

## **FIN How-to: Blackbox Journal Load** <sup>[1]</sup>

The blackbox journal load for FIN resides within PeopleSoft and runs hourly each weekday from 2 p.m. to 6 p.m.

### **Read the procedures**

#### **Blackbox Journal Load**

1. Copy the journal file in the appropriate directory folder on cu\_transfer using the appropriate file name AAA\_Department\_Date.csv/txt... such as B13\_Athletics\_10302015.csv/txt
2. Automic takes backup of file.
3. Automic renames the file and places it in the PeopleSoft directory for PeopleSoft processing.
4. The file is transformed into the necessary format for PeopleSoft import.
5. The file is loaded into FIN as a journal, hourly during the week between 2 p.m. and 6 p.m.
6. The user is notified by Automic via email that the journal has been loaded.
7. The user can then go in and validate/approve the journal for posting.

#### **Manual Blackbox Journal Load**

Journals that need to be loaded in batch, can be loading using the following procedures.

1. Create the journal file as usual.
2. Navigate to **Main Menu > General Ledger > Journals > Import Journals > Create Import File**
3. Click **Search** or create a new run control.
4. The **Import File**

page appears.

Supplier x Create Import File x +

https://finsp2.dev.cu.edu/psp/finsp2/EMPLOYEE/ERP/c/PROCESS\_JOURNALS.LOAD\_JRNL\_PNL.GBL?FolderPath

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Favorites Main Menu > General Ledger > Journals > Import Journals > Create Import File

University of Colorado  
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User: MART00005 on Database: FINSP2

Language English

Scroll Area Find | View 1 First 1-

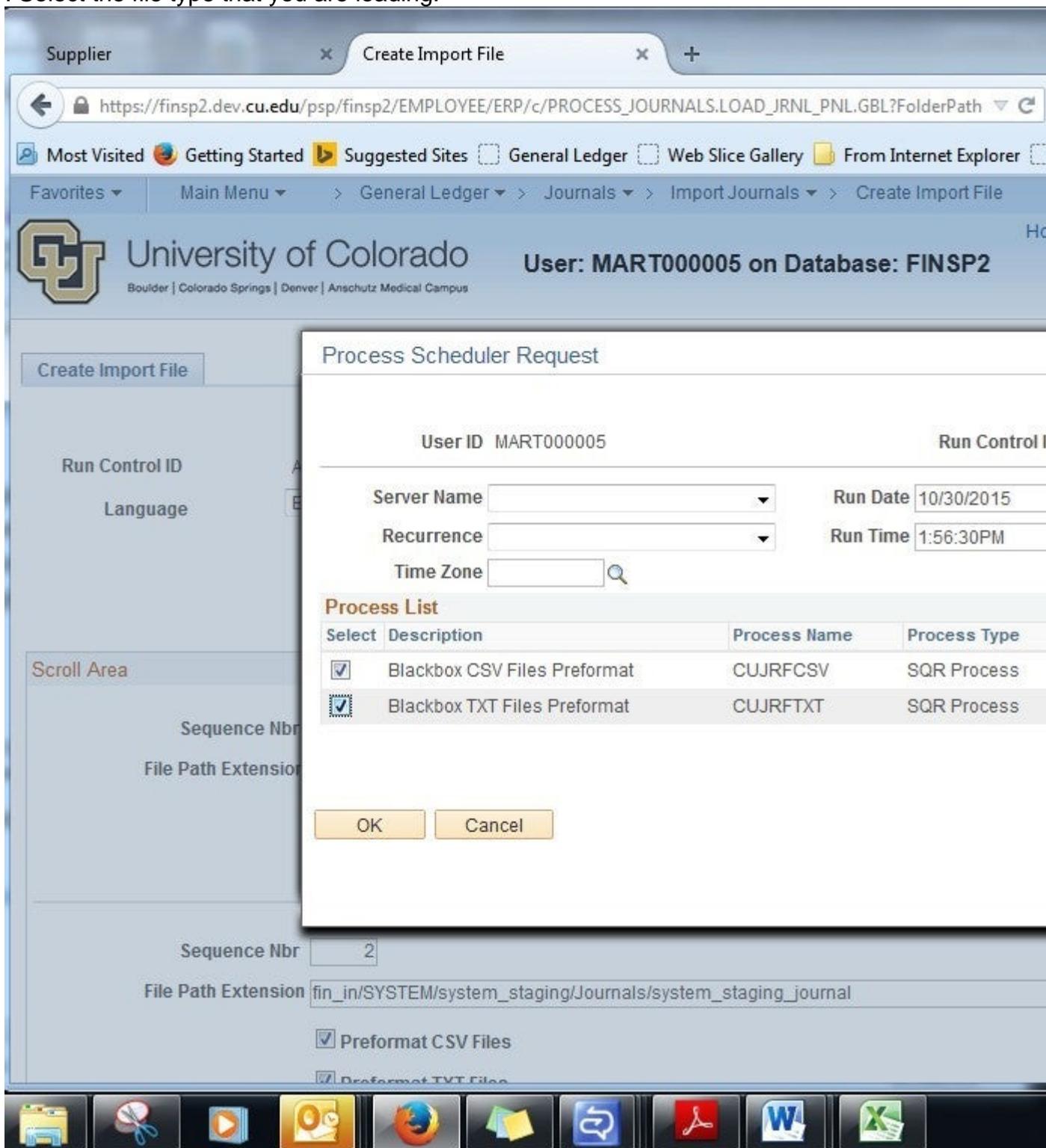
Sequence Nbr 1  
File Path Extension fin\_in/UCB/ucb\_staging/Journals/ucb\_staging\_journal  
 Preformat CSV Files  
 Preformat TXT Files

Sequence Nbr 2  
File Path Extension fin\_in/SYSTEM/system\_staging/Journals/system\_staging\_journal  
 Preformat CSV Files  
 Preformat TXT Files

Sequence Nbr 3  
File Path Extension fin\_in/HSC/hsc\_staging/Journals/hsc\_staging\_journal

5. Complete the page as necessary and click **Run**

. Select the file type that you are loading.



6. Click **OK** and the journal will load.

### Configuring the Blackbox Journal Load

Configuration for blackbox journals is required to assign the appropriate journal source.

1. Navigate to **Main Menu > General Ledger > Other Processes > Daily Processes > Journal Mask Mapping**.
2. The Journal **Mask Mapping** page appears.

Add the journal ID mask, the journal source and the description.

	*Journal ID Mask	*Source	Description
1	ACCBLA	B31	LASP Accruals
2	ACCBLM	B31	LASP Miscellaneous Accruals
3	B35	B35	CIRES Charges
4	BAAJ	B17	Tuition Remission-Academic Aff
5	BBKIN	BH2	C.U.Bookstore I.N. process
6	BCHIN	BCU	Chemistry IN s
7	BCN	B27	Campus Cable TV Services
8	BFC	B27	Faculty Computer Purchase
9	BFJ	BFW	Fac Man Transactions
10	BII	B27	OIT CU Marketplace Corrections
11	BIU	B27	Shared Infrastr Svs Server Sup
12	BIV	B27	Site Licensing
13	BJL	BJQ	JILA QPD Invoices
14	BLA	B31	LASP Payroll

3. Click **Save**.

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**Questions & Feedback** [2]

**Feedback or Question \***

**Your Name**

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**Your Email Address**

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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**Source URL:**<https://www.cu.edu/controller/fin-how-blackbox-journal-load>

**Links**

[1] <https://www.cu.edu/controller/fin-how-blackbox-journal-load>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>