

Special District GL Journal Entries Smart Spreadsheet Quick Reference

Summary of Steps

1	Open Special District JE Smart Spreadsheet template and input your entry
2	Ensure Target folder field is populated
3	Export JE to a .csv file
4	Sign in to Axway/ST Client
5	Select 'To EBS' folder
6	Click Upload and select .csv file just created
7	Confirm that upload status is 'Completed'
8	Check for any emails from ORACLEEBS
9	Review reports received the next morning to confirm JE files uploaded (GL094) and are correct (GL031)

Tips/Reminders

- Ensure Journal Category is mixed case plural: **Interfund Transfers**. This field should auto-populate once information is entered in the Batch Number field.
 - Cash is moved when the journal is posted – so beware when submitting future dated entries.
 - Friendly reminder to Export your journals to a .csv file each time you will be uploading them. Do NOT save and change the .csv file with new data. This will not work.
 - Be sure to select the 'To EBS' folder in Axway/ST Client before clicking Upload file.
 - Ensure that your Axway file status is 'Completed'. If it says 'Failed' repeat the upload process until you have success.
 - Error emails are generated when there are variations between lines for either **Batch Number, Journal Source, Journal Category** and/or **Accounting Date**.
 - If an error email is received, the journal did NOT interface to EBS so there is no danger of duplicate entries when a corrected file is uploaded.
 - Do not open the .csv file until AFTER you have uploaded it, otherwise, the file will become altered and won't upload.
 - Successful journal entries submitted by 5:30 p.m. will be posted that day and available on the next business day's reports.
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