forward faster

SSA® Financial Management

Installation and User Guide: SmartLink™

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Chapter

1 Introduction

This guide describes how to install and use the SSA® Financial Management SmartLink™ application. The guide is written for accountants or accounting department staff members who are familiar with SSA Financial Management (SSA FM) General Ledger application, and have a working knowledge of Microsoft Excel.

SmartLink is an add-in to Microsoft Excel (97 or 2000) that enables it to communicate directly with the SSA FM database. You can download balance data directly to your spreadsheet for manipulation, analysis, and generation of reports. SmartLink also lets you upload budgets and journal entries from the spreadsheet to the General Ledger application.

Note: A limitation of the Microsoft Excel 97 affects SmartLink. This limitation only allows the storing of numbers up to 15 significant digits. Therefore, a value consisting of 14 whole digits and 2 decimal digits, for example, would not be represented accurately by SmartLink. A small loss of precision will occur in this instance.

What SmartLink Offers

As an accounting professional who uses SSA FM General Ledger (GL), you probably access financial data from printed reports. Additionally you most likely feel that using a spreadsheet to work on budgets, allocations, and analyzing data is the most convenient tool. Without SmartLink, you would have to re-enter the data from your printed reports into a spreadsheet. Then, when you're ready to create budgets or allocations, you would enter the new data into SSA FM General Ledger. In this scenario, there are two drawbacks:

- the printed reports of the General Ledger data might not contain current data
- valuable time is wasted retyping the data (which exists in your spreadsheet) into the SSA FM General Ledger

SmartLink allows you to access and post the latest information **accurately** and **without retyping**.

With SmartLink, you can:

- Download the latest budget data and actuals from SSA FM General Ledger directly into Excel
- Upload budget or journal entries from Excel to SSA FM General Ledger on the host, effectively bypassing data entry

SmartLink's features make it easy to use and guarantees a quick, secure, and accurate flow of information.

User Interface

The user interface provides a familiar windows look. Like Microsoft Windows, the new SmartLink interface uses familiar buttons, data entry fields, drop-down boxes, check boxes, etc. So navigating the SmartLink interface is easy and intuitive. The interface makes use of ScreenTips, so if you don't remember the function of a particular button, simply hover your mouse over the button. After a short delay, text will appear describing the button's function.

What's New in this Version

Further improvements have been incorporated into this release based on customer feedback.

The following list highlights what is new in this version:

- Download data performance improvements.
- Fund Accounting data uploading.
- Job Cost data uploading.
- Custom Activity Summary downloading.
- Organization option has been added for downloading.
- GL012 Account List Maintenance support.
- Quick Query now has a rounding option and a chase level 00 functionality.
- Custom Queries, Data maps, and Account Lists can be stored in a user directory.
- Account generation from budgets.

Download Data Performance Improvements

In the previous release the entire data download was buffered prior to sending it to Excel. Now, if the data exceeds a certain size, it is divided into multiple blocks for incremental downloading. This populates Excel quicker.

Fund Accounting Data Uploading

A Commit Transaction Code and Relief Transaction Code has been added to the journal upload panel. Additionally a Commit Transaction Code, Relief Transaction Code, Source ID and Relief Amount has been added to the upload data map.

Job Cost Data Uploading

A Job Cost Fiscal Set has been added to the journal upload panel. Additionally a Project, Task Code, Cost Code, and JC Source ID has been added to the upload data map.

Custom Activity Summary (CAS) Downloading

Daily Balance has been added to the download data map and Quick Query. In addition, a From Date and To Date has been added to the Sheet Query panel, and Quick Query panel.

Organization Option Added for Downloading

An option to specify the Org has been added to download data map and Quick Query.

GL012 Account List Maintenance Support

You now can use account lists from the General Ledger GL012 Account List Maintenance in addition to your SmartLink account lists. This feature reduces duplicate efforts.

Quick Query Feature Improvements

A chase level 00 has been added to Quick Queries for improved functionality. Additionally a rounding option has been added to the Quick Query. The values of org, daily balance, from date and to date have also been added.

Custom Queries, Data Maps, and Account Lists Can Be Stored in a User Directory

Users are now able to specify where to store their custom queries, data maps and account lists. This option can be set up by the system administrator. For security, these directories will only be available to their users.

Account Generation from Budgets

The account generation feature is now available with budget transactions.

Contents of This Guide

This guide is divided into the following chapters:

Chapter 1, Introduction - This chapter introduces the SmartLink product, its features and what is new for this version.

Chapter 2, Installation - This chapter covers system requirements for both the server and clients, and the removal of any previous version of SmartLink. Then a step-by-step procedure is provided for installation on the server and client.

Chapter 3, SmartLink Basics - This chapter provides a ready reference to all the SmartLink icons and screens. The general function and use of each interface component is described for each screen.

Additionally, this chapter covers the very simple procedure of logging on to SSA FM SmartLink to access SSA FM data, and presents the concepts associated with defining any data transfer using SmartLink.

Chapter 4, Downloading Account Data - This chapter provides a general procedure for setting up data maps, account lists, and data queries that are required to download data.

This chapter also describes download options, where the downloaded budget and actuals data are placed in the spreadsheet, and how to perform a download.

Chapter 5, Uploading Journals and Budgets - This chapter provides a procedure for uploading journal entries and budgets, explains how to perform the upload, and how to view the results of the upload.

Appendix A, Common Terms - This appendix defines the common terms used by SmartLink to identify data that is downloaded and uploaded.

Appendix B, Upgrading SmartLink Files From a Previous Release - This appendix provides a procedure to convert your existing data files (release 1.2 or 1.3) for use with this version of SmartLink.

Appendix C, Messages - This appendix provides descriptions of the various messages that may appear on the screen along with the corresponding reason, or action needed.

Related SSA FM Guides

Please refer to the following SSA FM guides for related information.

Guide Name	Contents
SSA Financial Management User Guide: Online Services	Introduces new users to SSA FM features and interface.
SSA Financial Management User Guide: General Ledger	Presents the components of General Ledger, related concepts, and how to perform the related tasks.

Chapter 2

Installation

System Requirements

SmartLink uses HTTP and TCP/IP communication protocols to transfer data between Microsoft Excel spreadsheets residing on a client PC and the SSA FM General Ledger data (part of the SSA FM database) that resides on a host server.

Note: The instructions contained in this guide are for a typical installation. It is possible that your environment may differ, due to one or more variables that you may have customized or other differences. If you encounter any problems or have any questions, please contact your Technical Support Representative.

Web Server

Minimum Web Server requirements are as follows:

- 400MHz Pentium II with 128MB of memory
- Microsoft Windows NT4.0 with Service Pack 6a or higher
- Java Runtime Environment (JRE) 1.4.2 or higher
- Java Servlet 1.1 compatible container

The recommended configuration for the Web Server is as follows:

- 500MHz Pentium III with 256MB of memory
- Microsoft Windows 2000 with Service Pack 4 or higher
- 2GB hard drive, NTFS file system
- Apache Jakarta Tomcat 4.1.18 or higher

Client Workstation

After SmartLink is installed and configured properly, data can be accessed from any Windows workstation using Microsoft Excel.

Minimum workstation requirements are as follows:

- 200MHz Pentium with 32MB of memory
- Windows 95/98/ME or Windows NT Workstation 4.0 with Service Pack 6a, or Windows 2000 with Service Pack 4
- Microsoft Internet Explorer 6.0

Recommended workstation specifications:

- 300MHz Pentium II or faster with 128MB of memory or more

Removing a Previous Release of SmartLink

Before installing the new version of SmartLink, it is always best to uninstall the previous version. Perform this procedure on the server, and all client PCs.

1. Backup your SmartLink configuration files. Typically these files are stored in dedicated folders for Account Lists, Data Maps, and Queries.
2. From the Window's Toolbar, navigate **Start > Settings > Control Panel**.
3. Double click the **Add/Remove Programs** icon.
4. From the **Add/Remove Properties** window, select the SmartLink application.
5. Click the **Add/Remove** button. Answer yes to all dialog.
6. After the process completes, reboot the system.

Installing SmartLink on the Server

This procedure installs the server's XML server components. There are two groups of files associated with the SmartLink XML Web Server:

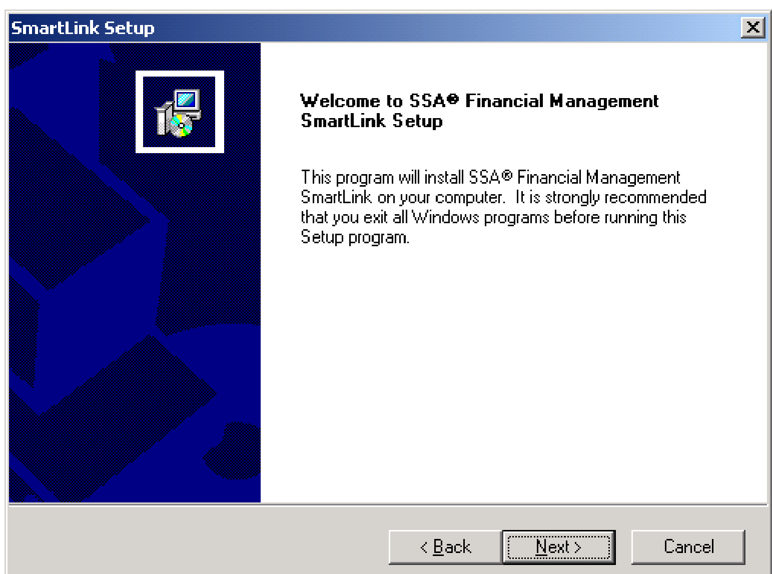
- The SmartLink Java servlet components.
- The SmartLink configuration files (stored in dedicated folders).

The SmartLink XML Web Server installation copies the files (web server and Java servlet) to your Windows NT or 2000 server.

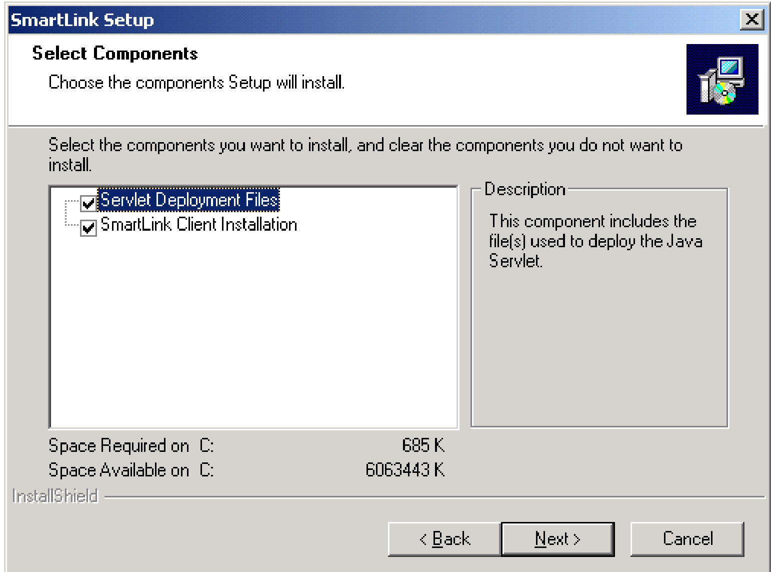
The SmartLink configuration files are modified when a user saves Data Maps, Account Lists or Queries.

Installing the SmartLink Components

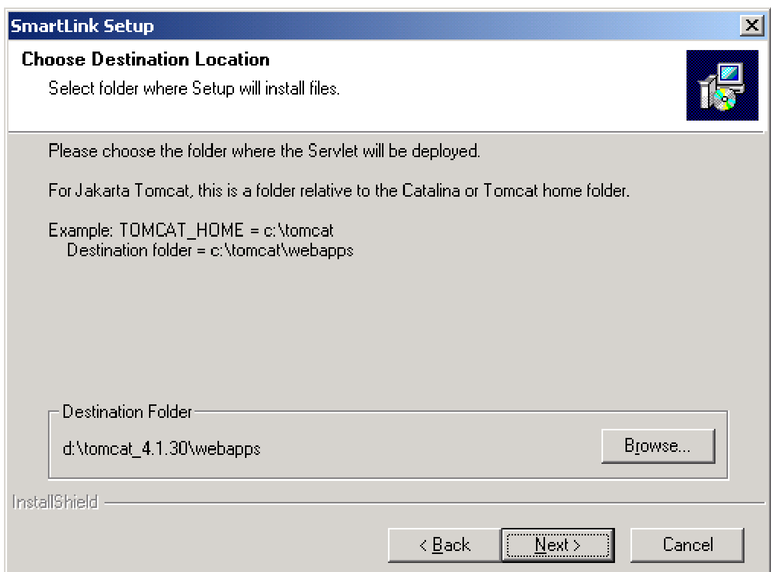
1. At the server, stop the services for Apache Jakarta Tomcat.
2. Double-click **Setup.exe** in the root of the installation CD. The SmartLink Setup window appears.



3. Click **Next**. The Select Components window appears.

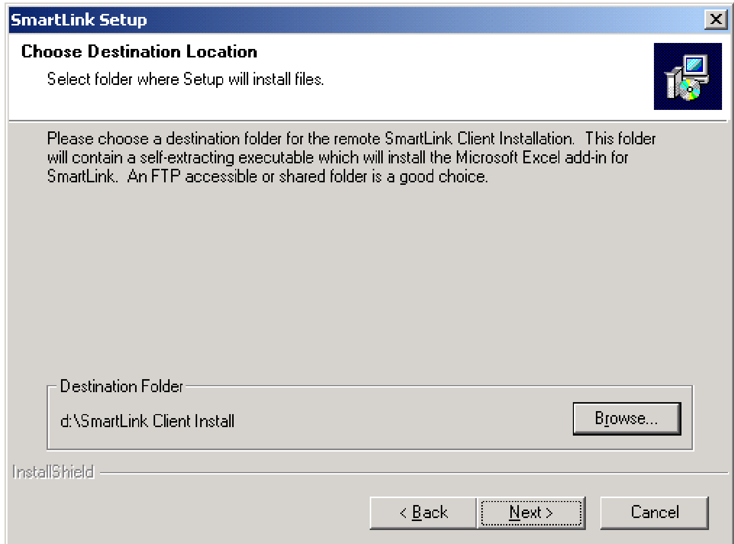


4. Leave all selections checked, and click **Next**. The Choose Destination Location (for the SmartLink Web Server files) window appears.



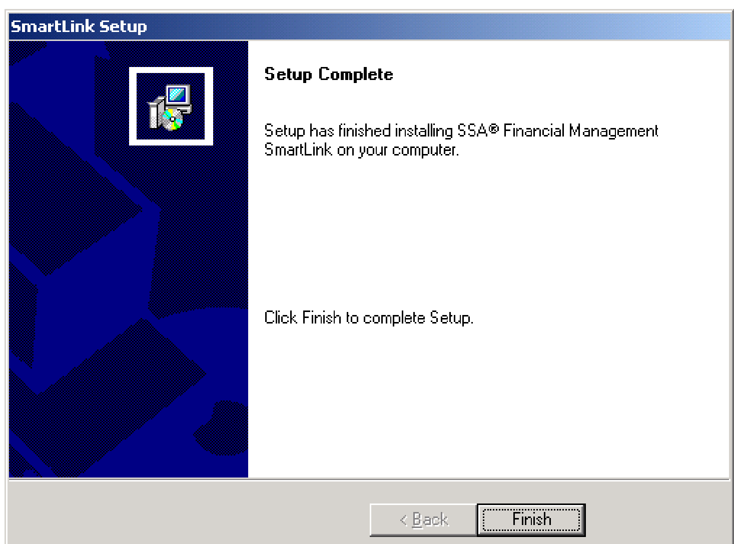
5. The chosen destination folder must be subordinate to \tomcat_xxx\webapps. Click **Next**.

6. The Choose Destination Location (for the SmartLink Client installation files) window appears.



7. In this step, make note of the destination folder for the client install files. Later you will have to make it a shared folder.

8. Accept the default folders and click **Next**. The files will be copied to your server (a progress window briefly appears). Next the Setup Complete window appears.



9. Click **Finish**.

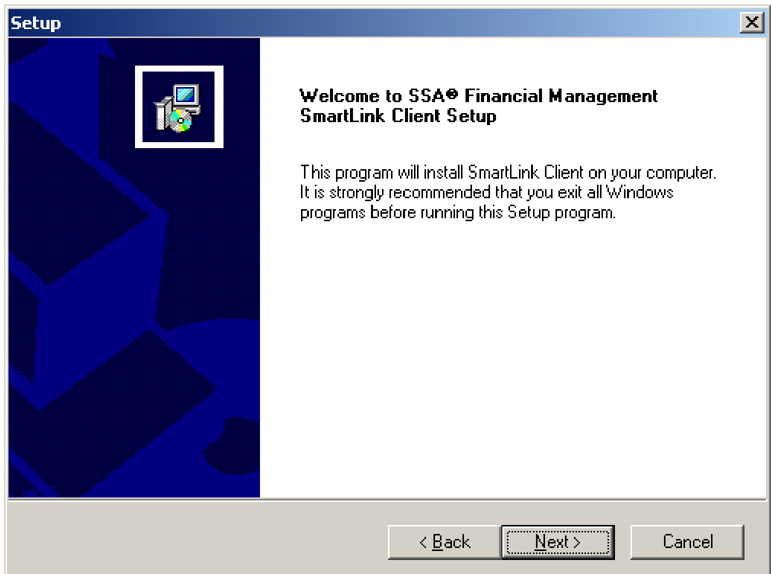
10. At the server, start the services for Apache Jakarta Tomcat.

11. Navigate to the client install folder, and make it a shared folder.

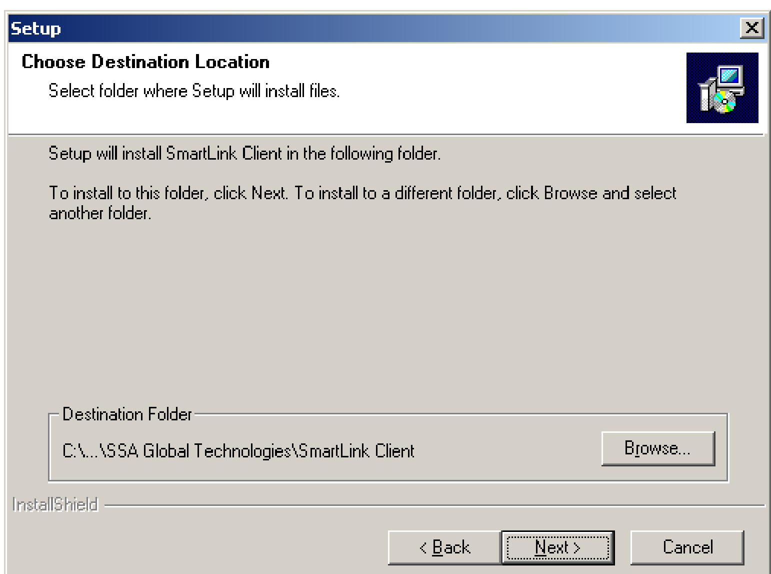
Installing SmartLink on the Client PC

To install the SmartLink Client, perform the following steps:

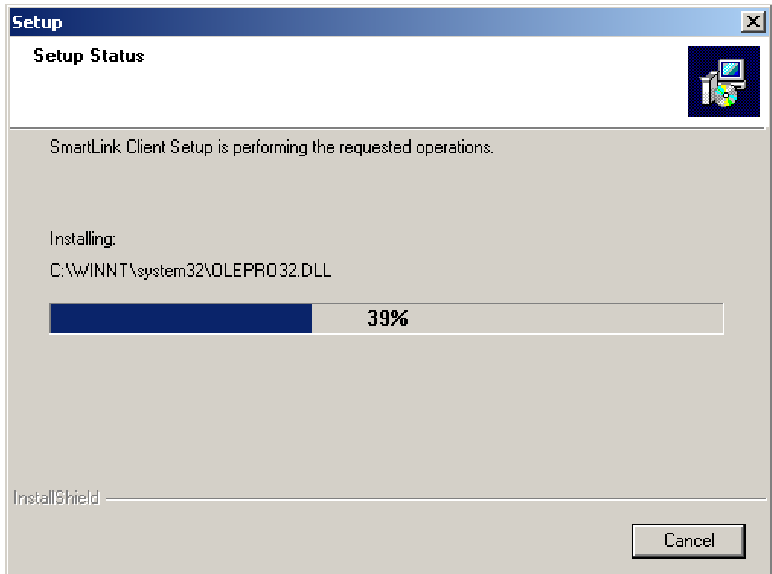
1. Navigate to the server where the client installation files are, and double click **SSAFMSmartLinkClient.exe**. The welcome window appears.



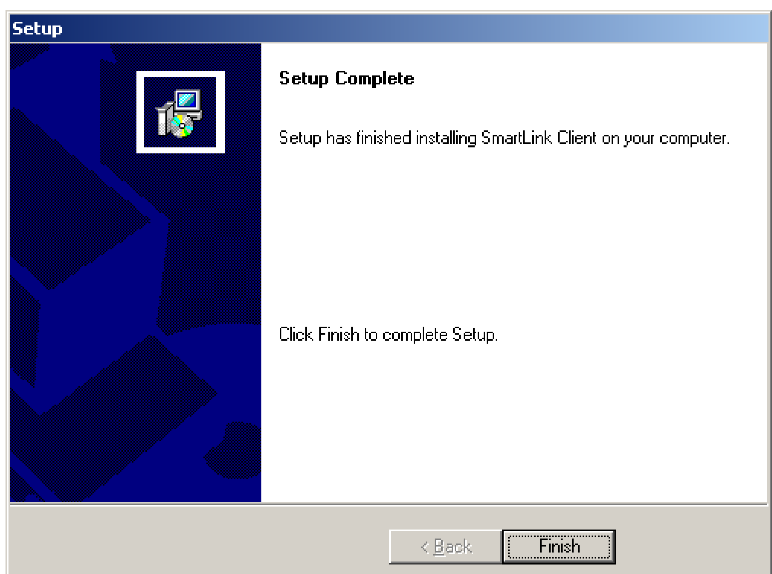
2. Click **Next**. The Choose Destination Location window appears.



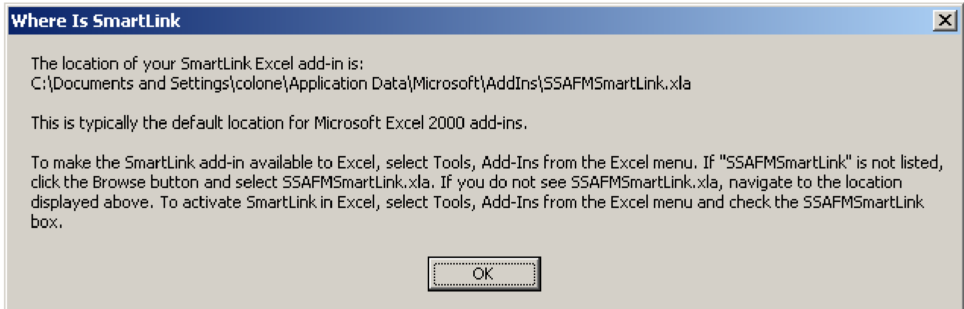
3. Accept the default folder, or use the Browse button to navigate to the desired folder. If the folder does not exist, it will be created. Click **Next**. The Setup Status window appears indicating the progress.



4. After the process is complete, the Setup Complete window appears.



5. Click **Finish**. The SmartLink Client has been installed. Next, the Where Is SmartLink window appears.



6. Make note of this message, and click **OK**.

Note: During the installation process, the file **whereisSL.exe** was installed in the SmartLink directory. At any time, this file can be manually executed (double clicked) to determine the location of the SmartLink add-ins for Excel.

The SmartLink installation is complete.

Once the installation is complete, perform the following if a previous build of SmartLink was installed:

- Open your Excel application, then at the Tools pulldown menu, select the **Add-In** option.
- From the Add-Ins list uncheck **SSA FM SmartLink**, then click **OK**.
- Exit and close Excel.
- Reopen Excel, at the Tools pulldown menu, select the **Add-In** option, then check **SSA FM SmartLink**. Click **OK**.
- Exit and close Excel. This will ensure that Excel is using the current version of SmartLink.

Chapter

3

SmartLink Basics

In this chapter we will explore the SmartLink interface and describe the icons and screen functions. In addition, the procedure for logging on and logging off is discussed.

Since SmartLink is an add-in to Microsoft Excel, its interface uses all the familiar Windows interface components. **SmartLink is started by opening Excel.**

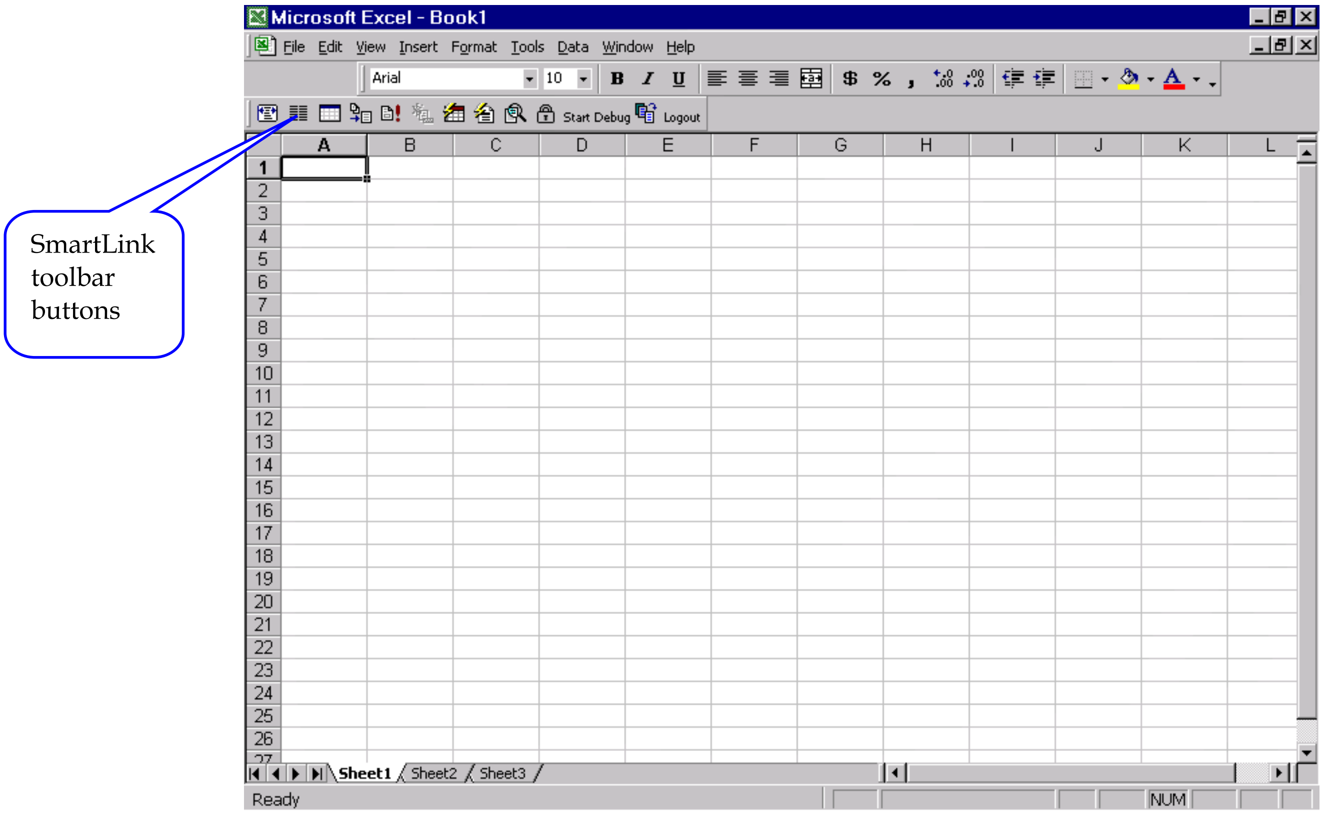
Before we look at the SmartLink interface let's explain the very basic concept of any SmartLink action. The tools of SmartLink are Data Maps, Account Lists, and Queries. The Data Map defines what data we want to retrieve (when used in downloads) or transfer (when used for Journal or Budget uploads). The Account List specifies what accounts to look at.

The **Query** links the Data Map with the Account List. It allows you to specify the desired data, how to search for that data (chase level and direction), and what accounts to take the data from.

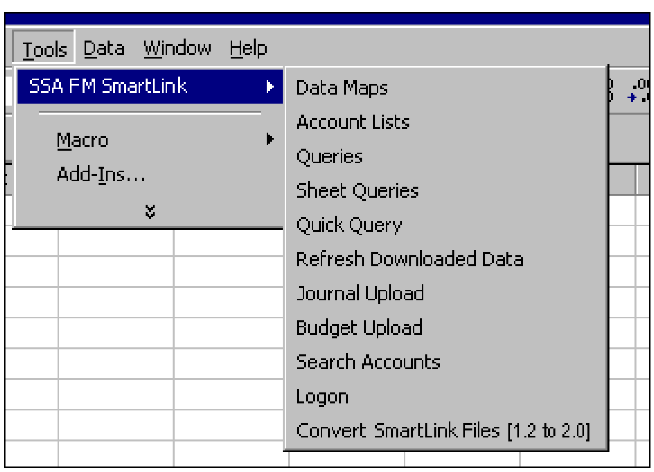
In the course of working with SmartLink numerous Data Maps will be created to retrieve and analyze different sets of data. These Data Maps can be given descriptive names and saved for future reuse. Likewise, different Account Lists will be created and saved. Now building a Query is simply a matter of selecting a Data Map from a dropdown list and linking that to an Account List to form a new Query. Like Data Maps and Account Lists, Queries can be given a descriptive name and saved. The following paragraphs will look at the interface.

Opening Screen

The opening screen has a series of SmartLink icons that appear on the left side of the toolbar. These icons enable access to the major functions.

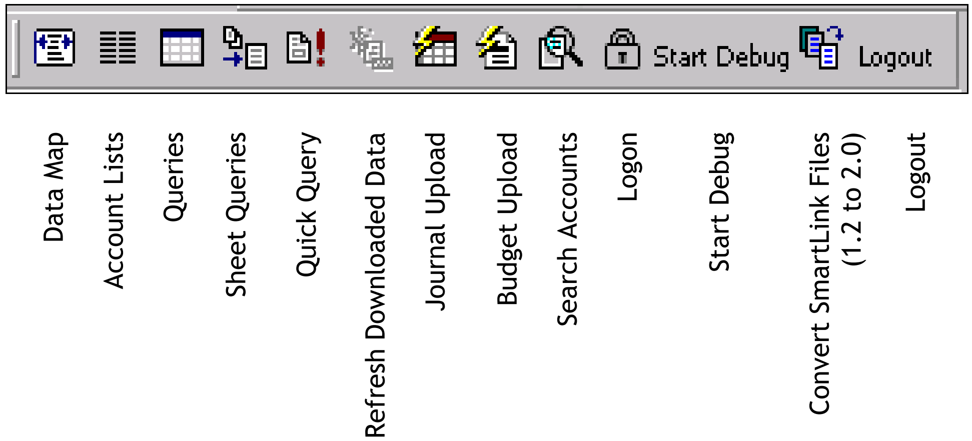


Alternately, the SmartLink functions are available through pulldown menus.



Toolbar Buttons

Allowing the cursor to hover over any toolbar icon enables the screen tips to popup giving the name or function of the icon after a slight delay. Clicking on any of these icons brings up the appropriate screen.



Each of these icons and their function are explained below. Next we will discuss each screen and their associated fields and buttons that result from clicking any of the above icons.

Icon	Function
Data Map	The Data Map enables the user to define what fields to download from or upload to the SSA FM database. Additionally the placement of those data items in the spreadsheet are specified. Data maps can be named and saved for future use.
Account Lists	The Account List enable the user to define groups of accounts that data is to be downloaded from. These lists may be used in conjunction with any data map to form a Query. This screen enables accounts to be grouped thereby allowing enterprise wide data queries of more than one account. Account lists can be named and saved for future use.
Queries	This screen is to define download queries only. A download query links a data map with an account list. A query definition must be set up before you can proceed with downloading data.

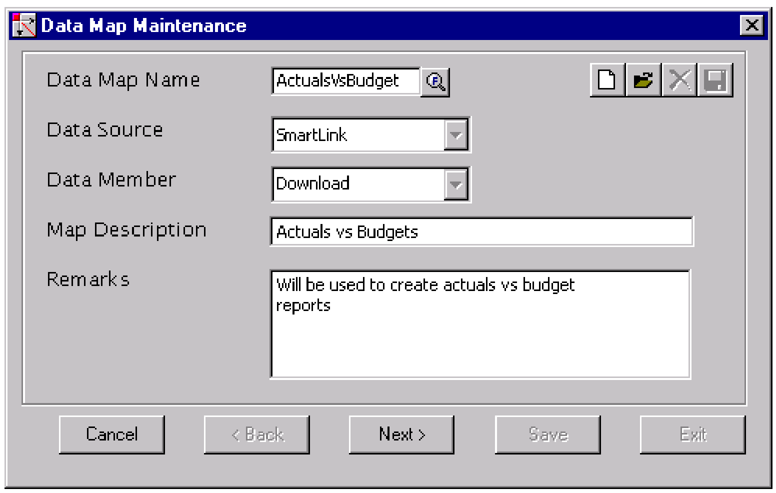
Icon	Function
Sheet Queries	The Sheet Queries is used to start the actual download. This screen is used to set options, verify, and begin the download of SSA FM data to the spreadsheet.
Quick Query	This screen provides a quick query to be made by specifying a specific account or existing account list, without creating a data map or query. Parameters such as fields, chase level, chase direction, query fields, period, etc., can be specified.
Refresh Downloaded Data	This function is used when a download has already been run and you want to update the data. When clicked the button causes the current data query to be refreshed. The SSA FM database is again queried and the spreadsheet is updated with current data.
Journal Upload	This screen enables configuring SmartLink for transferring Journal information from your spreadsheet to the SSA FM database.
Budget Upload	This screen enables configuring SmartLink for transferring Budget information from your spreadsheet to the SSA FM database.
Search Accounts	This screen enables selecting the accounts to be searched. The selected accounts are then assembled as a dropdown list for various prompts.
Logon	This screen enables the user to log on to SSA FM. Logon requires a valid user name and password. **Access to accounts is controlled by your security profile.** Additionally this screen enables the SSA FM server and the SSA FM Web server to be identified.
Start Debug	(Note: This icon appears after logging on.) For use by the System Administrator or technical to run a debug utility. Clicking this icon displays the xml communication between the client and the server.
Convert SmartLink Files (1.2 to 2.0)	Opens a utility that enables data files from release 1.2 to be converted to release 2.0. If you have release 1.3 files, these will have to be converted at the SmartLink server by the system administrator. Refer to Appendix B, Upgrading SmartLink Files from a Previous Release.
Logout	(Note: This icon appears after logging on.) Logoff the SmartLink client when it times out from the server or to change orgs.

Data Map Screen

This screen enables you to define what spreadsheet fields are to receive downloaded data, or which spreadsheet fields are to be used to upload budget or journal data. Data maps allow the user to define maps for:

- Balances and account data download
- Journal upload
- Budget upload

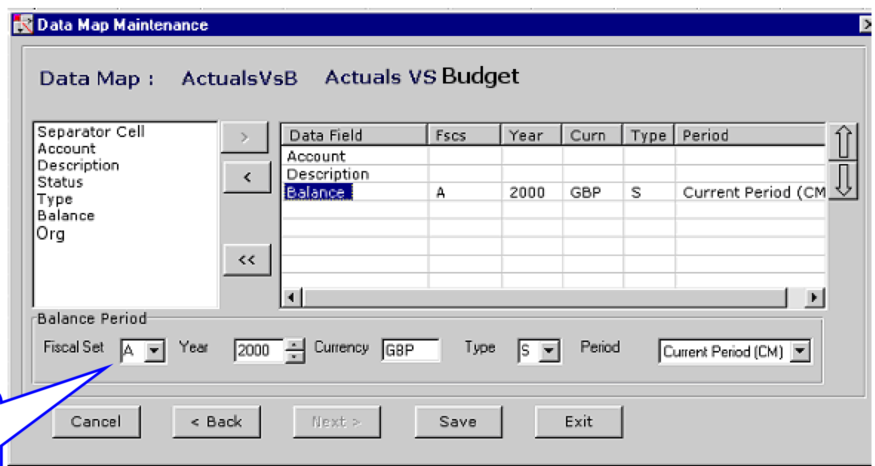
Each of the above maps has a different set of fields that are tailored to the task.



Field or Button	Function
Data Map Name	To start a new data map, enter a name for the new Data Map, then click the New icon. This will bring up the Data Map Maintenance screen shown below. If an existing data map is to be retrieved, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing data map.
Data Source	The only data source available is SmartLink.
Data Member	For existing data maps, this field will indicate; Download, Journal Upload, and Budget Upload. When creating new data maps, this field is selectable. Choices are Download, Journal Upload, and Budget Upload.

Field or Button	Function
Map Description	Enter a short descriptive name or phrase that identifies the map.
Remarks	This field allows entry of special notes or a detailed description of what this data map is used for.
New, Open, Delete, and Save icons	Standard Windows interface icons.
Cancel, Back, Next, Save, and Exit buttons	Standard Windows interface buttons.

This screen displays the different fields that can be selected for both downloading and uploading of data. The available fields in the left pane will vary depending on the data member (see previous screen).



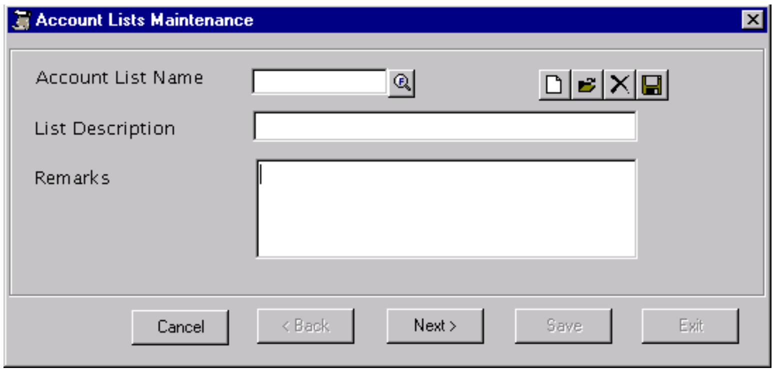
Parameter Fields in this row (if present) are based on the highlighted data field.

Field or Button	Function
Data Map pane (left)	This pane shows the data types that may be mapped to the spreadsheet. The available fields in this pane will vary depending on the data member. (See previous screen.)
> button	When clicked, this button transfers a selected item from the Data Map pane to the spreadsheet Data Field.
< button	When clicked, this button transfers a selected item from the spreadsheet Data Field back to the Data Map pane.

Field or Button	**Function**
<< button	When clicked, this buttons transfers all items from the spreadsheet Data Fields back to the Data Map pane.
Spreadsheet pane (right)	This pane enables viewing the arrangement of data in the spreadsheet. The arrangement of data can be modified using the ⇑⇓ buttons.
⇑⇓ buttons	When clicked, these buttons enable reordering of the highlighted Data Field items.
Parameter Fields	These fields (if present) appear below the two panes and are based on the highlighted data field in the right pane.
Cancel, Back, Next, Save, and Exit buttons	Standard Windows interface buttons.

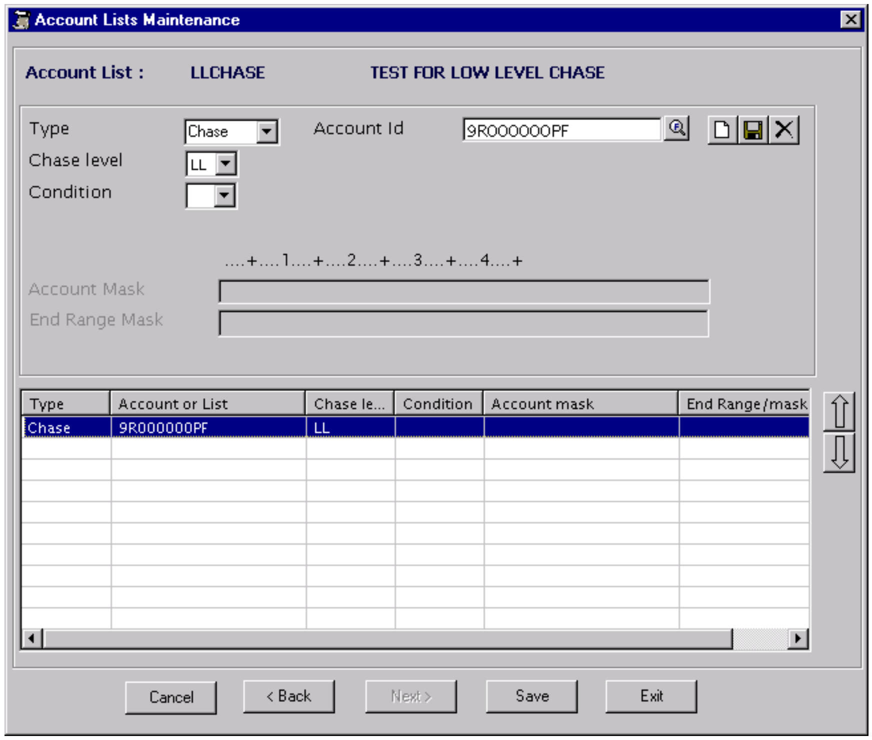
Account Lists Screen

This screen enables accounts to be grouped thereby allowing enterprise wide data queries of selected accounts. Account groups can be named and saved for future use. An account list is used in conjunction with data maps to download data.



Field or Button	Function
Account List Name	To start a new account, enter a name for the new Account List, fill in the List Description and Remarks field, then click the New icon. This will bring up the Account List Maintenance screen shown below. If an existing Account List is to be retrieved, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing account list.
List Description	Enter a short descriptive name or phrase that identifies the account.
Remarks	This field allows entry of special notes or a detailed description.
New, Open, Delete, and Save icons	Standard Windows interface icons.
Cancel, Back, Next, Save, and Exit buttons	Standard Windows interface buttons.

The Account Lists Maintenance screen appears when a new or existing account list is created or opened from the previous screen.



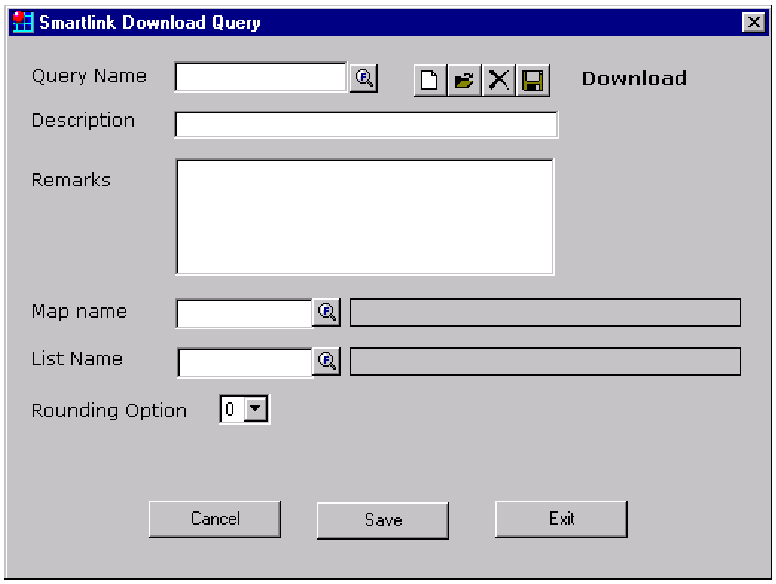
Field or Button	Function
Type	There are four types of account lists; Chase, List, Range, and GL List.
Chase Level	This enables you to specify the level to which you want SmartLink to retrieve data from the account hierarchy. The chase usually runs from a parent to its subordinates. Values are; LL (Lowest Level) and 00 to 99. **LL -** Retrieve accounts from the posting (lowest) level. **00 through 99 -** Chase level 00 means "retrieve the specified account only." Chase level 01 means "retrieve all accounts one level below the specified account". Account List entries are assigned a default chase level of 00. Using a 2 results in a second level chase, using a 3 results in a third level chase, and so forth. If the chase level goes beyond the lowest level, the

Field or Button	Function
	lowest existing level is returned. Although the chase direction is normally down, the Chase direction is not specified here, but on the Download screen. Related options on the Download screen also include; Return Intermediate Accounts, Include Starting Account, Suppress Zero Balance Accounts, and Chase Cross Org.
Condition	Specifies the condition under which you want to transfer account information. Values are: **EQ (Equal) -** Transfers data for all accounts whose account numbers match the mask. Type must be Account Chase. **NE (Not Equal) -** Transfers data for all accounts whose account numbers no not match the mask. Type must be Account Chase. **IN -** Transfers data inside a range of accounts (inclusive). Specify the account range using the Mask and End Mask Range fields. Type must be Account Range. **NI (Not In) -** Transfers data outside the range of accounts. Specify the account range using the Mask and End Mask Range fields. Type must by Account Range.
Account Mask	The mask is comprised of a series of dots (**.**) and or account values to be used alone or within a range. The Account Mask sets the criteria SmartLink uses to select accounts for transfer. For example, accounts that have a 05 in positions 11 and 12 are selected. The condition field specifies whether to transfer accounts that match or do not match the mask. Type characters in place of the account mask character in those positions where you want SmartLink to search for a match in an account number. Note that the mask field is filled with a mask character. Each character represents one position in a GL account number. Use the *"Right Arrow"* and *"Left Arrow"* keys to move from position to position.

Field or Button	Function
End Range Mask	Specifies the mask marking the end of an account range. The beginning mask of an account range is given in the Account Mask field. For example, if the Account Mask field contains a 05 in positions 11 and 12, and the End Range Mask contains a 07 in positions 11 and 12, the account mask range is all accounts with a 05, 06, or 07 in those positions. The Condition field specifies whether to transfer accounts that are either In the range or Not In this range. When you use multiple masks for the same summary account, you can inadvertently define masks which cause SmartLink to select a subordinate account more than once. Uses a series of dots (**.**) and or account values to specify the end of a range.
Account id	Account to be used in starting the chase or account range. A single account must be entered as a chase to level 00. Alternately you could click the Find icon to the right. This brings up a dropdown list enabling you to select an existing account or an account list.
New, Save, and Delete icons	Standard Windows interface icons.
Account List pane	This pane enables the viewing of the various accounts and the criteria that is applied to them. Any account may be edited by first highlighting it, then double clicking to bring up options.
Cancel, Back, Next, Save, and Exit buttons	Standard Windows interface buttons.

Queries Screen

This screen is used to define download queries only. A download query links a data map to an account list. A Queries screen allows you to create, open, edit, and save query definitions for data downloads. A query definition must be set up before you can proceed with downloading data.



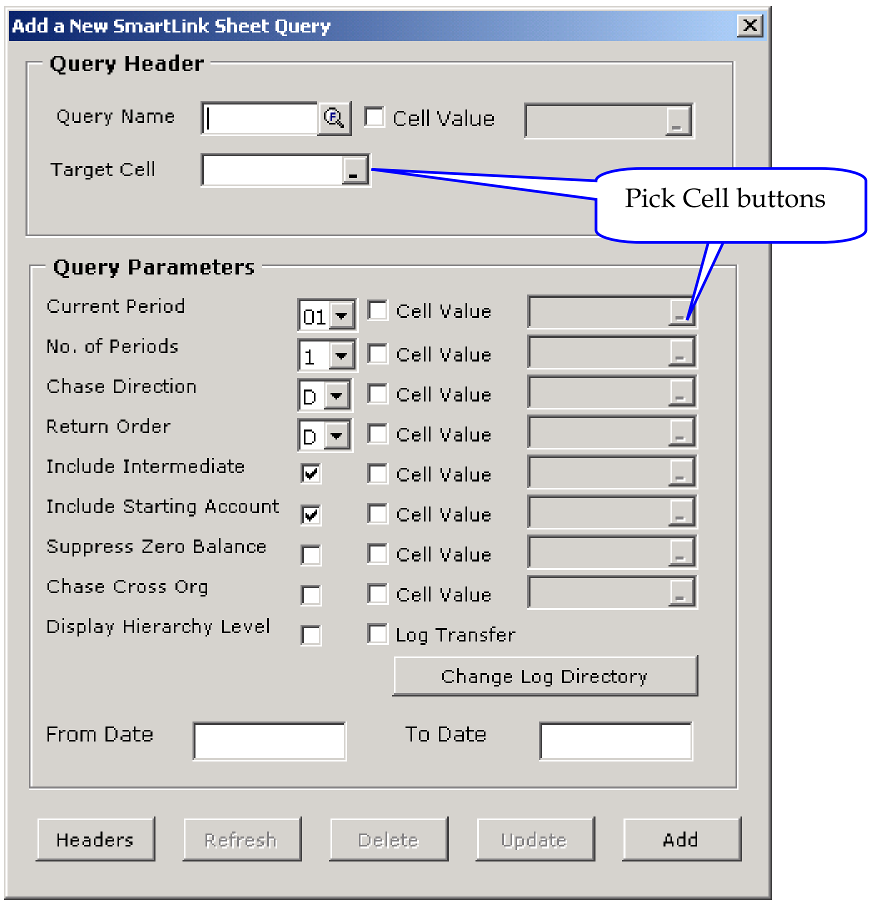
Field or Button	Function
Query Name	To start a new query, enter the name for the new Query, fill in the Description and Remarks field, then click the New icon. This will bring up the Sheet Query screen shown below. If an existing Query is to be retrieved, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing query.
Description	Enter a short descriptive name or phrase that identifies the query.
Remarks	This field allows entry of special notes or a detailed description.
Map Name	If you know the desired map name, enter that name in the field. If not, click the Find icon to the right of the field. This brings up a dropdown list enabling you to select an existing map.

Field or Button	Function
List Name	If you know the desired account list name, enter that name in the field. If not, click the Find icon to the right of the field. This brings up a dropdown list enabling you to select an existing account list.
Rounding Options	This field provides a dropdown list of rounding options.
New, Open, Delete, and Save icons	Standard Windows interface icons.
Cancel, Save, and Exit buttons	Standard Windows interface buttons.

Sheet Query Screen

The Sheet Query screen enables selecting the criteria for a download. It is used to set options and begin a download of data from the SSA FM database to the spreadsheet.

The Query, Account List, and Data Map specify the data items and format to be transferred to your spreadsheet.



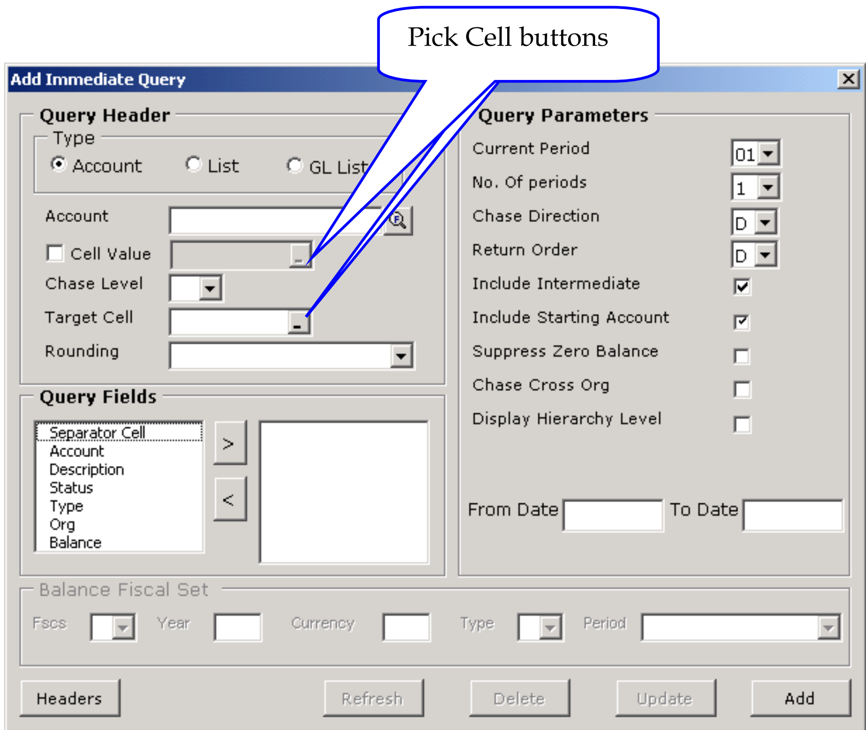
Field or Button	Function
Query Name	To start a new query, enter the name of the Query, or select an existing Query. Then, fill in the Target Cell field and specify all the Query Parameters, then click the Add button. If an existing Query is to be used, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing query. If the Cell Value box is checked, the Sheet Query will look a specific value embedded in the spread sheet. The cell address may be entered into the field to the right, or the Pick Cell button can be used to pick the spreadsheet cell.
Target Cell	The starting cell in the spreadsheet where data is downloaded. A Pick Cell button to the right of this field enables you to choose the target cell by clicking that cell on the spreadsheet.
Pick Cell button(s)	Clicking the Pick Cell button allows you the choose the particular cell in the spreadsheet where the criteria or query parameter exist.
Current Period	This is the current period used for data selection and posting.
Cell Value	This field enables the query parameters to be taken from a pre-determined cell in the spreadsheet instead of being defined in the query parameters screen. When any of the Cell Value boxes are checked, the value for the adjacent field is determined by the value embedded in a particular spreadsheet cell. The cell address for this value can be directly entered in the field to the right of the Cell Value, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
No. Of Periods	Enter the number of periods preceding the current period used to calculate the net activity and beginning balance.

Field or Button	Function
Chase Direction	This determines the direction that data is chased. Values are; D (subordinate accounts) and U (parent accounts).
Return Order	Specifies the order in which the accounts are returned and loaded in the spreadsheet. The values are: **D -** Direct, order they are encountered in the account hierarchy **I -** Inverted, inverse order in which they encountered in the account hierarchy
Include Intermediate	Specifies the accounts found between the starting account and the specified chase level from the account list.
Include Starting Account	The starting account is returned to the chase results table in the spreadsheet.
Suppress Zero Balance	Determines if accounts with zero balances are returned during a chase. A check in this field tells SmartLink to suppress these zero balance accounts.
Chase Cross Org	Specifies that the inclusion of starting and intermediate accounts are allowed to cross organizational boundaries. It will chase accounts that are outside the sign on org if, and only if, the relationships exist between organizations.
Display Hierarchy Level	If selected displays the hierarchal levels of each account in the chase. It will add an additional field to the spreadsheet.
Log Transfer	When checked before running a query, the data transfer will be recorded in a log file. The name of the log file will be the query name.

Field or Button	Function
Change Log Directory	The default directory of the log files will be the user's **My Documents\SmartLink Logs** directory. To change the default directory click the Change Log Directory button. This brings up a window that shows the current log directory. Just type in the desired directory, or use the Browse button to navigate to the desired directory. Then, click OK to change it. If a non-existing directory is typed in, a prompt will allow you to create that directory or specify a different one.
From Date	Defines the starting date for the Daily Balance search.
To Date	Defines the ending date for the Daily Balance search.
Headers	Based on the query name, it will populate the spreadsheet with header information from the data map.
Refresh	Allows the same query to be rerun and updates the data.
Delete	Allows the deletion of an existing query.
Update	Allow the user to change an existing query with updated parameters.
Add	Will save, and run the query to update the spreadsheet.

Quick Query Screen

This screen enables a quick query run of a download to be run, without the use of a data map. The query may be run by existing account ID or list ID. Parameters such as chase level, chase direction, query fields, period, etc., can be specified.



Field or Button	Function
Query Header Type - Account	This selection allows you to run your download of data based on a single account.
Query Header Type - List	This selection allows you to run your download of data based on an account list.
Query Header Type – GL List	This selection allows you to run your download of data based on a GL account list.

Field or Button	Function
Account	Specifies either a GL account ID for which you want to transfer data or the starting account ID for a chase for transferring data. If the entry type is Account List, it is the name of another SmartLink Account List. SmartLink accepts account IDs of up to 45 alphanumeric characters or Account List names of up to 20 alphanumeric characters. An account ID should not contain delimiter characters (i.e., dashes). If entry type is GL List, this field will contain the Account lists from GL012. If you know the account number, GL List or list ID that can be entered directly. If not, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing account or account list.
Cell Value	When the Cell Value box is checked, the value for the account or account list is determined by the value embedded in a particular spreadsheet cell. The cell address for this value can be directly entered in the field to the right of the Cell Value, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
Pick Cell button(s)	Clicking the Pick Cell button allows you the choose the particular cell in the spreadsheet where the corresponding value exist.

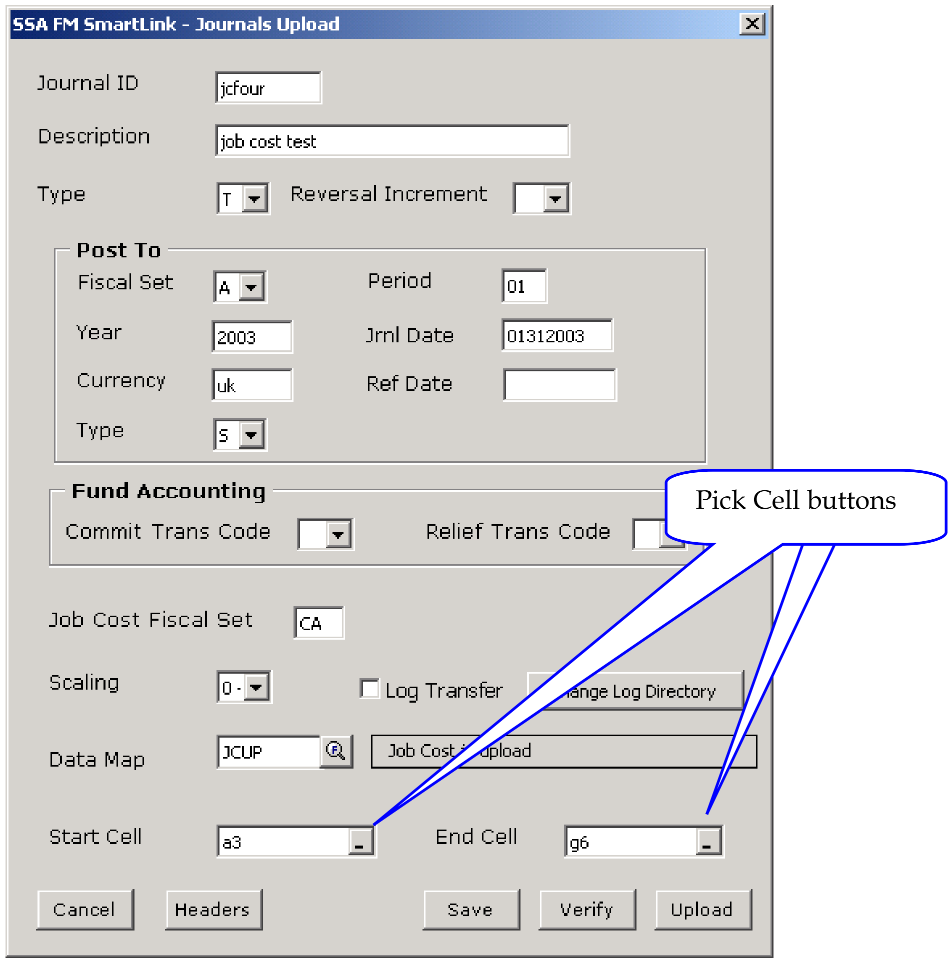
Field or Button	Function
Chase Level	This enables you to specify the level to which you want SmartLink to retrieve data from the account hierarchy. The chase usually runs from a parent to its subordinates. Values are; LL (Lowest Level) and 00 to 99. **LL -** Retrieve accounts from the posting (lowest) level. **00 through 99 -** Chase level 00 means "retrieve the specified account only." Chase level 01 means "retrieve all accounts one level below the specified account". Account List entries are assigned a default chase level of 00. Using a 2 results in a second level chase, using a 3 results in a third level chase, and so forth. If the chase level goes beyond the lowest level, the lowest existing level is returned. Although the chase direction is normally down, the Chase direction is not specified here, but on the Download screen. Related options on the Download screen also include; Return Intermediate Accounts, Include Starting Account, Suppress Zero Balance Accounts, and Chase Cross Org.
Target Cell	This is the cell in the spreadsheet where the data transfer will begin loading information. A Pick Cell button to the right of this field enables you to choose the target cell by clicking that cell on the spreadsheet.
Available Query Fields pane (left)	This pane shows the data fields that define what information can be downloaded to the spreadsheet. Normally these are selected on the Data Map.
> button	Allows the selection of a highlighted data field to be in the map. When clicked, this button transfers a selected item from the Available Query Fields pane to the Selected Query Fields pane.

Field or Button	Function
< button	When clicked, this button transfers a highlighted item from the Selected Query Fields pane back to the Available Query Fields pane.
Selected Query Fields pane (right)	This pane shows the selected data items.
Fscs	Fiscal set designator of data to be transferred. Values are A - Z, and 1 - 9.
Year	Requested year of data to be transferred.
Currency	The data currency from the host database that must be transferred.
Type	Type of currency defines the Source, Functional, and Equivalent currencies. Values are: **S -** source **F -** functional **E -** equivalent **1 to 9 -** reporting currencies
Period	Fiscal period within the year that data needs to be transferred from.
Current Period	This is the current period used for data selection.
No. Of Periods	Enter the number of periods preceding the current period you want to use in calculating the net activity and beginning balance.
Chase Direction	This determines the direction that data is chased. Values are; D (subordinate accounts) and U (parent accounts).
Return Order	Specifies the order in which the accounts are returned and loaded in the spreadsheet. The values are: **D -** Direct, order they are encountered **I -** Inverted, inverse order in which they encountered
Include Intermediate	Specifies the accounts found between the starting account and the specified chase level from the account list.

Field or Button	Function
Include Starting Account	The starting account is returned to the chase results table in the spreadsheet.
Suppress Zero Balance	Determines if accounts with zero balances are returned during a chase. A check in this field tells SmartLink to suppress these zero balance accounts.
Chase Cross Org	Specifies that the inclusion of starting and intermediate accounts are allowed to cross organizational boundaries. It will chase accounts that are outside the sign on org if, and only if, the relationships exist between organizations.
Display Hierarchy Level	If selected displays the hierarchal levels of each account in the chase. It will add an additional field to the spreadsheet.
From Date	Defines the starting date for the Daily Balance search.
To Date	Defines the ending date for the Daily Balance search.
Headers	Based on the query name, it will populate the spreadsheet with header information from the data map.
Refresh	Allows the same query to be rerun and updates the data.
Delete	Allows the deletion of an existing query.
Update	Allow the user to change an existing query with updated parameters.
Add	Will save, and run the query to update the spreadsheet.

Journals Upload

This screen enables configuring SmartLink for transferring Journal information from your spreadsheet to the SSA FM database.



Field or Button	Function
Journal ID	The batch ID for the Journal to be uploaded. This is user defined. The data is posted to general ledger accounts only when GL320/GL350 is run to process this batch.
Description	Descriptive phase that will appear on the journal.

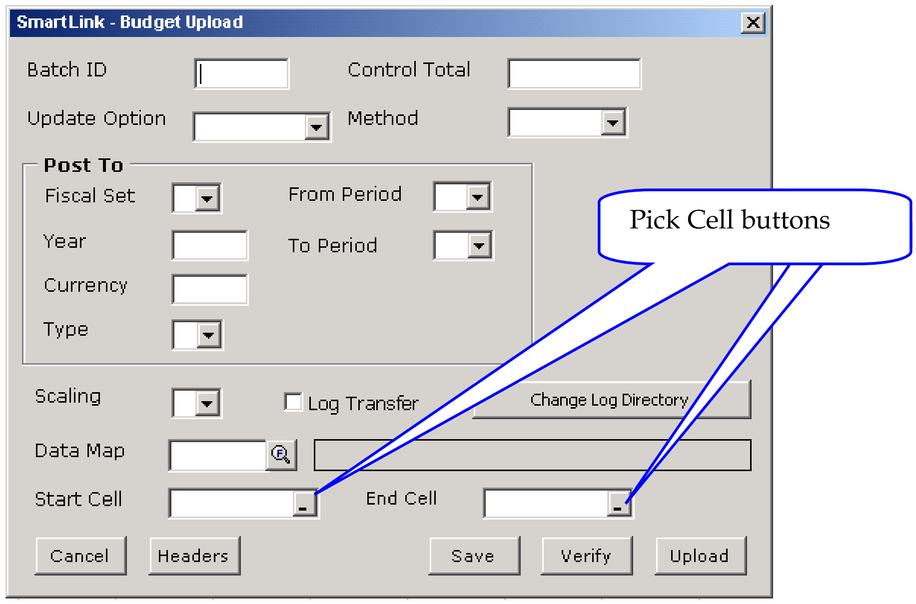
Field or Button	Function
Type	Defines the journal type being uploaded. Choices are: **T -** ledger batch **R -** reversal batch **S -** statistical batch **P -** statistical reversal batch
Reversal Increment	If the batch type was entered as reversal, the reversal increment is entered in with the number of periods that the reversal will take place.
Fiscal Set	Designator for the fiscal set that will be used by the batch. Values are; A - Z and 1 - 9.
Year	Year that the batch is to be loaded for.
Currency	Currency code to be used.
Type	Type of currency defines the Source, Functional, and Equivalent currencies. Values are: **S -** source **F -** functional **E -** equivalent **1 to 9 -** reporting currencies
Period	The period the journal will post to.
Jrnl Date	Journal date of the batch.
Ref Date	Reference date, mainly used for currency conversion if a multi-currency batch is used.
Commit Tran Code	The commitment transaction code used to add or modify a commitment. This field is promptable.
Relief Tran Code	The relief transaction code used to relieve commitments. This field is promptable.
Job Cost Fiscal Set	Two character Job Cost Fiscal Set ID.

Field or Button	Function
Scaling	Refers to the scaling method, a way of adding zeros to the right of an amount. The following scaling methods can be used: **0 -** no scaling **3 -** scale by ten **4 -** scale by one hundred **5 -** scale by one thousand **6 -** scale by ten thousand **7 -** scale by one hundred thousand **8 -** scale by one million
Data Map	Existing Data Map that will be associated with the journal upload. If you know the data map name that can be entered directly. If not, click the Find icon to the right. This brings up a dropdown list enabling you to select an existing data map.
Log Transfer	When checked before running a journal upload, the data transfer will be recorded in a log file. The name of the log file will be the journal ID.
Change Log Directory	The default directory of the log files will be the user's **My Documents\SmartLink Logs** directory. To change the default directory click the Change Log Directory button. This brings up a window that shows the current log directory. Just type in the desired directory, or use the Browse button to navigate to the desired directory. Then, click OK to change it. If a non-existing directory is typed in, a prompt will allow you to create that directory or specify a different one.
Start Cell	Starting cell on the spreadsheet from which data will be read to upload information. The cell address for this value can be directly entered in the field, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
End Cell	Ending cell on the spreadsheet from which data will be read to upload information. The cell address for this value can be directly entered in the field, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
Pick Cell button(s)	Clicking the Pick Cell button allows you the choose the particular cell in the spreadsheet where the corresponding value exist.

Field or Button	Function
Cancel	Standard Windows interface buttons.
Headers	Button used to populate the spreadsheet with header information from the data map.
Save	Standard Windows interface buttons.
Verify	When clicked, the account numbers are verified before uploading.
Upload	When clicked, it starts the journal upload process.

Budget Upload Screen

This screen enables configuring SmartLink for transferring Budget information from your spreadsheet to the SSA FM database.



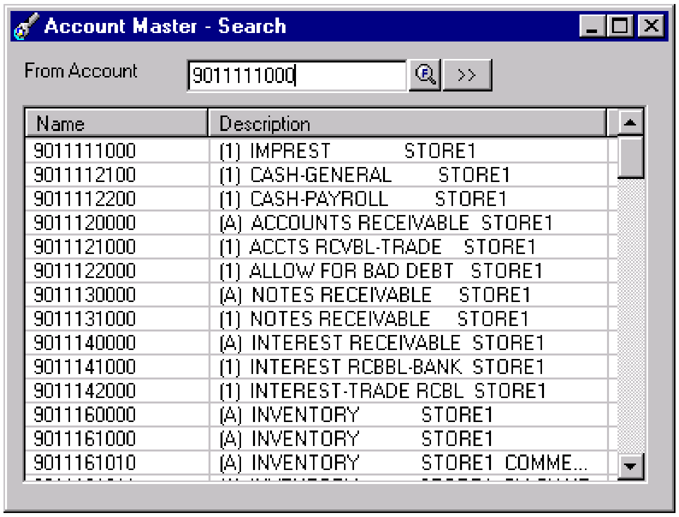
Field or Button	Function
Batch ID	The Batch ID field requires data entry that identifies your batch job for budget data when it is uploaded to the host computer. Enter up to six alphanumeric characters. Uploaded budget data is placed in a data collection file. The data is posted to general ledger accounts only when GL250 is run to process this batch.
Control Total	If this field is used, the detail line totals must sum the Control Total, or the batch will be rejected at the time of scheduling on GL250. The default value is 0.00.

Field or Button	Function
Update Option	Specifies the effect of the upload on the current budget amount. Choose one of the following from the Update Option drop-down list: **R -** Replace by amount. Use this option to replace existing budget amounts on the host with the amounts being uploaded. **D -** Decrease by amount. Use this option to reduce existing budget amounts on the host by the amounts being uploaded. **I -** Increase by amount. Use this option to increase existing budget amounts on the host by the amounts being uploaded.
Method	Specify one of the following from the drop-down list: **M –** Manual - Use this method if you want to enter separate budget amounts for multiple periods or if you want to use a spread formula (i.e. weight factor code). **F –** Fixed - Use this method to upload the same amount into all periods in the Period From/To range.
Fiscal Set	Designator used to load budget information. Values are; A - Z, and 1 - 9.
From Period	The first period in a range of periods to be updated.
Year	Requested year of data to be transferred.
To Period	The last period in a range of periods to be updated.
Currency	Currency code being used to load budget information.
Type	The currency type (usually source) when loading budgets.
Scaling	Refers to the scaling method, a way of adding zeros to the right of an amount. The following scaling methods can be used: **0 -** no scaling **3 -** scale by ten **4 -** scale by one hundred **5 -** scale by one thousand **6 -** scale by ten thousand **7 -** scale by one hundred thousand **8 -** scale by one million
Data Map	Identifies an existing Data Map previously created through data map maintenance. This data map contains the data fields used to populate the spreadsheet.

Field or Button	Function
Log Transfer	When checked before running a budget upload, the data transfer will be recorded in a log file. The name of the log file will be the budget ID.
Change Log Directory	The default directory of the log files will be the user's **My Documents\SmartLink Logs** directory. To change the default directory click the Change Log Directory button. This brings up a window that shows the current log directory. Just type in the desired directory, or use the Browse button to navigate to the desired directory. Then, click OK to change it. If a non-existing directory is typed in, a prompt will allow you to create that directory or specify a different one.
Start Cell	Starting cell on the spreadsheet from which data will be read to upload information. The cell address for this value can be directly entered in the field, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
Pick Cell button(s)	Clicking the Pick Cell button allows you the choose the particular cell in the spreadsheet where the corresponding value exist.
End Cell	Ending cell on the spreadsheet from which data will be read to upload information. The cell address for this value can be directly entered in the field, or simply click the Pick Cell button and proceed to select the cell in the spreadsheet.
Cancel	Standard Windows interface buttons.
Headers	Button used to populate the spreadsheet with header information from the data map.
Save	Standard Windows interface buttons.
Verify	When clicked, the account numbers are verified before uploading.
Upload	When clicked, it starts the budget upload process.

Search Accounts

This screen enables searching and selecting accounts needed for Account Lists, and spreadsheets.



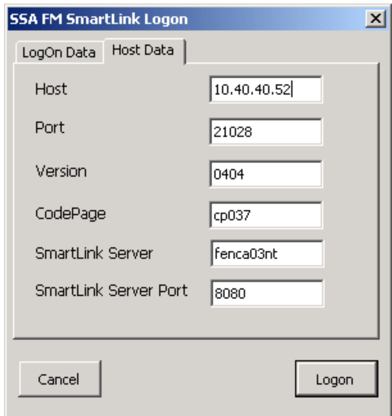
Field or Button	Function
From Account	The account that the search will begin from.
>> button	Button used to move forward in the search.
Account pane	Enables viewing and scrolling through a span of accounts.

Logon Screen

When the Logon icon is clicked, the SSA FM Logon screen appears. The **LogOn** Data tab controls access to SSA FM. Security is upheld by your password and profile.

Field or Button	Function
User	Enter your SSA FM user name.
Password	Enter your SSA FM password.
Organization	Enter the organization you want to query.
Profile	This field will automatically populate based on your assigned SSA FM profile.
Cancel	When clicked, this button allows you to back out of logging on.
Logon	When clicked, this button will allow a validated user to logon. Options chosen under the Host Data tab are used.

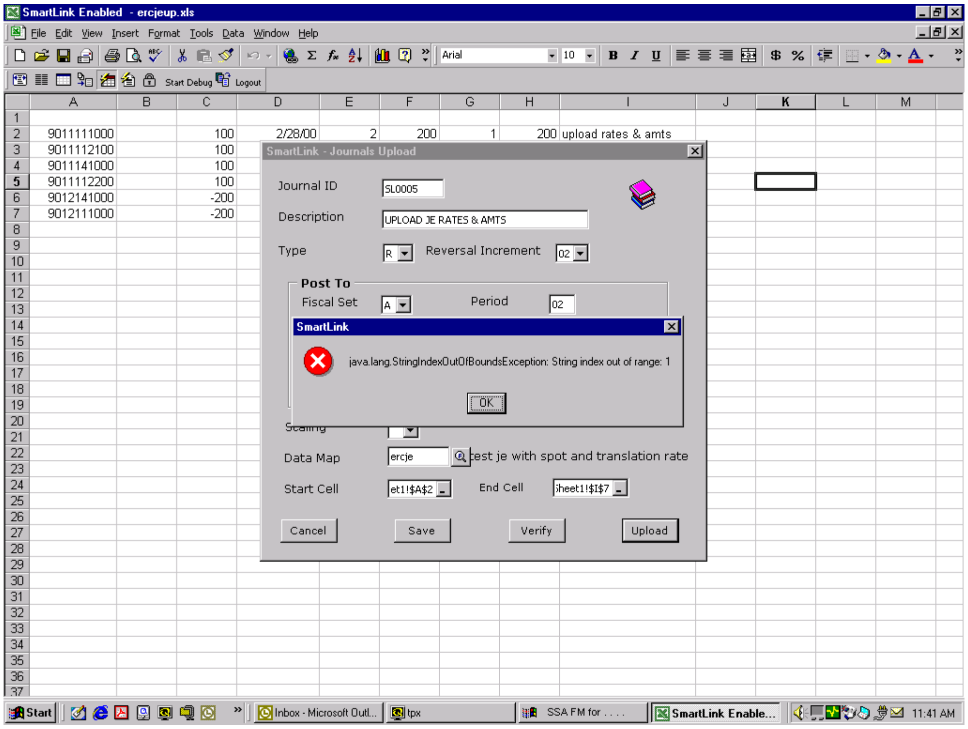
The **Host Data** tab enables the SSA FM server and the SSA FM Web server to be identified.



Field or Button	Function
Host	Enter the name or IP address of the SSA FM application server. See the System Administrator for that information. Once entered, this information will be retained.
Port	Enter the port number of your SSA FM application server. See the System Administrator for that information. Once entered, this information will be retained.
Version	This field is automatically populated with the SSA FM version number.
Code Page	For iSeries, MVS, or VSE use cp037; otherwise leave blank.
SmartLink Server	Enter the name or IP address of the SmartLink web server. See the System Administrator for that information. Once entered, this information will be retained.
SmartLink Server Port	The port number of your SmartLink web server (Tomcat). The default is 8080.
Cancel	When clicked, you can back out of logging on.
Logon	When clicked, this button will allow a validated user to logon. Options chosen under the Host Data tab are used.

Error Screen

During the course of using any program an error message may appear. The cause may be a wrong configuration, data parameters are not within range, or a system glitch. In any case, an Abend Screen may appear along with an error message. Contact your Technical Support representative.



Chapter 4

Downloading Account Data

In this chapter we will first cover the download changes for this release, then we will cover all the steps required to download account data. The downloading of account data can be summarized in five steps.

- Connecting to SSA FM
- Create or retrieve a Data Map
- Create or retrieve an Account List
- Create or retrieve a Query
- Complete the Sheet Query and start the download

Additionally SmartLink provides a means to perform quick simple queries on any account or account list. The Quick Query only requires one screen and is perfect when an in-depth query is not necessary.

The procedures covered in this chapter address how to accomplish a task such as the downloading of data, or performing a quick query. As such, it does not discuss the function or options in each data field. Please use Chapter 3 as a reference guide and **refer to it often** for the specific field or button that appears on any screen.

Download Changes

New Acronyms

A new acronym, **ORG**, has been added to enable the Organization code to be downloaded. This is the organization for the account master daily activity or monthly balances being downloaded.

Selection Criteria

SmartLink now supports a “From Date” through “To Date” selection criteria. A **From Date** and **To Date** field has been added to the selection criteria for use with the Daily Balance option.

Suffixes and Prefixes

Prefixes and Suffixes are no longer used. To identify the data to be downloaded for balances specify the fiscal set, year, currency, currency type and period. Drop down list are available for fiscal set, year, type and period for ease of use.

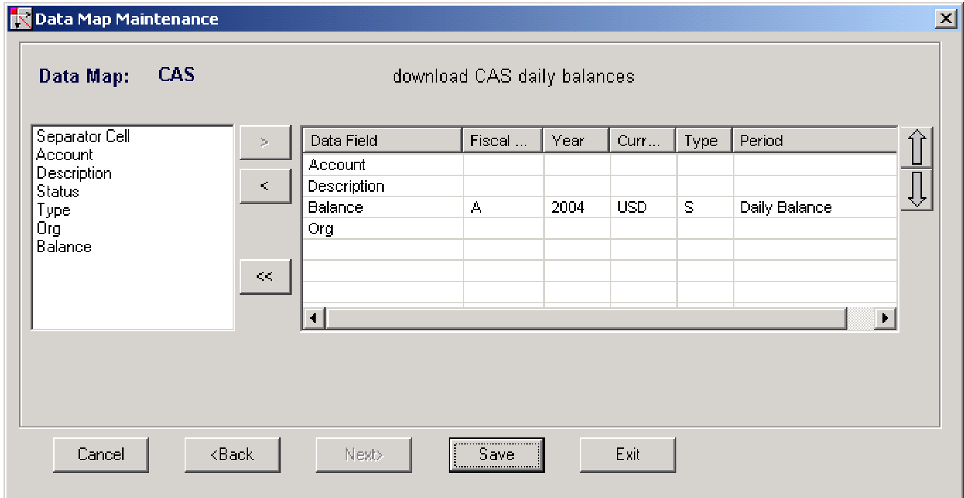
Note: Users will now specify the fiscal sets in the data maps and GL190 is no longer used to get the fiscal sets.

Current Day Data

To download current day data, the user must now enter the current from date and to date.

The user will not be able to combine daily activity and summary (monthly balance) data requests in a single download. If this is required, each request must be downloaded separately. The user can specify either a daily activity download using the from date and to date, or specify a summary (Monthly balance) download request using the existing acronyms to download summary (Monthly balance) data from the AFS table.

The Daily Balance with a date source J (Journal date) is the only type of data extracted.


Data Map Maintenance
Data Map:
CAS
download CAS daily balances
Separator Cell
Account
Description
Status
Type
Org
Balance
>
<
<<
Data Field
Fiscal ...
Year
Curr...
Type
Period
Account
Description
Balance
A
2004
USD
S
Daily Balance
Org
Cancel
<Back
Next>
Save
Exit

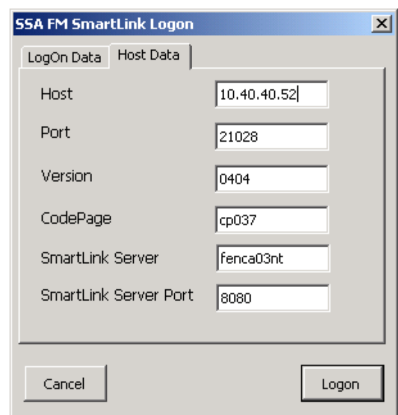
Downloading Data

Step 1 - Connect to SSA FM

1. Open your spreadsheet.

2. Click the **Logon** icon.

3. This brings up the Logon Screen. Select the **Host Data** tab and ensure the **Host, Port, Version**, **SmartLink Server**, and **SmartLink Server Port** fields are filled in. They typically are populated with information from the previous session. For iSeries, MVS, or VSE use Code Page cp037; otherwise leave blank.



4. Select the **LogOn Data** tab and enter your **User ID**, and **Password**. Then click the **Logon** button.

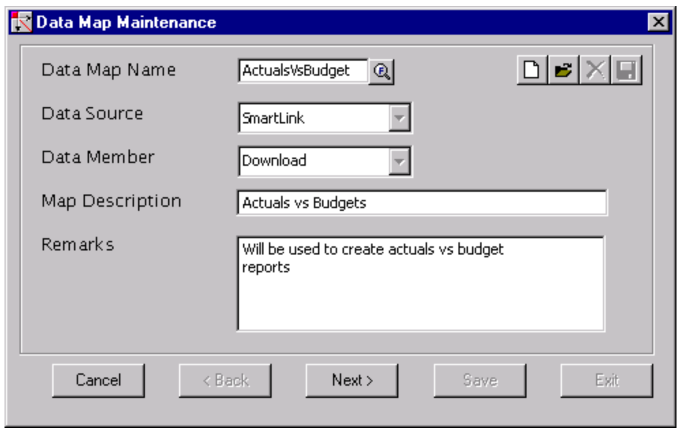
Step 2 - Create or Retrieve a Data Map

1. Create or retrieve a data map by clicking on the **Data Map** icon.

2. The first Data Map Maintenance screen appears. If you are retrieving an existing data map, click the **Find** button and select the desired data map. The remaining fields will automatically populate. Then click **Next**. (Proceed to the next step.)

   If you want to create a new data map, click the **New** button. Then enter a name in the Data Map Name field, and enter any corresponding information in the remaining fields.

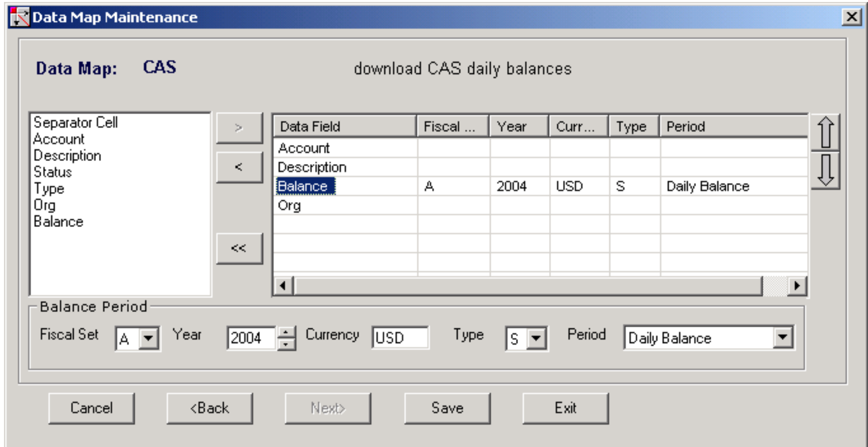
   You may save the newly created data map by clicking the **Save** button. With the new data map saved, click **Next**.



3. The second Data Map Maintenance screen appears. This screen enables you to choose the data types that may be mapped to your spreadsheet.

   Highlight the desired data type in the left pane, and use the **>** button to transfer it to the right pane. Repeat for all data types desired.

   Use the ⥮ buttons to arrange the data in the right pane. Next, highlight each data type in the right pane and set any parameters that may appear below the panes.



4. The data type selection can now be saved to the data map by clicking the **Save** button. Then click **Exit**.

Step 3 - Create or Retrieve an Account List

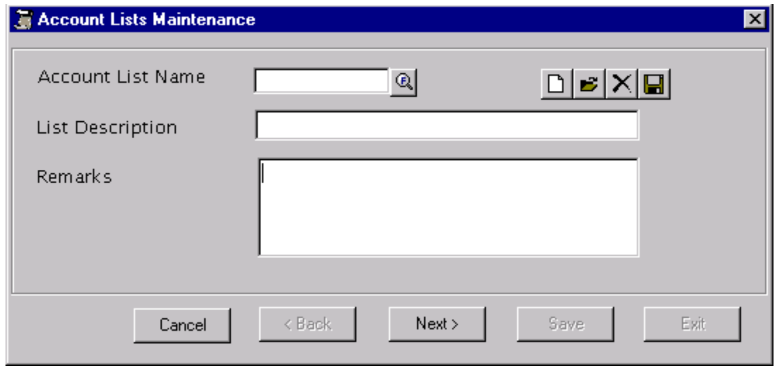
1. Create or retrieve an account list grouping by clicking on the **Account Lists** icon.

2. The first Account List Maintenance screen below appears. If you are retrieving an existing account list, enter the account name directly in the Account List Name field, or click the **Find** button to select an existing account list. The remaining fields will automatically populate. Then click **Next**. (Proceed to the next step.)

   If you want to create a new account list, click the **New** button. Then enter a name in the **Account List Name** field, and enter any corresponding data in the remaining fields.

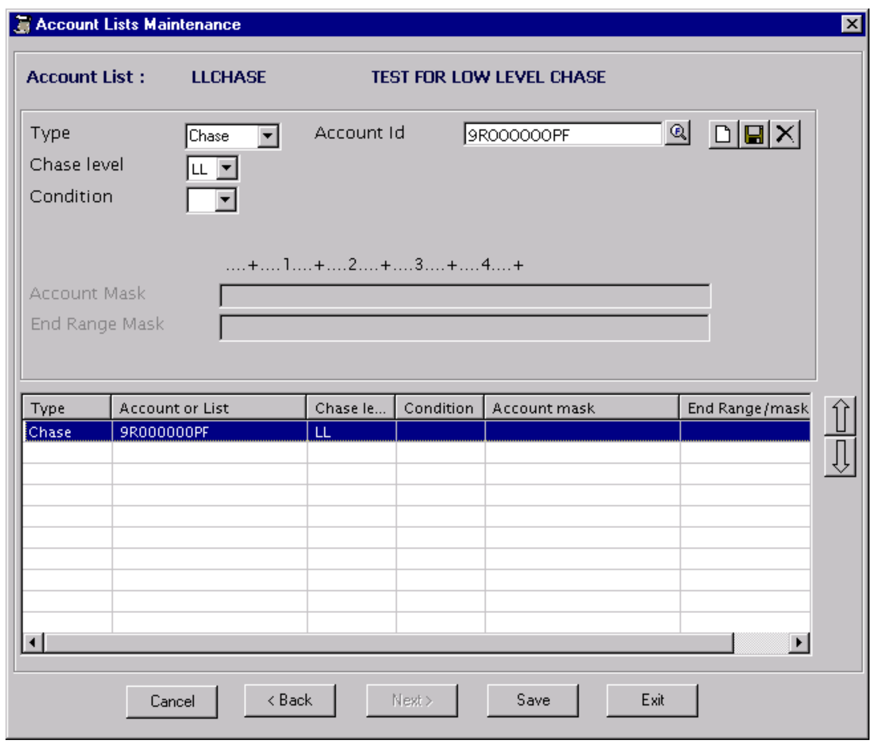
   You may save the newly created account list by clicking the **Save** button.

   With the new account list saved, click **Next**.



3. The second Account Lists Maintenance screen appears. This screen enables you to choose a grouping of accounts or account list(s) that are to be queried for data, and set parameters for each of them.

   If you are retrieving an existing account or account list, click the **Find** button to select an existing account list. The remaining fields will automatically populate. The Type, Chase Level, and Condition for each account ID may be set. **Repeat this to retrieve additional accounts or account lists as desired.**



   If you want to create a grouping of accounts or account list, click the **New** button. Then enter a name in the Account ID field, and select the Type, Chase Level, and Condition.

Within a chase, a "Range" may be specified, and this is often preferable if the range is known. The type value of range allows you to select accounts within or out of the range from the accounts retrieved by chasing from the account ID.

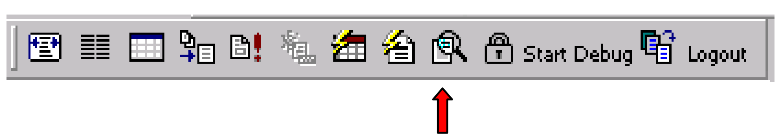
In this case, the specified range is always a chase downward from a summary account limited to the accounts within the specified end points. Therefore, Range must always start (the account ID) with a summary account and always needs a non-zero chase level (LL is safest since it will always work for Range).

While Range works using account masks, fully specified start and end accounts are more natural for Range and are recommended for clarity when known. The mask character is **“.”**.

A new type of account list is the GL List. This allows users to add an account list from GL012 to the account list in SmartLink. You may save the newly created account grouping by clicking the **Save** button. With the new account grouping saved, click **Exit**.

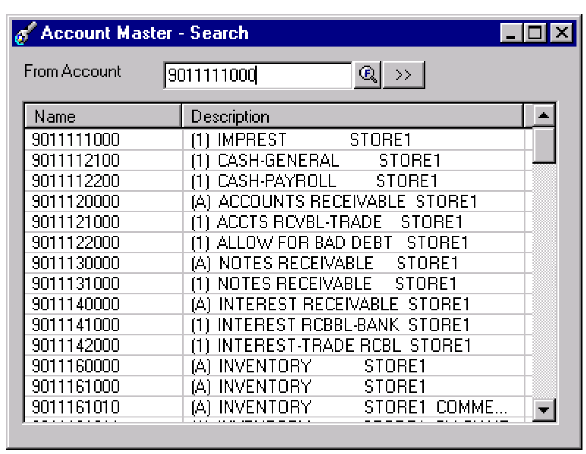
Finding Accounts and Determining Account Ranges

To help find related accounts and/or determine the range of accounts, use the Search Accounts icon. This can be used to make the building of account Lists easier.



1. Call up the Search Accounts window by clicking the **Search Accounts** icon.

2. The Search Accounts screen appears.



3. Use the Find button to display a dropdown list of accounts, then select the desired account. The viewing pane will show the account ID and description.

Step 4 - Create or Retrieve a Query

1. Create or retrieve a query by clicking on the **Queries** icon.

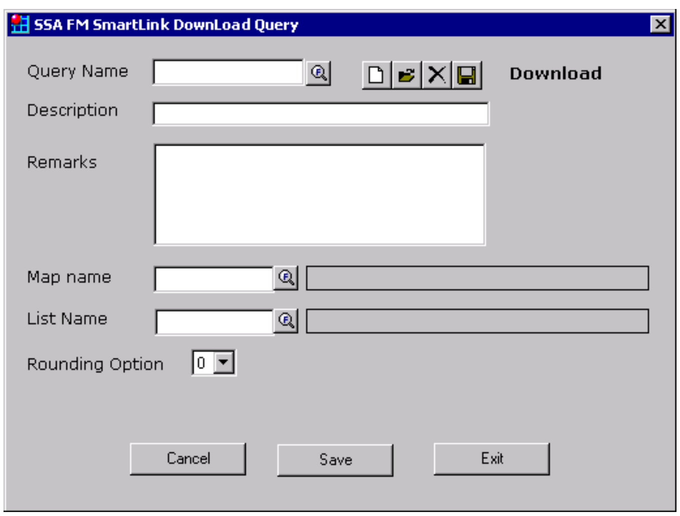
2. The SmartLink Download Query screen below appears. If you are retrieving an existing download query, enter the query name, or click the **Find** button to select an existing download query. The remaining fields will automatically populate. (Proceed to the next step.)

   If you want to create a new download query, click the **New** button. Then enter a name in the **Query Name** field, and enter any corresponding data in the remaining fields.

   In the **Map Name** field, enter (or use the **Find** button) the Data Map to be used. Then in the **List Name** field, enter (or use the **Find** button) the account list grouping to be used.

3. Choose the desired **Rounding Option** to be applied to the downloaded data. You may save the newly created download query by clicking the **Save** button.

4. Click **Exit**.



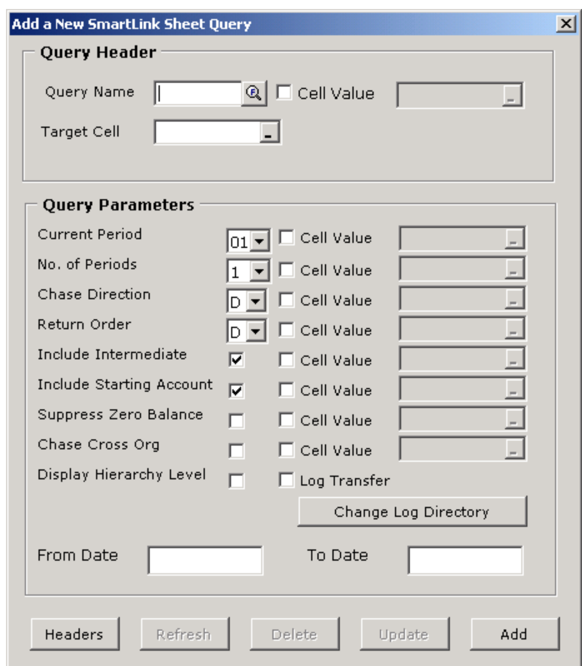
Step 5 - Complete the Sheet Query and Download

1. To bring up the Sheet Query and start the download, click on the **Sheet Query** icon.

2. The Add a New SmartLink Sheet Query screen appears. If you are retrieving an existing download query, enter its name in the **Query Name** field, or click the **Find** button to select an existing download query. The remaining fields will automatically populate. Query parameters can now be changed if desired.

3. In the **Target Cell** field, enter the spreadsheet cell address to start downloading data to. Alternately use the **Pick Cell** icon button. Then set each of the query parameters.

4. Check the **Log Transfer** box to generate a record of the query. (Use the Change Log Directory button to change the default log directory if desired.)



5. Click the **Add** button to start the query and download the data.

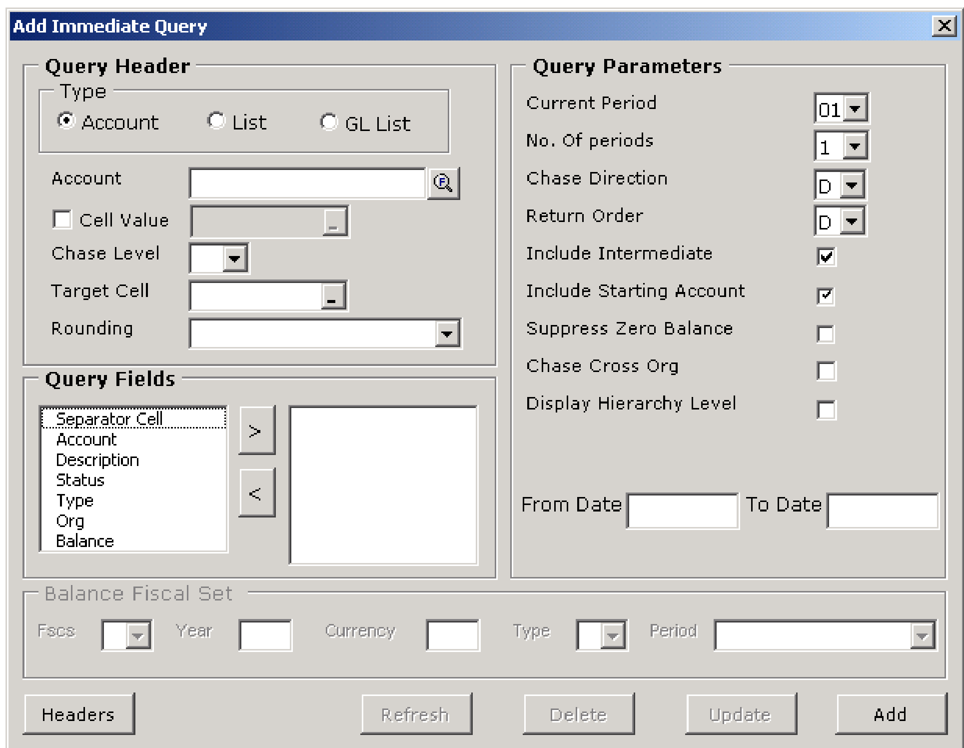
SmartLink will query the SSA FM database for the account data specified and place the data in your spreadsheet starting with the target cell specified.

Performing a Quick Query Download

SmartLink gives you the ability to do a quick query of any account or account list. Additionally, query parameters can be specified. To obtain quick account information follow the steps below.

1. To obtain account data quickly, click on the **Quick Query** icon.

2. The Add Immediate Query screen appears.



3. Choose **Account** or **List** type, then enter the number in the **Account** field. Use the **Find** button to select an account or account list if necessary.

4. Specify the account value using the **Cell Value** check box and the corresponding field to the right. Remember to use the **Pick Cell** button if desired.

5. Finish defining the account by specifying the **Chase Level** and spreadsheet **Target Cell**. Again use the corresponding field to the right to enter the spreadsheet cell address, or use the **Pick Cell** button if desired.

6. In the Query Fields viewing panes, use the **>** button to move the desired data types to the right pane. These are the data types you want to download to the spreadsheet.

7. After all the data typed have been selected, highlight each data type and set the parameters that may appear below the Query Fields viewing panes. The parameters that appear will vary with the highlighted data type.

8. Next, choose the desired **Query Parameters**, such as Current Period, Chase Direction, etc.

9. Click the **Add** button to start the quick query and download the data.

SmartLink will query the SSA FM database for the account data specified and place the data in your spreadsheet starting with the target cell specified.

Refreshing Spreadsheet Data

At any time, the data in your spreadsheet may be refreshed by clicking the **Refresh Downloaded Data** icon (shown below).

Chapter 5

Uploading Journals and Budgets

In this chapter we will first cover the steps required to upload Journals and Budgets. The uploading of Journal or Budget data is very similar and can be summarized in three steps.

- Connecting to SSA FM
- Create or retrieve a Data Map
- Select and complete the Journal or Budget upload screen

Since the procedure for uploading Journals and Budgets are similar, only the procedure for uploading Journals will be given as an example. Uploading Budget data is done in the same manner.

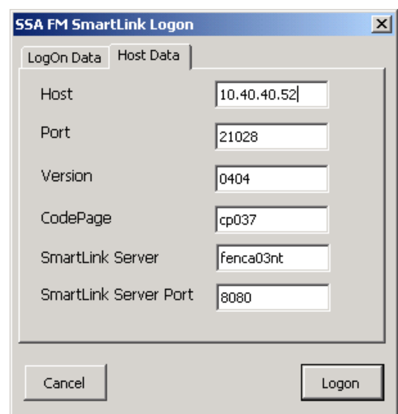
The procedure covered in this chapter addresses how to upload data. As such, it does not discuss the function or options in each data field. Please use Chapter 3 as a reference guide and **refer to it often** for the specific field or button that appears on any screen.

Uploading Journals

Step 1 - Connect to SSA FM

1. Open your spreadsheet.
2. Click the **Logon** icon.

3. This brings up the Logon Screen. Select the **Host Data** tab and ensure the **Host, Port, Version**, **SmartLink Server**, and **SmartLink Server Port** fields are filled in. They typically are populated with information from the previous session. For iSeries, MVS, or VSE use Code Page cp037; otherwise leave blank.



4. Select the **LogOn Data** tab and enter your **User ID**, and **Password**. Then click the **Logon** button.

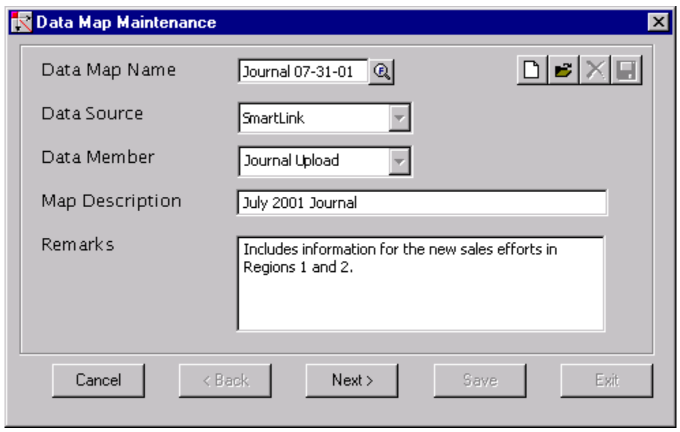
Step 2 - Create or Retrieve a Data Map

1. Create or retrieve a data map by clicking on the **Data Map** icon.

2. The first Data Map Maintenance screen appears. If you are retrieving an existing data map, click the **Find** button to select an existing data map. The remaining fields will automatically populate. Then click **Next**. (Proceed to the next step.)

   If you want to create a new data map, click the **New** button. Then enter a name in the Data Map Name field, and enter any corresponding information in the remaining fields.

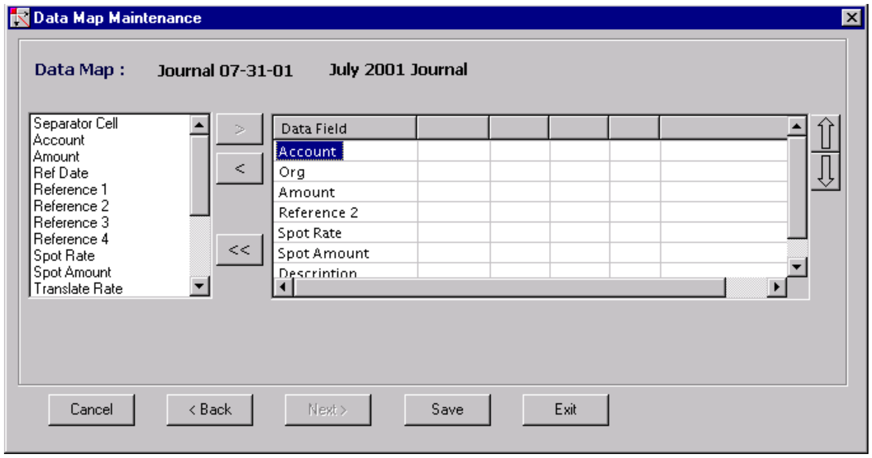
   You may save the newly created data map by clicking the **Save** button. With the new data map saved, click **Next**.



3. The second Data Map Maintenance screen appears. This screen enables you to choose the data types that may be mapped to your spreadsheet.

   Highlight the desired data type in the left pane, and use the **>** button to transfer it to the right pane. Repeat for all data types desired.

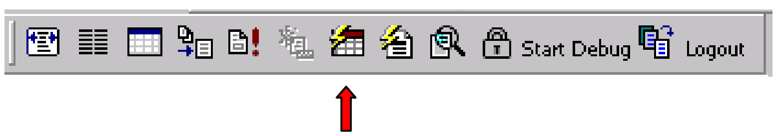
   Use the ⥮ buttons to arrange the data in the right pane. Next, highlight each data type in the right pane and set any parameters that may appear below the panes.



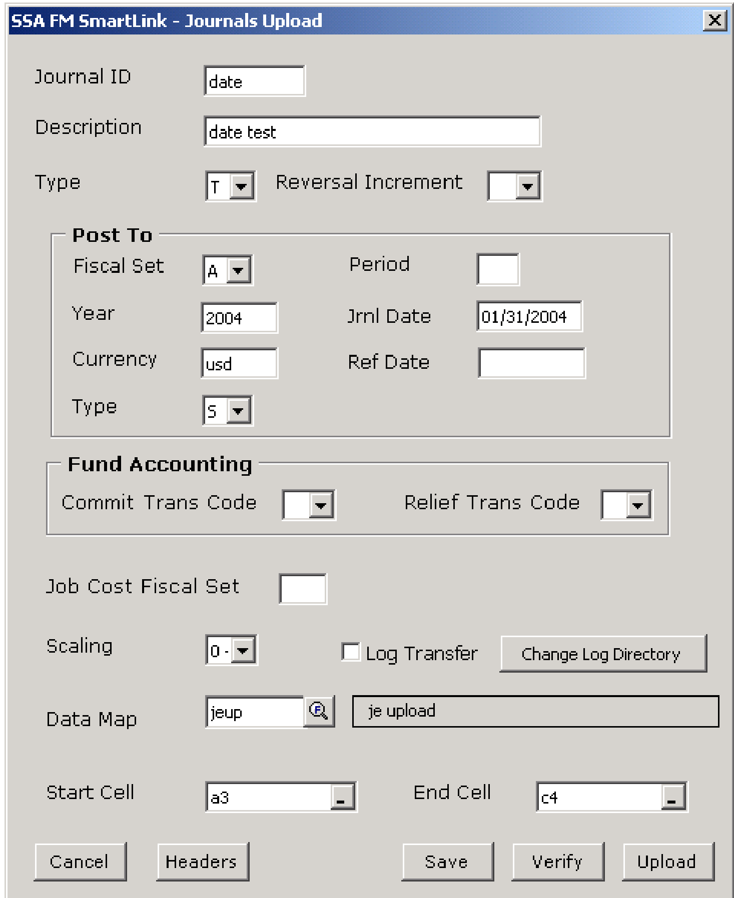
4. The data type selection can now be saved to the data map by clicking the **Save** button. Then click **Exit**.

Step 3 - Select and Complete the Journal Upload Screen

1. Open the Journal Upload screen by clicking on the **Journal Upload** icon.



2. The Journals Upload screen below appears. Give the upload a name and description by filling in the **Journal ID**, and **Description** fields.



3. Select the **Type** and **Reversal Increment** from the dropdown lists.

4. Enter the **Post To** parameters. Then select the **Scaling** factor from the dropdown list.

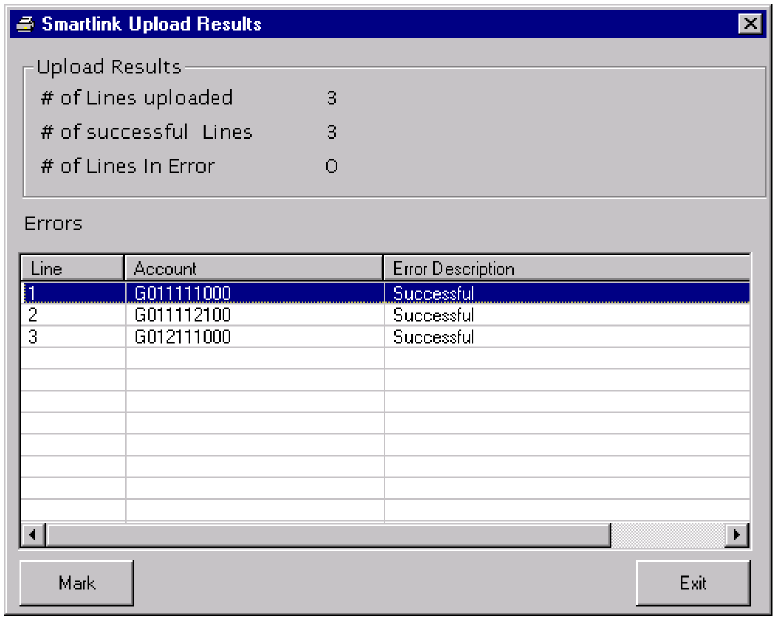
5. In the **Data Map** field, enter (or use the Find button) the Data Map to be used.

6. In the **Start Cell** and **End Cell** fields, enter the appropriate spreadsheet cell address for the start and end of journal information. Remember to use the **Pick Cell** button if desired.

7. Check the **Log Transfer** box to generate a record of the upload. (Use the Change Log Directory button to change the default log directory if desired.)

8. To populate the spreadsheet with header information from the Data Map, click the **Headers** button.

9. To verify the account numbers prior to uploading, click the **Verify** button. The following screen appears displaying the verification results.



Note: If any line shows an error, highlight that line and click the **Mark** button. You will be taken to the corresponding spreadsheet cell where the error exist.

10. Close this screen by clicking **Exit**. You are returned to the Journal Upload screen.

11. You may save the journal upload configuration by clicking the **Save** button.

12. With the new journal information saved, click **Upload**.

SmartLink will upload the journal information from your spreadsheet to the SSA FM database starting with the start cell specified.

Appendix A

Common Terms

Introduction

This appendix lists common SmartLink terms along with their meanings that are used for identifying data items transferred to or from the SSA FM database.

The following information is provided in tables:

- Downloading Terms
- Account Master Data Terms (download and upload)
- Uploading Journal Terms
- Uploading Budget Terms

Downloading Terms

Term	Meaning
Beginning Balance	Beginning Balance - The Beginning Balance = Current Period minus the number of periods as YTD. For example, the beginning balance of the query: Current Period = 09 and number of periods = 03 Beginning Balance = sum of periods 00-06
Beginning Year	Beginning Year - period 00 (for balance sheet accounts and type S statistical)
Current Period	Current month or period.
Daily Balance	Daily Balance from Custom Activity Summary
First Half Year	First Half, sum of periods 1 thru 6
Second Half Year	Second Half, sum of periods 7 thru 12
Net Activity	Net activity for the total number of periods including the current month.
Period 00	See Beginning Year.
Period 01 thru Period 12	Number of periods prior to Current Period
Period 12	Last year, 12 months prior to the current month
Period A0 thru Period A14	These are the absolute periods. The absolute period ignores Current Period and retrieves the period specified.
Period F1 thru Period F13	Future period relative to Current Month. Period F3 is 3 periods in the future from the Current Period.
Quarter I	Quarterly sum for periods 1-3.
Quarter II	Quarterly sum for periods 4-6.
Quarter III	Quarterly sum for periods 7-9.
Quarter IV	Quarterly sum for periods 10-12.
Year To Date	Sum of periods 00 thru Current Period
Sum of Periods	Sum of periods for the total year

Account Master Data Terms (Download and Upload)

Term	Meaning
Account	Account number: works for downloads and uploads
Description	Account description: download only
Org	Organization
Separator Cell	Used to reserve a cell in the spreadsheet during download.
STAT	Account status (download only)
TYPE	Account type (download only)

Uploading Journal Terms

Term	Meaning
Account	Account number up to 45 characters (alpha-numeric field)
Adjustment	Indicates an adjustment to a source, base equivalent or reporting currency
Amount	The journal amount to be posted
CR/DR code	Specifies separate debit and credit fields
Description	Journal entry description up to 40 characters
Fund Commitment	Fund Commitment transaction code
Fund Relief	Fund relief transaction code
Fund Relief Amount	Fund relief amount
Fund Source ID	Source of the Fund commitment
JC Project ID	Job Cost Project ID
JC Task ID	Job Cost Task ID
JC Cost Code	Job Cost Code
JC Source ID	Job Cost Source ID
Org	Organization used during inter-company postings
Quantity	Non-monetary values to be posted to a quantity fiscal set in a financial account
Ref Date	The reference date

Term	Meaning
Reference 1 – 4	Four 16-character alpha-numeric fields that are used with Open Items and Fund source IDs.
Separator Cell	Used to filter out fields from the spreadsheet not needed for this upload.
Spot Amount	Currency amount for an override
Spot Rate	Currency rate for an override
Translate Rate	Currency rate override for reporting currency 1
Translate Amount	Used when the currency profile for the account posted specifies a currency rate type of "AC" for Reporting Currency 1.
User Code	User defined code for selection
User Text	User defined data for the journal audit trail see GL004

Uploading Budget Terms

Term	Meaning
Account	Account number up to 45 characters alpha-numeric field
Amount	The budget amount. This can be entered in three different layouts
GLB00 – GLB14	Specific period amounts for the Manual method
GLBCD	The weight Factor Code defined in GL209 when using the weighted option of the Manual method.
GLBYR	The amount to be posted using the Fixed method. Also the amount for the total year when using the Weighted option of the Manual method to spread the budget using a formula.
Separator Cell	Used to filter out fields from the spreadsheet not needed for this upload

Appendix

B Upgrading SmartLink Files from a Previous Release

The SmartLink client has a utility that can convert data files from release 1.2 to release 2.0. However if you have release 1.3 files they will have to be converted to release 2.0 files at the SmartLink server. This is typically done by the system administrator. Refer to the appropriate topic in this appendix.

Note: Before starting conversion process, the fiscal set information (GL190) has to be updated so the data maps converted will have the right fiscal set information

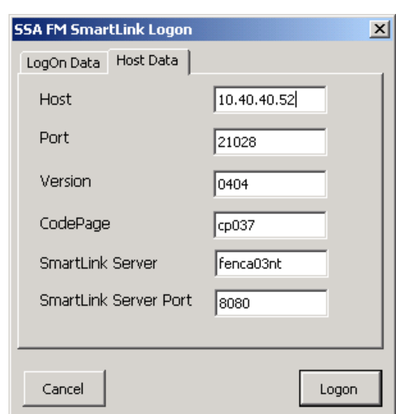
Converting 1.2 Files to 2.0 Files

1. Copy the SmartLink files to a working directory. This will be the **Query Directory**. Include all related files with the extensions XLA, MSL, and MSA.

2. Open your spreadsheet.

3. Click the **Logon** icon.

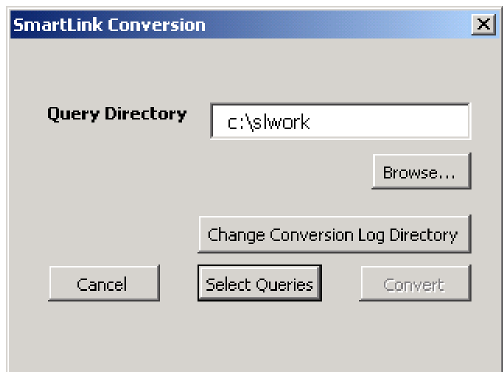
4. This brings up the Logon Screen. Select the **Host Data** tab and ensure the **Host, Port, Version**, **SmartLink Server**, and **SmartLink Server Port** fields are filled in. They typically are populated with information from the previous session. For iSeries, MVS, or VSE use Code Page cp037; otherwise leave blank.



5. Select the **LogOn Data** tab and enter your **User ID**, and **Password**. Then click the **Logon** button.

6. Click on the **Conversion** icon.

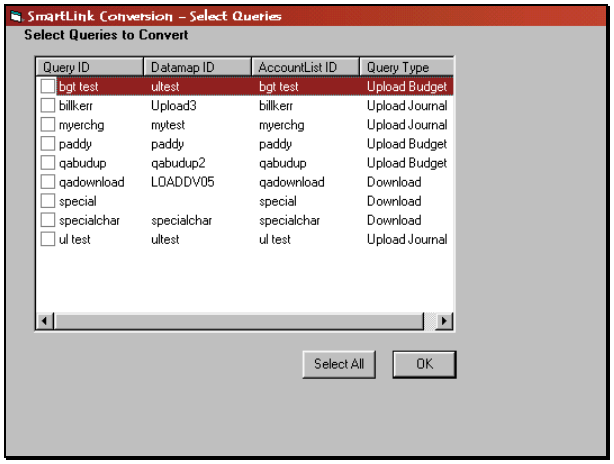
7. The SmartLink Conversion screen appears.



Note: The default directory of the log files will be the user's **My Documents\SmartLink Conversion Logs** directory. To change the default directory click the Change Conversion Log Directory button. This brings up a window that shows the current log directory. Just type in the desired directory, or use the Browse button to navigate to the desired directory. Then, click OK to change it. If a non-existing directory is typed in, a prompt will allow you to create that directory or specify a different one.

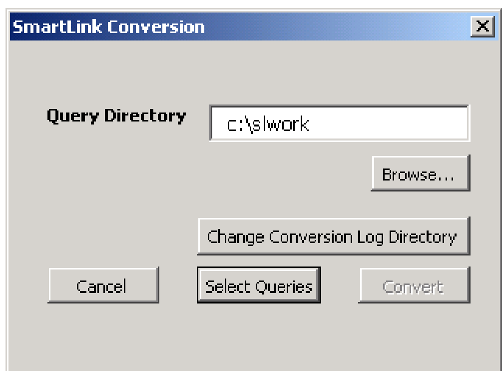
8. Enter the name of the Query Directory where the old SmartLink files (extensions XLA, MSL, MSA) were copied.

9. Click on **Select Queries**. The Select Queries screen appears.



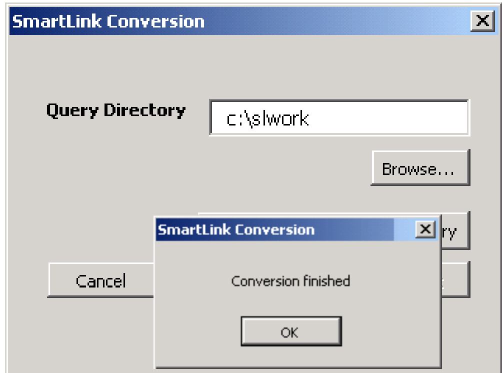
10. On the left hand side, check all queries to be converted. If all files should be converted, click the **Select All** button. Then click **OK**.

11. You are returned to the SmartLink Conversion screen.

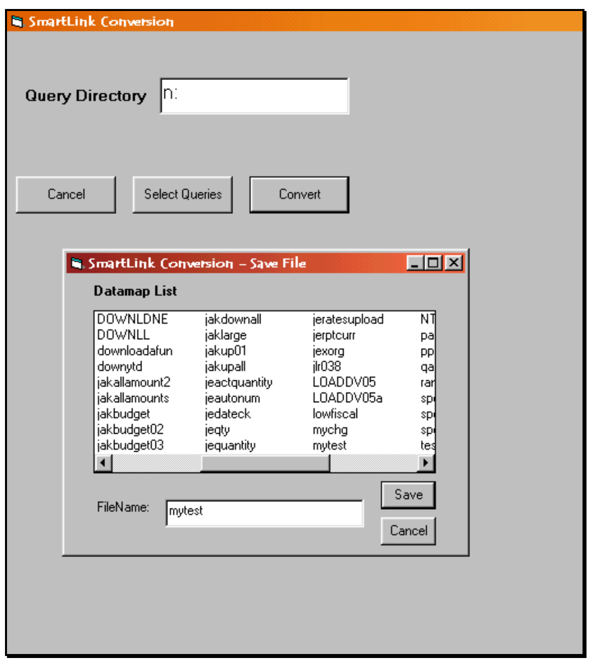


12. To start the conversion process, click the **Convert** button. As the conversion process progresses, messages will appear.

13. When the conversion process is complete, the Conversion Finished popup message box appears. Click **OK**.



Note: If the data map, account list or query being converted has the same name as an existing data map, account list or query, a prompt asking to replace the existing file will appear. If Yes is chosen, the existing file will be replaced and the conversion will proceed. If No is chosen, the Save File Window will appear and prompts the user to save the file being converted to a different name. Enter the file name, and click **Save**.



Conversion Error Messages

During the processing an error message may appear as each SmartLink file is converted. Below are some that may appear along with their cause.

Error Message	Possible Cause
Cannot find directory *X*	This error occurs when the directory listed cannot be located. Click OK. Enter the correct directory.
Cannot find account list file... [*name of file*]	This error occurs if a member in the old SmartLink file refers to another file that does not exist. Click OK. Then either add the file to the conversion directory and reconvert, or add a similar entry manually with the new version of SmartLink.
Cannot find data map ... [*name of data map*]	This error occurs if a member in the old SmartLink file refers to another file that does not exist. Click OK. Then either add the file to the conversion directory and reconvert, or add a similar entry manually with the new version of SmartLink.
Datamap … [*name of file*] already exists, would you like to replace it?	This error occurs if a member already exists in the directory with the same name. Click Yes if you want to replace the file. Click No if you do no want to replace the file. If you click No, the user will be able to rename the file on the panel that follows.
Unrecognized [*field information*] [*type of member*] [*name of member*]	This error occurs if the data in the data map or account list is invalid. Click OK. To convert this member, first the erroneous data needs to be corrected using the previous SmartLink release.
Unexpected file format. Cannot complete converting [*file name*]	For account lists and queries (msa and msl files), the conversion program expects a certain format, if the file has a missing line, or such, this message will appear. In addition, the message "Cannot find account list ...", and message "Cannot find data map [*data map name*]" may appear in this circumstance.
Error converting data map [*file name*]: Cannot open data map file	This message appears if the program cannot open the data map to read. This typically happens when there are problems with the file setting, system setting, or other system problems.

Error Message	Possible Cause
[*Description of the error*] Cannot convert acronym [*acronym name*] in file [*fileName*]	This happens when the acronym in the data map is not recognized. Either the acronym is not a valid acronym, such as a typo, or the acronym is not a valid acronym for the particular data map, such as a download acronym that was used for an upload data map. When this happens, this acronym will be left out from the converted data map.

Conversion Log Files

As a result of the conversion, the converted account lists, data maps, and queries were added to the XML directory on the SmartLink Server.

In addition, conversion log files are created to aid in verify the steps completed in the conversion. Two log files are created in the WINDOWS\TEMP folder on the client PC. Both of these log files include information on members converted, errors that occurred in conversion, and renames completed. These log files can be used to verify what members have been converted and the member type.

The first log file is the **slconversionlog.log**. It lists all folder members and action that was taken on each member. Each subsequent run is added to the log file and the user must empty or delete the file if they want the information to only include information on the current run.

Sample slconversionlog.log File

```
Conversion started.
Converting query bgt test.msl
Query bgt test was not selected for conversion. This query will not be converted.

Converting query billkerr.msl
Query billkerr was not selected for conversion. This query will not be converted.

Converting query myerchg.msl
Cannot find account list file myerchg
Converting datamap mytest.xls
End converting data map mytest.xls.

Originally an upload query: Query myerchg is not converted.

Converting query paddy.msl
Query paddy was not selected for conversion. This query will not be converted.

Converting query qabudup.msl
Cannot find account list file qabudup
Datamapqabudup2already exists. This file is saved as mytesta
```

```
Converting datamap qabudup2.xls
End converting data map qabudup2.xls.

Originally an upload query: Query qabudup is not converted.

Converting query qadownload.msl
Query qadownload was not selected for conversion. This query will not be converted.

Converting query specialchar.msl
Query specialchar was not selected for conversion. This query will not be converted.

Converting query ul test.msl
Cannot find account list file ul test
Datamapultestalready exists. This file is saved as x
Converting datamap ultest.xls
End converting data map ultest.xls.

Originally an upload query: Query ul test is not converted.

Converting account list qadownload.msa
End converting account list qadownload.msa.

Converting account list special.msa
End converting account list special.msa.

Converting account list specialchar.msa
End converting account list specialchar.msa.

Conversion finished.
```

The second log file lists all members in the conversion directory and type of member. This is useful to review what is available to be converted.

Sample slconversionlist.log File

```
Query name: billkerr
Datamap Name: Upload3
Datamap Type: Upload Journal

Query name: myerchg
Datamap Name: mytest
Datamap Type: Upload Journal

Query name: paddy
Datamap Name: paddy
Datamap Type: Upload Budget

Query name: qabudup
Datamap Name: qabudup2
Datamap Type: Upload Budget

Query name: qadownload
Datamap Name: LOADDV05
Datamap Type: Download

Query name: special
```

```
Datamap Name:
Datamap Type: Download

Query name: specialchar
Datamap Name: specialchar
Datamap Type: Download

Query name: qabudup
Datamap Name: qabudup2
Datamap Type: Upload Budget

Query name: qadownload
Datamap Name: LOADDV05
Datamap Type: Download

Query name: special
Datamap Name:
Datamap Type: Download

Query name: specialchar
Datamap Name: specialchar
Datamap Type: Download

Query name: special
Datamap Name:
Account List name: special
Datamap Type: Download

Query name: specialchar
Datamap Name: specialchar
Account List name: specialchar
Datamap Type: Download

Query name: ul test
Datamap Name: ultest
Account List name: ul test
Datamap Type: Upload Journal
```

Converting 1.3 Files to 2.0 Files

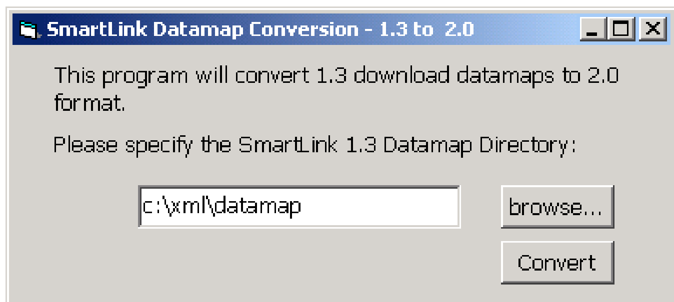
This process must be done at the SmartLink server by an administrator.

WARNING: This process will overwrite 1.3 data map files. So if you need to retain 1.3 functionality, back up your 1.3 data maps prior to conversion.

1. Navigate to the client install folder (typically this may be d:\SmartLink Client Install).

2. To start the conversion, double click the file **Convert1.3Maps.exe**.

3. The SmartLink Datamap Conversion – 1.3 to 2.0 window appears.



4. If necessary use the Browse button to navigate to the folder where the 1.3 data maps are. Then click **Convert**.

Appendix

C

Messages

This appendix provides a list of messages along with a corresponding reason or action that should be taken.

Message Definitions

Message	**Reason or Action**
A query is currently refreshing. Please wait…	An excel query is in process. Wait until the query is finished running to proceed.
Account List does not exists.	The account list entered does not exist.
Cannot convert acronym. <*Acronym*> < *Error Description*>	An error happened when converting the acronym. The acronym will be ignored.
Cannot find account list. <*Account List Name*>	The account list specified in the query cannot be found in the conversion directory.
Cannot find data map. < *File Name*>	The data map specified in the query cannot be found in the conversion directory.
Cannot find directory: <*directory*>	The conversion directory specified cannot be found.
Cannot paste header in row #1.	The user has specified the download/upload area to start at the top of the spreadsheet and no row was left above to paste the data header to download or upload.

Message	Reason or Action
Cannot retrieve fiscal set data from host. May not be able convert all the acronyms.	The fiscal set data are not available because the GL190 record for the current organization does not exist, the connection with SSA FM is interrupted, or the conversion program cannot retrieve the fiscal set data. To continue the conversion process at this point will cause the download data maps missing data or invalid. It is strongly recommended that the fiscal set record in GL190 be updated before starting conversion.
Chase Cross Org valid values are True and False.	An invalid value was entered in the Cross Org field.
Chase Direction valid values are D and U.	An invalid value was entered in the Chase Direction field.
Current Period values Are 00 - 14.	An invalid value was entered in the Current Period field. The value in this field must be between 00 and 14.
Data map code does not exist.	The data map entered does not exist.
Enter a valid end cell.	The end cell field is empty.
Enter a valid start cell.	The value in the start cell field is not a valid spreadsheet cell.
Enter a valid Target cell.	The target cell for the downloaded data is either empty or invalid.
Enter data map.	Data map field is empty.
Enter end cell.	The end cell field is empty.
Enter fiscal set currency type.	Fiscal set currency type field is empty.
Enter fiscal set currency.	Fiscal set currency field is empty.
Enter fiscal set year.	Fiscal set year field is empty.
Enter fiscal set.	Fiscal set field is empty.
Enter from period.	From period field is empty.
Enter Journal Date.	The journal date field is empty.
Enter Journal Description.	The journal description field is empty.
Enter Journal ID.	The journal ID field is empty.
Enter Journal Period.	The period field is empty.
Enter Journal Type.	The journal type field is empty.
Enter start cell.	The start cell field is empty.
Enter to period.	To period field is empty.

Message	Reason or Action
Error converting account list. <*Account List Name*> < *Error Description*>	An error occurred when converting the account list.
Error converting data map: <*Data map name*> <*Error Description*>	An error occurred when reading and converting the data map. The data map convert may not be valid.
Error converting data map: cannot open data map file. <*Data Map Name*>	Due to system reasons, the data map file cannot be opened and read.
Error converting data map: unexpected data map format. File Name: <*File Name*>	The data map being converted is corrupted, or is in an unexpected format and cannot be read and converted.
Error converting file: <*Error Description*> File Name: < *File Name*>	An error occurred when converting the query.
Include Intermediate Accounts valid values are True and False.	An invalid value was entered in the Include Intermediate Accounts field.
Include Starting Account valid values are True and False.	An invalid value was entered in the Include Starting Account field.
Invalid address in cell.	The value entered is not a value spreadsheet cell.
No sheets in workbook.	SmartLink requires that the current workbook have an open sheet.
No. Of Periods values are 00 - 14.	An invalid value was entered in the No. of Periods field. The value in this field must be between 00 and 14.
Non numeric value in Current Period cell.	The current period field requires numeric value.
Non numeric value in No. Of Periods.	The no. of periods field requires a numeric value.
Please enter Account/List Code.	The account/account list field is empty.
Please enter batch ID.	Batch ID field is empty.
Please enter Chase Direction.	The chase direction field is empty.
Please enter Chase Level.	The chase level field is empty.
Please enter Current Period.	The current period field is empty.
Please enter directory.	Need to enter the directory for the conversion files.
Please enter host name.	The host name field is empty.

Message	Reason or Action
Please enter List Name.	The account list field is empty.
Please enter Number Of Periods.	The no. of periods field is empty.
Please enter port number.	The port field is empty.
Please enter Query Code.	The query code field is empty.
Please enter Query Target cell.	The download target cell field is empty.
Please enter Return Order.	The return order field is empty.
Please enter SmartLink server.	The SmartLink server field is empty.
Please enter user ID.	The user ID field is empty.
Please enter your password.	The password field is empty.
Please select budget method.	Budget upload method field is empty.
Please select One Cell only.	The cell specified covers a range exceeding one cell. The range in this field must be one cell only.
Please select update option.	Update option field is empty.
Query Code does not exist.	The query entered does not exist.
Query Data Map is not a Download Data Map.	The data map selected is not a download data map.
Return Order valid values are D and I.	An invalid value was entered in the return order field.
Suppress Zero Balances valid values are True and False.	An invalid value was entered in the suppress zero balance field.
This directory does not exist. Do you want to create it?	The log files directory specified does not exist. Choose yes to create it and choose no to specify a different directory.
Unknown data map file type. File Name: <*File Name*> File Type: < *File Type*>	The data map file specified in the query is of an unexpected type and cannot be read and converted.
You must select a budget upload data map.	The data map selected is not a budget upload data map.
You must select a journal upload data map.	The data map selected is not a journal update data map.
You must select at least one field.	There is currently no data map field selected for download.
Query not enabled.	The user tries to run a disabled query.

Message	Reason or Action
Unexpected file format. Cannot complete converting. <*File Name*>	An error happened when converting the query.
110 Save Account List failed.	Saving the account list has failed. The account list was not saved.
Account list must have at least one item.	The account list is empty.
Account not valid.	The account selected does not exist.
Account number is missing in row. <*Row Number*>	The line of upload data at the specified row does not have account number.
Account number is missing.	The data map is invalid because it does not have account ID.
AMTCM or AMT <*period*> (Journal Data) acronym is missing.	No amount or quantity was found in the journal upload line.
Bad fiscal set: Cannot upload.	Because the fiscal set specified has error(s) in it, the upload process is stopped. The user has to correct the error(s) and re-upload.
Batch <*batch ID*> already exists.	The specified batch ID already exists.
Cannot find <*file type* (*map, list, or query*)>	An error occurred when trying to list the files of this file type.
Cannot find directory.	The conversion directory does not exist.
Cannot save query.	Save query operation failed.
Cannot use both GLBCD (Weight Factor Code) and GLBXX (Period Amount) acronyms for manual budget uploads.	This occurred because the user has specified both GLBCD and GLBXX in a manual budget upload.
Cannot use GLBXX (Period Amount) acronyms for fixed budget uploads.	See the message.
Cannot use the GLBCD (Weight Factor Code) acronym for fixed budget uploads.	The user has input the weight factor code for a fixed budget upload.
Data map code not found.	The data map ID entered does no exist.
Data map definition file not found.	Data map does not exist.

Message	Reason or Action
Data map name: <*file name*> Acronym: <*Acronym*> Error: Cannot recognize acronym.	The fiscal set acronym being converted is not valid.
Divisor for weight factor code <*weight factor input*> not found.	The divisor for the specified weight factor was not found.
Downloaded data does not match requested data.	The data the host sent does not match the user's request. This data transfer is invalid.
Enter only one, commit tran code or relief tran code.	The commitment transaction code and relief transaction code are mutually exclusive. Choose one.
Error communicating with SSA FM SmartLink server. Please contact your system administrator. Err: <*Error Description*>	An error occurred when SmartLink is connecting to the server.
Error input: Invalid journal reference date: <*reference date input*> Cannot finish upload.	The reference date input for the journal is invalid. The journal was not uploaded.
Error reading query: <*error description*>	An error occurred when reading the queries in the conversion directory.
Error: SmartLink cannot communicate with the SSA FM Server: <*error description*>	An error occurred when SmartLink fetched data from SSA FM.
File not found.	This error occurred when the user tried to use a data map, account list, or query that does not exist.
Fiscal set <*fiscal set input*> is not added: No more than 7 fiscal sets can be added.	The user tried to download data for more than 7 fiscal sets.
Fiscal set <*fiscal set input*> is not valid.	The fiscal set specified does not exist.
Job Cost fiscal set code is incomplete.	Enter a valid Job Cost fiscal set code.
Host communication error.	SSA FM has unexpectedly aborted. Contact your system administrator.
Inconsistency between Start Mask and End Mask.	The start mask and end mask are in different format.
Internal error.	System error occurred. Contact your system administrator.

Message	Reason or Action
Invalid budget type: <*budget type input*>. Please use one of the following: C, R, 1, 2.	An invalid budget type was entered.
Invalid data received from host.	Internal error. Contact the system administrator.
Invalid Input: Period fiscal year cannot post to period 13.	Only 12 periods exist for the current org.
Invalid response from SSA FM SmartLink server. <*Content of the html response*>	432 An error occurred when SmartLink is connecting to the server.
Journal <*journal ID*> already exists.	The journal ID already exits.
List ID cannot be equal to current List ID.	The account list ID added to the current account list, is the same as the current account list.
List ID does not exist.	The account list ID added does not exist.
Must have a GLBCD (Weight Factor Code) acronym for manual budget uploads, if a GLBYR (Budget Total) acronym is specified.	The weight factor code is missing. The weight factor code is used to distribute the budget total to the periods.
Must have a GLBYR (Budget Total) acronym for fixed budget uploads.	No budget total was found for a fixed budget upload.
No data requested for download.	Either the data map is empty or the data in the map is invalid.
No journal data to upload.	No journal data was found for the upload.
No lines to delete.	The account list is empty.
Non-numeric input for a numeric field. Field: <*field name*> Input: <*user input*>	The specified field requires a numeric value. The user input must be non-numeric.
One of the amounts for account <*account ID*> is greater than the maximum allowed.	The upload amount for the specified account has exceeded the limit.
Please enter account ID.	The account ID field is empty.
Please enter account List code.	The account list field was empty.
Please enter account List Description.	The account list description field is empty.

Message	**Reason or Action**
Please enter account List Type.	The account list type field is empty.
Please enter chase level.	The chase level field is empty.
Please enter condition.	The condition field is empty.
Please enter data map description.	The data map description field is empty.
Please enter Data Map ID.	Data map ID field is empty.
Please enter file name.	Conversion. The file name field is empty.
Please enter the From Account Mask.	The From Account Mask is required when the download type is "Range".
Please enter query ID.	The query ID field is empty.
Please select data member.	The data member field is empty.
Please select data source.	The data source field is empty.
Please select download data map only.	The data map selected is not a download data map.
Save Data Map Failed.	Data map was not saved to the server. If this problem persists, contact your system administrator.
Specified fiscal set does not exist for this account.	The account which the user validates does not have the specified fiscal set.
Spreadsheet problem: Account Number is missing.	The account ID is missing in the upload line.
Start and end mask must have the same number of characters.	The start mask and end mask need to match in their length.
The base value of the spread formula <*weight factor*> cannot be zero.	The divisor is zero and the budget total cannot be spread.
The batch total has exceeded the maximum allowable limit.	The total amount for the budget has exceeded the limit.
The budget detail for account <*account ID*> has exceeded the maximum allowable limit.	The total budget amount for the specified account has exceeded the limit.
The control total is greater than the maximum allowed.	The total amount/quantity of this upload has exceeded the limit.
There must be at least one credit line or debit line in the journal.	Either the journal does not have an amount/quantity or the amount/quantity are all zeros.

Message	**Reason or Action**
This Account List Code already exists.	An existing account list ID has been used to create a new account list. Choose a new account list ID.
This Data Map already exists.	An existing data map ID has been used to create a new data map. Choose a new data map name.
This file already exists. Please enter a different file name.	To avoid replacing the existing file, save to a different file name.
This query already exists.	The new query cannot be created using an existing query name. Choose a new query ID.
Unknown transfer type.	The transfer type is invalid. There are only three transfer types allowed; download, upload journal, and upload budget.
Unrecognized fiscal set type: <*fiscal set type*>	The fiscal set data retrieved from the host is an invalid type.
Use new line button at this point.	The account list is currently empty. There is no line to delete.
Verified data does not match requested data.	The data the host sent does not match the user's request for verification. This data transfer is invalid.
Weight Factor code <*weight factor code input*> not found.	The weight factor specified does not exist.
Weight factor for period <*period input*> not found.	The weight factor for the specified period was not found.
You are not authorized to create journals.	The user does not have the right to create journals.
Not authorized to access this account.	The user is not authorized to access this account. The specified line for this account failed.
Journal reference date is invalid. <*reference date*>	The specified line that includes this reference date failed.
Account not found.	The account for the specified line was not found.
Database failed.	Journal Upload missing JET expected. Contact your system administrator.
Invalid Fiscal Set Year. Value: <*input* > <*fiscal set*>	The fiscal year input has spaces or is not numeric.
Invalid Fiscal Set Currency. Value: <*input*> <*fiscal set*>	Fiscal set currency was not found.
Invalid Fiscal Set Designator. Value: <*input*> <*fiscal set*>	Fiscal set designator was not found or invalid.

Message	Reason or Action
Invalid Fiscal Set Type. Value: <input> <fiscal set>	Invalid fiscal set type.