Import JV Transactions - FIN8900

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Finance > Utilities > Import JV Transactions

This utility is used to import general journal transactions.

Import journal voucher transactions:

Under **Import Options**:

Field	Description
Accounting Period	By default, the field is set to the current accounting period, or you can select the next accounting period.
Journal Type	Select **Actual** if the file contains journal actual entries, or select **Budget** if the file contains journal budget entries.
Transaction Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
JV Number	Type a user-defined, six-character journal voucher number. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial JV number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the JV number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2). The **Use Automatic JV Number Assignment** field does not apply to this utility. This is an optional field. However, if the field data is not in the file or on the Import JV Transactions page, the system will issue an error message. The same JV number can be used multiple times as long as it is within the same accounting period.
JV Number Description	Type a user-defined description of the journal voucher transaction. If the JV reason description is left blank, the JV reason description entered on the page will be used. This is a required field in the file or on the Import JV Transactions page.
Use Description from Finance Object Code	Select to use the descriptions from the Finance Object Code table. If the general ledger account description is blank in the input file, the general ledger description will use the descriptions from the Finance Object Code table. If the general ledger account description is blank in the file and the Finance Object Code description is also blank, the system will issue a warning message.
Allow to Post Any Overdrawn Account	Select to allow transactions to post to overdrawn accounts. A preview report will display the overdrawn accounts prior to posting. If Allow to Post Any Overdrawn Account is not selected, the overdrawn accounts will display on the Error Report, and posting will not occur. If the remainder of the JV is not balanced, posting will not occur.

Field	Description
Import File Name	❑ Click **Browse**. A pop-up window is displayed. • Locate and select the file on your computer or network. • Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

If any errors are encountered during the import process, the system displays the Import JV Transactions Error Report.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to view the Import JV Transactions Preview report. This report displays a list of the import journal voucher transactions. If there are no errors, the Import JV Transactions Error Report is not displayed.

If no errors are encountered during the import process, or you clicked Continue from the Import JV Transactions Error Report, the Import JV Transactions Preview report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When

a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If you click **Process**, a message is displayed indicating a system backup should be performed. A backup is highly recommended.

Click **Yes** to create the backup. Click **No** to not create the backup and continue.

Click **Cancel** to terminate the process without saving the changes and to close the dialog box.


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