



CENTRAL**SQUARE**
TECHNOLOGIES

Cash Receipts File Uploads

*Uploading Cash Receipt Transactions using the
ONESolution 18.2 ARUTFI Utility*

Table of Contents

GENERAL INFORMATION	2
INTERFACE FILE FORMAT	3
CREATING THE DATA FILE.....	4
COLUMN DETAILS	4
SAVING AS CSV	6
ACCESSING THE ARUTFI UTILITY	7
USING A TASK CENTER LINK	7
USING THE MAIN MENU.....	7
USING THE SEARCH FIELD WITH THE ARUTFI MENU MASK	8
USING THE SEARCH FIELD WITH A DESCRIPTION OF THE UTILITY.	8
SELECTING AND PROCESSING THE DATA FILE	8
FAILED JOB.....	12
COMPLETED JOB	13



General Information

The Accounts Receivable File Interface (ARUTFI) accepts a standard ASCII file for input. The fields available include the most common fields that are used in an AR/CR batch.

When run, an optional question allows the user to specify the number of header records (if any) that should be skipped in the interface file. The default is zero. If a Finance Code is provided in an interface record, the process will look-up the Finance Code and fill in any fields that are blank in the interface record but defined within the Finance Code. The Finance Code can pre-define the following fields: Ledger, Org Key, Object Code, Job Key, Job Object Code, Division, Type Code, Bank ID, Misc Code, Fee Code, Amount, and the 'Hit AR' flag.

System seed generators are available for both AR and CR records, by using the classic 'SYSTEM' value in the Invoice or Receipt number fields.

NOTE: The spreadsheet provided contains a header row with many hidden columns. **NONE** of the column header should be changed, deleted or moved.



Interface File Format

Release 10.23 and higher supports both the original ARUTFI format, along with a new version of the format, which includes new (and in some cases larger) fields. See highlighted notes below:

Name	Description	FinCd	Max Size	Comments
INT-VERSION	Interface Version		2	Set to "02" for current version
INT-TR-TYPE	Transaction Type		2	"AR" or "CR"
INT-CUST-ID	Customer ID		12	
INT-CUST-NAME	Customer Name		30	
INT-CUSTTYPE-ID	Customer Type ID		12	Set to Customer ID if blank
INT-GL-GR	Ledger Code		2	Set to User GL Code if blank
INT-GL-KEY	Org Key	*	10	
INT-GL-OBJ	Object Code	*	8	
INT-JL-GR	Job Ledger Code		2	
INT-JL-KEY	Job Key	*	10	
INT-JL-OBJ	Job Object	*	8	
INT-WO	Work Order		12	
INT-TYPE	Type Code	*	8	Formerly called Term Code
INT-DIV	Division	*	4	
INT-REF	Invoice Number		8 / 16	Only Required for "AR" types
INT-REF2	Receipt Number		10 / 16	Only Required for "CR" types
INT-DESC	Description	*	30	
INT-REF-DT	Reference Date		8	Set to CURRENT-DATE if blank; Format: YYYYMMDD
INT-FIN-CD	Finance Code	***	8	
INT-FEE-CD	Fee Code	*	36	Set to "NA" if blank
INT-MISC-CD	Miscellaneous Code	*	4	
INT-QTY	Quantity		8	Set to "1" if blank; Up to five decimals precision
INT-UNIT-PRICE	Unit Price	*	12	Up to five decimals precision
INT-PAY-TYPE	Payment Type		2	
INT-PAY-REF	Payment Reference		10	
INT-BANK-ID	Bank ID	*	2	Derived (GLUTSPCK) if left blank
INT-BANK-SLIP	Bank Slip		10	
INT-BANK-DT	Bank Date		8	Format: YYYYMMDD
INT-ADDR-CD	Address Code		2	
INT-PEDB-CD	PEDB Code		2	Set to "P" if blank and ID is not blank
INT-TRN-FMT	Transaction Format		2	Set to "NB" if blank
INT-HIT-AR	Hit AR	*	1	Set to "N" if not equal to "Y"
INT-BILL-DT	Bill Date		8	Available in 14.2+
INT-DUE-DT	Due Date		8	Available in 14.2+

Fields with an Asterisk (*) in the FinCd column can be defaulted using the Finance Code def.



Creating the Data File

At Kings County the ARUTFI utility will be used to upload Cash Receipt transactions into the Finance Enterprise system. The data files used with this utility will be created using an Excel template containing the required column headings. Prior to entering data into the Excel spreadsheet, ensure that all columns in the spreadsheet are assigned the correct data type. All columns except columns R, AB, AG and AH must have a data type of Text even if the field contains numeric data. This is necessary to preserve the formatting including any leading zeros in the fields containing numeric data. Columns R, AB, AG and AH should be assigned one of the Date data types.

NOTE: (The upload provided is already formatted to these requirements. Do no change)

The spreadsheet comes with color coded columns with have the following meaning:

- **Red** – Data in this column is static and should not be changed. You would just drag down the same data to every row in which you are inputting a transaction.
- **Green** - Data in this column is REQUIRED and would be unique to your department/transaction record.
- **Yellow** - Data in this column is OPTIONAL and would be completed if it is applicable.

Interface Version	Trans Type	Cust ID	Cust Name	Ledger Code	Org Key	Object Code	Job Ledger Code	Org Key	Object Code	T
INT-VERSION	INT-TR-TYPE	INT-CUST-ID	INT-CUST-NAME	INT-GL-GR	INT-GL-KEY	INT-GL-OBJ	INT-JL-GR	INT-JL-KEY	INT-JL-OBJ	I
2	CR	C00186	KC Finance Department	GL	121000	83033	JL			F
2	CR	C00186	KC Finance Department	GL	121000	82001	JL			F

Column Details

The lines below details the data what should be inputted into each column:

INT-VERSION (Column A) – This field will ALWAYS have a value of '2' and is used to tell the system which version of the upload utility will be used.

INT-TR-TYPE (Column B) – This field will ALWAYS have a value of 'CR' and is used to tell the system that the transaction record is a cash receipt transaction.

INT-CUST-ID (Column C) – This field should be populated with the PE ID of the assigned department number. For example, a value of C00186 would be used for the KC Finance Department.

INT-CUST-NAME (Column D) – This field should be populated with the name of the Department referenced in Column C of the record. This should match exactly what is in Finance Enterprise. For example for the Finance Department you would put 'KC Finance Department' not just 'Finance Department'.

INT-GL-GR (Column F) – The field will ALWAYS be set to 'GL' and represents the Ledger ID of the account number to be used with the transaction.

INT-GL-KEY (Column G) – This field should be populated with the Org Key (fund or budget unit) portion of the account number to be used with the transaction.



INT-GL-OBJ (Column H) - This field should be populated with the Object (revenue, expense, etc.) portion of the account number to be used with the transaction.

INT-JL-GR (Column I) – This field should ALWAYS be set to 'JL' represents the Ledger ID of the account number to be used with the transaction.

NOTE: If your transaction does not hit the job ledger then you would leave the next two columns blank and skip to column M

INT-JL-KEY (Column J) - This field should be populated with Org Key (project number) portion of the account number to be used with the transaction.

INT-JL-OBJ (Column K) - This field should be populated with Object ((revenue, expense, etc.) portion of the account number to be used with the transaction.

INT-TYPE (Column M) – This field should be populated with the code representing the Customer Type associated with the transaction. If your department is comprised of division then you would select the division that pertains to the person depositing the money. If your department does not include division then you would simple choose the only available Type Code (Department Initials). This information can be found in Finance Enterprise.

INT-DIV (Column N) – This field will ALWAYS have a value of 'GEN' and is used to tell the system that the transaction record uses the General Division. Kings County only uses a single division so this field will be the same for all records.

INT-REF2 (Column P) – This field should ALWAYS contain a value of 'SYSTEM'. This value is used to tell the system to assign a receipt number to the transaction using a seed.

INT-DESC (Column Q) – This field is optional and for a description of the transaction. If no description is inputted then the system will default to the description of the Object.

INT-REF-DT (Column R) – This field should be populated with the date to be assigned as the receipt date for the transaction record.

INT-QTY (Column V) – This field should ALWAYS be populated with a number of '1'.

INT-UNIT-PRICE (Column W) – This field should be populated with the unit price of the transaction. This will be multiplied by the value in column V to calculate the transaction cost.

INT-PAY-TYPE (Column X) – This field should be populated with the two-character code representing the payment method used with the transaction. The value used must match one of the codes described in the following table.

Code ID	Code Description	Code ID	Code Description
BK	Bank Ready Bag	CA	Cash
CC	Credit Card	CK	Check
GO	GOV Payments	LB	Lock Box
OT	Other	RD	Remote Deposit



TX	Tax Payment	WT	Warrant
----	-------------	----	---------

Note: Direct deposit has been split out into the following codes: BK, GO, LB, RD, TX.

INT-PAY-REF (Column Y) – This field will be populated with a payment reference such as a check number or warrant number associated with the payment.

INT-BANK-ID (Column Z) – This field will ALWAYS be populated with a value of 'AP' and represents the Bank ID the receipt will be deposited into.

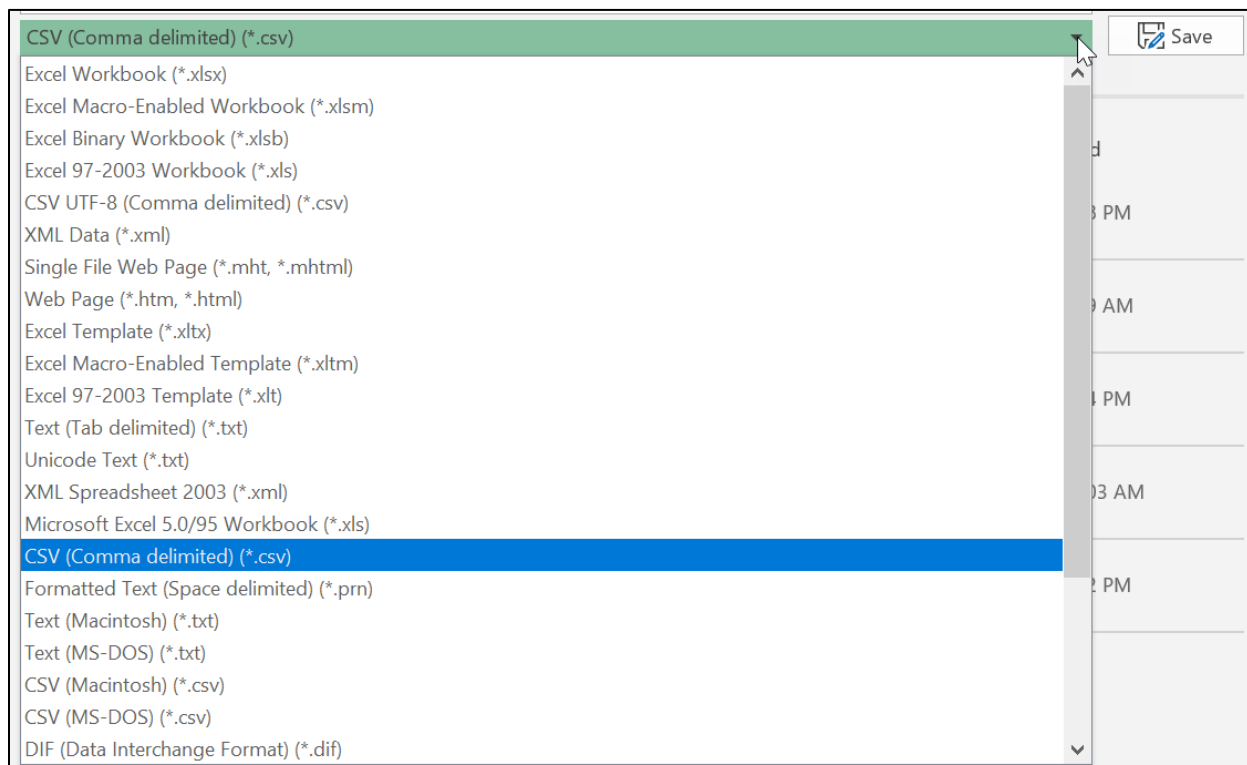
INT-TRN-FMT (Column AE) – This field should ALWAYS contain a value of 'NB' and is used to tell the system how to format the description as it appears in GL when created by the system. The NB format tells the system to use the PE name, a blank, and a description.

INT-HIT-AR (Column AF) – This field should contain a value of 'Y'.

After all of the records have been entered into the spreadsheet, the spreadsheet should be first saved as an Excel spreadsheet. This is recommended in case any corrections will need to be made to the file.

Saving as CSV

After saving the spreadsheet as an Excel spreadsheet save as a CSV file, click on the File menu and select the Save As option. Navigate to the directory where the file should be saved, enter a file name, select the 'CSV (Comma delimited) (*.csv)' option from the drop-down list for the file type field and then click the Save button.





Accessing the ARUTFI Utility

The ARUTFI utility can be accessed via a variety of methods including using a link in a Task Center in a Workspace on the Workspaces screen, using a link in the Main Menu on the Workspaces screen, and using the Search field on the Workspaces screen or in any open window. Each of these methods is shown in the following screen shots.

Using a Task Center link

1. Select the Department General Workspace if not already selected.

2. Select the Cash Receipts Task Pane

3. Click on the ARUTFI link to open the utility.

The screenshot shows a sidebar menu with 'Cash Receipts' selected. The main area displays a grid of task panes, including 'ARBTCRUB' (Create/Update Cash Receipt Set) and 'ARUTFI' (Accounts Receivable File Interface).

Using the Main Menu

1. Click on the Main Menu option in the Workspaces tab of the browser.

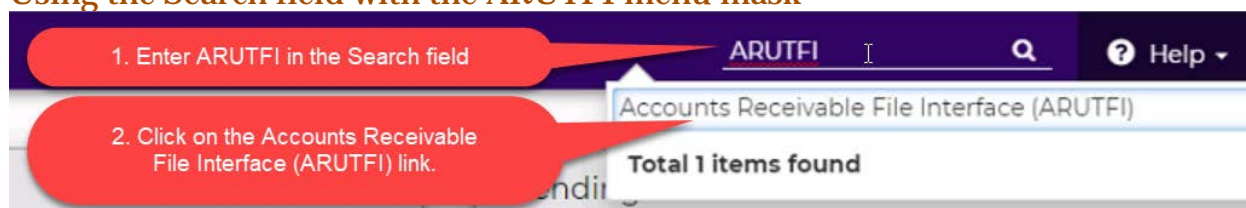
2. Click on the arrow for the Accounts Receivable Utilities folder to expand it and display the links available.

3. Click on the link for the Accounts Receivable File Interface (ARUTFI).

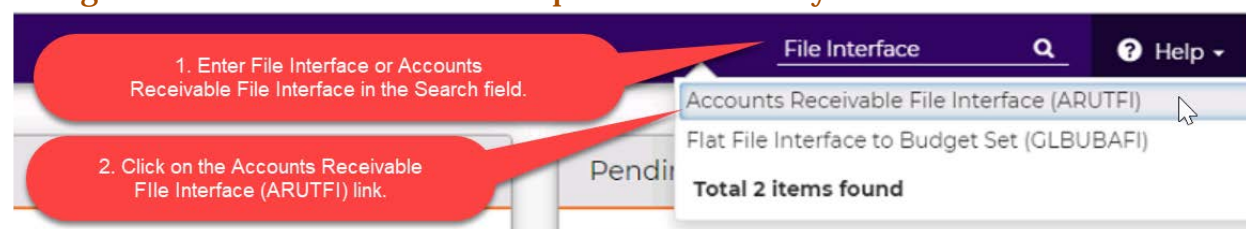
The screenshot shows the 'Main Menu' selected in the sidebar. The 'Accounts Receivable (AR)' folder is expanded, showing a list of utilities, with 'Accounts Receivable File Interface (ARUTFI)' highlighted.



Using the Search field with the ARUTFI menu mask



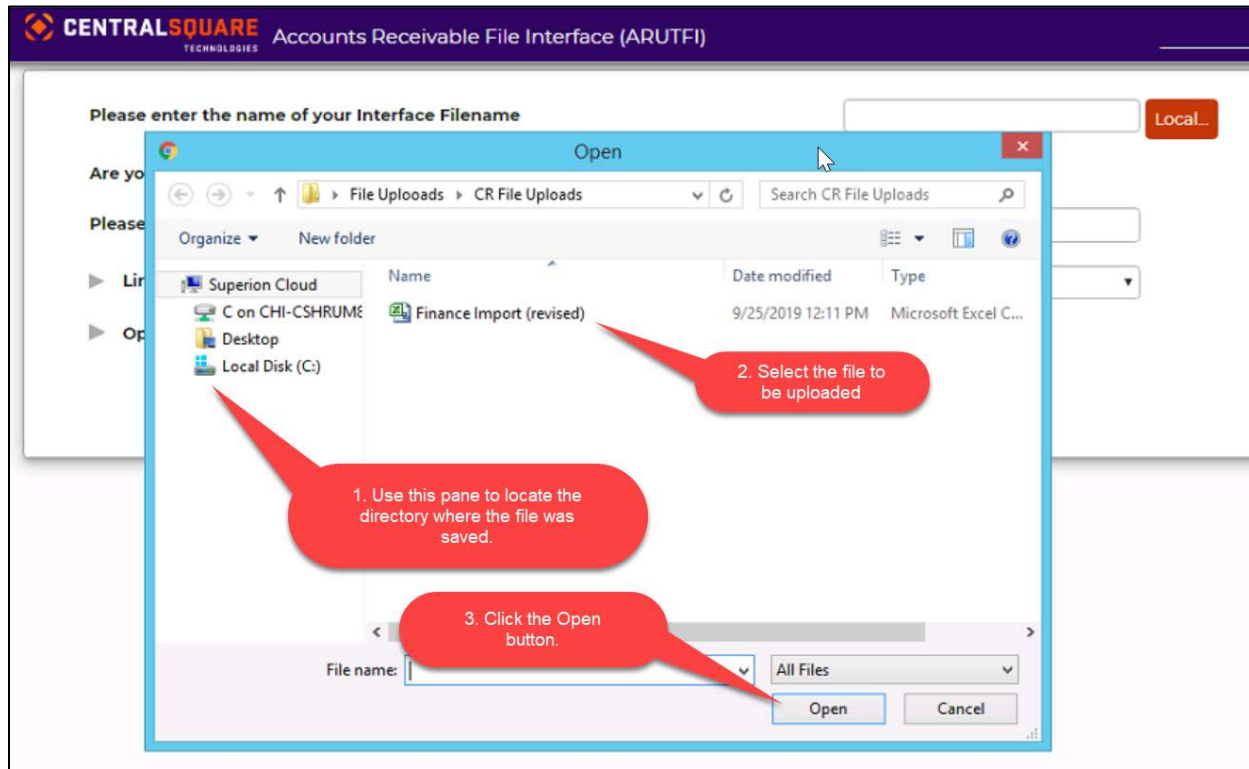
Using the Search field with a Description of the utility.



Selecting and Processing the Data File

When any of the above methods are used, the prompts associated with the utility will be displayed on a new tab in the browser.

In the ARUTFI tab, click on the Local button to open a file lookup window.



In this window, navigate to the directory containing the file, select the file and then click on the Open button.

NOTE: You will can you have your file selected because the file name will populate in the File Name field.

The File Name will be placed in the field next to the 'Please enter the name of your Interface Filename' prompt. The Local button will also be relabeled as Remote and a blue File uploaded message should be displayed as shown in the following image.



Continue to populate the fields in the ARUTFI tab as shown in the following screen shot.



CENTRAL SQUARE TECHNOLOGIES Accounts Receivable File Interface (ARUTFI)

Please enter

▼ Are you using a Delimited file? (Yes)

— Field Delimiter

Please enter a name for your new AR/CR Set*

▶ Line Printer

▶ Optional Questions

1. Place a check mark in the checkbox for the 'Are you using a Delimited file?' prompt.

2. Select the 01 - Comma Delimited option from the drop-down list for the Field Delimiter field.

3. Enter a name for the Cash Receipt set to be created.

4. Click the Submit button to begin the file upload process.

For item 3 above enter "SYSTEM".

Select the Optional Questions and enter '1' in the 'Number of header lines to skip'. Then click Submit.

▼ Optional Questions

Number of header lines to skip

Job Run Schedule Date

Job Run Schedule Time

Save As Favorite

A job number should be displayed in the top-right corner of the tab. Once received, the tab can be closed.



FINANCE IMPORT (REVISED).CSV **Remote** ✓ Job 228760 submitted. (#J484)

(Yes)

01 - Comma Delimited

CASTESTUPLOAD

ARCHIVE - DO ARCHIVE

Submit

After the tab is closed, return to the Workspaces tab and refresh the contents of the Jobs panel.

The screenshot shows the CentralSquare Workspaces interface. On the left is a navigation menu with categories like Accounts Payable, Cash Receipts, General Ledger, P-Card, and Purchasing. The main area is divided into several panels: Data Entry (with sub-panels ARBTCRIC, ARBTCRUB, ARBTCRBP, ARBTCRBL, ARUTMS, ARUTFI), Inquiry (with sub-panels PEIQ, ARIQ), Pending Tasks (a table with columns Description, Model, and Select), and Jobs (a table with columns Desc, Job #, Status, Start, and Type). A red callout bubble points to the Refresh button in the Jobs panel. The Jobs panel currently displays "No records were found for user." and "No items to display." The status bar at the bottom indicates "Refreshed at Wed Sep 25 2019 09:56:18 GMT-0700 (Pacific Daylight Time)".

Description	Model	Select
Set: CASTEST0724- Status: BE- Creator: CSHRUM	CR_APPROVAL	<input type="checkbox"/>
Set: CALTEST1- Status: BE- Creator: CSHRUM	AR_AR_APPROVAL	<input type="checkbox"/>
Set: CALTEST2- Status: BE- Creator: CSHRUM	AR_AR_APPROVAL	<input type="checkbox"/>

Desc	Job #	Status	Start	Type
No records were found for user.				
No items to display				

After the Jobs pane is refreshed, locate the record for the job and determine if it Completed or Failed.



Failed Job

The screenshot shows a 'Jobs' interface with a table of job details. The first row is highlighted in orange and shows a job with the following details:

Desc	Job #	Status	Start	Type
Job: ARUTFI	228760	Failed	9/25/2019 12:48:08 PM	Job

Below the table, there are navigation controls and a 'Job Details' section. A red callout points to the 'Failed' status in the table, with the text: "1. Check Status to see if Completed or Failed." Below that, another red callout points to a link labeled '228760' in the 'Attachments' section, with the text: "2. If the Status is Failed, click on the link to the Tail Sheet to view it to determine why it failed." The interface also shows a refresh icon, a search icon, and an up arrow icon at the top right. The bottom of the interface indicates it was refreshed at Wed Sep 25 2019 13:50:2 GMT-0700 (Pacific Daylight Time).

Scroll down past the Run Request section and look for any error messages like the one shown in the following image. These should provide a clue as to what needs to be fixed in the file.

```
      RUN REQUEST DESCRIPTION          USER SELECTION
      -----
      System : Accounts Receivable
      A/R Function : Utilities
      Utility Function : File Interface
      Interface Filename : Ybc0dcb6e-46cb-4180-9a29-b447a
      Convert Delimited File : YES
      Field Delimiter : 01
      AR/CR Set : CASTESTUPLD
      LP Copies, Name, Pri : 01ARCHIVE 08
      Header Lines : 0

      End NU020 <1.19>
      END OF PROGRAM
      :FILE INTFILE=UP000597.DATA.JOB;SHR
      :RUN /sungard/production/finance/job/prog/ar969.gnt

      Begin AR969 <1.32>   WED, SEP 25, 2019, 12:48 PM   IFAS 11 /18.2

      Creating /sungard/production/finance/JOB/DATA/UP000597.orig
      Pad /sungard/production/finance/JOB/DATA/UP000597 to /sungard/production/finance/JOB/DATA/UP000597 (512) bytes

      Converting from delimited file using: ,

      ERROR: Invalid Transaction Type in interface file.
      Transaction Type: IN
      * * * Process Terminating...

      ABNORMAL TERMINATION
      END OF PROGRAM
      :PURGE UP000597.DATA.JOB
```

You will need to go back to your excel formatted spreadsheet to make the necessary changes and re-save as a CSV before retrying to upload again.



Completed Job

If the Status of the job shows as Completed, click on the link for the Tail Sheet and view the contents to see how many records were created and to verify the set was created.

Desc	Job #	Status	Start	Type
Job: ARUTFI	229064	Completed	9/25/2019 1:48:53 PM	Job
Job: ARUTFI	229063	Failed	9/25/2019 1:47:42	Job
Job: ARUTFI	229062	Failed	9/25/2019 1:47:42	Job
Job: ARUTFI	228786	Failed	9/25/2019 1:33:31 PM	Job
Rebuild User Security	228772	Completed	9/25/2019 1:33:18 PM	Workflow

1 - 5 of 7 items

Job Details

Job: 229064
Desc: Job: ARUTFI
Type: Job

Attachments

Doc	Type	Desc
229064	Tail Sheet	

In the Tail Sheet, scroll down towards the end of the document to view the number of records in the interface file, the number of records created, and the name of the file created.

```
Interface Records: 15
Batch Records Created: 15
Set Total: 8,451.84
* * Creating Finance Set: CASTESTFILE
```

The file can then be located and opened in the ARBTCRUB screen. The records can then be verified in the ARBTCRUB screen or using the proof report accessed using the link in the screen, any necessary changes made to the records, and then the deposit approved to initiate the workflow.