



Munis Import Journals

Procedural Documentation

Import Journals

Objective

This document provides instructions on how to import data from ASCII files using the Import Journals program. This program is used for journal imports from systems or sources other than Munis.

Overview

When you import journal data into Munis, data must be in specific formats and you must understand the various file layouts. The following import formats are available in the Import Journals program:

- Budget—This is a fixed length ASCII file layout for importing standard journal entries.
- Budget Long Account—The account type is in position 141 and the long account number is in positions 142 to 176; the remaining format is the same as the Budget Import Format.
- Cayenta—This is a fixed length ASCII file layout for importing journal entries from a Cayenta system into Munis.
- Faster—This is a fixed length ASCII file layout for importing journal entries from a FASTER fleet maintenance system into Munis. (**Note:** FASTER is the name of the software.)
- ISIS Payroll ZF65 Report—This format imports data from Microsoft Excel. This import is specific to the Louisiana Department of Education.
- Jonas—This format is tab-delimited.
- NC Vehicle Property Tax—This import format is specific to the state of North Carolina.
- Oklahoma Benefit—This format is intended for use by El Monte and Tulsa, Oklahoma.
- Oklahoma Payroll—This format is intended for use by El Monte and Tulsa, Oklahoma.
- PeopleSoft—This format imports Excel data from a PeopleSoft system into Munis.
- Pipe Delimited 1—This format is delimited using pipe characters (|). When you import using this format, the program examines the org and object codes and determines whether the combination represents an existing Munis account. If the account is valid, the program uses that account. If the account is not valid, the program combines the org and object with a hyphen between the two, and then applies that value to the cross-reference table in order to select a cross reference string.
- Standard—This is a fixed length ASCII file layout for importing standard journal entries.
- Standard Excel—This is a standard format for importing a Microsoft Excel file. When this format is selected, the program displays the Generate Excel Template button. Clicking the button opens Excel with a blank form containing only column headers. This form can be used to create the import file.

- Standard Long Account—This is a fixed length ASCII file layout for importing standard journal entries using the Munis long account format. It is identical to the Standard Import Format, but it includes the full general ledger account number in positions 142 to 196. If you click Pre-Edit after selecting this format, the program displays the full account number.
- Standard Multi-Journal—This is a fixed length ASCII file layout for importing standard journal entries into multiple journals in Munis.
- Template—Various custom template formats are available if you have defined them in the Journal Import Templates program.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Munis menu, contact the system administrator.

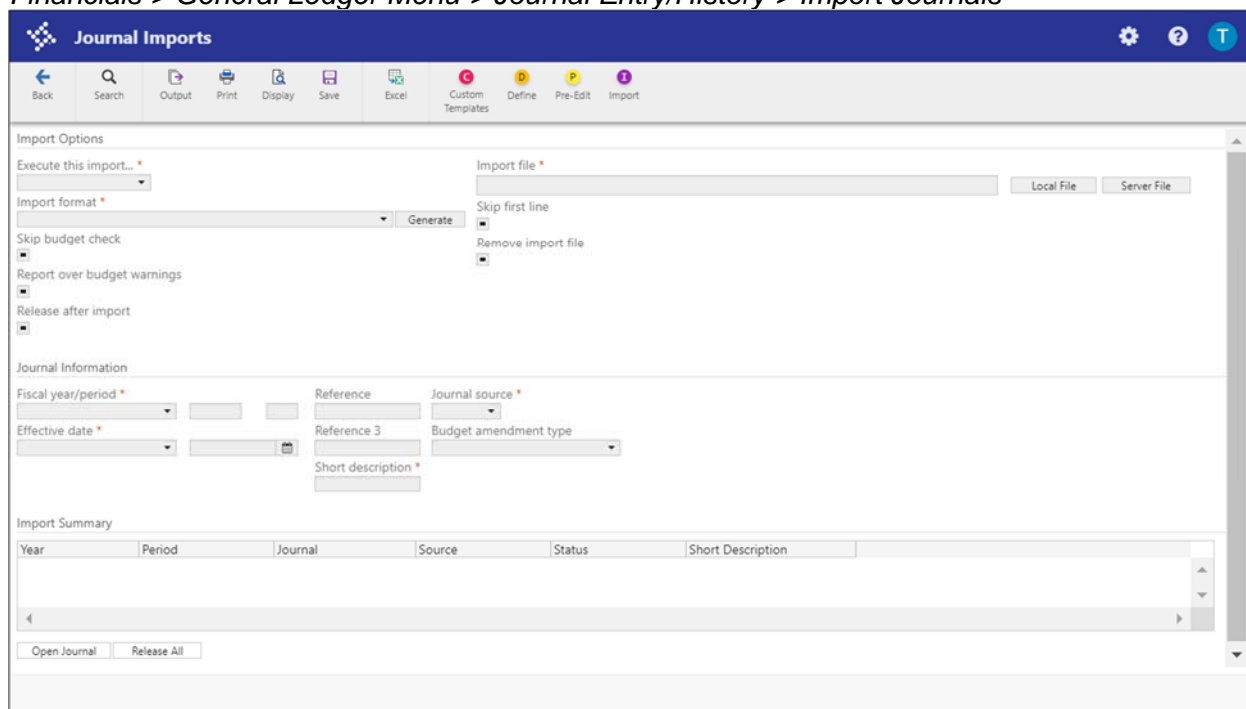
Confirm the following:

- The chart of accounts (COA) has been established and includes all general ledger accounts being imported or referenced in the Account X-Reference program.
- The Account X-Reference table has been created, if applicable.

Procedure

To complete the journal import process:

1. Open the Import Journals program.
Financials > General Ledger Menu > Journal Entry/History > Import Journals



2. Click Define.
3. Complete the fields to define the import parameters, referring to the following table for details.

Field	Description	Notes
Import Options		
Execute This Import...	<p>Determines when to generate the import when Munis Scheduler is enabled:</p> <ul style="list-style-type: none"> • Now—Completes the import immediately. This option does not use Munis Scheduler; use the Import option within the program to complete the import. • In Background (Now)—Opens Munis Scheduler to complete the import one time using the event log and email notification features. • At a Scheduled Time—Uses Munis Scheduler to establish a specific time to complete the import. 	

Field	Description	Notes
Import Format	Specifies the format of the import. When you select a format and then click the Generate button, the program creates a blank template based on the selected format.	
Skip Budget Check	Directs the program to ignore budget amounts, when selected.	
Report Over Budget Warnings	Instructs the program to display report warnings if over-budget lines are detected on the import, when selected.	
Release After Import	Directs the program to release all imported journals after the import completes successfully, when selected.	
Import File	Contains the path of the file to import. Type the file path or use the Local File or Server File options to select a file from the appropriate location. The program indicates the format of the import file, such as Text (ASCII) File or Excel File, after you select an option from the Import Format list and advance to the next field.	
Skip First Line	Directs the program to skip the first line or row of the import file, when selected. Select this check box if the import file includes column labels or field names.	
Remove Import File	Instructs the program to remove the import file from its location after it is successfully imported into the Munis system, when selected. This prevents the program from performing duplicate imports.	
Journal Information		
Fiscal Year/Period	Identifies the fiscal year and period the program uses for imported journals. If you select Within Year/Period, you must enter a specific year and period. The default values for the fiscal year and period are completed from General Ledger Settings, but you can change this if you have the appropriate permissions. Valid entries for the Fiscal Year box are the current year or next year. Valid entries for the Period box are 01 through 13, inclusive. Period 13 represents end-of-year (EOY) and is only valid in the prior year.	

Field	Description	Notes
Effective Date	Defines the effective date the program uses for imported journals.	
Reference	Assigns a user-defined journal reference code that stays with each transaction throughout its life. This is a user-defined code; it may be a control number, a date, or a note.	
Journal Source	Specifies the journal source code for journals that are imported. The program automatically selects the journal source based on the value chosen from the Import Format list.	
Reference 3	Indicates the journal reference code that appears in the Reference 3 field. For some import formats, the program automatically completes this field and you cannot change it. For period 12 journals that need to be reported on the Oklahoma Grant Claims Supplemental Report, type SUPPLEMENTAL .	
Budget Amendment Type	<p>Indicates the budget amendment type for expense and revenue accounts:</p> <ul style="list-style-type: none"> • 1—Exp to Exp or Rev to Rev • 2—Exp to Rev or Rev to Exp • 3—Exp/Rev one-sided (not balanced) • 4—Exp to Exp or Rev to Rev • 5—Exp to Rev or Rev to Exp • 6—Exp/Rev one-sided (not balanced) • 7—Exp to Rev or Rev to Exp interfund • 8—Exp to Exp interfund • 9—Statistic accounts <p>Use Type 1, 2, or 3 when the amount on each line in the import file is the amount that the account's budget should be increased or decreased. Use Type 4, 5, or 6 when the amount on each line in the import file is the new budget amount. The amendment is made for the difference between the amount being imported and the amount currently budgeted on the account. This box is accessible when the value of the Import Format list is Budget.</p>	

Field	Description	Notes
Short Description	Provides a short description of the journal contents. The description can be up to 10 alphanumeric characters. This field is required.	
Import Summary		
Year Period Journal Source Status Short Description	Displays a table of the imported journals. The Open Journal and Release All options below the table allow you to select a journal from the table and view it, or release all journals in the table into the workflow, respectively.	

4. When you have completed the applicable fields, click Accept.
5. Click Pre-Edit to find any errors in the file prior to importing the data.
6. Select an output option on the toolbar to review the journals.
7. Click Import to import the journal entries.

Results

The program imports journal entries or budget amendments in the proof stage. Each record is processed, verifying that each account exists in Account Master and is not a revenue or expense control account.

If the account is invalid or matches either of the control accounts, the program displays an error and you are prompted either to continue checking other accounts or to abort the process. In either case, records are not created for a new journal.

What's Next?

To affect the general ledger, you must output/post the journals using the General Journal Entry/Proof or Budget Transfers and Amendments program. To find the journals, click Browse on the toolbar when you open either program.