

Importing Journal Entries

Building and Formatting a Spreadsheet

	A	B	C	D	E	F	G	H
1	199 E 41 6399 00 746 0 99 746 504	15.06		10/19/2009	October postage	10025	Education Foundation	
2	199 E 23 6399 AD 001 0 99 001 307	972.75		10/19/2009	October postage	50010	Grapevine High	
3	199 E 11 6399 IN 004 0 11 004 321	431.34		10/19/2009	October postage	50040	Colleyville Heritage High	
4	199 E 23 6399 00 104 0 99 104 306	117		10/19/2009	October postage	51040	Timberline Elem	
5	199 E 11 6399 00 110 0 11 110 320	78		10/19/2009	October postage	51100	Silver Lake Elem	
6	199 E 41 6399 00 701 0 99 701 528	640.77		10/19/2009	October postage	70105	Supt Office	
7	199 E 41 6399 00 703 0 99 703 530	46.65		10/19/2009	October postage	70305	Tax Office	
8	199 E 41 6399 00 726 0 99 726 522	6.54		10/19/2009	October postage	72605	Public Information	
9	199 E 41 6399 00 728 0 99 728 512	37.26		10/19/2009	October postage	72805	Human Resources	
10	199 E 41 6399 00 735 0 99 735 509	253.18		10/19/2009	October postage	73505	Finance Dept	
11	199 E 41 6399 00 736 0 99 736 520	664.65		10/19/2009	October postage	73605	Payroll/Employee Benefits	
12	199 E 41 6399 00 737 0 99 737 523	2.34		10/19/2009	October postage	73705	Purchasing	
13	199 E 41 6399 00 738 0 99 738 519	5.58		10/19/2009	October postage	73805	Operational Svs	
14	199 E 41 6399 00 740 0 99 740 501	17.46		10/19/2009	October postage	74005	Exec Dir Administration	
15	199 E 41 6399 HS 740 0 99 740 501	1.17		10/19/2009	October postage	74015	Exec Dir Admin/HS	
16	183 E 61 6399 00 804 0 99 804 541	3.9		10/19/2009	October postage	80405	Extended Care	
17	199 E 21 6399 SS 917 0 99 917 514	1.11		10/19/2009	October postage	91705	Social Studies	
18	199 E 21 6399 00 920 0 99 920 532	35.28		10/19/2009	October postage	92005	Technology	
19	199 E 21 6399 00 925 0 25 925 315	2.34		10/19/2009	October postage	92505	ESL	
20	199 E 21 6399 00 926 0 99 926 526	65.58		10/19/2009	October postage	92605	Director of Special Services	
21	199 E 21 6399 00 926 0 23 926 364	165.39		10/19/2009	October postage	92615	Special Services	
22	199 E 13 6399 00 931 0 99 931 527	16.47		10/19/2009	October postage	93105	Staff Development	
23	181 E 36 6399 00 936 0 91 936 535	0.39		10/19/2009	October postage	93605	Athletics	
24	240 E 35 6399 00 963 0 99 963 538	78		10/19/2009	October postage	96305	Child Nutrition	
25	199 E 51 6399 FS 964 0 99 964 539	0.39		10/19/2009	October postage	96405	Facilities Svs	
26	199 E 11 6399 EN 699 0 24 910 339	39		10/19/2009	October postage	0	Summer Enrichment	
27	181 A 00 1109 00 000 0 00 000 000		0.39	10/19/2009	October postage	0		0
28	240 A 00 1109 00 000 0 00 000 000		78	10/19/2009	October postage	0		0
29	183 A 00 1109 00 000 0 00 000 000		3.9	10/19/2009	October postage	0		0
30	199 A 00 1109 00 000 0 00 000 000	82.29		10/19/2009	October postage	0		0
31	199 A 00 1310 00 726 0 00 726 000		3697.6	10/19/2009	October postage	0		0
32								

Column A: Account Code

Column B: Debit Amount

Column C: Credit Amount

Column D: Date

Column E: Description 1

Column F: Description 2

Column G: Reference 1

- There must be an entry in columns A, D, E, F, and G, and either column B or C.
- Account code must be in one cell. Most Skyward Reports will export into Excel in the proper format.
- If account code elements are in different cells, you must concatenate the cells. This is found under Insert>function in Excel.

Importing Journal Entries

Format column B and C

The screenshot shows a Microsoft Excel spreadsheet with columns A through H. Column A contains alphanumeric codes. Column B contains numerical values. Column C contains numerical values. Column D contains dates (10/19). Column E contains text entries like 'October postage'. Column F contains numerical values. Column G contains text entries like 'Facilities Svs' and 'Summer Enrichment'. A 'Format Cells' dialog box is open over column B, showing the 'Number' category selected. The 'Decimal places' are set to 2, and the 'Use 1000 Separator (,)' checkbox is unchecked. The 'Negative numbers' section shows three options: '-1234.10', '(1234.10)', and '(1234.10)'. The 'Sample' field shows '15.06'.

	A	B	C	D	E	F	G	H
1	199 E 41 6399 00 746 0 99 746 504	15.06		10/19				
2	199 E 23 6399 AD 001 0 99 001 307	972.75		10/19				
3	199 E 11 6399 IN 004 0 11 004 321	431.34		10/19				
4	199 E 23 6399 00 104 0 99 104 306	117		10/19				
5	199 E 11 6399 00 110 0 11 110 320	78		10/19				
6	199 E 41 6399 00 701 0 99 701 528	640.77		10/19				
7	199 E 41 6399 00 703 0 99 703 530	46.65		10/19				
8	199 E 41 6399 00 726 0 99 726 522	6.54		10/19				
9	199 E 41 6399 00 728 0 99 728 512	37.26		10/19				
10	199 E 41 6399 00 735 0 99 735 509	253.18		10/19				
11	199 E 41 6399 00 736 0 99 736 520	664.65		10/19				
12	199 E 41 6399 00 737 0 99 737 523	2.34		10/19				
13	199 E 41 6399 00 738 0 99 738 519	5.58		10/19				
14	199 E 41 6399 00 740 0 99 740 501	17.46		10/19				
15	199 E 41 6399 HS 740 0 99 740 501	1.17		10/19				
16	183 E 61 6399 00 804 0 99 804 541	3.9		10/19				
17	199 E 21 6399 SS 917 0 99 917 514	1.11		10/19				
18	199 E 21 6399 00 920 0 99 920 532	35.28		10/19				
19	199 E 21 6399 00 925 0 25 925 315	2.34		10/19				
20	199 E 21 6399 00 926 0 99 926 526	65.58		10/19				
21	199 E 21 6399 00 926 0 23 926 364	165.39		10/19				
22	199 E 13 6399 00 931 0 99 931 527	16.47		10/19				
23	181 E 36 6399 00 936 0 91 936 535	0.39		10/19				
24	240 E 35 6399 00 963 0 99 963 538	78		10/19				
25	199 E 51 6399 FS 964 0 99 964 539	0.39		10/19/2009	October postage	96405	Facilities Svs	
26	199 E 11 6399 EN 699 0 24 910 339	39		10/19/2009	October postage	0	Summer Enrichment	
27	181 A 00 1109 00 000 0 00 000 000		0.39	10/19/2009	October postage	0		0
28	240 A 00 1109 00 000 0 00 000 000		78	10/19/2009	October postage	0		0
29	183 A 00 1109 00 000 0 00 000 000		3.9	10/19/2009	October postage	0		0
30	199 A 00 1109 00 000 0 00 000 000	82.29		10/19/2009	October postage	0		0
31	199 A 00 1310 00 726 0 00 726 000		3697.6	10/19/2009	October postage	0		0
32								

- Format for amounts, must be Number with 2 decimal places and no 1000 separator.

Importing Journal Entries

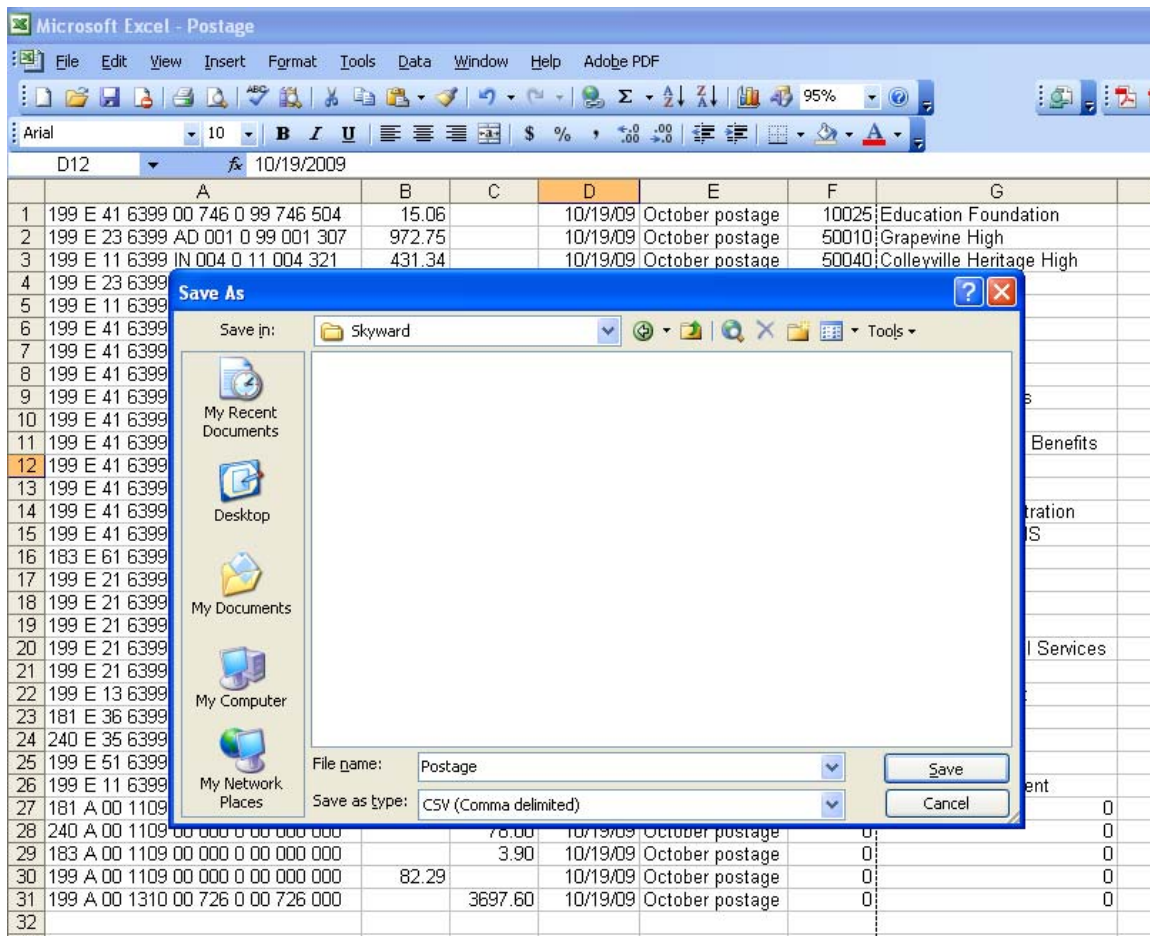
Format Column D

The screenshot shows a Microsoft Excel spreadsheet with a 'Format Cells' dialog box open over column D. The dialog box is set to 'Date' format with 'MM/DD/YY' type and 'English (United States)' locale. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	199 E 41 6399 00 746 0 99 746 504	15.06		10/19/2009				
2	199 E 23 6399 AD 001 0 99 001 307	972.75		10/19/2009				
3	199 E 11 6399 IN 004 0 11 004 321	431.34		10/19/2009				
4	199 E 23 6399 00 104 0 99 104 306	117.00		10/19/2009				
5	199 E 11 6399 00 110 0 11 110 320	78.00		10/19/2009				
6	199 E 41 6399 00 701 0 99 701 528	640.77		10/19/2009				
7	199 E 41 6399 00 703 0 99 703 530	46.65		10/19/2009				
8	199 E 41 6399 00 726 0 99 726 522	6.54		10/19/2009				
9	199 E 41 6399 00 728 0 99 728 512	37.26		10/19/2009				
10	199 E 41 6399 00 735 0 99 735 509	253.18		10/19/2009				
11	199 E 41 6399 00 736 0 99 736 520	664.65		10/19/2009				
12	199 E 41 6399 00 737 0 99 737 523	2.34		10/19/2009				
13	199 E 41 6399 00 738 0 99 738 519	5.58		10/19/2009				
14	199 E 41 6399 00 740 0 99 740 501	17.46		10/19/2009				
15	199 E 41 6399 HS 740 0 99 740 501	1.17		10/19/2009				
16	183 E 61 6399 00 804 0 99 804 541	3.90		10/19/2009				
17	199 E 21 6399 SS 917 0 99 917 514	1.11		10/19/2009				
18	199 E 21 6399 00 920 0 99 920 532	35.28		10/19/2009				
19	199 E 21 6399 00 925 0 25 925 315	2.34		10/19/2009				
20	199 E 21 6399 00 926 0 99 926 526	65.58		10/19/2009				
21	199 E 21 6399 00 926 0 23 926 364	165.39		10/19/2009				
22	199 E 13 6399 00 931 0 99 931 527	16.47		10/19/2009				
23	181 E 36 6399 00 936 0 91 936 535	0.39		10/19/2009				
24	240 E 35 6399 00 963 0 99 963 538	78.00		10/19/2009				
25	199 E 51 6399 FS 964 0 99 964 539	0.39		10/19/2009	October postage	96405	Facilities Svs	
26	199 E 11 6399 EN 699 0 24 910 339	39.00		10/19/2009	October postage	0	Summer Enrichment	
27	181 A 00 1109 00 000 0 00 000 000		0.39	10/19/2009	October postage	0		0
28	240 A 00 1109 00 000 0 00 000 000		78.00	10/19/2009	October postage	0		0
29	183 A 00 1109 00 000 0 00 000 000		3.90	10/19/2009	October postage	0		0
30	199 A 00 1109 00 000 0 00 000 000	82.29		10/19/2009	October postage	0		0
31	199 A 00 1310 00 726 0 00 726 000		3697.60	10/19/2009	October postage	0		0
32								

- The date column must be in MM/DD/YY format.
- A description must be entered in column E, F, & G.

Importing Journal Entries



The screenshot shows a Microsoft Excel spreadsheet with a 'Save As' dialog box open. The dialog box is titled 'Save As' and shows the file name 'Postage' and the save type 'CSV (Comma delimited)'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	199 E 41 6399 00 746 0 99 746 504	15.06		10/19/09	October postage	10025	Education Foundation
2	199 E 23 6399 AD 001 0 99 001 307	972.75		10/19/09	October postage	50010	Grapevine High
3	199 E 11 6399 IN 004 0 11 004 321	431.34		10/19/09	October postage	50040	Colleyville Heritage High
4	199 E 23 6399						
5	199 E 11 6399						
6	199 E 41 6399						
7	199 E 41 6399						
8	199 E 41 6399						
9	199 E 41 6399						
10	199 E 41 6399						
11	199 E 41 6399						
12	199 E 41 6399						
13	199 E 41 6399						
14	199 E 41 6399						
15	199 E 41 6399						
16	183 E 61 6399						
17	199 E 21 6399						
18	199 E 21 6399						
19	199 E 21 6399						
20	199 E 21 6399						
21	199 E 21 6399						
22	199 E 13 6399						
23	181 E 36 6399						
24	240 E 35 6399						
25	199 E 51 6399						
26	199 E 11 6399						
27	181 A 00 1109						
28	240 A 00 1109 00 000 0 00 000 000		78.00	10/19/09	October postage	0	
29	183 A 00 1109 00 000 0 00 000 000		3.90	10/19/09	October postage	0	
30	199 A 00 1109 00 000 0 00 000 000	82.29		10/19/09	October postage	0	
31	199 A 00 1310 00 726 0 00 726 000		3697.60	10/19/09	October postage	0	
32							

- Save spreadsheet as a CSV file
- The file can remain open while importing to Skyward.
- If changes are made in spreadsheet, it may be necessary to reformat the date column. Sometimes, it will change the format.

Importing Journal Entries

Financial: Main Screen 03.07.02.00.00 - 010251

Login Logoff Exit Preferences Utilities Customer Access View My Security Personalize My Screen Help

User ID: skyfin Sign In Time: 11:38:52 AM Entity: 000 Use Personal Settings PaC Documentation Login Logoff Exit

Student Mngmnt System Admin Human Resources Financial Mngmnt Web Based

Setup Chart of Accounts Vendor Master Account Mngmnt Purchasing Receiving A/P A/R ASsets Inventory Bid Mngmnt Report Dpt Saved Rpts

DDes Gen. Input Bdgt. Mngmnt REporting Audits Utilities State Processing Year-End Qck Pck rpt

Journ Entry Cash Rpt. A/R Student Billing Prev. Yr. Adj.

Select Financial Mngmnt, Account Mngmnt, Gen. Input, Journ Entry.

Software Made in the U.S.A. SKYWARD® The Right Tool for the Job.

FMVAMG1JE - 813 - Journal Entries

WIP Batch History Reoccurring

Batch Journal Entries

Batch	Description	Created	Fiscal Year	Rev	Source	Status
06-03224	bjr - adjustment	02/23/2007	2006-2007	Yes	JE	B
06-03225	NEW BATCH	02/23/2007	2006-2007	No	JE	B
06-03227	Adjusting Entry	02/28/2007	2006-2007	No	JE	B

View All Years Batch Number: 0

Detail Lines

Line #	Account	Description	Debit Amt	Credit Amt
1	50E000 1000 2120 00 140000	DESCRIPTOIN 1	0.00	100.00
2	50E000 1111 2120 00 000000	DESCRIPTOIN 1	100.00	0.00

What type of batches do you want to see listed?

Click Import.

Importing Journal Entries

FMVMMG1JE - 813 - Import Journal Entries

Import Function: Journal entries

Verify Import Close

Import file Import format

Import File Name and Directory
 C:\Documents and Settings\ch... Delete

Click the **Import Format** tab.

The Verify button will check the import file for errors.

PaC Documentation #

Rev	Source	Status
Yes	JE	B
No	JE	B

Number: 06-03224

Debit Amt	Credit Amt
0.00	100.00
100.00	0.00

Use this button to import a file.

PaC Documentation

FMVMMG1JE - 813 - Import Journal Entries

Import Function: Journal entries

Verify Import Close

Import file Import format

File Type: Edit

The **format** for the file needs to be set up in the system.
 Click the **Edit** button to choose the type of file.

The Verify button will check the import file for errors.

PaC Documentation #

Rev	Source	Status
No	JE	W
No	JE	W
No	JE	W

Number: 06-03228

Debit Amt	Credit Amt
100.00	0.00
0.00	100.00
123.00	0.00
0.00	123.00
159.00	0.00
0.00	159.00
456.00	0.00
0.00	456.00

Field # 0

Field #	Start Pos	Size	Description
3	20R000	1110	0000 00 000000
4	20R000	1210	0000 00 000000
5	30Q000	7030	0000 00 000000
6	30Q000	7040	0000 00 000000
7	50L000	0000	0000 00 000000
8	50L000	4540	0000 00 000000

Use this button to import a file.

PaC Documentation

Importing Journal Entries

FMAMGIJE - 813 - Edit Import File Type

File Type: Fixed length
Fixed length
Delimited

OK
 Cancel

Select the file format to be imported

Field #	Start Pos	Size	Descrip

Field #: 0

Choose either **Fixed Length** or **Delimited**.

If choosing **Delimited**,
a **delimiter** will also need to be chosen.
This is usually a comma (,) or semicolon (;).

The Edit button allows you to modify the file type.

Use this button to import a file.

Rev	Source	Status
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W
No	JE	W

Number: 06-03228

	Debit Amt	Credit Amt
	100.00	0.00
	0.00	100.00
	123.00	0.00
	0.00	123.00
	159.00	0.00
	0.00	159.00
	456.00	0.00
	0.00	456.00

Importing Journal Entries

FMAMIGIJEJEMS - 813 - Import Journal Entries

Import Function: Journal entries

Verify Import Close

Import file Import format

File Type: Delimited Edit

Delimiter: ,

Field #	Seq #	Size	Description	Field Type
1	1	40	Account number	Account number
2	3	15	Credit amount	Numeric implied deci
3	2	15	Debit amount	Numeric implied deci
5	4	8	Date	Edited date
6	5	40	Description1	Text
7	6	40	Description2	Text
8	7	40	Reference 1	Text

+ Add
Detail
Delete

Field #: 2

The Verify button will check the import file for errors.

SkyDoc #

FMAMIGIJEJEMS - 813 - Import Journal Entries

Import Function: Journal entries

Verify Import Close

Import file Import format

FMAMIGIJEJEMS - 813 - Detail Field Information

Field Description: Credit amount 002

Field Type: Numeric implied decimal

Sequence number: 3

Size: 15 Max Size: 15

Decimal Position: 0

REQUIRED: A defined field type (account, date, etc.).

OK Cancel

SkyDoc

Field #: 2

The Detail button allows you change the highlighted record.

SkyDoc #

- Format must be setup in Skyward before importing.
- Use these print screens to help setup format correctly.

Importing Journal Entries

Import Function: Journal entries

Import File Name and Directory: C:\Documents and Settings\chrisw\My Documents\Import

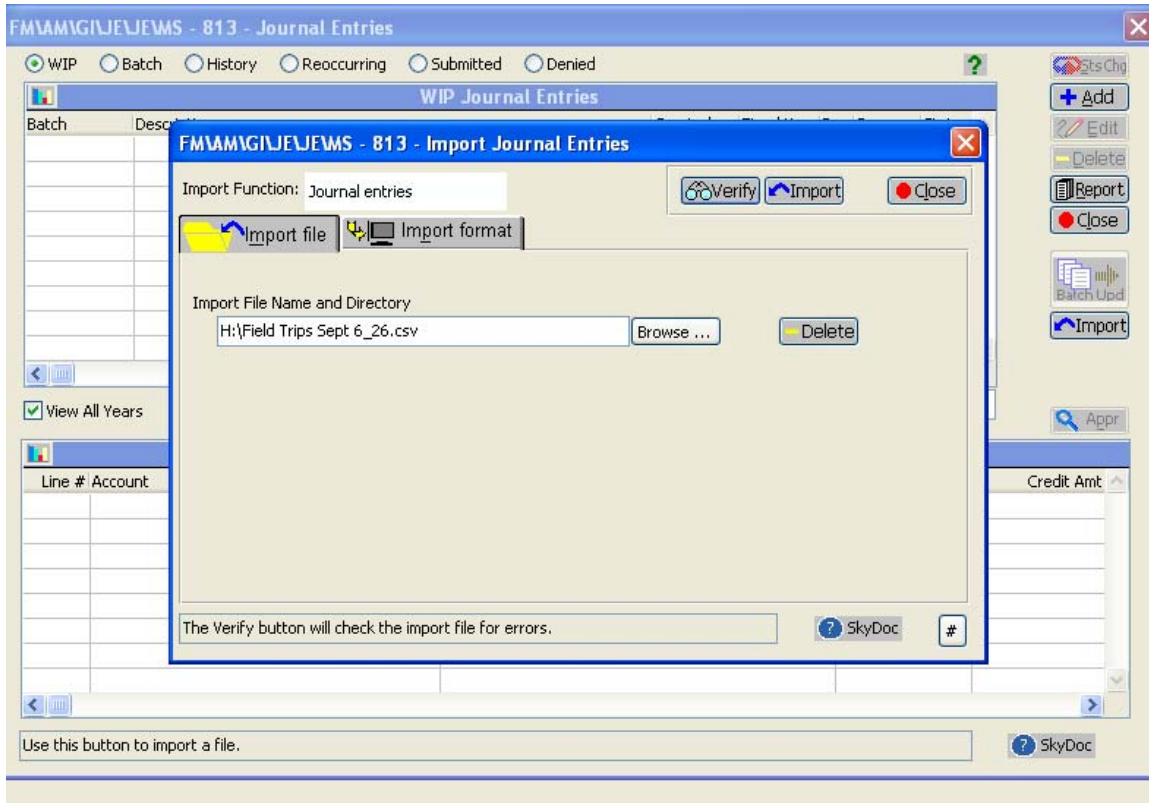
The Verify button will check the import file for errors.

Use this button to import a file.

Rev	Source	Status
Yes	JE	B
No	JE	B

Debit Amt	Credit Amt
0.00	100.00
100.00	0.00

Importing Journal Entries



- Click Browse and select the file that is to be uploaded.
- Click on verify. This will review the information and identify any errors. See error report example.

Importing Journal Entries

```
3aiimp01.p                                GRAPEVINE-COLLEYVILLE ISD                Time: 9:24 AM   Date: 10/14/09
04.09.06.00.00-010014                    ASCII Import Exception Report: Journal entries  PAGE: 1

RECORD #   FIELD DESCRIPTION           FILE FIELD VALUE           EXCEPTION MESSAGE
-----
00000001   Account number- # 001         806 R 00 5742 03 001 0 00 000 000   Edited account not found: 806 R 00 5742 03 001 0 00 000 000
00000001                                         Account number is required
** RECORDS READ      =====>          19
** EXCEPTIONS FOUND  =====>           2
*** IMPORT CAN NOT CONTINUE ERRORS FOUND ***

***** End of report *****
```

- The Record # is the line number on the spreadsheet.
- Typical errors include: wrong account number, date format, or amount needed.
- If changes are made in spreadsheet, it must be saved again before importing.
- TIP: If you are getting an error on a line item in the spreadsheet and there is no data on that line then delete the entire line.

Importing Journal Entries

The screenshot shows a software window titled "FMVAMGIVJEJEMS - 813 - Journal Entries". At the top, there are radio buttons for "WIP", "Batch", "History", "Reoccurring", "Submitted", and "Denied". Below this is a table with columns "Batch" and "Desc". A "View All Years" checkbox is checked. A secondary table with columns "Line #" and "Account" is visible below. A central dialog box titled "FMVAMGIVJEJEMS - 813 - Import Journal Entries" is open. It has an "Import Function" field set to "Journal entries" and buttons for "Verify", "Import", and "Close". Below are "Import file" and "Import format" buttons. The "Import File Name and Directory" field contains "H:\Scholarship Interest July-Sept.csv" with "Browse ..." and "Delete" buttons. A note at the bottom of the dialog states: "The Verify button will check the import file for errors." A smaller "Verify process" dialog box is overlaid on top, displaying the message: "The verify process has encountered errors in the data." with an "OK" button. On the right side of the main window, there is a vertical toolbar with buttons: "Sts Chg", "Add", "Edit", "Delete", "Report", "Close", "Batch Upd", "Import", and "Appr". At the bottom left, a status bar says "Use this button to import a file." and at the bottom right, there is a "SkyDoc" logo.

Importing Journal Entries

Batch #: Import
Description: Import
Year: 2006-2007

A description for the batch.

Enter a Batch Number.
Enter a Description.
Enter the Fiscal Year.
Click OK when done.

Field #	Seq #	Size	Description	Field Type
1	1	40	Account number	Account
2	2	15	Credit amount	Numeric f
3	3	15	Debit amount	Numeric f
5	4	8	Date	Edited date
6	5	40	Description1	Text
7	6	40	Description2	Text
8	7	40	Reference 1	Text

Debit Amt	Credit Amt
0.00	100.00
100.00	0.00

Field #: 1

The Import button will verify the import data and perform the import.

Use this button to import a file.

Importing Journal Entries

3aiimp01.p
03.07.02.00.00-010013

SKYWARD IL SCHOOL DISTRICT #016
ASCII Import Exception Report: Journal entries



Time:

RECORD #	FIELD DESCRIPTION	FILE FIELD VALUE	EXCEPTION MESSAGE
**	RECORDS READ	====>	5
**	EXCEPTIONS FOUND	====>	0
***** End of report *****			

The verification\exception report will print.
If the file is set up **incorrectly**
or if the setup in **Skyward** is incorrect,
exception messages will appear.

Importing Journal Entries

Import process complete

OK

After the verification report, the system will complete the import. Click OK.

Field #	Field Type
1	Account number
2	Numeric fixed decimal
3	15 Debit amount
4	Numeric fixed decimal
5	8 Date
6	40 Description1
7	40 Description2
8	40 Reference 1

Rev	Source	Status
Yes	JE	B
No	JE	B

Debit Amt	Credit Amt
0.00	100.00
100.00	0.00

Use this button to import a file.

Importing Journal Entries

FMVAMGJJE - 813 - Journal Entries

WIP
 Batch
 History
 Reoccurring

Batch Journal Entries						
Batch	Description	Created	Fiscal Year	Rev	Source	Status
06-03224	bjr - adjustment	02/23/2007	2006-2007	Yes	JE	B
06-03227	Adjusting Entry	02/28/2007	2006-2007	No	JE	B
Import	Import	03/02/2007	2006-2007	No	JE	B

The batch will now appear in the browse.

View All Years Batch Number: Import

Detail Lines				
Line #	Account	Description	Debit Amt	Credit Amt
10	10E000 1000 0000 00 140000	Transfer Charges	0.00	100.00
20	10E000 1111 1120 00 000000	Transfer Charges	50.00	0.00
30	10E000 1111 1120 52 000000	Transfer Charges	50.00	0.00
40	10E000 1120 1210 00 000000	Transfer Source	0.00	200.00
50	10E000 1200 1200 34 000000	Transfer Source	200.00	0.00

Left double-click highlighted record or press return to edit.

PaC Documentation