SAP JV Upload Quick Reference for Internal Providers

For SI Journal Documents

I. Type your data into a spreadsheet file using the following format:

A	B	C	D	E	F	G	H	I	J	K
	1670800	420226	LCD projector	03/14/2001	208		10142690		10	X
	1670900	420226	Data monitor	03/14/2001	50		10142690		20	
	2730001	420226	Wireless microphone	03/14/2001	40		10142690		30	
X	2000001	801008	Offset	03/14/2001		298				

Note: *Do not type in the column headings. They are shown for clarity only.*

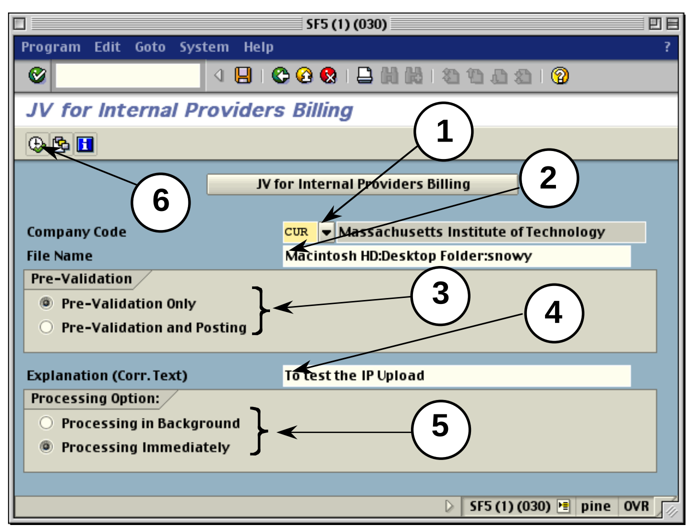
Col	*Description*	*Rules*
A	End of document marker	Type “X” to mark the last line of the journal document in your upload file. There must be an amount on the last line; it cannot be zero. No more than 800 lines per uploaded journal document.
B	Cost object (7 digits)	Enter the cost center, internal order, or WBS element to be credited or debited.
C	G/L account number (6 digits)	Enter the G/L account number identifying the expense or revenue type.
D	Description	A short description of the JV charge, up to 40 characters.
E	Transaction date (mm/dd/yyyy)	Date must be within begin and end dates of cost object. To format a 4-digit year, see: http://web.mit.edu/sapr3/docs/webdocs/finop/jv/foJVUPprepch.html
F	Debits	The amount to be debited. Format as follows: 1. No plus signs (+), no minus signs (-), no dollar signs ($) 2. Commas and decimal points are optional 3. Enter one debit per line in the file
G	Credits	Amount to be credited. Same rules as for debits. Total amounts for debits and credits must balance.
H	Requisition Number (8 digits)	Requisition number. This will liquidate the commitment for SAP requisitions.
I	Not Used	
J	Item Number	Enter the line item number, such as 10, 20. Include a requisition number for each line item.
K	Complete Flag	Type “X” to indicate that the line item has been fully charged. This closes the line item and liquidates all commitments against it. Type “A” to close all line items on the requisition. This closes the requisition and liquidates all commitments against it.

II. Save your file as type: Text (Tab delimited).

III. Upload your file in SAP in the Production-Batch environment only.

A. *From the SAP User Menu screen, use the transaction code **/nzip1** or follow the navigation path:*
User Menu ➔ Role ZISP ➔ Billing ➔ Create ISP JV

B. *Click on the IP JV Upload button on the top.*



1. Select the company code from the Matchcode list.
2. If you know the file name and path, type it in here. Otherwise, use the Matchcode button to find it.
3. Choose a pre-validation option:
   - **Pre-validation Only** - checks the upload file for errors but does not post the transactions to SAP.
   - **Pre-validation and Posting** - checks the upload file for errors and if error-free, posts the transactions to SAP.
4. Enter the name of the billing organization plus a short description of the file.
5. Choose **Processing in Background** for files over 100 lines. **Processing Immediately** is for files 100 lines or less (recommended option).
6. Click the Execute button.

7. A dialogue box appears, asking if you want to continue. Click Yes.

IV. Check the results of the upload.

If you chose Processing in the Background, skip to Step 9.
If you chose Processing Immediately:

If the job runs with no errors:

8. For **Pre-validation and Posting**, the “JV for Internal Providers Billing” screen shows the journal document number on the left.

   For **Pre-validation Only**, redo the upload and choose the Pre-validation and Posting option in Step 3.

For both options: If errors are found, correct them and redo the upload.

For Processing in Background (Steps 9–16):

9. If you selected **Processing in Background**, a dialogue box displays the background job number. Write down the job number. Click the Enter button.

10. To see the results of your upload, check the background job after executing it.
    Follow the menu path:
    System>>Services>>Jobs>>Job overview or use the navigation code: ***/nsm37.***

11. In the Job Name field, enter the job number from Step 9 or leave the asterisk (*) to list all your jobs.

12. Click the Execute button. The “Job Overview” screen is displayed.

13. When the job is finished, click the box to the left of the job name.

14. Click the Spool button. The “Output Controller: List of Spool Requests” screen is displayed.

15. Click the box to the left of the spool number.

16. Click the Display Results button. The “Graphical display of spool request . . .” screen is displayed.

17. Scroll to the bottom to see the results.

For **Pre-validation and Posting** with no errors, the journal document number is on the left.

For **Pre-validation Only** with no errors, redo the upload and choose the Pre-validation and Posting option in Step 3.

For both options: If errors are found, correct them and redo the upload.