Harvard University

GL Journal Feed Specifications User Guide

Author: Sara O’Seasohn

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**Reviewers**

| Name | Position |
| --- | --- |
|  |  |
|  | ADAPT GL Team (led by Sara O’Seasohn |
|  | ADAPT Implementation Managers (led by Jack Wise) |
|  | ADAPT Technical Team (led by Chayim Herzig-Marx) |
|  | IR&S Team (led by Chayim Herzig-Marx) |
|  | Source System Contacts |
| Karen O’Rourke | Financial Data Control (FAD) |
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## Introduction

Local systems will generate much of the transactional data needed to load into the Harvard General Ledger (GL). These feeds will come from a variety of applications/systems. The various sources also mean that data will migrate from multiple operating systems, originate in different formats, and on different platforms. It is therefore necessary that these interfaces be well defined, secure, and stable to support this environment.

This document summarizes the overall interface specifications, which should be used to load journals into the GL Application. Specifically, this document addresses the following for the standard GL Journal Import Interfaces:

1. File Layouts
2. File Naming Convention
3. File Transfer Process
4. Security
5. Policy for Use
6. Error Handling
7. Standard Interface Processing Steps

## Definitions

The following definitions are associated with Interfaces:

**API (Application Programming Interface)**: A well-defined protocol for exchanging data between applications. An API might enable data conversions, might receive and process transactions, or might respond to requests for information.

**CoA**: The abbreviation for Chart of Accounts.

**Data Validation Errors**: Errors encountered while applying business rules or logic to translating data values, consolidating data, transforming data, and administering data.

**Local Site**: Any school, department, office, organization, or other entity outside of the central administrative system.

**Journal Batch** - A group of journal entries with common attributes. There can be multiple journal entries in one journal batch or there can be a separate journal batch for each journal entry. All journal entries in a batch must share the same period. A Harvard-specific business rule imposed on Journal Batches from feeder systems is that all journal entries in the batch must be for the same account type (Actual vs. Budget vs. Encumbrance.)

**Journal Entry** - A set of debit and credits to GL accounts. A journal entry can be made up of several journal entry lines as long as they balance (i.e., total credits = total debits).

**Journal Line** - The journal entry details that specify the debit or credit amount and the account it is applied to. All journal lines in a journal entry share the same period, effective date, category, source, balance type and description.

**Journal Source**: The Journal Source identifies the origin of your journal entries. Each of the feeder systems will have their own Journal Source defined to help track imported journal entries. .

**Journal Category:** Journal categories help you differentiate journal entries by purpose or type, such as accrual, payments or receipts. When you enter journals, you specify a category. Journal categories appear in reports, such as the Journals - General report.

**Outbound / Outbound System**: Any computer based system/application that electronically receives data directly from the central administrative system.

**Processing Errors**: Errors encountered during a file transfer process, while receiving, unloading and administering data files in the interface processing environment. Processing errors are always fatal errors and will cause the program to abort and the data file to be sent to a named, reject subdirectory on the server. Precise error messages have been defined so the source system will know exactly where in the process there was a failure and why.

**Reversing Journals:** Create reversing journal entries to reverse accruals, estimates, errors or temporary adjustments and reclassifications. By assigning a future reversal period and setting the reversal flag to ‘Y’, you can create a regular journal and designate it for reversal. Once the original journal has been created and marked, the reversal still must be generated and posted during the reversal period. This is a manual step, executed using the standard Reverse Journals form.

**Server User Name/Password:** A server user name will be set up for each source to allow the secure transfer of files to the central environment.

**Source System**: Any Harvard affiliated computer based system/application that electronically sends data to the central administrative Oracle Applications/General Ledger system.

**Standard Interface**: Pre-existing APIs in the Oracle Applications such as GL Journal which will be used to load data from the local sites into the Oracle Applications.

## Assumptions

The user interface requirements are based upon the following assumptions:

1. All Source System owner(s) will be responsible for transferring the data files on the correct schedule to the appropriate server/directory.
2. Regardless of the schedule, the interface design will be able to process all files as they are transmitted unless there is a conflict with a pre-defined business process such as Month-end or Year-end closing activities. In these cases, it will be up to the source system to transmit files according to the pre-defined schedule to meet business process deadlines.
3. Each source will transmit their files to their standard “gl” directory on the production server. The specifics of this directory are laid out in *Appendix D.*
4. Once data files have been transferred to the appropriate server/directory, they will be ready for automatic processing.
5. The local sites are responsible for backing up their own data files in their local systems. If there is a processing error during the transport or load of the file, it may be necessary to resubmit the entire file.
6. “Dynamic Insertion” is turned on in the General Ledger which allows new valid CoA code combinations to be created from transactions processed through the GL interface. (If “Dynamic Insertion” were not turned on, then transactions that were processed with new account code combinations would be rejected.)
7. Each source of interface data within the University will be assigned an Oracle Application Journal Source Name. Upon importing data, this Journal Source Name will be assigned to the records of data. Therefore, when errors occur within the interface, the problem records can be easily identified by Journal Source Name.
8. Each Journal Source associated with a Feed will be assigned ‘Source Profile Options’. These ‘Source Profile Options’ will be used during import to derive various pieces of information, such as email address for the source system contacts.
9. The source system will determine how they want their journal entries and journal lines to be created based on the information submitted within the data file. *Appendix* *H* defines the rules for creating journals in the GL Applications.
10. Each file processed will equate to one batch of journals. Therefore, the journals in each file must be for the same type of journal (i.e. Actual vs. Budget) and for the same accounting period when the file contains Actuals.
11. This document assumes all incoming interface files adhere to one of the file layouts presented in this document.
12. The Online CoA validation program will reside on the Oracle Applications/General Ledger system and not the data warehouse, providing the latest valid information to the users.
13. For a delimited file layout, all optional fields not used by the source system must have an empty placeholder. If a fixed-column format is used, these fields (including those defined as numeric) must be filled with blanks.
14. A char datatype may include alphanumeric values. A number datatype includes signed numbers unless specified as unsigned and may represent a decimal or whole number.
15. Suspense accounting will not be used. Therefore, every journal in each batch file must balance, where credits = debits.

## GL Interface

This section identifies the requirements for the GL Journal Import Interface.

### File Layout

The detailed descriptions of the GL file layouts are given in *Appendix A*.

Two options for file layout are offered:

* ASCII character, field delimited with the ‘<tab>’ character
* ASCII character, fixed format.

### File Naming Convention

Each incoming data file will use the following naming convention:

Interface Identifier + file format type + Super Tub Abbreviation + unique sequence number

Each file will have a date (and timestamp or other unique identifier if necessary) as the file extension to prevent file overwriting in the event that files are left unprocessed for a number of days. If your file is monthly or weekly, using just the date as your file extension is probably sufficient. If your file is daily, you should also add a timestamp or other unique id to the file extension. The GL Interface process is only concerned with your file name – the file extension is necessary in order to ensure that the file is not inadvertently overwritten upon transmission.

EXAMPLE: GLDHBS013.19990709

‘GL’ is the standard interface identifier for General Ledger data files,

‘D’ indicates that it is a delimited file (or ‘F’ for a fixed file format),

‘HBS’ is the Super Tub abbreviation for Harvard Business School, and

 ‘013’ is a unique sequence number that will be assigned by the Office of Administrative Systems (OAS) to each source from that TUB.

The file extension identifies the creation date of the file which is July 9, 1999 in the sample above. (Date format is YYYYMMDD.)

### File Transfer Process

See *Appendices D* and Efor details of the File Transfer Process from each source. Appendix *D* gives the details of the file directory structures and identifies where the source system must send their files. Appendix *E* explains the file transfer method and the software that will allow the local sites to security transmit their data files.

### Security

Each source of GL interface data within the University will be identified by its Journal Source Name and Source Profile Options in the GL Applications.

Each source of interface data within the University will also be assigned a UNIX server username and password to allow them to electronically transmit data files. A UIS/SOC business process has been established to enable a source to request a UNIX username (See Appendix E.)

### Policy for Use

Any new requests for interfaces will have to apply for approval from General Accounting.
The Oracle Financials Data Interface Request Form for GL Feeds form can
be downloaded from Oracle Financial Systems User Resources at
<https://oracle.fss.finance.harvard.edu/user-resources>

### Validation

Certain types of transactions will not be allowed through this interface. Below is a partial list of the types of transactions that will be screened out. Refer to Appendix B to view a list of standard errors that will be screened out during Journal Import.

1. Transactions coded to invalid CoA combinations based on cross validation rules;
2. Journal transactions coded to a closed GL period;
3. Budget transactions coded to a closed budget;
4. IDI Journal transactions (journal category = Internal Billing) which do not identify a Batch-level contact
5. Transactions to a fund that has been closed, or use of a “central only” object code, by a non-central unit;
6. Interdepartmental charges that use external revenue codes for consolidation entities;
7. Unbalanced Actuals/Encumbrance journal entries (i.e., Debits do not equal Credits). Note that both the entire Batch and each specific journal within the batch must balance. (EXCEPTION: Batch file of Budget Journals do not need to balance.).

Note that there is no funds checking in GL journal import, and that transactions imported may cause negative balances on affected funds.

### Error Handling

This section defines data processing errors and data validation errors in the GL Journal Import interface, and how to accommodate these situations.

#### Error Tolerances

Processing errors are the operation errors of migrating data from one environment to another. Processing Errors are encountered during a file transfer process, while receiving, unloading and administering data files in the interface processing environment. All processing errors are fatal. When these errors occur, the data file will be moved to the reject directory and an email message will be sent to the source contact explaining the nature of the errors. Processing errors indicate that there is something wrong with the file itself and the GL Feed process would not be able to load any of the data to the interface tables.

Data validation errors occur when a transaction in the interface table fails to pass the Harvard specific business rules applied within the GL Feed’s pre-validation processing and final Journal Import process. During both the pre-validation processing and the Journal Import process, if any records fail validation, the entire file will continue to be evaluated and an error report will be generated based on the entire file. All data validation errors are fatal for the GL interface unless specific rules have been defined to handle errors from certain sources (e.g., Payroll). Each GL interface file that is sent will be processed through Journal Import by submitting the source name. If there are any errors within the data file, then the entire batch is rejected. Errors are identified in the ‘Journal Import Execution Report’ (see Appendix *B*) which is generated automatically. If there are any errors, the appropriate contact will be notified via email referencing the ‘Journal Import Execution Report’. See Appendix *B* for a list of the standard errors that are identified during the journal import process.

#### Error Correction

A process has been established for interface error correction. The local unit is responsible for reviewing all attachments emailed to the feed contact and for taking the necessary steps to correct the data or file format issues locally. Once the correction has been made to the local system, then the file containing the correction should be retransmitted for processing.

In some cases, an email is not sent to the feed contact because the GL Feed process can not determine the source of the feed. This typically occurs when there are problems validating the contents of the TAIL record, which contains the assigned GL Feed File name. In these cases, GL Feed Support Staff will forward the email to the likely feed contact.

#### Verification Source

Source systems will have the option to submit a file for journal import verification, which will allow them to check data validation without actually importing the records into the GL Applications. A file submitted with the ‘Verification Only Flag’ = ‘Y’ in the TAIL record will be submitted through the transformation process and the Journal Import process but a predefined error record will automatically be created during the Journal Import process to force the import to fail even if all other validation checks are acceptable. The Journal Import Execution Report and the GL Feed Error Report will be sent back to the originating source. If there is only the predefined error record on the Journal Import Report then the source system will know that all other records passed validation. If there are additional records identified in error, the source system will be able to correct those errors in their system and resend the file.

## Standard Interface Processing Steps

The following demonstrates the high-level processing steps, which are used by the standard GL interface.



### Processing Steps

The feed interface processing steps should be as follows:

#### 1) Local Site File Transfer

Data files will be transferred to the appropriate directory on the production server (see *Appendix D*). If a processing error has been detected by the source system, the problem should be corrected by the source system and then resent. Data files will then be reviewed by a script to determine if the files are readable, acceptable and fully transferred. See the Error Handling Section of this document for more details on processing errors.

#### 2) Staging Directory

Once an incoming file is determined to be acceptable, it is automatically moved to the /progress directory to ensure it is not overwritten by another incoming file.

If any processing errors are detected, the file will be sent to the reject directory. The process will be aborted, and the source system’s contact will be notified via email of the file name, location and reason for failure.

#### 3) Pre-Validation Processing

Once it is determined that a data file is acceptable, the pre-validation process will be used to load the data into the interface staging target table. Within this pre-validation process, the process will map the file to the correct columns in the target table and perform any of the types of processing or special handling specific to the interface or source.

#### 4) Loading Oracle GL’s Standard Interface Table

The pre-validation process will load the data from the interface staging tables into the Standard Interface table. Processing Errors and data validation errors can occur at this step. If an error occurs at this step, the data file will be sent to the reject directory. The process will be aborted and both production control and the source system’s contact will be notified via email of the file name, location and reason for failure.

#### 5) Oracle’s Journal Import API

After loading the standard interface table, a script will start the Journal Import API for the source submitted using default parameters.

#### 6) GL Applications

If the Standard Journal Import API detects no errors, then the data in the interface tables will be successfully imported into the GL Applications. Each source system’s contact will receive an email acknowledgment of a successful import.

#### 7) Error Handling

See the Error Handling Section of this document for specific details.

#### 8) File Maintenance

Once files have been successfully processed, they will be moved to the history directory. Data files will be purged from this directory after the files have aged 40 days.

## File Formats and Datatypes

This section provides an overview and some examples of Fixed vs. Delimited data files and describes the data types used within these files.

### Overview

There are two file-formatting options supported for each of the interfaces: Delimited and Fixed Width. File naming conventions will be used to distinguish which file format is being submitted for an interface.

Records in **Delimited** files will be of variable length, with fields separated by the ‘<tab>’ character; null fields should be indicated by two consecutive delimiter characters. There should be no field delimiter character following the final field in a record.

Records in **Fixed Width** files will all be of the same length; each field will be zero filled (for Number fields) or blank filled (for Char and Date fields) to the size indicated on the file description.

### Examples - File Format

The example data file below will contain the following columns:

|  |  |  |
| --- | --- | --- |
| Column Name | Datatype | Size |
| Employee Full Name | CHAR | 15 |
| Nickname | CHAR | 10 |
| Date of Hire | DATE\* | 8 |
| Date of Termination | DATE\* | 8 |
| Salary | UNSIGNED NUMBER | 10 |

\* The DATE format will be ‘YYYYMMDD’, e.g., 19980422 represents the date April 4, 1998.

#### File Formats

Below is an example data file for Fixed File and Delimited File.

**Fixed File Format Data**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

JOHN DOE 19930304 0000005.50

JANE DOE JANIE 19960402199712030000005.50

**Delimited Format Data**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

JOHN DOE<tab><tab>19930304<tab><tab>5.5

JANE DOE<tab>JANIE<tab>19960402<tab>19971203<tab>5.5

### Examples - Data Types

This section will describe the results for different data types.

#### NUMBER

The NUMBER datatype stores only numeric values and a decimal point, if required. NUMBER fields which do not contain whole numbers must contain an explicit decimal point and up to two explicit decimal places. Some fields only contain numbers but are not truly numeric (in CoA segment values, for example, ‘ 42’ is not equal to ‘042’); these will be treated as CHAR. In Fixed Width files numeric values should be right justified and zero filled to the size of the field. We’ll use the number ‘5.50’ as an example.

For Fixed File Format, the value ‘5.50’ will be ‘0000005.50’.

For Delimited Format, the value will be ‘<tab>5.5<tab>’.

#### CHAR

The CHAR datatype can contain any alphanumeric values. For Delimited files, CHAR fields should only be the size of the meaningful data and should not contain leading or trailing spaces unless required as part of the actual value. Any CoA segment values will require leading zeros. Fixed Width CHAR fields should be left-justified and spaced filled to the size of the field. We’ll use the characters ‘JOHN DOE’ as an example.

For Fixed File Format of length 15, the value will be ‘JOHN DOE ’.

For Delimited Format, the value will be ‘<tab>JOHN DOE<tab>’.

#### DATE

The DATE datatype will be eight digits long in the format of YYYYMMDD, where ‘YYYY’ is the year, ‘MM’ is the month, ‘DD’ is the day. We’ll use the date ‘March 4, 1993’ as an example.

For Fixed File Format, the value will be ‘19930304’.

For Delimited Format, the value will be the same, ‘<tab>19930304<tab>’.

If the date is blank, for Fixed File Format, the value will be eight spaces ‘ ‘.

If the date is blank, for Delimited Format, the value will be null, or ‘<tab><tab>’, where the first ‘<tab>’ represents the end of the previous column and the second ‘<tab>’ represents the beginning of the next column.

## Frequently Asked Questions

**Q:** At what frequency will the GL Feed process be running?

**A:** Every 30 minutes, on the half-hour, from 7am through 5pm, every day, 7 days a week, the GL Feed process will “awaken” in order to process all files that have been submitted prior to that moment. The GL Feed process will be stopped (when “Blackout” is set to “ON”) during the last day of month-end closing, when monthly allocations are run, and the final transactions are posted to the month. General Accounting identifies the month end closing schedule and central support staff control when the GL Feed Blackout is ON and OFF. Local units can still transmit their files when “Blackout” is “ON”; however, the GL Feed Process will not begin processing any files until “Blackout” is “OFF”.

**Q:** Will the local sites be given the option of supplying files with a delimited format or a fixed file format?

**A:** Yes, local sites will be given the option to submit files in either fixed or delimited format.

**Q:** What FTP tool should the local sites use to securely submit their data files?

**A:** See Appendix E for details on the FTP process from the local sites.

**Q:** How long will processed GL feed files remain on the GL server?

**A:** Files that have aged for 40 days will be purged on a daily basis.

## Appendix A - GL File Formats

Local sites across the university will provide GL Journal data files in the following format.. There will be one physical file that contains both trailer and line information within the same file. **NOTE: The pipe character (|) has special meaning to the GL Interface Programs, so DO NOT EMBED THIS CHARACTER IN YOUR FILE DATA.**

**Journal Line Format**

| Field Name | Required | Datatype | Size\* | Oracle Column for HUGL\_INTERFACE Table | Description | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| Line Indicator | Yes | CHAR | 4 |  | Used by data transformation tool to determine transformation logic. | Default value = ‘LINE’ |
| Journal Entry Category Name | Yes | CHAR | 25 | USER\_JE\_CATEGORY\_NAME | Journal entry category user defined name. | Must exist in Oracle GL Applications. A list of valid categories will be issued to each source system. |
| Accounting Date | Yes | DATE | 8 | ACCOUNTING\_DATE | The accounting date for which the transaction is to be posted in the GL. Accounting Date is converted to Accounting Period by the Journal Import program. If you want the Accounting Date to be retained at the Journal Line level, store it in the Journal Entry Line Description, or one of the Local Reference fields or potentially Origination Date. | Oracle GL assigns the journal batch to the earliest accounting period that includes the accounting date. Date format: ‘CCYYMMDD’ |
| Tub | Yes | CHAR | 3 | SEGMENT1 | Assign the TUB for this transaction. | Must exist in Applications as a valid Tub. Zero fill on left as necessary. |
| Org | Yes | CHAR | 5 | SEGMENT2 | Assign the ORG for this transaction. | Must exist in Applications as a valid Org. Zero fill on left as necessary. |
| Object | Yes | CHAR | 4 | SEGMENT3 | Assign the OBJECT for this transaction. | Must exist in Applications as a valid Object. Zero fill on left as necessary. |
| Fund | Yes | CHAR | 6 | SEGMENT4 | Assign the FUND for this transaction. | Must exist in Applications as a valid Fund. Zero fill on left as necessary. |
| Activity | Yes | CHAR | 6 | SEGMENT5 | Assign the ACTIVITY for this transaction. | Must exist in Applications as a valid Activity. Zero fill on left as necessary. |
| Subactivity | Yes | CHAR | 4 | SEGMENT6 | Assign the SUB-ACTIVITY for this transaction. | Must exist in Applications as a valid Subactivity. Zero fill on left as necessary. |
| Root | Yes | CHAR | 5 | SEGMENT7 | Assign the ROOT for this transaction. | Must exist in Applications as a valid Root. Zero fill on left as necessary. |
| Debit Amount | Conditional | UNSIGNED NUMBER | 15,2 | ENTERED\_DR | Enter the dollar amount if the journal line is a debit. | Debit Amount and Credit Amount cannot both have values in the same journal line. Debit and credit lines in each journal entry must net to zero. |
| Credit Amount | Conditional | UNSIGNED NUMBER | 15,2 | ENTERED\_CR | Enter the dollar amount if the journal line is a credit. | Debit Amount and Credit Amount cannot both have values in the same journal line. Debit and credit lines in each journal entry must net to zero. |
| Journal Entry Name | Optional | CHAR | 30 | REFERENCE4 | Enter a journal entry name. | If the JOURNAL\_ENTRY\_NAME is supplied, it is pre-pended to the standard Journal Import default format: (Category Name)(Currency) (Encumbrance Type ID, if applicable) (Budget Version ID if applicable). Visible on standard forms and reports and Detail Listing. |
| Journal Entry Description | Optional | CHAR | 50 | REFERENCE5 | Enter a journal entry description. | If Journal Entry Description is left blank, then Journal Import automatically creates a description: “Journal Import – Concurrent Request ID”. Visible on standard forms and reports. |
| Journal Entry Reference | Optional | CHAR | 50 | REFERENCE6 | Available to local system for additional reference information for describing or tracking journal entries (Journal Header Level). | If Journal Entry Reference is left blank, then Journal Import automatically creates a reference: “Journal Import Created. Visible on standard forms. |
| Journal Entry Reversal Flag | Conditional | CHAR | 3 | REFERENCE7 | Enter ‘Yes’ for designating the creation of a reversing journal entry. If you do not enter Yes, Journal import automatically defaults to No. You must enter ‘Yes’ when you are entering a Journal Entry Reversal Period (see below), else enter ‘No’ or leave blank. | Must enter ‘Yes’, ‘No’ or leave blank. |
| Journal Entry Reversal Period | Conditional | CHAR | 6 | REFERENCE8 | The name of the open or future entry period for which a reversing journal entry will be created, in the format MON-YY, (e.g., JUL-98). | If Journal Entry Reversal Flag = ‘Yes’, then you must enter a reversal period, which must be an open period or future entry. |
| Journal Entry Line Description | Optional | CHAR | 100 | REFERENCE10 | Optional description for the journal entry line.  | If left blank, Journal Import assigns the value ‘JOURNAL IMPORT CREATED’ Visible on standard forms and reports and Detail Listing. |
| Local Reference 1 | Optional | CHAR | 25 | REFERENCE21 | Available to local system for additional reference information for describing or tracking journal entry lines. | GL prints the value stored in Local Reference Date in standard reports run with line detail.The value from this field is stored in the REFERENCE1 column of the GL\_JE\_LINES table. |
| Local Reference 2 | Optional | CHAR | 240 | REFERENCE22 | Available to local system for additional reference information for describing or tracking journal entry lines. | The value from this field is stored in the REFERENCE2 column of the GL\_JE\_LINES table. Visible only through ad-hoc queries or custom reports via HDW. |
| Local Reference 3 | Optional | CHAR | 240 | REFERENCE23 | Available to local system for additional reference information for describing or tracking journal entry lines. | The value from this field is stored in the REFERENCE3 column of the GL\_JE\_LINES table. Visible only through ad-hoc queries or custom reports via HDW. |
| Local Reference 4 | Optional | CHAR | 25 | REFERENCE24 | Available to local system for additional reference information for describing or tracking journal entry lines. | GL prints the value stored in LOCAL\_REF\_4 in standard reports run with source detail. The value from this field is stored in the REFERENCE4 column of the GL\_JE\_LINES table. |
| Local Reference 5 | Optional | CHAR | 25 | REFERENCE25 | Available to local system for additional reference information for describing or tracking journal entry lines. | The value from this field is stored in the REFERENCE5 column of the GL\_JE\_LINES table. Visible only through ad-hoc queries or custom reports via HDW. |
| Budget Period Name | Conditional | CHAR | 6 | PERIOD\_NAME | The name of the period for budget journals, in the format MON-YY, (e.g., JUL-98). | If Actual Flag = ‘B’, Budget Period Name is required. Must be associated with an open budget fiscal year associated with the Budget Name identified in the Trailer Record. |
| Unit Amount | Optional | UNSIGNED NUMBER | 15,4 | STAT\_AMOUNT | The statistical amount associated with journal entry line data. Use this when you want to see statistical and monetary amounts in the same journal entry line. | This field is used only by authorized personnel such as General Accounting to correct the units amount in a previous journal entry.Leave NULL / Blank if not providing unit amount. |
| Originating Document Information  | Optional | CHAR | 25 | ATTRIBUTE11 | Descriptive Flexfield informationCorresponds to cash\_rcpt\_no; gift\_advice\_no; inter\_dept\_invc\_no; je\_voucher\_no; md\_voucher\_no; univ\_invoice\_no; origination\_id | Stored at the Journal Line level. |
| Originating Document Date | Optional | DATE | 8 | ATTRIBUTE12 | Descriptive Flexfield information Corresponds to current invoice\_dt; gift\_rcpt\_dt; source\_dt | Stored at the Journal Line level. Date format: ‘YYYYMMDD.  |
| University ID Number (HUID) | Conditional | CHAR | 8 | ATTRIBUTE14 | Context-Sensitive DFF (context = OBJ code)University ID associated with Student | Used for Student Term Bill & Payroll journal entries See Harvard Specific Fields Document for more information. Validation for existence and format (99999999) only.(based on object code value.) Leave NULL / Blank if not providing University ID Number |
| Name | Conditional | CHAR | 30 | ATTRIBUTE15 | Context-Sensitive DFF (context = OBJ code)Student name corresponding to University ID above. Recommendation is “Last name, First name”, validated or populated from person table if possible | Used for Student Term Bill & Payroll journal entries. See Harvard Specific Fields Document for more information. Validation for existence only (based on object code value.) Leave NULL / Blank if not providing Name.**Note:** Special charcters will add a space into the text for each character encountered. So, a name which is 30 characters long such as Carrión Wagoner,María Del Rocí would actually see as Carrió n Wagoner,Marí a Del Rocí which would be 33 characters and therefore too long for the field. |
| Student Department Affiliation | Conditional | CHAR | 2 | ATTRIBUTE16 | Context-Sensitive DFF (context = OBJ code)Department affiliation corresponding to Student above. | Used for Student Term Bill journal entries. This is used to record the GSAS student departmental affiliation. See Harvard Specific Fields Document for more information. Validation for existence only and format (99) (based on object code value.) Leave NULL / Blank if not providing Student Department Affiliation. |
| Effective Date | Conditional | DATE | 8 | ATTRIBUTE13 | Context-Sensitive DFF (context = OBJ code) | Used for investment unit entries for changes in net assets- all Object codes between 9510 and 9960. Validation for existence and format only (based on object code value.) Date format: ‘YYYYMMDD’. Leave NULL / Blank if not providing Effective Date |
| Fringe Allocation Bypass Indicator | Conditional | CHAR | 1 | ATTRIBUTE13 | Context-Sensitive DFF (Context = OBJ Code)  | Only relevant to journals with Payroll object codes (6010-6220, excluding budget only payroll object codes in this range)A value of ‘C’ indicates that this payroll journal line should be bypassed by the Fringe Allocation processes. A null value will indicate that this payroll journal line will be included in the Fringe Allocation processes. Validation for valid value of ‘C’  (based on object code value.) Leave NULL / Blank if not providing Fringe Allocation Bypass Indicator. |

**\*For Fixed File format, please use this column size. For details and examples, please refer to the ‘Delimited vs. Fixed File Formats’ section.**

**Journal Trailer Format**

| Field Name | Required | Datatype | Size\* | Oracle Column for HUGL\_INTERFACE Table | Description | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| Trailer Indicator | Yes | CHAR | 4 |  | Used by data transformation tool to determine file instance. | Default value = ‘TAIL’ |
| Verification Only Flag | Yes | CHAR | 1 |  | This indicates whether the interface will be run only to verify the source information for validity without importing data to the production tables. | ‘Y’ or ‘N’ |
| Filename | Yes | CHAR | 10 |  | Name of the file containing this header record. | Each filename will be associated with a unique Journal Source. Based on the filename supplied, the interface program will be able to retrieve Journal Source, which is a required attribute for GL\_INTERFACE. |
| Batch Identifier | Yes | CHAR | 10 | REFERENCE 1 | Should uniquely identify batch from feeder system. May be used by reconciliation reports. Local Unit will determine how to derive a unique identifier. **The standard GL Interface Process will NOT validate this value for uniqueness or format.** | This will be the prefix to the Batch Name. Oracle’s Journal Import will append additional text to this in order to ensure that the Batch Name in GL is unique (See Appendix H). It will be viewable through standard GL Journal-related forms and reports. It will also be on displayed on the Detail Listing report. |
| Internal Billing Contact | Conditional | CHAR | 100 | REFERENCE2 | Populates the Batch Description field with the name/dept and phone number to contact with questions regarding IDI entries.  | This column is conditionally optional. If any transaction in your file has a Journal Category of *Internal Billing*, then you must populate this field with a contact name and phone number (Lastname, first: 123-1234). This is the person (or department) that should be contacted if someone has a question about a charge against their account(s).You can still populate this optional field with information that describes the contents of the batch, even if you are not processing IDI’s in the file. If it is left blank, Oracle’s standard journal import program will supply a batch description which contains the journal source name and accounting period.  |
| Actual Flag | Yes | CHAR | 1 | ACTUAL\_FLAG | Denotes what types of transactions are contained in the Batch. actuals, budgets or encumbrance. | Enter ‘A’ for actual, ‘B’ for budget, or ‘E’ for encumbrance.  |
| Encumbrance Type | Conditional | CHAR | 30 | ENCUMBRANCE\_TYPE\_ID | If actual flag = ‘E’, you must specify the encumbrance type. Current valid values are ‘Commitment’ or ‘Obligation’ or “Salary’. | Must exist in Oracle GL Applications. A list of valid encumbrance types is included in Appendix G. |
| Budget Name | Conditional | CHAR | 30 | BUDGET\_VERSION\_ID | If actual flag = ‘B’, you must specify the Budget Version. | Must exist in Oracle GL Applications. A list of valid budget names is included in Appendix G. |
| Total Debit Amount | Yes | UNSIGNEDNUMBER | 15, 2 |  | Enter the total debit amount for the entire batch. | This will be used during the data transformation tool process to verify that the submitted debits are equal to the total debits for the new records created. |
| Total Credit Amount | Yes | UNSIGNEDNUMBER | 15, 2 |  | Enter the total credit amount for the entire batch. | This will be used during the data transformation tool process to verify that the submitted credits are equal to the total credits for the new records created. |
| Total Record Count | Yes | UNSIGNEDNUMBER | 15 |  | Enter the total number of records in the submitted data file to ensure all records have been received and processed. This record count includes the trailer record and all of the line records. | This field is used during the data transformation tool process to verify that the number of records expected have all been received and processed. |

**\*For Fixed File format, please use this column size. For details and examples, please refer to the ‘Delimited vs. Fixed File Formats’ section.**

## Appendix B - Standard Journal Import Execution Report & Journal Import Standard Data Validation

HARVARD UNIVERSITY Journal Import Execution Report Date: 21-AUG-09 13:41

Concurrent Request ID: 17347669 Page: 1

 Total Total Total Total Unbalanced Total Unbalanced Total Flex Total Non-Flex

Journal Entry Source Name Group Id Status Lines Batches Headers Batches Headers Errors Errors

---------------------------- ----------- ------- ------- ------- ------- ---------------- ---------------- ---------- --------------

MALL920CIP Interest 920 Error 227 1 1 0 0 1 0

 ------- ------- ------- ---------------- ---------------- ---------- --------------

\*\*\* TOTALS \*\*\* 227 1 1 0 0 1 0

======================================================= Batches Created ========================================================

 Total Total Total Total

Warning Batch Name Period Name Lines Headers Accounted Debits Accounted Credits

------- -------------------------------------------------------- ----------- ------- ------- ------------------- -------------------

================================================= Unbalanced Journal Entries\*\* =================================================

Error Total

Code Journal Entry Name Batch Name Lines Period Name Total Debits Total Credits

----- ------------------------------------- ------------------------------------ ----- ----------- ---------------- ----------------

========================================================= Error Lines ==========================================================

 Accounting

Error Code Source Date Currency Entered Debit Entered Credit Accounting Flexfield/CCID

------------------------------ ------------- ----------- -------- ------------------ ------------------ ----------------------------

EF04 MALL920CIP In 31-JUL-09 USD 3489.39 0 245.00000.1590.000000.004411

============================================= EF04 - Invalid Accounting Flexfields =============================================

Accounting Flexfield

------------------------------------------------------------------------------------------------------------------------------------

 Problem Description

 ----------------------------------------------------------------------------------------------------------------------------------

245.00000.1590.000000.004411.0000.00000

 Object Code not valid with this ORG^ (00000) ^ORG 00000 2-3

========================================================== Error Key ===========================================================

**(Journal Import Standard Data Validation)**

Period Error Codes

------------------

EP01 This date is not in any open or future enterable period.

EP02 This set of books does not have any open or future enterable periods.

EP03 This date is not within any period in an open encumbrance year.

EP04 This date is not a business day.

EP05 There are no business days in this period.

HARVARD UNIVERSITY Journal Import Execution Report Date: 21-AUG-09 13:41

Concurrent Request ID: 17347669 Page: 2

========================================================== Error Key ===========================================================

Unbalanced Journal Error Codes

------------------------------

WU01 Warning: This journal entry is unbalanced. It is accepted because suspense posting is allowed in this set of books.

EU02 This journal entry is unbalanced and suspense posting is not allowed in this set of books.

EU03 This encumbrance journal entry is unbalanced and the Reserve for Encumbrance account is not defined.

Flexfield Error Codes

---------------------

EF01 This Accounting Flexfield is inactive for this accounting date.

EF02 Detail posting not allowed for this Accounting Flexfield.

EF03 Disabled Accounting Flexfield.

EF04 This is an invalid Accounting Flexfield. Check your cross-validation rules and segment values.

EF05 There is no Accounting Flexfield with this Code Combination ID.

Foreign Currency Error Codes

----------------------------

EC01 A conversion rate must be entered when using the User conversion rate type.

EC02 There is no conversion date supplied.

EC03 A conversion rate type or an accounted amount must be supplied when entering foreign currency journal lines.

EC06 There is no conversion rate for this currency, conversion type, and conversion date.

EC08 Invalid currency code.

EC09 No currencies are enabled.

EC10 Encumbrance journals cannot be created in a foreign currency.

EC11 Invalid conversion rate type.

EC12 The entered amount must equal the accounted amount in a functional or STAT currency journal line.

EC13 Amount is too large.

ECW1 Warning: Converted amounts could not be validated because the conversion rate type is not specified.

Budget Error Codes

------------------

EB01 A budget version is required for budget lines.

EB02 Journals cannot be created for a frozen budget.

EB03 The budget year is not open.

EB04 This budget does not exist for this set of books.

EB05 The encumbrance\_type\_id column must be null for budget journals.

EB06 A period name is required for budget journals.

EB07 This period name is not valid. Check calendar for valid periods.

EB08 Average journals cannot be created for budgets.

EB09 Originating company information cannot be specified for budgets.

Encumbrance Error Codes

-----------------------

EE01 An encumbrance type is required for encumbrance lines.

EE02 Invalid or disabled encumbrance type.

EE03 Encumbrance journals cannot be created in the STAT currency.

EE04 The BUDGET\_VERSION\_ID column must be null for encumbrance lines.

EE05 Average journals cannot be created for encumbrances.

EE06 Originating company information cannot be specified for encumbrances.

Reversal Error Codes

--------------------

ER01 A reversal period name must be provided.

HARVARD UNIVERSITY Journal Import Execution Report Date: 21-AUG-09 13:41

Concurrent Request ID: 17347669 Page: 3

========================================================== Error Key ===========================================================

Reversal Error Codes

--------------------

ER02 This reversal period name is invalid. Check your calendar for valid periods.

ER03 A reversal date must be provided

ER04 This reversal date is not in a valid period.

ER05 This reversal date is not in your database date format.

ER06 Your reversal date must be the same as or after your effective date.

ER07 This reversal date is not a business day.

ER08 There are no business days in your reversal period.

ER09 Default reversal information could not be determined.

Descriptive Flexfield Error Codes

---------------------------------

ED01 The context and attribute values do not form a valid descriptive flexfield for Journals - Journal Entry Lines.

ED02 The context and attribute values do not form a valid descriptive flexfield for Journals - Captured Information.

ED03 The context and attribute values do not form a valid descriptive flexfield for Value Added Tax.

Miscellaneous Error Codes

-------------------------

EM01 Invalid journal entry category.

EM02 There are no journal entry categories defined.

EM03 Invalid set of books id.

EM04 The value in the ACTUAL\_FLAG must be "A" (actuals), "B" (budgets), or "E" (encumbrances).

EM05 The encumbrance\_type\_id column must be null for actual journals.

EM06 The budget\_version\_id column must be null for actual journals.

EM07 A statistical amount belongs in the entered\_dr(cr) column when entering a STAT currency journal line.

EM09 There is no Transaction Code defined.

EM10 Invalid Transaction Code.

EM12 An Oracle error occurred when generating sequential numbering.

EM13 The assigned sequence is inactive.

EM14 There is a sequential numbering setup error resulting from a missing grant or synonym.

EM17 Sequential numbering is always used and there is no assignment for this set of books and journal entry category.

EM18 Manual document sequences cannot be used with Journal Import.

EM19 Value Added Tax data is only valid in conjunction with actual journals.

EM21 Budgetary Control must be enabled to import this batch.

EM22 A conversion rate must be defined for this accounting date, your default conversion rate type, and your dual currency.

EM23 There is no value entered for the Dual Currency Default Rate Type profile option.

EM24 Average journals can only be imported into consolidation sets of books.

EM25 Invalid average journal flag. Valid values are "Y", "N", and null.

EM26 Invalid originating company.

EM27 Originating company information can only be specified when interfund balancing is enabled.

\*\* Batches listed under "Unbalanced Batches\*\*" have not been imported.

 \*\*\*\*\* End of Report \*\*\*\*\*

**Custom Harvard-Specific Validation Rules**

When Journal Category = Internal Billing, Batch Description must be populated with IDI Contact Information

Sum of debit values in LINE records must equal Total Debits stored in TAIL record.

Sum of credit values in LINE records must equal Total Credits stored in TAIL record.

Count of TAIL and LINE records must equal Total Records stored in TAIL record.

When Object Code is for Student Term Bills, then Harvard Id, Student Name and Department Affiliation must be populated.

When Object Code is for investment unit entries for changes in net assets, then Effective Date must be populated.

When Object Code is for Federal Work Study, then Harvard Id and Student Name must be populated.

When Object Code is for Payroll, then Harvard Id and Employee Name must be populated.

## Appendix C – Updating IP Addresses

Listed below are instructions for existing feeder systems that need to update their IP connections.

Old feed > New local servers

Send an email to (OAS-Release-Managers@harvard.edu)

 Please CC Mary O’Brien (mary\_e\_obrien@harvard.edu)

Identify name of the feed (i.e. GL Feed, AR Feed, AP Feed, etc)

Identify if this is a replacement or additional IP Address.

Current IP =?

Does it feed TEST (FININT) or PROD (FINPROD) or both?

New IP =?

Will it feed TEST (FININT) or PROD (FINPROD) or both?

Provide effective date of cutover.

Indicate if old IP Address should be removed from ACL.

Provide point-of-contact name, email address and phone number.

## Appendix D - File Transport Server Specifications

#### Directory Structure

1. Source systems will transfer data files to the /u03/ftp/<*tub>*/gl directory. Each file transmitted from a particular source system will be assigned a unique filename by OAS. When your UNIX account is established on the Oracle Financials server, your “home” directory will be /u03/ftp/<tub>/.
* If you already have an established Accounts Receivable feed or Accounts Payable Feed, then your connection to the Oracle Financials server has already been established. However, you will still need to request that the /gl subdirectory be created so that you can transmit your GL feed file to that folder.

## Appendix E – Feeder System Secure File Transfer Method

Many local units need to transmit their institutional data to the NSS-maintained Oracle Financials Unix server to conduct official University business. This data may contain sensitive information such as accounting data. To secure the data and to secure the authentication information needed to conduct the data upload, NSS (Network and System Services) requires that all files are transmitted via SSH (ssh2). The recommended procedure for a secured copy is to use the scp or sftp protocol based utility that comes with many ssh client software packages.

To read more about the various SSH client software products, please go to:

<http://en.wikipedia.org/wiki/Comparison_of_SSH_clients>

Here are some recommendations

* **Licensed**
	+ - **SecureFX by** [**Van Dyke Software**](http://www.vandyke.com/products/securefx/)
* **Free**
	+ - [**Putty**](http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html) **-** Putty can be downloaded in modules pscp or psftp or as a complete installer.
* [**WinSCP**](http://winscp.net/eng/download.php)

User administration for both SSH and UNIX accounts is part of normal NSS/SOC activities. Your HUIT contact will help guide you through the process of establishing your UNIX account and exchanging your keys with NSS’s system administration staff.

## Appendix F – Journal Categories

Note that the list will continue to evolve. For the most accurate up-to-date list, you should query the Harvard Data Warehouse. **Note that** **Case is relevant**.

| **Name** | **Description** | **Usage** |
| --- | --- | --- |
| Accrual | Month End Accrual Entry |  |
| Accrual Budgets | Accrual Budgets |  |
| Adjustment | Adjusting Journal Entry |  |
| Aid | Aid transactions from Student Finance |  |
| Allocation | Allocation | Mass Allocations, customizations or local allocation of expenses to other accounts (orgs, funds, activities..) |
| Application Fee | Application Fee transactions from Admissions |  |
| Asset Disposition | Asset Disposition |  |
| Balance Forward | Balance Forward Entries |  |
| Bank Charges | Bank Collection Charges |  |
| Booking | Booking |  |
| Budget | Budget |  |
| Budget - Indexation | Budget - Indexation |  |
| Budget - Next Year | Budget - Next Year Carry Forward |  |
| Budget - Reprofile | Budget - Reprofile |  |
| Budget - Upload | Budget - Spreadsheet |  |
| Campaigns | Campaigns |  |
| Cap Asset Sale | Capital Asset Sale | sales of land, buildings or equipment, central only |
| Cap Equip Reclass | Capital Equipment Reclassification | reclassifications of equipment, central only |
| Carry Forward | Carry Forward Journal Entry | year end balance forward entries |
| Chargebacks | Chargebacks | to be used by accounts receivable |
| Charges | Charge transactions from Student Finance |  |
| Claims | Claims |  |
| Confirmed | Contract Commitment - Confirmed |  |
| Credit Memo Applications | Credit Memo Applications |  |
| Credit Memos | Credit Memos |  |
| Credits | Credit transactions from Student Finance |  |
| Cust Returns (OPM) | Customer Returns of Process Items |  |
| Debit Memos | Debit Memos |  |
| Debt Issuance | Debt Issuance- internal, external, debt, bond | all debt issuances, central only |
| Debt Service | Debt Service- internal, external, debt, bond | all debt service, central only |
| Deductions | Deductions |  |
| Deposits | Deposit transactions from Student Finance |  |
| Depreciation | Fixed Asset Depreciation | all depreciation entries, central only |
| Discounts | Discounts |  |
| Endow Capitalizations | Endowment Capitalizations | Endowment Capitalizations, central only |
| Endow Decapitalization | Endowment Decapitalizations | Endowment Decapitalizations, central only |
| Exchange Gain/Loss | Gain or Loss from Foreign Currency |  |
| Fixed Budgets | Fixed Budgets |  |
| Fringe Benefits | Fringe Benefits |  |
| HMC Journals | Harvard Management Company Journals | Harvard Management Company Journals, central only |
| Income Offset | Income Offset |  |
| Inflation Acc Deprn | Inflation Acc Deprn |  |
| Inflation Acc Reval | Inflation Acc Reval |  |
| Inflation Acc Trans | Inflation Acc Trans |  |
| Inflation Acct Deprn | Inflation Acct Deprn |  |
| Inflation Acct Reval | Inflation Acct Reval |  |
| Inflation Acct Trans | Inflation Acct Trans |  |
| Internal Billings | Internal University Billing Activity | any sale or goods or services to another University Org |
| Internal Charge | Internal Trading Cross Charge Category |  |
| Internal Receipts | Internal Order Receipts of Process Items |  |
| Internal Shipments | Internal Order Shipments of Process Items |  |
| Loss Provision | Loss Provision |  |
| MELO Activity | Mortgage and Educational Loan Office Activity | Mortgage and Educational Loan Office Activity, central only |
| Misc Receipts | Miscellaneous Receipts |  |
| Miscellaneous | Miscellaneous |  |
| Month End Entry | Month End Entry | month end entries including reclassifications and accruals |
| OLD | Oracle Labor Distribution |  |
| OPM Inv Transfers | OPM Inventory Transfers |  |
| Other | Other Misc Transactions | any entries not falling into another category |
| Overhead Assessment | Overhead Assessment |  |
| Payments | Cash Disbursements | used by Payables for all payments made & other cash payments |
| Payroll | Payroll Distribution Entry |  |
| PM Expense | Property Manager Expense |  |
| PM Revenue | Property Manager Revenue |  |
| PO Receipts (OPM) | PO Receipts of Process Items |  |
| Provisional | Contract Commitment - Provisional |  |
| Purchase Invoices | Accounts Payable Invoices | used by Payables for all purchases fed to GL |
| Pyrl Bi Weekly | Bi Weekly Payroll |  |
| Pyrl Casual | Casual Payroll | all casual payroll expense entries, including adjustments |
| Pyrl Faculty | Faculty Payroll | all faculty/ monthly payroll expense entries, including adjustments |
| Pyrl Monthly | Monthly Payroll |  |
| Pyrl Pension | Pension Payroll | all payroll entries relating to pension |
| Pyrl PS HIST VAC | PS Historical Vacation Funding |  |
| Pyrl Semi Monthly | Semi Monthly Payroll | all staff/ semi-monthly payroll expense entries, including adjustments |
| Pyrl Special | Special Payroll |  |
| Pyrl TFellow | Teaching Fellow Payroll | all teaching fellow payroll expense entries, including adjustments |
| Pyrl Weekly | Weekly Payroll | all weekly payroll expense entries, including adjustments |
| Quick Checks | Quick Checks |  |
| Rebook | Rebook |  |
| Receipts | Cash, gifts, other receipts |  |
| Reclass | Reclassification Journal Entry |  |
| Reconciled Payments | Reconciled Disbursements |  |
| Refund Offset | Refund transactions from Student Finance |  |
| Release | Release |  |
| Renewal | Renewal |  |
| Retirement | Retirement |  |
| Revenue | Revenue |  |
| Revenue Invoices | Accounts Receivable Invoices |  |
| Reverse | Reverse |  |
| Settlement | Settlement of Claims/Deductions |  |
| Standing Orders | Standing Orders | central only |
| Stu Loan Activity | Student Loan Activity | all entries relating to student loans |
| Stu Rcvbl Activity | Student Receivable Activity | all entries relating to student receivables |
| Syndication | Syndication |  |
| Tax | Tax Journal Entry |  |
| Termination | Termination |  |
| Trade Receipts | Trade Receipts |  |
| Transfer | Transfer |  |
| Vacation Reimbrsmt | Vacation Reimbursement |  |
| Year End AP Accruals | Year End AP Accruals |  |
| Year End AR Accruals | Year End AR Accruals |  |
| Year End Entry | Year End Entry | year end entries including reclassifications and accruals |

## Appendix G – Budget Names & Encumbrance Types

Note that the lists below will continue to evolve. When using these values in your feeder file, case is relevant. Note that Budget Names are in UPPER CASE and Encumbrance Types are in Mixed Case.

### Budget Names

CORPORATE

FORECAST

OPERATING

PREPARATION

SPONSORED

TARGET

### Encumbrance Types

Commitment

Obligation

Salary

## Appendix H – Journal Creation

1. - I feel like we might be able to get rid of this section. See what other think about this section. Does it add any value or does is confuse the user. I’m not sure.

Journal Batches, Journal Entries (aka Journal Headers) and Journal Lines may be created differently depending on what values are populated in the source system data file. If values are not entered in the optional REFERENCE fields, then the GL Application automatically defaults information where applicable and creates the journal batches, entries and lines according to predefined logic.

Each Journal Batch is made up of journals which all have the same balance type of ‘Actual’, ‘Budget’ or ‘Encumbrance’ (column name = actual\_flag). **NOTE**: Harvard-specific policy is that each file should contain one batch and must contain journal entries of the same balance type (E.g.: A batch of all Actuals.)

A Journal Entry is made up of Journal Lines which all have the same Category. For each different category submitted in the data file, a different journal entry will automatically be created.

The following describes the optional columns of the GL\_INTERFACE table:

**REFERENCE1** (Batch Name): Enter a batch name for your import batch. Journal Import creates a default batch name using the following format: (Optional User-Entered REFERENCE1) (Source) (Request ID) (Actual Flag) (Group ID). If you enter a batch name, Journal Import prefixes the first 50 characters of your batch name to the above format. Journal naming standards may dictate the contents of this column.

**NOTE: REFERENCE1 will be populated with the local unit’s Batch Identifier for the interface feeds**

**REFERENCE2** (Batch Description): Enter a description for your batch. If you do not enter a batch description, Journal Import automatically gives your batch a description using the format: Journal Import (Source) (Request Id). Journal naming standards may dictate the contents of this column.

**NOTE: REFERENCE2 is conditionally optional for the interface feeds. It must be populated with Internal Billing Contact information if any of the journals in the batch file are categorized as Internal billing journals. Otherwise this is an optional column which can be populated based on the Source System’s needs. If left blank, the journal batch description will be created automatically during journal import as specified above.**

**REFERENCE4** (Journal entry name): Enter a journal entry name for your journal entry. Journal Import creates a default journal entry name using the following format: (Category Name) (Currency) (Currency Conversion Type, if applicable) (Currency Conversion Rate, if applicable) (Currency Conversion Date, if applicable) (Encumbrance Type ID, if applicable) (Budget Version ID, if applicable). If you enter a journal entry name, Journal Import prepends the first 25 characters of your journal entry name to the above format. Local Journal naming standards may dictate the contents of this column.

**REFERENCE5** (Journal entry description): Enter a description for your journal entry. If you do not enter a journal entry description, Journal Import automatically gives your journal entry a description using the format: “Journal Import - Concurrent Request ID.” Local Journal naming standards may dictate the contents of this column.

**REFERNCE6** (Journal entry reference): Enter a reference name or number for your journal entry. If you do not enter a journal entry reference Journal Import automatically creates a journal entry reference called “Journal Import Created”. Local source system may choose to store local information at the Journal Header Level in this column.

**REFERENCE10** (Journal entry line description): Enter a description for your journal entry line. If you do not enter a journal entry line description, Journal Import uses the subledger document sequence value. If there is no document sequence value, Journal Import creates a journal entry description called “Journal Import Created”. Local Journal naming standards may dictate the contents of this column.

## Appendix I - File Format Samples

Note that **all fields** are populated in these samples for demonstration purposes only.

In reality, not all fields will be populated – only those required to define the specific type of journal entry.

**LINE Record Sample (Fixed Format)**

 **1**

 **1 2 3 4 5 6 7 8 9 0**

**1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890**

LINEAdjustment 19990808105001100010000740002513000000015000000000024.22000000000000.00

My Journal Entry Name My Journal Description My Journal Entry Ref

erence YesAUG-99My Journal Entry Line Description

 My Local Reference 1 My Local Reference 2

 My Local Reference 3

 My Local Reference 4 My Local Reference 5 SEP-99

0000007890.1234My Originating Document #1999080412345678Lastname, Firstname DA19990808C

**TAIL Record Sample (Fixed Format)**

 **1**

 **1 2 3 4 5 6 7 8 9 0**

**1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890**

TAILNGLDSTD0024batchid123Lastname, Firstname: 555-5555

 ASalary Operating 000000003122.1

1000000006789.33000000000000002

**Line Record Sample (Delimited Format)**

LINE<TAB>Adjustment<TAB>19990202<TAB>105<TAB>00110<TAB>0010<TAB>000740<TAB>002513<TAB>0000<TAB>00015<TAB>24.22<TAB>0<TAB>

My Journal Entry Name<TAB>My Journal Description<TAB>My Journal Entry Reference<TAB>Yes<TAB>AUG-99<TAB>

My Journal Entry Line Description<TAB>My Local Reference 1<TAB>My Local Reference 2<TAB>My Local Reference 3<TAB>

My Local Reference 4<TAB>My Local Reference 5<TAB>SEP-99<TAB>7890.1234<TAB>My Originating Document #<TAB>19990804<TAB>

12345678<TAB>Lastname, Firstname<TAB>DA<TAB>attr13<TAB>C

TAIL Record Sample (Delimited Format)

TAIL<TAB>N<TAB>GLDSTD0024<TAB>batchid123<TAB>Lastname, Firstname: 555-5555<TAB>A<TAB>Salary<TAB>Operating<TAB>

3122.11<TAB>6789.33<TAB>2

Fixed Format

FIELD NAME STARTING POSITION

**Line Record**

LINE Indicator 1

Journal Entry Category Name 5

Accounting date 30

Tub 38

Org 41

Object 46

Fund 50

Activity 56

Subactivity 62

Root 66

Debit Amount 71

Credit Amount 86

Journal Entry Name 101

Journal Entry Description 131

Journal Entry Reference 181

Journal Entry Reversal Flag 231

Journal Entry Reversal Period 234

Journal Entry Line Description 240

Local Reference 1 340

Local Reference 2 365

Local Reference 3 605

Local Reference 4 845

Local Reference 5 870

Budget Period Name 895

Unit Amount 901

Originating Document Information 916

Originating Document Date 941

University ID Number 949

Name 957

Student Department Affiliation 987

Effective Date 989

Fringe Allocation Bypass Indicator 997

**TAIL Record**

TAIL 1

Verification\_Flag 5

File\_name 6

Batch Identifier 16

Internal Billing Contact 26

Actual\_flag 126

Encumbrance\_type 127

Budget\_Name 157

Total\_Dr 187

Total\_Cr 202

Record\_count 217