # when upload Checks.

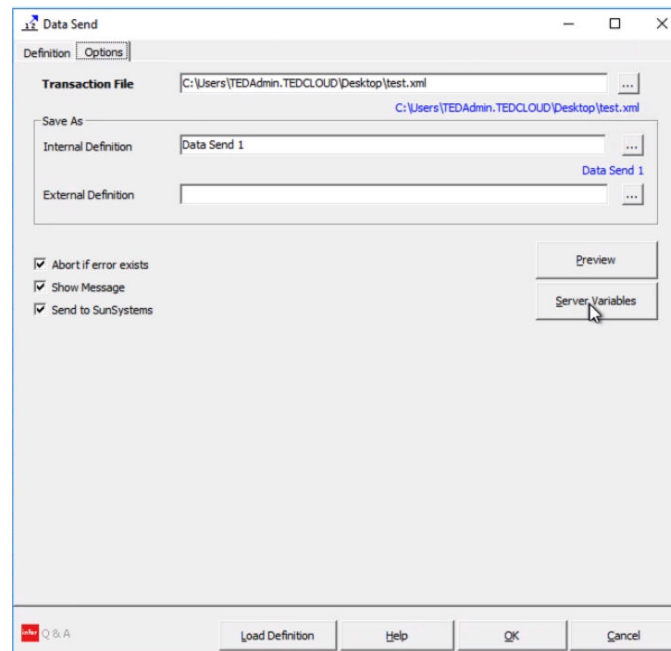They are not usually part of SunPlus imports; they are, however, available

Data Send Options Tab

When Interfaces 1;3;6 have been mapped, go to the **Options** tab

Enter the **Transaction File Name**

Post Import

When the **Data Send** interface has been remapped to meet the Ledger Import SSC requirements, click **OK** to begin the import

When the Import has been completed, check the **Error Cell** on the Excel Import spreadsheet for data errors.

When the Import has been successful, find the **Journal Number** for the post; this will be displayed in the **Comment Cell** on the Excel Import spreadsheet

Go to SunSystems **Journal Listing** and enter the **Journal Number**

Print the **Journal Listing**