

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:

- 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.

 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/SGP5td2oDkNW AT9

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.



| | | | | 10.1.11 | |
|----------|---------------|------------------|--------|-------------|---------|
| | | | | 10.1.11 | |
| | | | | 10.1.11 | |
| ns | | | | 10.1.11 | |
| | | | | 10.1.11 | |
| | | | | 10.1.11 | |
| 2/3/2023 | Systems Union | 3CB11F891*2A**24 | 099133 | 20.001.0029 | 016203 |
| 2/3/2023 | Systems Union | 6CF*1F891*85**88 | 099133 | 30.002.0006 | 0 16203 |
| | | | | | |

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

| Logon Password | system | | — r | ок |
|---|--|---|--------------------------------|---|
| Password | | | | |
| | English | | • | |
| End-User Licence No. | SDA - 01620 | Inter-American)3 | Division 2 | |
| | | | Ve | rsion 10.1.11 |
| infor Ouery & Analys | | infor SunSystems 6 | | 145 |
| Copyright © 2021 Info subsidiaries. All rights and/or registered trade and subsidiaries. All rig respective owners. | r Global Solution reserved. The marks of Infor | ons Technology Gr word and design m Global Solutions Te | arks set forth echnology Gm | herein are trademarks bH and/or its affiliates |

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

| Data Send | | | | - 0 | > |
|--|-----------------------------|------------------|------------------|--|---|
| efinition Options | | | | | |
| Transaction File | C:\Users\TEDAdmin.TEDCLOUD\ | Desktop\test.xml | | | |
| | | C:\Users\TED | Admin.TEDCLOUD\p | esktop\test.xml | |
| Save As | Data Send 1 | | | | 1 |
| Internal Definition | para senu 1 | | | Data Send 1 | |
| External Definition | | | | | |
| Abort if error exists | | | | Preview | |
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| | | | | | |
| | | | | | |

| Code CharEncoding | Value UTF-8 | <u></u> |
|----------------------|---|---------|
| EndPointURL | http://SUNMENA-APP01/sunsystems-connect/wsdl/ | Update |
| | | Delete |
| | | |
| ode | | |
| alue | | |
| | | Q & A |

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: <u>http://localhost/sunsystems-connect/wsdl/</u>

| UTF-8 | QK |
|---|----------------------|
| http://SUNMENA-APP01/sunsystems-connect/wsdl/ | Update |
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Click Update

Click OK to save URL

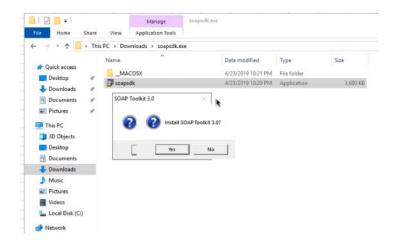
SOAP Toolkit 3.0

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.



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| | | vila de cuba | 1385VILLA01 | | | | 10 | | | | | | | | | | | JUBILACION DE ABRIL 2021 KAROLAY BAR | | |
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| | | Aporte al Plan de Retiro | 812110 | UCAS 5270 | WETE | | 10 | ASTREASO1 | 328 | | ERSANAN01 | | | | | | | ANDY SANCHEZ ABRIL 2021 | 11,884. | |
| | | Aporte al Plan de Retiro | 812110 | | UFTE | | 10 | AUDEPTADI | 328 | | FREACION | | | | | | | MARIA ODEY BLANDON ABRE 2021 | 11,884. | |
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| 5 | | Aporte al Plan de Retiro | 812110 | UCAS 5270 | UFTE | | 10 | ASPRESI01 | 32B | | ERCORFE01 | | | | | | | FELIPE CORDERO ABRIL 2021 | 11,884. | .18 |
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Map Ledger Import

Open the Excel Ledger Import spreadsheet

Click on Infor Q&A

| FILE | HO | ME . | INSERT | PAGE LAYOUT | FORMULAS | DATA REV | EW VIEW | Infor Q&A |
|-------|-----------|----------|--------|--------------------|----------|----------|-------------|------------|
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Select Data Send



| Product | SunSystems 6 | SunSyst | ems 6 | |
|--|--------------------|---------|---------------------|--|
| Product Business Unit Definition Error Cell | SunSystems 'ZW3 | 5 | SunSystems 6 ZW3 | |
| Comment Cell Matrix Send Skip Blanks | N Y | | N Y | |
| Field Name | 1 | Value | | |
| | | | | |
| | | | | |

Click the Load Definition button at the bottom of the interface

| Download JN#: 1 | Downl | lianuot beo | | | Definition Options | | | | |
|--|-------|----------------|------------|----------------|---|----------------------|-----------|---------------------|--------|
| Transaction Date: 30/04/202 | - | Business Unit | | | Product | SunSystems 6 | SunSyster | ns 6 | |
| Accounting Period: 004/2021 84A XL Data Send Internal Definition File | | LI Descriptior | × 15 | L6 | Product Business Unit Definition Error Cel | SunSystems 6 'ZW3 | | SunSystems 6 ZW3 | |
| 1Ledger1mportSSC_SingleJT 12Ledger1mportSSC_SSS 11Ledger1mportSSC_SSS2 | | | RSTR | ORGID | Comment Cell Matrix Send Skip Blanks | N Y | | N Y | |
| LedgerImportSSC_S | SS | Help | 32A 32B | | | Г | | | |
| | | | 32B 32A | | Field Name | | Value | | |
| 70 UFTF | 10 | SUPASTO01 | 32B 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
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| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | | | |
| 70 UFTF | 10 | SUPASTO01 | 32A | | | | 1 | 1 | 1 |
| 70 UFTF | 10 | SUPASTO01 | 32A | 00000000000000 | Core Core | Load Definition | Help | QK | Cancel |

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

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



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: <u>https://drive.sunplussda.org/index.php/s/9ZdYbsS7y3qtPS7</u>
- Single Journal Template: <u>https://drive.sunplussda.org/index.php/s/Kwt8RaybrwJHorZ</u>
 - (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)

| 2? File Type | Description | 2 OK |
|---------------------|------------------------------------|-------------|
| Internal Definition | Load Data Send Definition from the | -0 <u>V</u> |
| External Definition | Load Data Send Definition from the | Çancel |
| | | 0.64 |

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.*

12 Data Send × Definition Options SunSystems 6 ... SunSystems 6 Product Product SunSystems 6 SunSystems 6 ^ **Business Unit** TBU TBU Definition Ledger Import SSC Ledger Import ... Layout Identifier A10 1;3;6 r Cell 45 Comment Cel D4 Aatrix Send N Chin Rlanke

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



| Product | SunSystems 6 SunS | ystems 6 | | |
|---------------------------|-------------------|---------------|---|---|
| Product | SunSystems 6 | SunSystems 6 | | |
| Business Unit | TBU | TBU | | |
| Definition | Ledger Import SSC | Ledger Import | | |
| Layout Identifier | A10 | 1;3;6 | | _ |
| Error Cell | A5 | | | |
| Comment Cell | D4 | | | |
| Matrix Send | N | N | | |
| Chin Rlanke | v | v | | |
| Post Ledent | A | A | | |
| 1 - Ledger | Field Name | Value | 1 | |
| 3 - Ledger Import Hea | | A | A | |
| 6 - Ledger Import Deta | | | | |
| - 7 - Ledger Additional E | | | | |
| -8 - Ledger Extension | | | | |
| -9 - Principal Code | | | | |
| - 10 - Standard Text | | | | |
| | | | | |
| E 11 - Notes | | | | |
| 12 - Note Detail | | | | |
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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

| | Ledger Import SSC Ledg | ger Import SSC | | |
|-----------------------|-------------------------------|----------------|--------|---|
| Product | SunSystems 6 | SunSystems 6 | | |
| Business Unit | \$3\$4 | SSS | | |
| Definition | Ledger Import SSC | Ledger Import | | |
| Layout Identifier | A9 | 1;3;6 | | |
| Error Cell | \$N\$4 | * | | |
| Comment Cell | \$N\$5 | 3 | | |
| Matrix Send | N | N | | |
| Skin Blanke | v | × | | |
| | 0 | 0 | | |
| 1 - Ledger | Field Name | Value | | , |
| 3 - Ledger Import H | | 0 | 0 | |
| 6 - Ledger Import De | | | | |
| -7 - Ledger Additiona | | N | N | |
| | | | | |
| -9 - Principal Code | | | | |
| - 10 - Standard Text | | \$3\$5 | TEST | |
| = 11 - Notes | | \$Q\$5 | VL | _ |
| | | N | N | |
| 12 - Note Detail | | N | N | |
| | | 2 | 2 | |
| | | 338501 | 338501 | _ |
| | | 338501 | 338501 | |
| | | 338501 | 338501 | |
| | Calculate Debit Credit Marker | R | R | |
| < > | | | | |



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 | | \$]\$5 | Type JN Name |
| Journal Type | | \$Q\$5 | |
| Provisional Posting | 9 | N | N |
| Posting Write To H | Hold | N | N |
| Posting Type | | 2 | 2 |
| Reporting Curr | ency Account | 338501 | 338501 |
| Suspense/Erro | r Account | 338501 | 338501 |
| Transaction Cu | rrency Account | 338501 | 338501 |
| | | | |
| Calculate Debit Cr | edit Marker | | |
| Calculate Debit Cr Calculate Credit | | | |
| | | | Short |
| Calculate Credit | t Debit Marker | | Short 0 |
| Calculate Credit | Debit Marker | nt to Debit) | Short 0 1 |

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 Jurrency Account | | |
| Suspense/Error Account | | |
| Transaction Currency Account | | |
| Calculate Debit Credit Marker | | |
| Report Errors Only | | |
| Suppress Substitute Message | | |
| Create Multiple Journals | | |

| ? Code | Description | Short | <u>O</u> K |
|--------|----------------------|-------|------------|
| | Validate only | 0 | 20 |
| | Post | 1 | Cancel |
| | Post to errors found | | |
| | | | |



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



| inition Options | | |
|-----------------------|--|------------------------------------|
| Transaction File | C:\Users\SSUser\Desktop\MyLedgerImport.xml | |
| _ | C:\Users\S | SUser \Desktop \MyLedgerImport.xml |
| Save As | | |
| Internal Definition | Data Send 1 | |
| | | Data Send 1 |
| External Definition | | |
| | | |
| Abort if error exists | | Preview |
| Show Message | | - |
| | | Server Variables |

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.

| Product | SunSystems 6 SunS | ystems 6 |
|---|-------------------|------------|
| Product | SunSystems 6 | SunSystems |
| Business Unit | TBU | TBU |
| Definition | Ledger Import SSC | Ledger Imp |
| Layout Identifier | A10 | 1;3;6 |
| Error Cell | A5 | |
| Comment Cell | D4 | |
| Matrix Send | N | N |
| Chin Rlanke | v | v |
| Account Code | D10 | 102015 |
| | | |
| 1 - Ledger | | |
| 3 - Ledger Import Header | | |
| 3 - Ledger Import Header 6 - Ledger Import Details | | |
| 3 - Ledger Import Header 6 - Ledger Import Details 7 - Ledger Additional Desc | | |
| 3 - Ledger Import Header 6 - Ledger Import Details 7 - Ledger Additional Desc 8 - Ledger Extension | | |
| 3 - Ledger Import Header 6 - Ledger Import Details 7 - Ledger Additional Desc 8 - Ledger Extension 9 - Principal Code | | |
| 3 - Ledger Import Header 6 - Ledger Import Details 7 - Ledger Additional Dess 8 - Ledger Extension 9 - Principal Code 10 - Standard Text | | |
| 3 - Ledger Import Header 6 - Ledger Import Details 7 - Ledger Additional Desc 8 - Ledger Extension 9 - Principal Code | | |

The following screenshots show the mapping for Ledger Import 6



| Field Name | Value | | ~ |
|--|--------------|------------|----|
| Account Code | D10 | 102015 | |
| Accounting Period | 003/2021 | 003/2021 | 1 |
| Transaction Date | DATE | DATE | |
| Journal Source | MBT | MBT | |
| Transaction Reference | E10 | UCAS 5270 | 1 |
| Description | S10 | JUBILACION | 1 |
| Base Amount | | | 1 |
| Debit/Credit marker | X10 | D | 1 |
| Currency Code | | | 1 |
| Transaction Amount | | | 1 |
| 2nd Base /Reporting Amount | | | |
| Memo Amount | | | 1 |
| Allocation Marker | | | |
| Entry Date | | | 1 |
| | | | 1 |
| Due Date | | N | 1 |
| Hard Posting Date | | | ۲Ì |
| Asset Indicator | | | 1 |
| 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 | L 10 | | |
| Flag Analysis | M10 | | |
| Project Analysis | N10 | | |
| Details Analysis | 010 | | 1 |
| Consumed Budget | | | 1 |
| 4th Currency Code | U10 | GB1 | |
| 4th Currency Amount | T10 | 7568.06 | 1 |
| 4th Currency Conversion Rate | | | 1 |
| Link Reference 1 | | | 1 |
| Link Reference 2 | | | 1 |
| Link Reference 3 | | | 7 |
| Allocation Code | | | |
| Allocation Statements | | | |
| Allocation User ID | | | |
| Split Original Line | | | |
| Value Date | | | |
| Signing Details | | | |
| Instalment Date | | | |
| Binder Status | | | |
| Agreed Status | | | |
| Split Link Reference | | | |
| Posting Reference | | | |
| Posting Reference True Rated Status | | | |
| The Rated Status | | | Y |
| | | | |
| 1 | 1 | 1 | |
| Load Definition Hel; | o <u>Q</u> K | Cance | |

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



| Comment Cell | ⊳ 4 | | | | |
|---|------------|------------|---------------|---|------|
| Product | | stems 6 | SunSystems 6 | - | ^ |
| Business Unit | TBU | | TBU | | 100 |
| Definition | | Import SSC | Ledger Import | | - 11 |
| ayout Identifier | A10 | | 1;3;6 | | - 11 |
| Error Cell | A5 | | | | - 11 |
| Comment Cell | D4 | 6 | | | |
| Matrix Send | N | 43 | N | | ~ |
| Shin Rlanke | v | | v | | |
| Text | | | | | |
| 1 - Ledger | Field Name | | Value | 1 | |
| 6 - Ledger Import Det 7 - Ledger Extension 8 - Ledger Extension 9 - Principal Code 10 - Standard Text ⊟ 11 - Notes 12 - Note Detail | | | | | |
| < > | | | | | |

Data Send Options Tab

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

| Data Send | | | | - 0 | | 1 |
|---|------------------------------|-----------------|-------------------|----------|--------------|---|
| finition Options | | | | | | |
| Transaction File | C:\Users\TEDAdmin.TEDCLOUD\p | esktop\test.xml | | | | |
| Save As | | C:\Users\TEDA | Admin.TEDCLOUD\De | sktop \t | est.xml | |
| Internal Definition | Data Send 1 | | | | | |
| Internal Definition | Joada Selid 1 | | | Dat | a Send 1 | |
| External Definition | | | | Dau | | |
| Abort if error exists Show Message Send to SunSystems | | | | Previ | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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