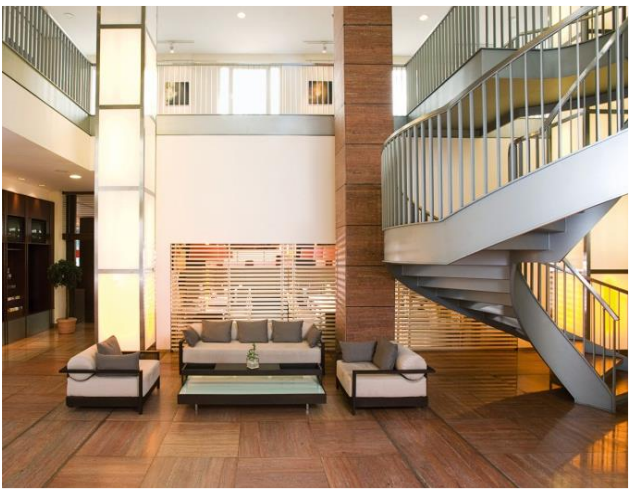

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Job Aids

- General Ledger
  - Massive import from Excel

1. Document History

Version	Date	Modifications
V1.0	December 1st, 2013	
V2.0	September 26, 2023	

2. Processes and Transactions

• Massive Import - Generic Documents	
– Upload of Generic Documents	/CCSHT/IMP_GEN

3. Roles

- AP Analyst
- AP Supervisor
- AR Analyst
- AR Supervisor
- GL Analyst
- GL Supervisor

4. Process Execution in SAP

4.1. The first step involves the **review and correction of the document** which is going to be uploaded in SAP.

The document used to import FI documents into SAP is an Excelsheet, and it must be specifically organized to be properly recognized. Due to this requirement, there are several requirements for document:

- There is a predefined template that must be used for the massive data upload in the following link: GL06 Manual Posting.xlsx
- The generic importer document must be uploaded with a different name every time. Otherwise, SAP will recognize the document as already used, and it would not be uploaded
- For GL and AP documents, each column corresponds to one field, and each row to one entry
- The key column will be the column called "Position", where a sequential number is given. The number "1" implies the first entry for the document; the "2" the second entry; the "3" the third one; and so on. There will be minimum 2 positions per entry (one credit, one debit), by reason of the movement must be balanced.
- When the series changes to "1" again, that means that those lines are referred to new journal with new entries within the document.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	BUKRS	BLART	BUDAT	BLDAT	XBLNR	WAERS	BKTXT	BUZEI	BSCHL	UMSKZ	KUNNR	LIFNR	HKONT	GSBER	KOSTL	WRBTR	ZUONR	SGTXT	XREF2	NEWBK	ZTERM	BVTYP
2	Company Code (4)	Document Type (2)	Posting Date (8)	Document Date (8)	Reference (16)	Currency (3)	Doc. Header Text (25)	Position (3)	Posting Key (2)	SGL Ind (1)	Customer (10)	Vendor (10)	GL Account (10)	Business Area (4)	Cost Center (10)	Amount (13)	Assignme nt (18)	Text (50)	Reference Key 2 (12)	New Company Code (4)	Payment Terms (4)	Part. Bar (4)
3	ES10	SA	31.08.2023	31.08.2023		EUR	GVP Agosto 23	01	40				62263000	9103	ES109103OP	1200	GVP Agostc	GVP Agosto 23				
4	ES10	SA	31.08.2023	31.08.2023		EUR	GVP Agosto 23	02	50				40091000	9103		1200	GVP Agostc	GVP Agosto 23				
5	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	01	40				62263000	9103	ES109103OP	250	LMN Agost	LMN Agosto 23				
6	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	02	40				62050000	9103	ES109103OP	250	LMN Agost	LMN Agosto 23				
7	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	03	50				40091000	9103		500	LMN Agost	LMN Agosto 23				

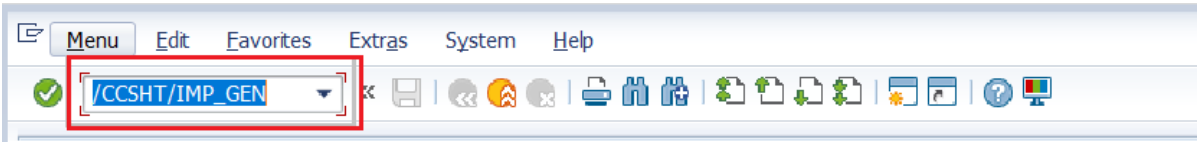
- Other important lines are referred to origin of document to be uploaded. This transaction is generic, thus there will be columns (i.e. fields of SAP) related to customers, vendors and GL accounts.

Once the document is reviewed and corrected, it must be saved and closed.

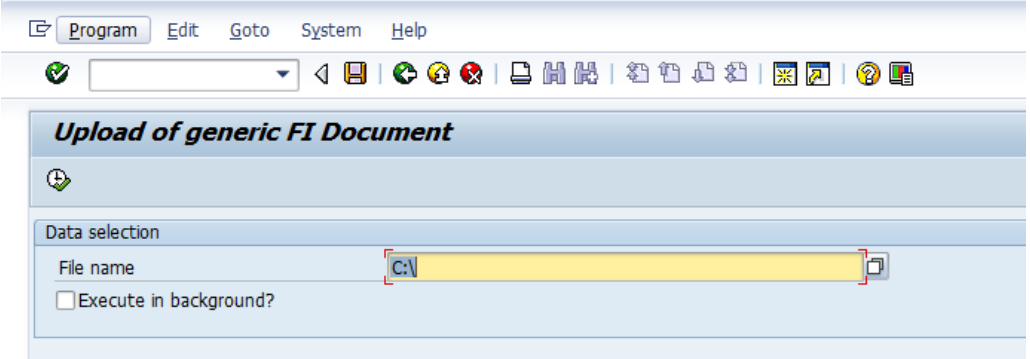
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	BUKRS	BLART	BUDAT	BLDAT	XBLNR	WAERS	BKTXT	BUZEI	BSCHL	UMSKZ	KUNNR	LIFNR	HKONT	GSBER	KOSTL	WRBTR	ZUONR	SGTXT	XREF2	NEWBK	ZTERM	BVTYP	ZFBDT
2	Company Code (4)	Document Type (2)	Posting Date (8)	Document Date (8)	Reference (16)	Currency (3)	Doc. Header Text (25)	Position (3)	Posting Key (2)	SGL Ind (1)	Customer (10)	Vendor (10)	GL Account (10)	Business Area (4)	Cost Center (10)	Amount (13)	Assignme nt (18)	Text (50)	Reference Key 2 (12)	New Company Code (4)	Payment Terms (4)	Part. Bank (4)	Bline date (8)
3	ES10	SA	31.08.2023	31.08.2023		EUR	GVP Agosto 23	01	40				62263000	9103	ES109103OP	1200	GVP Agostc	GVP Agosto 23					
4	ES10	SA	31.08.2023	31.08.2023		EUR	GVP Agosto 23	02	50				40091000	9103		1200	GVP Agostc	GVP Agosto 23					
5	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	01	40				62263000	9103	ES109103OP	250	LMN Agost	LMN Agosto 23					
6	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	02	40				62050000	9103	ES109103OP	250	LMN Agost	LMN Agosto 23					
7	ES10	SA	31.08.2023	31.08.2023		EUR	LMN Agosto 23	03	50				40091000	9103		500	LMN Agost	LMN Agosto 23					
8																							

4.2. The only step will be the execution of the transaction to **data import from Excel into SAP**. To perform the transaction, type the transaction code in the transaction box and press enter.

Transaction code: **/CCSHT/IMP_GEN**



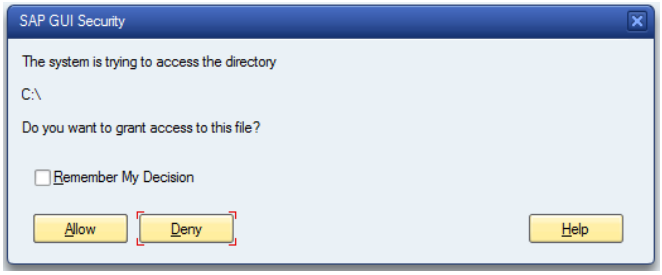
The next screen will ask for the document to be uploaded:



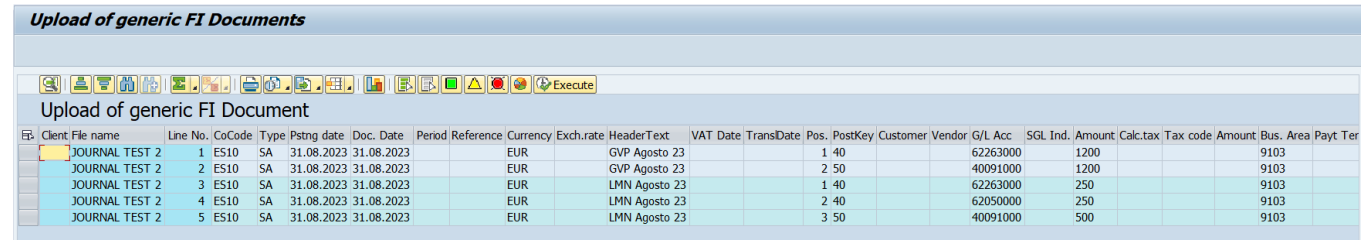
The fields will be explained on the table below.

Field	*Brief Explanation*
File name	File route where the Excel file is located. It can be selected by clicking on the button at right of the field which displays an explorer. After the document is selected, by clicking on "Open", the file route will be placed on "File name" field.
Execute in Background	By selecting this option, the system will continue working while the transaction is working in the background.

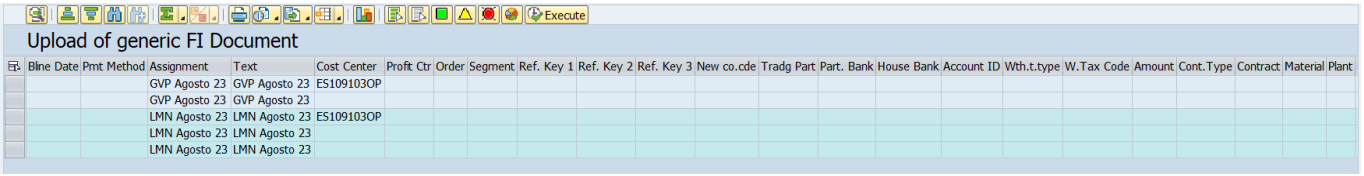
Once the fields are completed, by executing the transaction, a security message warning that SAP is capturing data from a different source will be displayed. The user shall "Allow" the process in order to continue with the interaction. This message is displayed below:



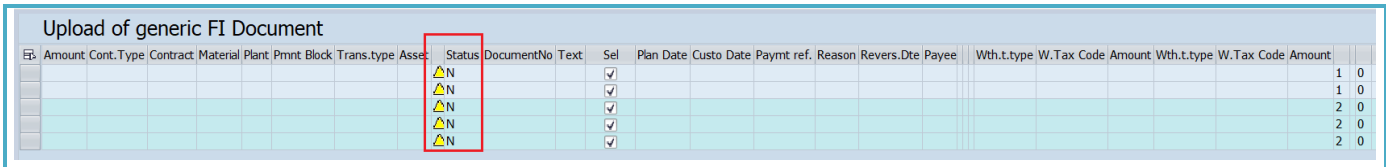
After that, the next screen shows a preview of all the document lines to be uploaded. Due to the width of the display, the screen is divided into three consecutive previews:



Client	File name	Line No.	CoCode	Type	Pstng date	Doc. Date	Period	Reference	Currency	Exch.rate	HeaderText	VAT Date	TransDate	Pos.	PostKey	Customer	Vendor	G/L Acc	SGL Ind.	Amount	Calc.tax	Tax code	Amount	Bus. Area	Payt Ter
	JOURNAL TEST 2	1	ES10	SA	31.08.2023	31.08.2023			EUR		GVP Agosto 23			1	40			62263000		1200				9103	
	JOURNAL TEST 2	2	ES10	SA	31.08.2023	31.08.2023			EUR		GVP Agosto 23			2	50			40091000		1200				9103	
	JOURNAL TEST 2	3	ES10	SA	31.08.2023	31.08.2023			EUR		LMN Agosto 23			1	40			62263000		250				9103	
	JOURNAL TEST 2	4	ES10	SA	31.08.2023	31.08.2023			EUR		LMN Agosto 23			2	40			62050000		250				9103	
	JOURNAL TEST 2	5	ES10	SA	31.08.2023	31.08.2023			EUR		LMN Agosto 23			3	50			40091000		500				9103	



Bline Date	Pmt Method	Assignment	Text	Cost Center	Profit Ctr	Order	Segment	Ref. Key 1	Ref. Key 2	Ref. Key 3	New co.cde	Tradg Part	Part. Bank	House Bank	Account ID	Wth.t.type	W.Tax Code	Amount	Cont.Type	Contract	Material	Plant
		GVP Agosto 23	GVP Agosto 23	ES109103OP																		
		GVP Agosto 23	GVP Agosto 23																			
		LMN Agosto 23	LMN Agosto 23	ES109103OP																		
		LMN Agosto 23	LMN Agosto 23																			
		LMN Agosto 23	LMN Agosto 23																			

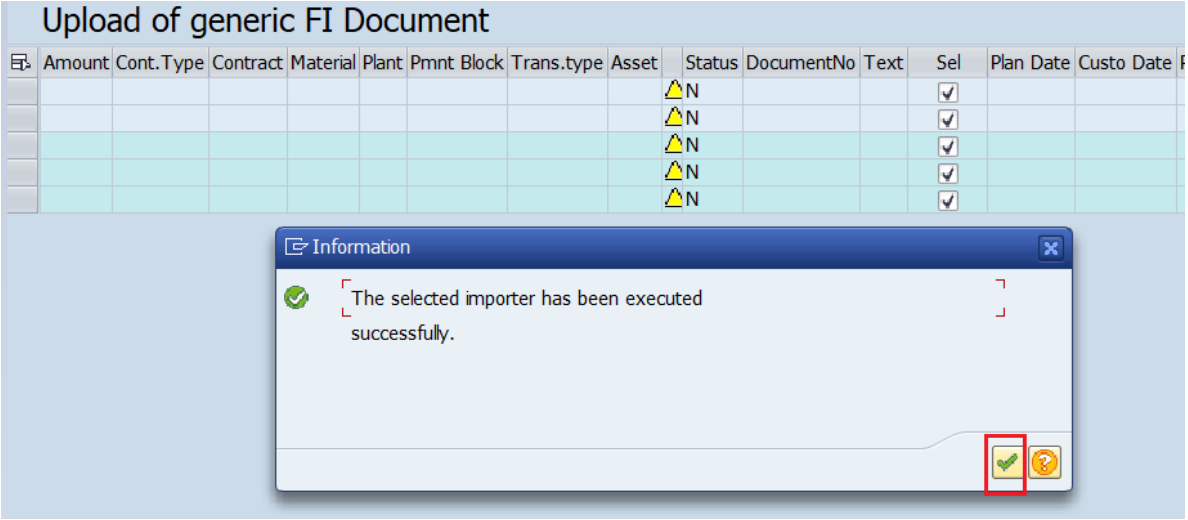


It is important to comment the column "Position" where the order of the line within the corresponding entry is detailed. As it was detailed in the first point, in this example document there are two entries: the first one with 2 lines, and the second with 3 lines

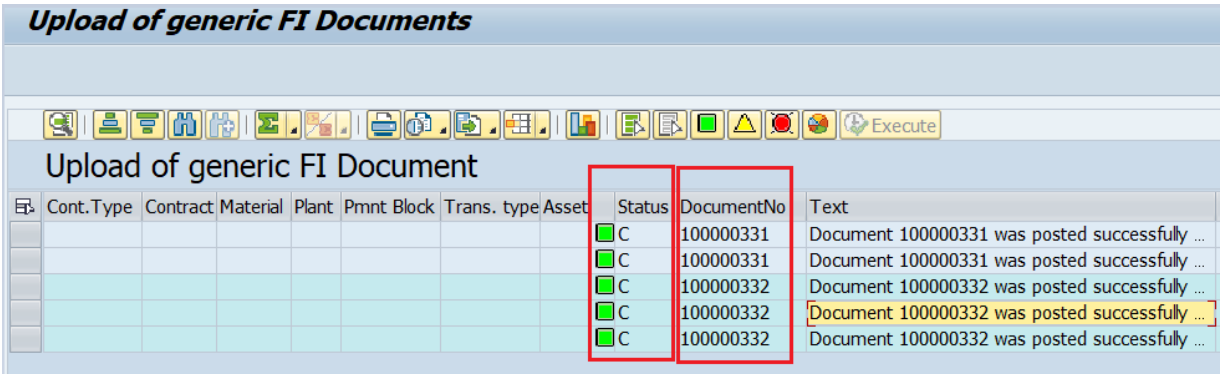
It is also important to highlight the column "Status" (3rd screen), where the status of the line is detailed. There are different possibilities for the indicators:

- When a yellow triangle is showed, the process is pending to be executed
- If the information shows a green icon, it means that the line will be correctly executed.
- In case the information shows a red icon, it means that the line contains an error and that line cannot be executed.

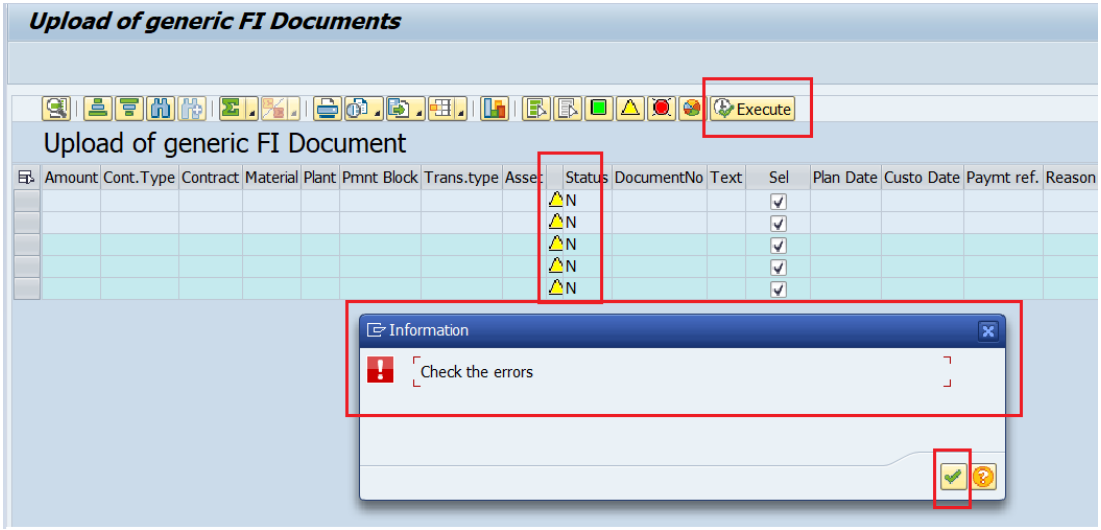
By clicking on "Execute", and in case all the entries are successfully uploaded, the following message will be displayed:

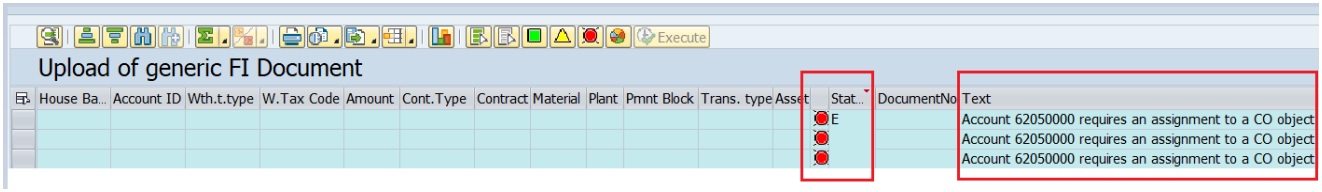


After thar, by clicking on "Validate", the icon on "ID" column will appear as a green icon



In case of any error, either at any line or with the route file, the corresponding message with the Error Log will be displayed.

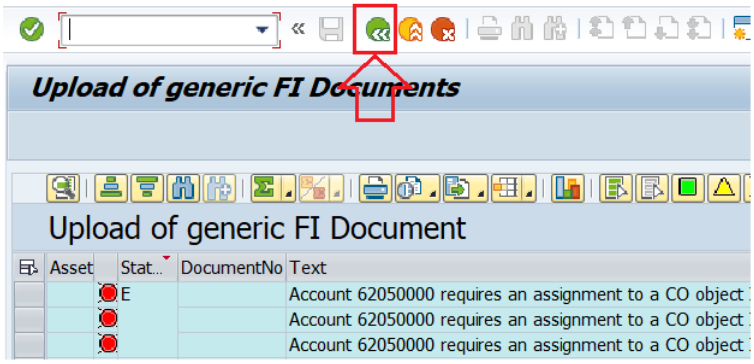


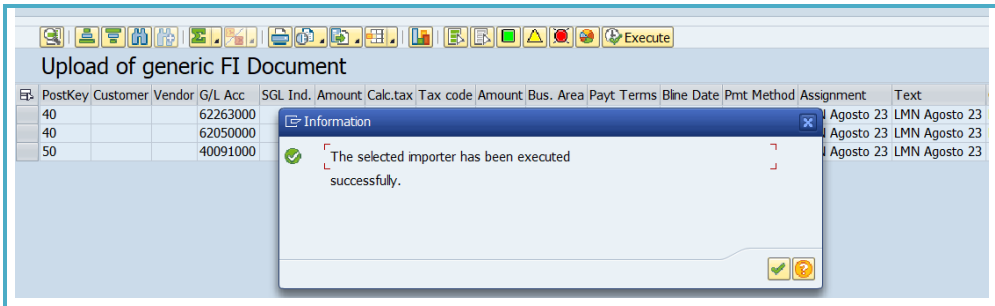


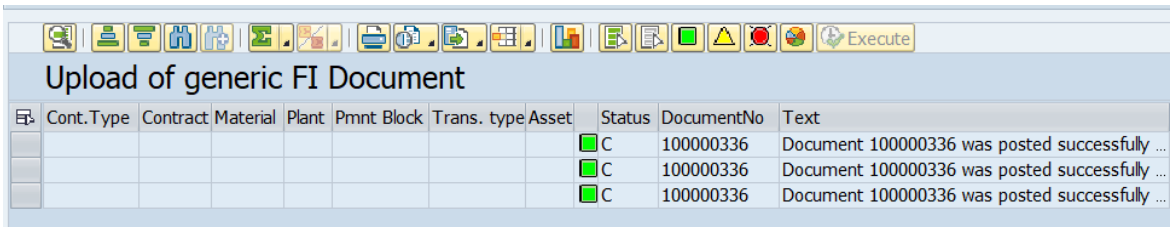
In this case we have to go back, check the error in our template and change it. Once it has been done, close the template and select again the file in the transaction.

If we have more lines which has been succesfully uploaded in SAP and we do the changes in the wrong line without change the name of the file, SAP only will update the wrong lines changed.

However, if we change the name of the file we have to delete in our template this green lines before upload again the file in order to not duplicate the postings.




Execute
Upload of generic FI Document
PostKey Customer Vendor G/L Acc SGL Ind. Amount Calc.tax Tax code Amount Bus. Area Payt Terms Bline Date Pmt Method Assignment Text
40 62263000 Agosto 23 LMN Agosto 23
40 62050000 Agosto 23 LMN Agosto 23
50 40091000 Agosto 23 LMN Agosto 23
Information
The selected importer has been executed successfully.


Execute
Upload of generic FI Document
Cont.Type Contract Material Plant Pmnt Block Trans. type Asset Status DocumentNo Text
C 100000336 Document 100000336 was posted successfully ...
C 100000336 Document 100000336 was posted successfully ...
C 100000336 Document 100000336 was posted successfully ...