



Business Process

Journal Entry – Create and Import

A Flat File

Business Process Description	3
Process Assumptions	3
Process Flow Steps	3
Before You Begin	3
Journal Entry Flat File Layout	3
File Layout Column Headings Defined	5
Journal Entry HEADER Record: Specifications Defined	5
Journal Entry LINES Record: Specifications Defined	6
How to Import Your Flat File Into PeopleSoft	9
Step I: Establish a Run Control ID and Select Flat File to Import.....	9
Step II: Run the Journal Import Process	14
Step III: Review the Journal Entry After Load	17
Step IV: Locate Upload Errors.....	18

Business Process Description

This script, “Journal Entry – Create and Import a Flat File” explains how to bring Journal Entries into PeopleSoft using a flat file.

Process Assumptions

Users are generally familiar with PeopleSoft ChartFields.

Users are generally familiar with the purpose of a Journal Entry.

Process Flow Steps

Before You Begin

There are a number of ways to enter Journal Entries into PeopleSoft:

- By keying an **Online** directly into PeopleSoft pages
- By importing an **Excel Journal Entry** prepared on the PeopleSoft “Spreadsheet Journal Import” tool
- By loading accounting transactions from PeopleSoft Financial applications such as Accounts Payable to the **Journal Generator** which creates journal entries and places them in the General Ledger.
- By importing a **Customized Interface Upload**
- By importing a **Flat File** that meets the precise specifications described in this document to bring one or more Journal Entries into PeopleSoft.

This Business Process explains how to create a **Flat File** that can be used to successfully import one or more Journal Entries into PeopleSoft. The last section explains how to import the flat file into PeopleSoft.

Journal Entry Flat File Layout

This is the file layout for a Journal Entry Flat File:

- It consists of a Journal Header followed by Journal Lines.
- Definitions and notes related to the Column headings and Field Names are on the pages that follow the file layout.
- You may enter one or more journal entries on a single flat file.

Record Name	Field Name	Seq Num	Record ID	Field Type	Dec Pos	Date Format	Field Length	Start Pos	Abbreviated Notes
JOURNAL HEADER									
	RECORD TYPE	1	H	Char	0		1	1	H, required
	BUSINESS_UNIT	2		Char			5	2	Enter Business Unit, required
	JOURNAL_ID	3		Char			10	7	Enter Journal ID, required
	JOURNAL_DATE	4		Date		MMDYYYY	8	17	Enter Journal Date, required
	ADJUSTING_ENTRY	5		Char			1	25	Blank
	ACCOUNTING_PERIOD	6		Number			3	26	Blank
	ADB_PERIOD	7		Date		MMDYYYY	8	29	Blank
	LEDGER_GROUP	8		Char			10	37	ACTUALS, BUDGET, or BASEBUD required
	REVERSAL_CD	9		Char			1	47	N, required
	REVERSAL_DATE	10		Date		MMDYYYY	8	48	Blank
	REVERSAL_CD_ADB	11		Char			1	56	Blank
	REVERSAL_DATE_ADB	12		Date		MMDYYYY	8	57	Blank
	SOURCE	13		Char			3	65	Enter Source
	TRANS_REF_NUM	14		Char			8	68	Enter journal entry reference number, optional
	DESCR	15		Char			30	76	Enter journal entry description, optional
	FOREIGN_CURRENCY	16		Char			3	106	USD, required
	RT_TYPE	17		Char			5	109	CRRNT, required
	CUR_EFFDT	18		Date		MMDYYYY	8	114	Blank
	RATE_MULT	19		Sign Num	8		17	122	Blank
	SYSTEM_SOURCE	20		Char			3	139	Blank
	DOC_TYPE	21		Char			8	142	Blank
	DOC_SEQ_NBR	22		Char			12	150	Blank
	BUDGET_HDR_STATUS	23		Char			1	162	Blank
	KK_AMOUNT_TYPE	24		Char			1	163	Blank
	GL_ADJUST_TYPE	25		Char			4	164	Blank
	JOURNAL_CLASS	26		Char			10	168	Blank
JOURNAL LINE									
	RECORD TYPE	1	L	Char			1	1	L, required
	BUSINESS_UNIT	2		Char			5	2	Enter Business Unit. If same as header, may leave blank.
	JOURNAL_LINE	3		Number	0		9	7	Optional
	LEDGER	4		Char			10	16	ACTUALS, BUDGET, or BASEBUD required
	ACCOUNT	5		Char			10	26	Enter Account, required
	ALTACCT	6		Char			10	36	Blank
	DEPTID	7		Char			10	46	Enter Department, required
	OPERATING_UNIT	8		Char			8	56	Enter Operating Unit, optional
	PRODUCT	9		Char			6	64	Blank
	FUND_CODE	10		Char			5	70	Enter Fund code, required
	CLASS_FLD	11		Char			5	75	Enter Class, optional
	PROGRAM_CODE	12		Char			5	80	Enter Program code, optional
	BUDGET_REF	13		Char			8	85	Blank
	AFFILIATE	14		Char			5	93	Blank
	AFFILIATE_INTRA1	15		Char			10	98	Blank
	AFFILIATE_INTRA2	16		Char			10	108	Blank
	CHARTFIELD1	17		Char			10	118	Blank
	CHARTFIELD2	18		Char			10	128	Blank
	CHARTFIELD3	19		Char			10	138	Blank
	PROJECT_ID	20		Char			15	148	Enter Project, optional
	BUDGET_PERIOD	21		Char			8	163	Blank
	SCENARIO	22		Char			10	171	Blank
	STATISTIC_CODE	23		Char			3	181	Blank
	MONETARY_AMOUNT	24		Sign Num	3		28	184	Enter amount of the line, required. Include minus sign for credit entries.
	MOVEMENT_FLAG	25		Char			1	212	Blank
	STATISTIC_AMOUNT	26		Sign Num	2		17	213	Blank
	JRNL_LN_REF	27		Char			10	230	Enter journal line reference, optional
	LINE_DESCR	28		Char			30	240	Enter journal line description
	FOREIGN_CURRENCY	29		Char			3	270	USD, required
	RT_TYPE	30		Char			5	273	CRRNT, required
	FOREIGN_AMOUNT	31		Sign Num	3		28	278	Blank
	RT_MULT	32		Sign Num	8		17	306	Blank
	BUSINESS_UNIT_PC	33		Char			5	323	Blank
	ACTIVITY_ID	34		Char			15	328	Blank
	ANALYSIS_TYPE	35		Char			3	343	Blank
	RESOURCE_TYPE	36		Char			5	346	Blank
	RESOURCE_CATEGORY	37		Char			5	351	Blank
	RESOURCE_SUB_CAT	38		Char			5	356	Blank
	BUDGET_DT	39		Date		MMDYYYY	10	361	Blank
	BUDGET_LINE_STATUS	40		Char			1	369	Blank
	ENTRY_EVENT	41		Char			10	370	Blank
	IU_TRAN_GRP_NBR	42		Number	0		4	380	Blank
	IU_ANCHOR_FLG	43		Char			1	384	N, required
	OPEN_ITEM_KEY	44		Char			30	385	Blank

File Layout Column Headings Defined

Record Name: Identifies the Journal Header Record and the Journal Line Record.

Field Name: Identifies the individual fields contained in each record.

Seq Num: Sequence Number is the order in which fields must appear within each record.

Record ID: Record ID identifies the Record Type as either: H = Journal Header, or, L = Journal Line.

Field Type: Identifies field type for each field as:

- Char (character)
- Number
- Date
- Sign Num (a number with minus (-) sign allowed)

Dec Pos: For those fields with decimal points, Decimal Position describes the number of numbers that appear after the decimal point. The decimal point uses one position of the Field Length.

Date Format: When Field Type for a record is “Date”, enter the date in month, day, year as follows:
MMDDYYYY.

Field Length: Field length is the maximum number of spaces for the field specified.

Start Pos: Start Position refers to the location on a line of the flat file where each field begins. Each Header Record Type and each Line Record Type begins in position 1 of a line of the flat file.

Abbreviated Notes: This column is shown for information purposes only.

Journal Entry HEADER Record: Specifications Defined

Record Type: Enter the Record Type **H** for Journal Header Import. **H** is required.

Business_Unit: Enter a 5-character Business Unit. Business Unit on the header record identifies the institution initiating the Journal Entry. Business Unit is required. Business Units are:

- UMS01 University of Maine at Augusta
- UMS02 University of Maine at Farmington
- UMS03 University of Maine at Fort Kent
- UMS04 University of Maine at Machias
- UMS05 University of Maine
- UMS06 University of Southern Maine
- UMS07 University of Maine at Presque Isle
- UMS08 University of Maine System Office

Journal_ID: Enter a Journal ID. A Journal ID is a required field that can be defined by each interface but cannot exceed 10 characters. The Journal ID, Journal Date, and Business Unit, are the three required identifiers that make each Journal Entry unique.

Journal_Date: Enter Journal Date, a required field, in the **MMDDYYYY** format.

Adjusting_Entry: Blank. Do not submit adjusting entries on a flat file.

Accounting_Period: Blank.

ADB_Period: Blank. This field refers to calculating Average Daily Balance.

Ledger_Group: Enter **ACTUALS, BUDGET, or BASEBUD**. Required field.

Reversal_CD: Enter **N**, a required field. Do not submit reversals on a flat file.

Reversal_Date: Blank.

Reversal_CD_ADB: Blank.

Reversal_Date_ADB: Blank.

Source: A required field. Enter the 3-character Source that was assigned to you.

Trans_Ref_Num: You may define and enter a Transaction Reference Number on your Journal Entry that does not exceed 8 characters. This is an optional entry.

Descr: You may enter a Description for your Journal Entry that does not exceed 30 characters. Description is an optional, but highly recommended, entry.

Foreign_Currency: Enter **USD**, a required field.

Rt_Type: Enter **CRRNT**, a required field.

Cur_Effdt: Blank.

Rate_Mult: Blank.

System_Source: Blank.

Doc_Type: Blank.

Doc_Seq_Nbr: Blank.

Budget_Hdr_Status: Blank.

KK_Amount_Type: Blank.

GL_Adjust_Type: Blank.

Journal_Class: Blank.

Journal Entry LINES Record: Specifications Defined

Record Type: Enter the Record Type **L** for Journal Line Import. **L** is required.

Business_Unit: Business Units are listed on page 6. Business Unit on a line record indicates the institution affected by the transaction on that line. If the line Business Unit is the same as that on the header, you may, but do not need to, enter it here.

Journal_Line: Journal_Line refers to the number assigned to each successive line of your journal. An entry for Journal Line is not required. You may number each Journal Line or leave Journal Line blank.

Ledger: Enter **ACTUALS, BUDGET, or BASEBUD**.

Account: Enter a 5-character Account on each Journal Entry line. Account is a required field.

AltAcct: Blank.

DeptID: Enter a 7-character Department on each Journal Entry line. Department is a required field.

Operating_Unit: Enter a 3-character Operating Unit on each Journal Entry line, where you wish to use it.

Product: Blank.

Fund_Code: Enter a 2-character Fund on each Journal Entry line. Fund is a required field.

Class_Fld: Enter a 2-character Class on each Journal Entry line, where you wish to use it. Class values range from 00 through 99 and are defined by the user with the exception of several Classes that have been specified for distinct purposes at some of the campuses. Check with your supervisor or the Financial Officer for your campus to review restrictions before using Class.

Program_Code: Enter a 5-character Program on each Journal Entry line, where you wish to use it.

Budget_Ref: Blank.

Affiliate: Blank.

Affiliate_Intra1: Blank.

Affiliate_Intra2: Blank.

ChartField1: Blank.

ChartField2: Blank.

ChartField3: Blank.

Project_ID: Enter a 7-character Project on each Journal Entry line, where you wish to use it.

Budget_Period: Blank.

Scenario: Blank.

Statistic_Code: Blank.

Monetary_Amount: Enter the monetary amount of the line. Include a decimal point in the 25th of the 28 positions designated for Monetary Amount. Monetary Amount is a required field. For credit entries include a minus (-) sign immediately to the left of the dollar amount (e.g. -5.00).

Movement_Flag: Blank.

Statistic_Amount: Blank.

Jrnl_Ln_Ref: Enter a Journal Line Reference that does not exceed 10 characters if you wish to use one.

Line_Descr: Enter a Line Description that does not exceed 30 characters.

Foreign_Currency: Enter **USD**, a required field.

Rt_Type: Enter **CRRNT**, a required field.

Foreign_Amount: Blank.

Rt_Mult: Blank.

Business_Unit_PC: Blank.

Activity_ID: Blank.

Analysis_Type: Blank.

Resource_Type: Blank.

Resource_Category: Blank.

Resource_Sub_Cat: Blank.

Budget_Dt: Blank.

Budget_Line_Status: Blank.

Entry_Event: Blank.

IU_Trans_Grp_Nbr: Blank.

IU_Anchor_Flg: Enter **N**

Open_Item_Key: Blank.

How to Import Your Flat File Into PeopleSoft

After you have prepared your flat file according to the specifications described above, it is ready to be imported into PeopleSoft. This section reviews the steps to import a flat file.

Step I: Establish a Run Control ID and Select Flat File to Import

- 1.1) Make a note of the directory path and the name / date of the file you plan to import. You will need this information later. For example:

C:\Temp\Monthly Actuals\AUGJE1.txt

- 1.1.1) From the PeopleSoft Menu, access the Flat File Journal Import page:

Navigation:

General Ledger > Journals > Import Journals > External Flat Files

Flat File Journal Import
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Run Control ID: begins with

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 1.1.2) The first time you enter this screen, you will need to create and add a **Run Control ID**. Click Add a New Value tab and the Add a New Value page appears:

Flat File Journal Import

Find an Existing Value
Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 1.1.3) Enter into the Run Control ID box a value that you will use now and each future time you import a flat file. The Run Control ID used in this example and shown below, is **IMPORTFLATFILE**. The Run Control ID you set up can include up to 30 characters. To save you time with set up, your run control ID will “remember” the set up that is unique to it. After you’ve established your new run control ID on the **Add a New Value** page, each time you do a search from the **Find an Existing Value** page, your Run Control ID will appear in the search results along with all other Run Control IDs set up by other users. For future imports you will simply select your Run Control ID from the search results.

Flat File Journal Import

Find an Existing Value | **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

- 1.1.4) After entering your run control ID above, click **Add** on the **Add a New Value** page. **Add** places your Run Control ID on the list of all Run Control IDs. **Add** also opens the page below with your Run Control ID appearing at the top (this example shows Run Control ID **IMPORTFLATFILE**):

Flat File Journal Import

Run Control ID: **IMPORTFLATFILE** | [Report Manager](#) | [Process Monitor](#) |

Process Request Parameters




Attached File:


Character Set:


Journal ID Mask:

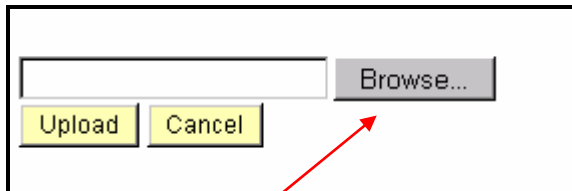
- 1.2) In the Process Request Parameters section of the page above, you can ignore Character Set and Journal ID Mask. We will work with just the features on the Attached File line:

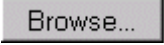
1.2.1) Each of the buttons to the right of the Attached File box represents an action with the file you are importing:

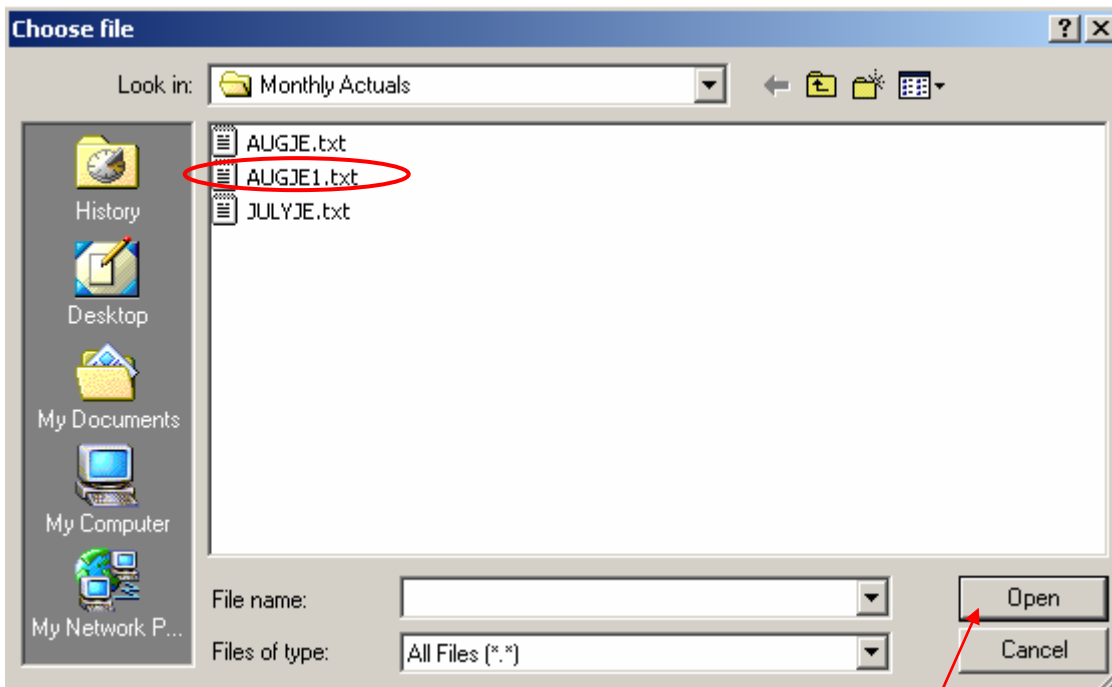
-  opens a browser where you select the flat file you want to upload and then import.
-  opens the file you uploaded so you can review it if you want to before you import it.
-  deletes a file that you uploaded into the reader, but after reviewing, decided it was not the one you wanted to import. This button deletes the file from the reader so you can select and attach a different one. It does not delete the file itself from its original source.

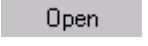
1.2.2) Click  to find and attach the file you want to upload and import. For this exercise, the file you will import is the file you identified in step 1.1: **C:\Temp\Monthly Actuals\AUGJE1.txt**

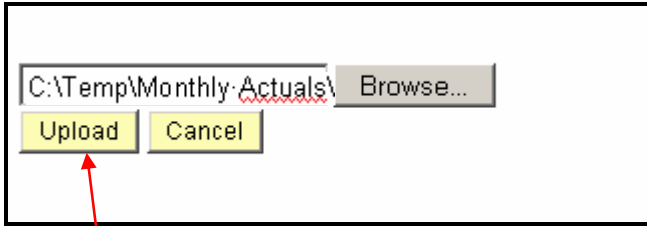
The following page appears when you click  :



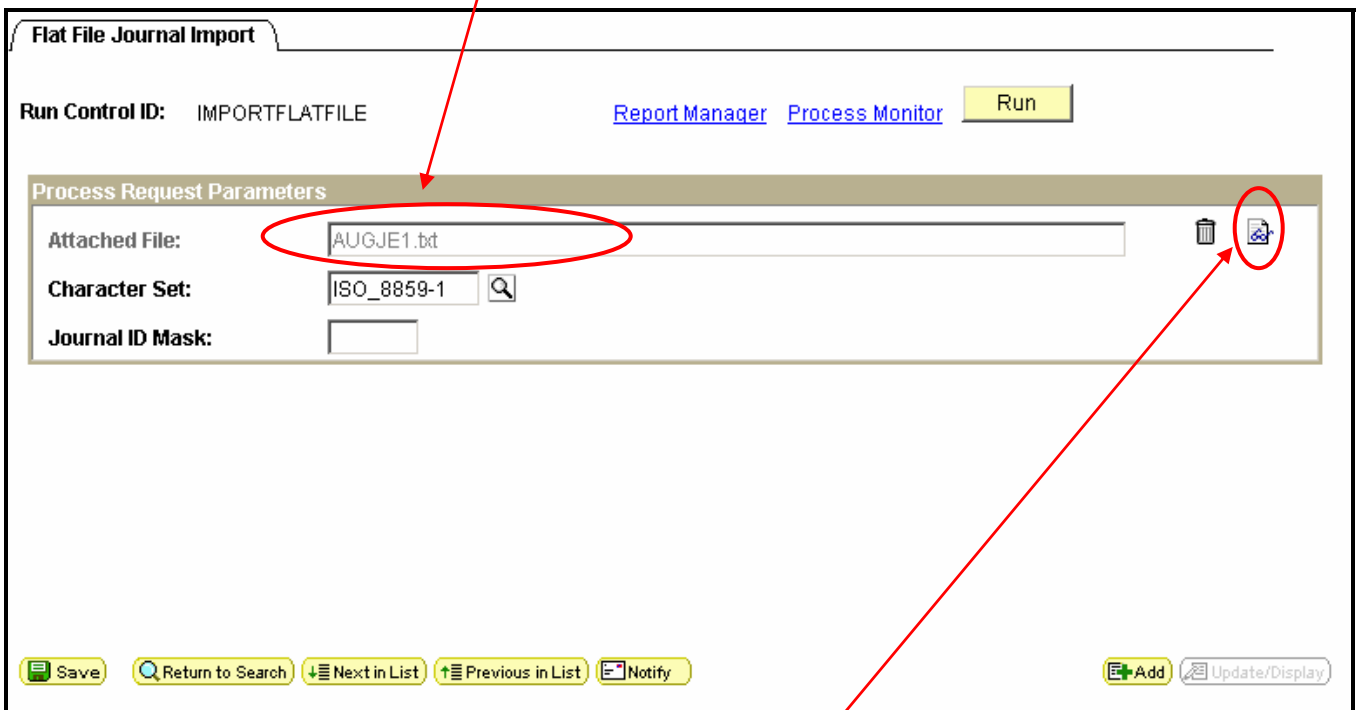
1.2.3) Click  to search for the file:




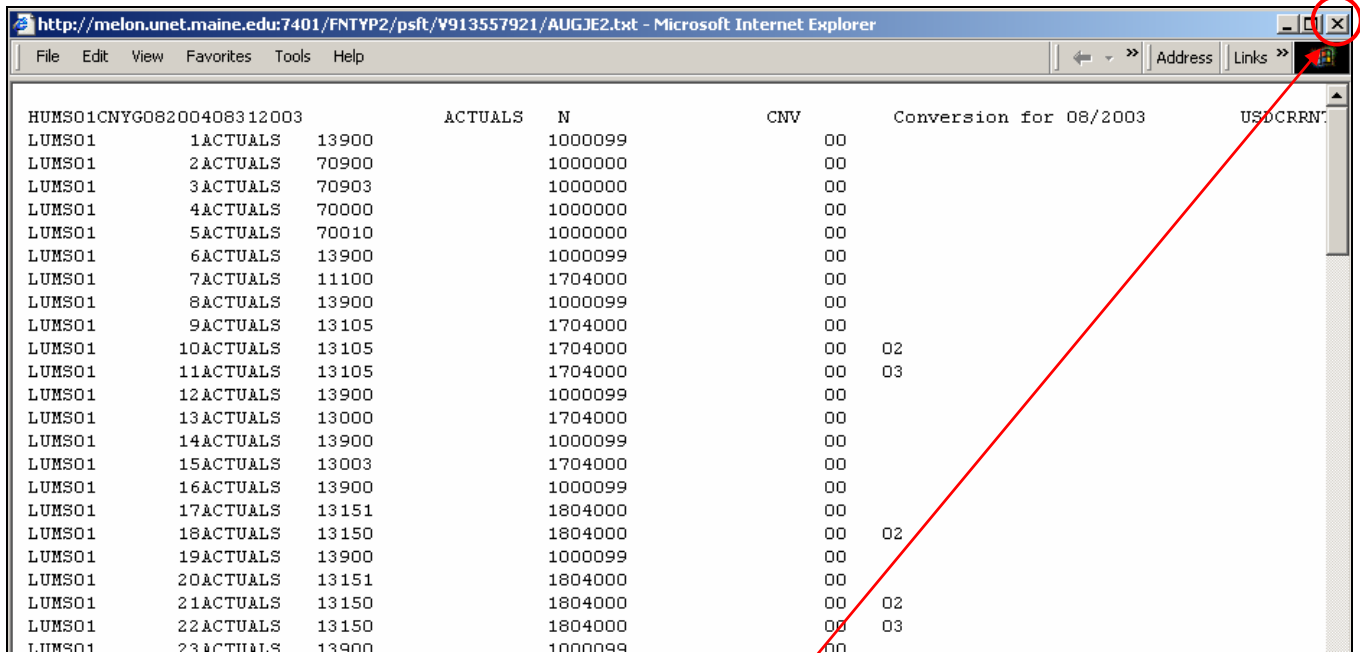
1.2.4) Browse the directories until you locate the file and click it to select it. Click  on the window lookup screen. The following page will return with the file directory and path you selected:



1.2.5) Click **Upload** on the box in step 1.2.4 and the file will upload into the run control page. Depending on the length of your flat file, it may take a few seconds to several minutes to upload. While the file is uploading, you will see the red, blinking word “Processing” in the upper right-hand portion of your screen. Do not click on your screen while processing is underway. When the file is done uploading, you will see the name of your file appear in the Attached File box:








1.2.6) If you want to view the flat file you uploaded, “AUGJE1.txt”, click  and the file opens. Shown below is just part of the file:




HUMS01CNYG08200408312003	ACTUALS	N	CNV	Conversion for 08/2003	USDCRRN
LUMS01 1ACTUALS 13900	1000099	00			
LUMS01 2ACTUALS 70900	1000000	00			
LUMS01 3ACTUALS 70903	1000000	00			
LUMS01 4ACTUALS 70000	1000000	00			
LUMS01 5ACTUALS 70010	1000000	00			
LUMS01 6ACTUALS 13900	1000099	00			
LUMS01 7ACTUALS 11100	1704000	00			
LUMS01 8ACTUALS 13900	1000099	00			
LUMS01 9ACTUALS 13105	1704000	00			
LUMS01 10ACTUALS 13105	1704000	00	02		
LUMS01 11ACTUALS 13105	1704000	00	03		
LUMS01 12ACTUALS 13900	1000099	00			
LUMS01 13ACTUALS 13000	1704000	00			
LUMS01 14ACTUALS 13900	1000099	00			
LUMS01 15ACTUALS 13003	1704000	00			
LUMS01 16ACTUALS 13900	1000099	00			
LUMS01 17ACTUALS 13151	1804000	00			
LUMS01 18ACTUALS 13150	1804000	00	02		
LUMS01 19ACTUALS 13900	1000099	00			
LUMS01 20ACTUALS 13151	1804000	00			
LUMS01 21ACTUALS 13150	1804000	00	02		
LUMS01 22ACTUALS 13150	1804000	00	03		
LUMS01 23ACTUALS 13900	1000099	00			

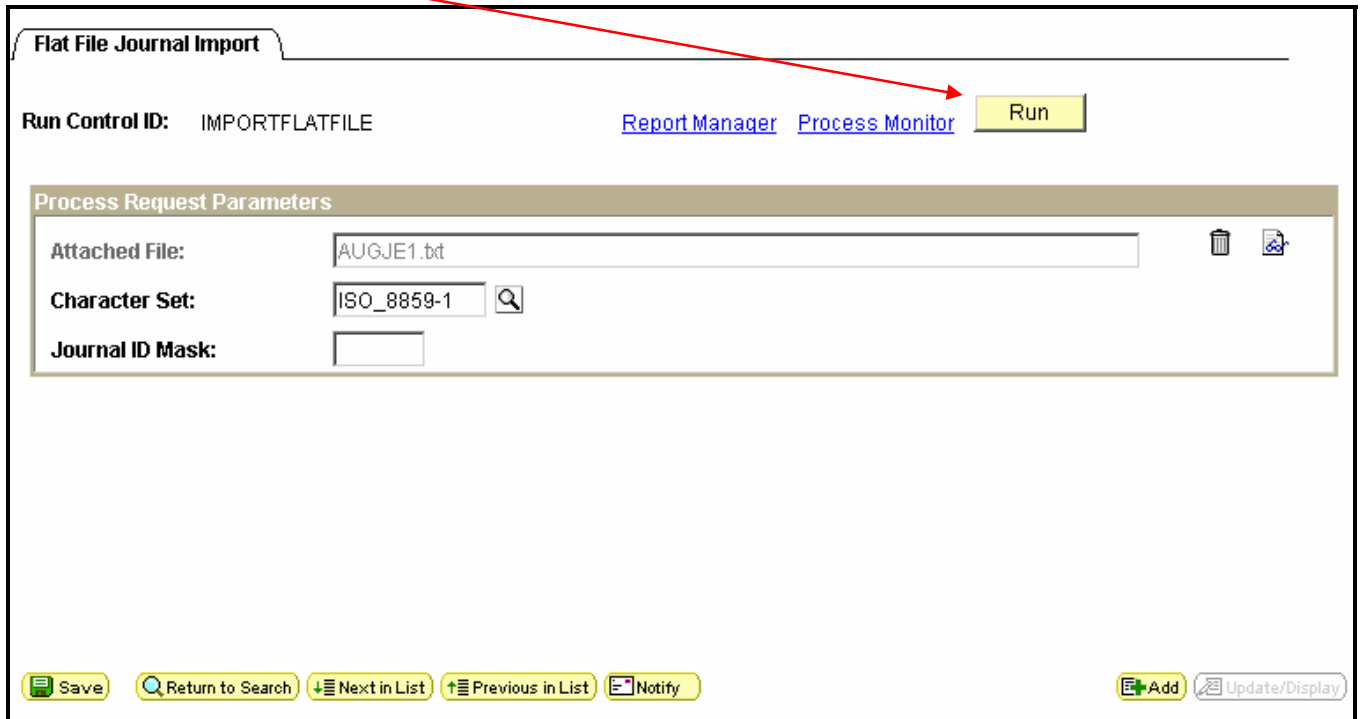
Note that information in the file follows the format specified in the file layout on page 5 of this document. For example, part of the first line reads:

position 1 = H (Header)
 position 2-6 = UMS01 (Business Unit)
 position 7-16 = CNYGO82004 (Journal ID)
 position 17-24 = 08312003 (Journal Date)
 positions 25-36 = blank
 positions 37-46 = ACTUALS
 positions 47 = N
 and so on.....

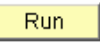
- 1.2.7) After reviewing the file, click  to return to the Flat File Journal Import page. If after reviewing  the file in step 1.2.6, you realize you uploaded the wrong file, you can click  to close the file and return to the Flat File Journal Import page. Then click  to delete the file from the reader. Next, return to step 1.2.2 where you can click  to choose a different file to upload.
- 1.2.8) You have successfully uploaded the file into the run control page. In the next step you will run the journal import process.

Step II: Run the Journal Import Process



- 2.1) Click  on the Flat File Journal Import page.




Flat File Journal Import


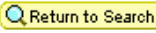

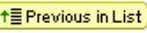



Run Control ID: IMPORTFLATFILE [Report Manager](#) [Process Monitor](#) 

Process Request Parameters

Attached File:  

Character Set: 


Journal ID Mask:

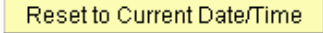
      


- 2.2) The Process Scheduler Request page appears for your review:

Process Scheduler Request

User ID: JWARNERT Run Control ID: IMPORTFLATFILE



Server Name: Run Date: 

Recurrence: Run Time: 

Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Flat File Journal Import	GL_JRNL_IMP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>

- 2.2.1) **User ID:** Your User ID will appear on the page. User ID JWARNERT appears in this sample exercise.
- 2.2.2) **Run Control ID:** Your Run Control ID will appear. IMPORTFLATFILE appears in this sample exercise.
- 2.2.3) **Server Name:** Enter **PSUNX** if it does not appear by default.

- 2.2.4) **Recurrence:** Leave blank.
- 2.2.5) **Time Zone:** Leave blank.
- 2.2.6) **Run Date:** By default, will show today's date. Leave as is.
- 2.2.7) **Run Time:** By default, will show the current time. Leave as is.
- 2.2.8) Under the **Process List** portion of the page, verify the Flat File Journal Import box is checked. Leave **Type** and **Format** as is.
- 2.3) Click **OK** on the Process Scheduler Request page above and the process will be submitted to the process scheduler to upload the file. The following page appears

Flat File Journal Import

Run Control ID: IMPORTFLATFILE [Report Manager](#) [Process Monitor](#) **Run**

Process Instance:2587

Process Request Parameters

Attached File: AUGJE1.bt

Character Set: ISO_8859-1

Journal ID Mask:

Save Return to Search Next in List Previous in List Notify Add Update/Display

Make a note of the run control process instance number. Process instance #2587 is telling you the process to import your flat file to PeopleSoft is submitted to run. Note, you do not click the Run button again on this page.

- 2.4) Click the [Process Monitor](#) to transfer to the Process List page to check progress on how the process is running. The process moves through the steps of "Queued," "Initiated," "Posting," and "Success". For long flat files you can see the status change as it moves from one step to the next. For short flat files, it may appear that the status jumps immediately to "Success." If the import is not successful, the status will read "No Success."

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | 1-2 of 2

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2587		Application Engine	GL_JRNLI_IMP	JWARNERT	08/25/2004 3:24:47PM EDT	Success	Details
2576		Application Engine	GL_JRNLI_IMP	JWARNERT	08/25/2004 11:59:39AM EDT	Success	Details

[Go back to Flat File Journal Import](#)

[Process List](#) | [Server List](#)

- 2.5) Look for #2587, the process instance number you took note of in step 2.3. Read across the #2587 line to the **Run Status** column and note a status of "Success" telling you the process #2587 has run. This means the Journal Entry(s) in your file has been imported. If your Journal Entry(s) did not contain errors, it was uploaded into the journal entry panels to be edited. In the next step you can verify that the Journal Entry is in the Journal Entry panels by checking Search Results from the Find an Existing Value page.

Step III: Review the Journal Entry After Load

3.1) Access the Journal Entry page as follows:

Navigation:

General Ledger > Journals > Journal Entry > Create Journal Entries

Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Business Unit: =

Journal ID: begins with

Journal Date: =

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

3.2) Enter your Business Unit and the Source that you entered for the Journal Entry on your flat file. Click

. The Journal Entry(s) you imported (Journal ID CNYG082004 for this example) will appear in the Search Results. It is ready to be edited, approved if required, and posted.

Search Results													
Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
UMS01	CNVG072004	07/31/2003	0	UMS01	Posted	Valid	ACTUALS	CNV	USD	215	9597489.07	0	Conversion for 07/2003
UMS01	CNVG082004	08/31/2003	0	UMS01	Edit Req'd	Not Chk'd	ACTUALS	CNV	(blank)	0	0	0	Conversion for 08/2003
UMS01	CNVS072004	07/31/2003	0	UMS01	Posted	Valid	ACTUALS	CNV	USD	984	7268206.58	0	Conversion for 07/2003
UMS01	CNVS082004	08/31/2003	0	UMS01	Edit Req'd	Not Chk'd	ACTUALS	CNV	(blank)	0	0	0	Conversion for 08/2003
UMS01	CNYG082004	08/31/2003	0	UMS01	Edit Req'd	Not Chk'd	ACTUALS	CNV	USD	2	1	0	Conversion for 08/2003



Step IV: Locate Upload Errors


- 4.1) If your Journal Entry Import process resulted in a Run Status of “No Success,” you have an error that you will want to locate and correct. In this example, we will show what happens if you mistakenly try to import a file that contains a Journal Entry combination (Business Unit, Journal ID and Journal Date) that already exists in PeopleSoft. We will then show you where to find Message Logs and View Log/Trace messages to help you find errors.
- 4.2) Starting from Step II on page 15, we will attempt to import AUGJE1.txt, the same flat file we already successfully imported. The successful import brought in a Journal Entry identified in step 3.2 above: Journal ID CNY082004, Business Unit UMS01, dated 8/31/2003. Below, we upload from the browser, flat file AUGJE1.txt:

Flat File Journal Import

Run Control ID: IMPORTFLATFILE [Report Manager](#) [Process Monitor](#)

Process Request Parameters

Attached File:  

Character Set: 

Journal ID Mask:

- 4.3) We click on the Flat File Journal Import page and the Process Scheduler Request page opens as shown below. We review it and click :

Process Scheduler Request

User ID: JWARNERT Run Control ID: IMPORTFLATFILE

Server Name: PSUNX Run Date: 08/30/2004

Recurrence: Run Time: 2:58:02PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	Flat File Journal Import	GL_JRNL_IMP	Application Engine	Web	TXT	

[OK](#) [Cancel](#)

4.4) The Flat File Journal Import page opens and we make a note of the Process Instance number, #2597.

Flat File Journal Import

Run Control ID: IMPORTFLATFILE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 2597

Process Request Parameters

Attached File: AUGJE2.txt

Character Set: ISO_8859-1

Journal ID Mask:

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Add](#) [Update/Display](#)

- 4.5) We click the [Process Monitor](#) to transfer to the Process List page to check progress on how the process is running. We see a Run Status of “No Success.”

The screenshot shows a web interface for monitoring processes. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search area titled 'View Process Request For' with fields for 'User ID' (JWARNERT), 'Type', 'Last' (2 Days), 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button and a 'Save On Refresh' checkbox are also present. A table below displays process details with columns: Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, and Details. The first row (Instance 2597) has 'No Success' in the Run Status column, which is circled in red. A red arrow points from this circled text down to the 'Details' link in the next step's description. At the bottom, there are 'Save' and 'Notify' buttons and a link to 'Go back to Flat File Journal Import'.

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2597		Application Engine	GL_JRNL_IMP	JWARNERT	08/30/2004 3:05:20PM EDT	No Success	Details
2596		Application Engine	GL_JRNL_IMP	JWARNERT	08/30/2004 2:58:02PM EDT	Success	Details
2592		Application Engine	GL_EXCL_JRNL	JWARNERT	08/30/2004 1:51:57PM EDT	Success	Details
2587		Application Engine	GL_JRNL_IMP	JWARNERT	08/30/2004 11:44:02AM EDT	No Success	Details
2585		Application Engine	GL_JRNL_IMP	JWARNERT	08/30/2004 9:00:32AM EDT	No Success	Details

- 4.6) To find information on why the import resulted in “No Success,” we click [Details](#) on the Process List page. The Process Detail page opens for process instance #2597:

Process Detail

Process	
Instance: 2597	Type: Application Engine
Name: GL_JRNL_IMP	Description: Flat File Journal Import

Run	Update Process
Run Control ID: IMPORTFLATFILE	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 08/30/2004 3:05:25PM EDT	Parameters Transfer
Run Anytime After: 08/30/2004 3:05:20PM EDT	Message Log Temp Tables
Began Process At: 08/30/2004 3:05:45PM EDT	Batch Timings
Ended Process At: 08/30/2004 3:05:46PM EDT	View Log/Trace

OK Cancel

4.7) On the Process Detail page, we click [Message Log](#) to open the Message Log page:

Message Log

Process	
Instance: 2597	Type: Application Engine
Name: GL_JRNL_IMP	Description: Flat File Journal Import

Customize | Find | View All | First 1-5 of 5 Last

Severity	Log Time	Message Text	Explain
10	3:05:45PM	Journal Import processing has started.	Explain
	3:05:46PM	Process failed. All work roll ed back. Please see applicati on log for details. (5825,102)	Explain
	3:05:46PM	Process 2597 ABENDED at Step GL_JRNL_IMP.PROCESS.Import (PeopleCode) -- RC = 20	Explain
	3:05:52PM	Published message with Pub ID of 964 to request to have report added in folder GENERAL	Explain
	3:05:52PM	Successfully posted generated files to the report repository	Explain

Return

- 4.8) Note the message telling us the process failed. We click [Return](#) on the Message Log page to return to the Process Detail page. We click [View Log/Trace](#) on the Process Detail page and the View log/Trace page opens for Process Instance #2597:

View Log/Trace

Report ID: 1586 **Process Instance:** 2597
Name: GL_JRNL_IMP **Process Type:** Application Engine
Run Status: No Success

File List		
Name	File Size (bytes)	Datetime Created
Message Log	377	08/30/2004 3:05:46.000000PM EDT
PeopleSoft Trace File	3,657	08/30/2004 3:05:46.000000PM EDT
Message Log	234	08/30/2004 3:05:46.000000PM EDT

[Return](#)

- 4.9) On the View Log/Trace page we will open both [Message Log](#)s to see if we can find additional information about why our import failed. We click the first [Message Log](#). It gives us basically the same message we viewed on the Message Log page in step 4.7.

```

PeopleTools 8.43 - Application Engine
Copyright (c) 1988-2004 PeopleSoft, Inc.
All Rights Reserved

Journal Import processing has started. (5825,100)

Processing file AUGJE2.txt ... (5825,104)

Process failed. All work rolled back. Please see application log for details. (5825,102)

Process 2597 ABENDED at Step GL_JRNL_IMP.PROCESS.Import (PeopleCode) -- RC = 20 (108,524)

```

- 4.10) We click the second [Message Log](#). Here we learn the import was not successful because it could not import duplicate Journal ID CNYG082004, Business Unit UMS01, Journal Date 2003-08-31.

```

Flat File Journal Import (GL_JRNL_IMP)

2004-08-30 15.05.45.000000
-----
Processing file AUGJE2.txt ...
Cannot import duplicate journal CNYG082004, Business Unit UMS01, Journal Date 2003-08-31.

```