Import to GL

In This Chapter

This chapter discusses the concepts and procedures for importing general ledger data from other software systems into Colleague.

This chapter is divided into the following sections:

- Understanding the GL Import Process
- Preparing Data for Import
- Preparing Colleague for Import
- Validating the Data and Generating a Report
- Running the Import Process
- Posting GL Import Transactions
- Troubleshooting

Screens Used

The procedures in this chapter require access to the following screens:

Screen	Mnemonic
GL Interface Maintenance	GLID
GL Interface Field Maintenance	GLIF
GL Import Report	GLIR
GL Import	GLIM
Post GL Import Transactions	PGLM
Post GL Transactions	PGLT

Table 12-1: Screens Used to Import Data to GL

The GL Interface Field Maintenance (GLIF) screen is a detail-only screen accessed through the GL Interface Maintenance (GLID) screen.

Understanding the GL Import Process

Terms Used

Some of the terminology used in this chapter can mean different things to different readers. The following glossary defines the way some of those terms are used in this document.

Term	Description
Line	The flat file is composed of “lines” of data. Each of those lines may contain a general ledger entry or a portion of a GL entry.
Record	A Colleague file is composed of “records.” Those records consist of general ledger transactions.
Transaction	A “transaction” is a financial event that causes one or more general ledger entries to be made. A transaction can be a simple journal entry or can be a requisition, purchase order, or voucher. A simple transaction might be contained on just one line in the flat file, while a more complex transaction might cover many lines.

Table 12-2: Definition of Terms in this Chapter

Balanced vs. Unbalanced Entries

Not all types of transactions need to be in balance, but Colleague verifies that all transactions that are required to balance are, in fact, balanced.

- Transactions that are Actuals are required to be balanced.
- Encumbrance transactions are always one-sided, and therefore always unbalanced.
- Budget entries may be balanced or unbalanced depending on the preference at your institution. See “Budget Entries” on page 12-3.

For those transactions that need to balance, Colleague checks that each transaction’s total debits and credits match. If the transaction totals are out of balance, Colleague issues an error report for that transaction, and does not import it. You will have to correct the transaction at its source, and then re-import the data into Colleague, or else enter the transaction manually into Colleague.

In Actuals transactions, Colleague not only checks to make sure the transaction totals are in balance, but also also checks that debits and credits balance within individual funds. For example, say you have a purchase transaction that consists of the following:

GL Number	Debit Amt	Credit Amt
20-0000-21001-01	$44.50	
10-6530-53080-01	$80.00	
10-6530-50210-01		$124.50
Transaction Totals	$124.50	$124.50

Table 12-3: Example of Funds Out of Balance

In this example, the transaction as a whole is in balance, but the funds within that transaction are out of balance. Colleague will automatically correct the fund balance by using Auto Due To/Due From or Fund Flipping, depending on the preference of your institution.

Budget Entries

You make the decision whether to require balanced budget entries prior to going "live" on Colleague's Financial System. You set this flag on the GL Account Parameters (GLAP) screen.

- If you set the flag to "Yes," debits must equal credits for all budget transactions posted to the general ledger.
- If you set the flag to "No," debits do not have to equal credits, and one-sided budget entries are allowed.

If you require budget entries to be in balance, then Colleague will verify the data during the import process.

GL Account Status

You can import actuals transactions to GL accounts that are currently "Open." You can import budget transactions to GL accounts with the status of "Open" or "Authorized."

If the GL account numbers in the import file—or the resulting interfund accounts—don't have an appropriate status, Colleague issues a message indicating the accounts are not authorized, or are frozen, etc.

Steps at a Glance

Below are the basic steps required to import external data to Colleague's general ledger. Each of the steps is described in more detail later in the chapter.

Step 1. Create an ASCII flat file containing the data you want to import.

See "Preparing Data for Import" on page 12-7.

Step 2. Set up an Import Definition Table that will allow Colleague to read the incoming flat file.

See "Preparing Colleague for Import" on page 12-11.

Step 3. Confirm that Colleague has successfully read the flat file and validated the data.

See "Validating the Data and Generating a Report" on page 12-15.

Step 4. Import the data into Colleague.

See "Running the Import Process" on page 12-18.

Step 5. Post the imported data to Colleague's general ledger.

See "Posting GL Import Transactions" on page 12-20.

Understanding Import Status Codes

Whenever you run the validation or import processes for a given file, Colleague records the operator that ran the process and the date/time the action occured. Colleague also assigns a status code to the flat file. This information is stored in a control record keyed GLIM**filename* in the AP.CONTROL.RECORDS file.

Each file will have one of the following status codes:

Code	Description
GLIM1	The validation process has been completed without error for the file. You can now import the contents of the file.
GLIM2	The validation process has detected errors. You must correct the errors in the file and rerun the validation.
GLIM3	The import process has been completed. You have successfully imported the contents of the file.

Table 12-4: Status Codes of the Import File

Flat File Processing and Status Codes

Be aware that the status code is linked to the *name* of the flat file. If you overwrite the flat file with new information (that is, reuse the flat file name), Colleage does not automatically reset the status code associated with that flat file name. The status code will be accurate only if you use unique names for each of the flat files you create.

So if you will be importing several batches of GL information, you can proceed in one of two ways:

- The Safer Way
- The Slightly Quicker Way

The Safer Way

Datatel, of course, recommends the Safer Way, in which you use a different name for each of the flat files you import.

The benefit of the Safer Way is that the status code will always reflect the true and current status of the file. When you use the GL Interface Report (GLIR) or GL Import (GLIM) screens, the status message in the header will be accurate, reducing your chance of accidently importing the same data twice or failing to import data that *should* be imported.

The downside to the Safer Way is that it requires a little more maintenance. Before processing each file, you will need to stop at the GL Interface Maintenance (GLID) screen and associate the new flat file with the existing flat file definition. This step should take just a minute or two, as long as the format of the flat file hasn't changed. (See page 12-11 for more information.)

Because of the accumulation of flat files, you may also need to watch your storage space, and archive or delete the flat files when necessary. Occasionally you may want to purge the control records for the files that have been imported. To do that, enter the following at the colon prompt:

```
:SELECT AP.CONTROL.RECORDS WITH APCR.STATUS EQ GLIM3
>DELETE AP.CONTROL.RECORDS
```

The Slightly Quicker Way

Some clients prefer to use the same flat file name for each batch of information that is to be imported.

The benefits are that you have only one flat file taking up space on your storage medium, only one flat file name to remember, and you will never again have to go to the GLID screen unless you change the format of your flat file.

On the down side, you will have to manually keep track of where you are in the import process. After you have successfully imported the flat file for the first time, the status of that file will remain at GLIM3. When you return to the GLIR or GLIM screens with a repopulated file, Colleague's status message in the header will say that the file has already been imported. You will have to ignore that message and proceed under your own knowledge that the information in the file is new.

Under this scenario, you face the following risks:

- You could import the same information twice, because you've been trained to *ignore* the message that the file has already been imported.
- You could fail to import new information, because you *heed* the message that the file has already been imported.

Preparing Data for Import

If your source software has the ability to save its data in an ASCII "flat file," that information can be imported into Colleague's Financial System.

Each line of the flat file contains a single transaction or part of a transaction. The line contains the type, date, and amount of the transaction, as well as any general ledger, reference, or account ID numbers involved. These elements are labeled in the sample below. The content, length and layout of your lines may differ from the example shown in Figure 12-1.

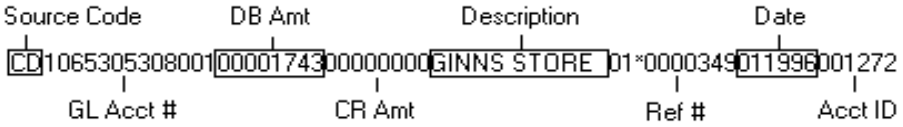

Figure 12-1: Sample of a Line in a Flat File

Colleague can import the following types of information in the flat file. Most of these are shown in the sample above.

Type of Info	Required?	Conversion Notes
Source code	Required	Colleague will automatically convert external source codes to its own internal source codes based on a translation table that you create. See "Creating the Import Definition Table" on page 12-11.
GL account number	Required	Avoid using extraneous characters in the GL account number, such as zero-padding the account numbers. If your account numbers are greater than 15 characters in length, you must use underscores as delimiters. If your account numbers are 15 characters or less, do not use delimiters.*

Table 12-5: Type of Information in a Flat File

Type of Info	Required?	Conversion Notes
Debit amount Credit amount	Either a debit amount or credit amount is required.	The amount must be stored in MD2 format. MD2 format denotes a number with two decimal places stored without the decimal. For example, 10.45 would be stored as 1045 and 2000.00 would be stored as 200000. For numbers that do not require the full allotment of spaces, you may pad the number with zeros or blank spaces.* You can store negative numbers by placing the minus sign either before the padding or before the first significant digit, for example, -001045 or 000-1045.
Description	Required	This is a brief text description of the transaction.
Reference number	Required	Reference numbers may include purchase order numbers, voucher numbers, check numbers, etc. You may include any combination of letters and numbers in this field.
Transaction date	Required	The transaction date may consist of six digits, using either no delimiter (010199) or using slashes as the delimiter (01/01/99). Canadian clients can put the numbers in their customary order (990101).*
Account ID	Optional	You can use this field to record a vendor ID number or operator ID number that has been saved with the transaction.
Term	Optional	You can use this field to record the academic term that is associated with the transaction.
Project Number	Optional	You can use this field to identify the project reference number for transactions that are associated with a project. Colleague can import this piece of information only if you are using the optional Projects Accounting module.

Table 12-5: Type of Information in a Flat File

*If you cannot save the account numbers, amounts or dates in the proper format, you may be able to write a subroutine to convert the data. See your system administrator for more information about writing subroutines.

Reading Transactions

When reading the flat file, Colleague reassembles the information from each transaction, verifies that the transaction balances if it needs to, and saves the transaction as a record in the GL.INTERFACES.HOLD file. (See "Preparing Data for Import" on page 12-7.)

Colleague detects a transaction by looking at the Source Code, Reference Number, and Transaction Date on each consecutive line in the flat file. As long as each line contains the same data in each of those elements, Colleague reads that line as part of the current transaction. As soon as one or more of those data elements change, Colleague begins a new transaction.

There is no limit to the size of the transaction you can import. To aid performance, however, Colleague breaks down transactions that are more than 200 lines long.

For example, say your flat file contains a budget transaction that is made up of 575 lines, and that your institution requires budget transactions to balance. Colleague first looks at the entire transaction to make sure it is in balance, then breaks the transaction into three pieces. The first two pieces each contain 200 lines of the flat file, and the third piece contains 175 lines. These three pieces are then stored as three records in GL.INTERFACES.HOLD.

Because this balanced transaction has been broken, the three individual records that make up the transaction will almost certainly appear to be out of balance. The Post GL Import Transactions (PGLM) process has been created specifically to handle this situation and properly post the transaction to your general ledger. See "Posting GL Import Transactions" on page 12-20.

You might have a very large Actuals transaction that consists of GL accounts from more than one fund. In that situation, Colleague must not only break the transaction but perform Auto Due To/Due From or Fund Flipping to balance the fund amounts.

Colleague will perform the following steps:

- Validate that the entire transaction balances.
- Break the transaction into pieces that are no more than 200 lines each.
- Perform Auto Due To/Due From or Fund Flipping as needed on each individual piece.

Because Auto Due To/Due From processing adds accounts to the transactions, the individual pieces may end up containing more than 200 lines.

The Auto Due To/Due From or Fund Flipping process guarantees that each individual piece will be in balance, and will therefore post to the GL by regular methods (that is, the PGLT process). See “Posting GL Import Transactions” on page 12-20.

Copying the Flat File to GL.INTERFACES

After your flat file has been created, it must be manually copied into the GL.INTERACES file so Colleague’s import process can find it. Your system administrator can accomplish this using the standard UNIX copy command.

Procedure for Preparing Data for Import

Step 1. Create a flat file containing the data to be imported.

Use your source software to create the ASCII file containing the data. Make sure the file contains all the information you want to retain about each entry, and that the data is formatted correctly.

If your institution requires budget entries to be in balance, make sure the data in the flat file complies. See “Preparing Data for Import” on page 12-7 for more information.

Step 2. Manually copy the flat file into GL.INTERFACES.

Use the standard copy procedure for your operating system.

If you are processing several flat files, you may copy all of them into GL.INTERFACES at the same time as long as the files have different names.

Preparing Colleague for Import

Creating the Import Definition Table

Flat files can come in a wide range of formats. The flat file you generate can come from any one of a wide variety of software packages that you are using. Also, the data that your institution needs to convert to Colleague may vary considerably from the data another institution must convert. For those reasons, Colleague must be flexible in its ability to read flat files.

The import definition table tells Colleague how to read the flat file by identifying the starting point and length of each element in the line. See “Flat File Definition” on page 12-12 for a detailed explanation.

Use the GL Interface Maintenance (GLID) screen to create or maintain your import definition tables.

The import definition tables you create here are stored in GL.INTERFACES.DEF.

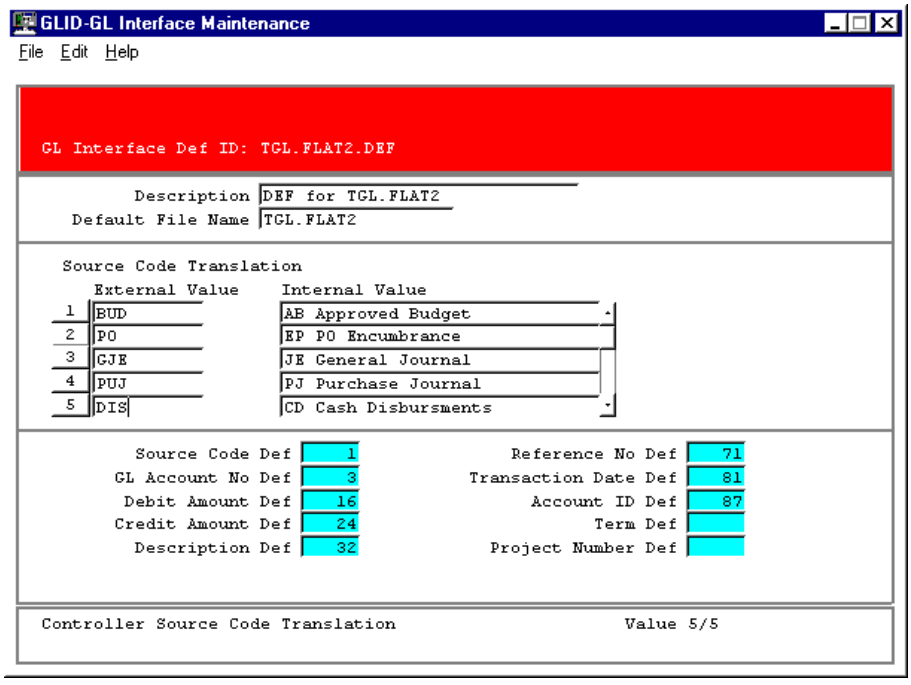

Figure 12-2: The GL Interface Maintenance (GLID) Screen

Source Codes

Source codes you may use in your source software must be converted to the two-letter source codes used by Colleague in order to import your data. Use the Source Code Translation field on the GL Interface Maintenance (GLID) screen to tell Colleague how to translate the incoming codes.

For each incoming source code that needs to be translated, enter the code in the External Value column. The code you enter can consist of up to 10 alpha-numeric characters, and is case-sensitive. It must exactly match the way the incoming source code appears within the flat file.

Then, in the Internal Value column, enter the Colleague source code to which you want to translate the incoming code. The code you enter must reside in the GL.SOURCE.CODES validation table. Use field help to select from a full list of codes.

If the external code is exactly the same as the internal Colleague code, you do not have to include it in this field.

Flat File Definition

The sample flat file line, like the one shown earlier and repeated below, shows that the first two positions of each line contain the source code. The next 13 positions hold the general ledger number, followed by the debit amount (eight digits) and credit amount (eight digits), and so on. In order for Colleague to successfully read the flat file, you must tell Colleague where to find each piece of information in the line.

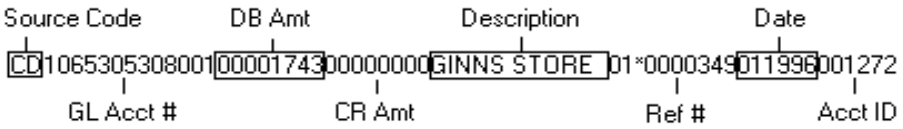

Figure 12-3: Sample of a Line in a Flat File

Use the bottom part of the GLID screen to define the contents of each line of the flat file. This portion of the screen lists all the types of information that can be imported via the flat file. For any fields that have already been defined, Colleague displays the starting character position of each element.

When you exit the GLID screen, Colleague validates the file definition to make sure that none of the field definitions are overlapping each other. Colleague does, however, allow you to leave gaps between defined fields, in case the flat file contains information that you do not want to import.

To enter or change a definition, go to the desired field and detail to the GL Interface Field Maint (GLIF) screen.

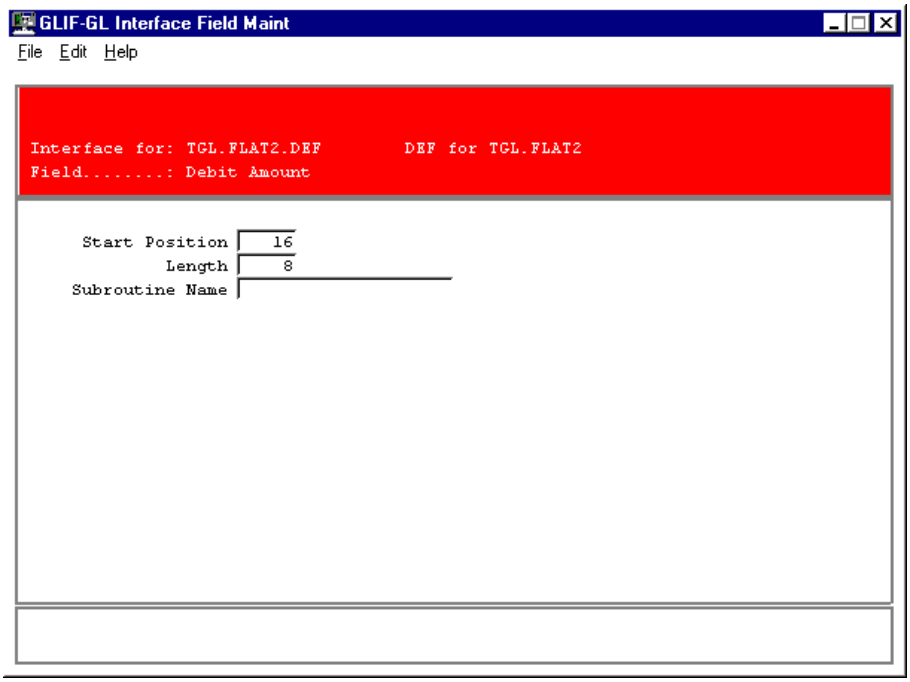

Figure 12-4: The GL Interface Field Maint (GLIF) Screen

Use the GLIF screen to enter the starting position and length of each element in the flat file.

You may also enter here the name of any subroutine you will use to reformat the incoming data. If you enter a subroutine name here, Colleague will execute the subroutine after it reads the data from the flat file, but before storing that data.

Technical Tip: The subroutine must have only one parameter. The data read from the flat file is passed into the subroutine via this parameter, and the modified data should be passed back to the calling program in the same parameter.

See your system administrator for more information about using subroutines.

Procedure for Preparing Colleague for Import

Note: Complete this procedure once for each different flat file you intend to use. If two or more flat files are formatted exactly alike, you can use the same file definition to import those files, as long as you update the Default File Name field on the GLID screen.

Step 1. On paper, map the source codes in your source software to the appropriate source codes used by Colleague.

For example, if your source code for a general journal entry is currently "GJ" or "Gen," that code will have to be translated to "JE" for use in Colleague.

The full list of available Colleague source codes is contained in the GL.SOURCE.CODES validation table.

See "Source Codes" on page 12-12 for more information.

Step 2. Access the GL Interface Maintenance (GLID) screen. Enter the file definition table that you want to create or maintain, and the name of the flat file that you want to import.

Step 3. Enter the source code translation table into Colleague.

Use the Source Code Translation field on the GL Interface Maintenance (GLID) screen to build the translation table.

Step 4. Create the flat file definition.

Use the bottom portion of the GLID screen to define each element of the flat file. Go to the desired field and detail to the GL Interface Field Maintenance (GLIF) screen to enter the definition for each element.

See "Flat File Definition" on page 12-12 for more information.

Validating the Data and Generating a Report

Before you import the data into Colleague, you must verify that the information has been stored correctly and that Colleague can successfully read the flat file.

Use the GL Interface Report (GLIR) screen to validate your data.

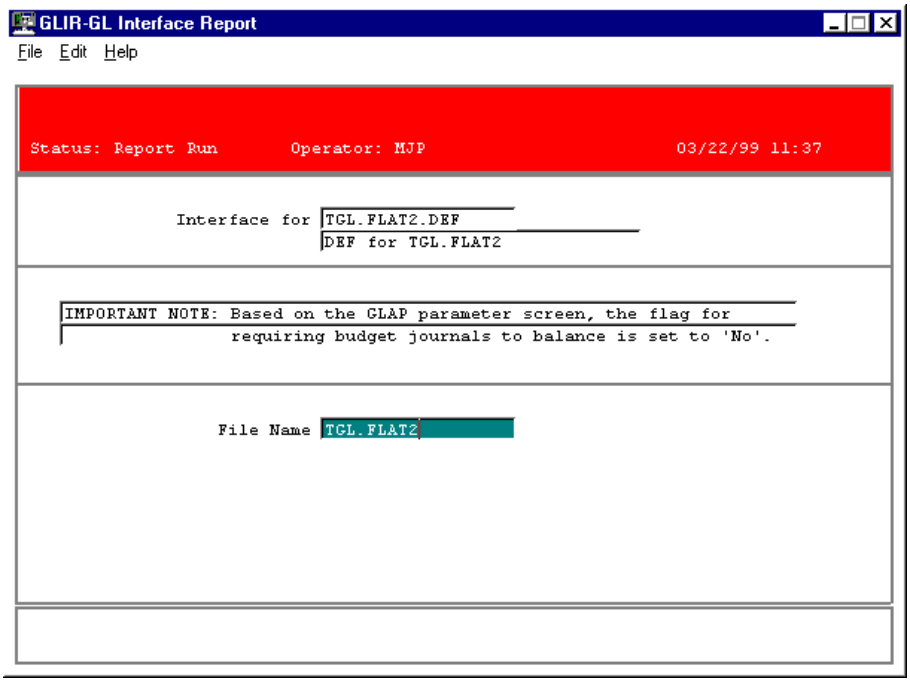

Figure 12-5: The GL Interface Report (GLIR) Screen

When you enter this screen, Colleague prompts you for the interface definition table that you want to use. When you select the definition table, Colleague displays the name of the default flat file that is currently associated with the definition table. If you want to process a different file using this definition table, go to the GL Interface Definition (GLID) screen and enter a different default file name.

The GLIR process will read the specified flat file, validate its contents, and store the information in a temporary file called GL.INTERFACES.HOLD. If the validation is successful, the process prints a report showing the information that will be imported. If the validation is not successful, the process produces an error report.

The current status of this report appears in the header of the screen. Colleague displays “Report Run” if the data is valid, or “Report Failed” if a problem exists.

If validation fails, you may need to fix the flat file. You have a number of options for making those repairs:

- Go to the source software, correct the necessary information, and rebuild the flat file.
- If you are using Colleague in character mode, go to the File Name field on GLIR and detail to the Edit Comments (UTED) screen. You can make changes there, or detail again to display the file in your preferred text editor (if your system administrator has made one available).
- Use any other text editing or word processing software to edit the file. When you save the updated file, be sure to save it as ASCII text.

The message near the middle of the screen reminds you whether or not Colleague is checking to see if budget entries are in balance, based on the parameter set on the GL Account Parameters (GLAP) screen. See “Preparing Data for Import” on page 12-7 for additional information.

Reports Generated by GLIR

If Colleague produces a “General Ledger Import - Validation Report,” it means your data has been successfully validated. The validation report shows details about each transaction, including a sum of debits and credits for each transaction.

If the validation process fails, Colleague produces a “General Ledger Import - Error Report” displaying information about the specific transactions that caused the failure. Use the error report to identify and correct any problems in the flat file, then re-run the validation process.

Note: There may be times when the validation report shows two or more transactions where you would expect to find one transaction. Colleague splits large transactions that consist of over 200 lines into smaller pieces to aid in processing. It does not mean that the data is corrupt. You can be confident that as long as a validation report is produced (rather than an error report) that all transactions have been verified as correct. See “Reading Transactions” on page 12-9 and “Posting GL Import Transactions” on page 12-20 for more information about split transactions.

Procedure for Validating the Data and Generating a Report

These steps must be completed once for *each* flat file you want to process.

Step 1. Access the GL Interface Report (GLIR) screen.

Step 2. Enter the interface definition table you want to use.

Colleague displays the name of the flat file that is currently associated with the selected definition table. If you want to use this definition table to process a different file, go to the GL Interface Definition (GLID) screen and enter a different default file name. See "Preparing Colleague for Import" on page 12-11 for more information.

Step 3. Finish and exit the GLIR screen.

Step 4. Complete the Change Peripheral Defaults and Phantom Mode Specification screens.

Use these screens to enter your report output preferences.

Step 5. Review the resulting report.

Step 6. If necessary, make corrections to the original data or the interface definition table, and rerun the validation process.

If the information on the report is correct, proceed with the actual import. Continue with "Running the Import Process" on page 12-18.

Running the Import Process

After validating the data and generating a report with the GL Interface Report (GLIR) screen, the process of actually importing the data will go smoothly. Use the GL Import (GLIM) screen to import general ledger information to Colleague.

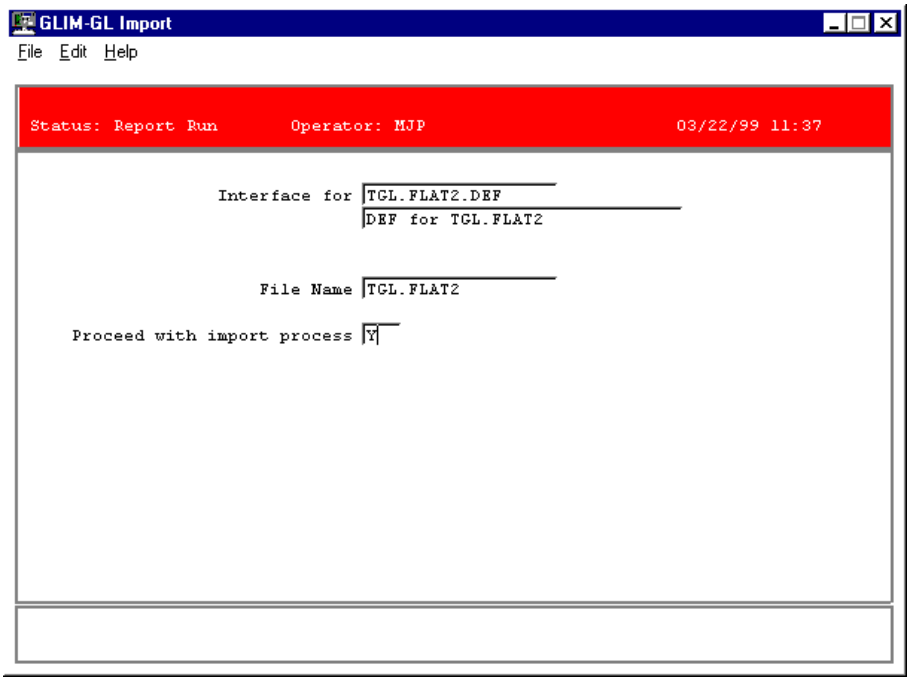

Figure 12-6: The GL Import (GLIM) Screen

Note: The GLIM process imports data into Colleague, but does not directly post the information to the general ledger. See “Posting GL Import Transactions” on page 12-20 for instructions on posting the imported data.

The records in the GL.INTERFACES.HOLD file are keyed by the name of the flat file they came from and by a sequential key. When importing, GLIM deals only with the records associated with the particular flat file with which you are working. If you have run several flat files through the report process, GLIM will not import all of the information for all the flat files. Rather, the GLIM process will import only the information from the particular flat file that you specify. The current, “active” flat file is entered on the GL Interface Maintenance (GLID) screen.

GLIM deletes the transactions from the GL.INTERFACES.HOLD file as it processes them. That way, only unprocessed records remain in the file. If a system failure would occur during the import process, you could run the process again without creating duplicate entries.

Procedure for Running the Import Process

Step 1. Access the GL Import (GLIM) screen.

Step 2. Enter the interface definition table you want to use.

Colleague displays the name of the flat file that is currently associated with the selected definition table. If you want to use this definition table to process a different file, go to the GL Interface Definition (GLID) screen and enter a different default file name. See “Preparing Colleague for Import” on page 12-11 for more information.

Step 3. Enter **Y** in the Run GL Interface Import field.

Note: Before running the import process, the data must be validated via the GL Interface Report (GLIR) screen. If the validation process has not been run successfully, Colleague will display a message and abandon the import process.

When you finish and exit the GLIM screen, Colleague opens the Change Peripheral Defaults screen.

Step 4. Complete the Change Peripheral Defaults and Phantom Mode Specification screens.

Use these screens to enter your report output preferences.

Step 5. Review the report for accuracy.

The report produced by GLIM looks exactly like the report generated by the GL Interface Report (GLIR) process; none of the information will change between the report and import processes.

If you notice any incorrect information on the report, for example, typographical or data entry errors that originated in your source software, use the appropriate Colleague screens to correct the problems before posting the data to the general ledger.

ALERT! After importing, do not go back to your source software to correct and re-import data, because a second import will create duplicate transactions.

Posting GL Import Transactions

The GL Import (GLIM) screen imports data into Colleague but does not immediately post it to the general ledger. Instead, the import process places the data in the GL.POSTINGS file, also known as the transaction processor, which acts as a queue for transactions that are ready to be posted.

Use the Post GL Transactions (PGLT) screen to post transactions to the general ledger. The PGLT process selects and posts all transactions that are in the transaction processor, whether those transactions were imported to Colleague or generated by other Colleague processes.

“Split” transactions cannot be processed by the PGLT screen. The import process sometimes splits a single, balanced budget transaction into two unbalanced budget transactions, even though your institution requires budget entries to balance. This occurs when the budget transaction in the flat file exceeds 200 lines. If the PGLT process encounters any of these split transactions, it will post all the other transactions in the batch and issue an alert advising you to run the Post GL Import Transaction (PGLM) process. The PGLM screen looks and operates exactly like the PGLT screen, except it has the ability to merge and post split transactions.

See “Reading Transactions” on page 12-9 and “Reports Generated by GLIR” on page 12-16 for more information about split transactions.

The Post GL Import Transactions (PGLM) Screen

Use the Post GL Import Transactions (PGLM) screen to post split transactions to the general ledger.

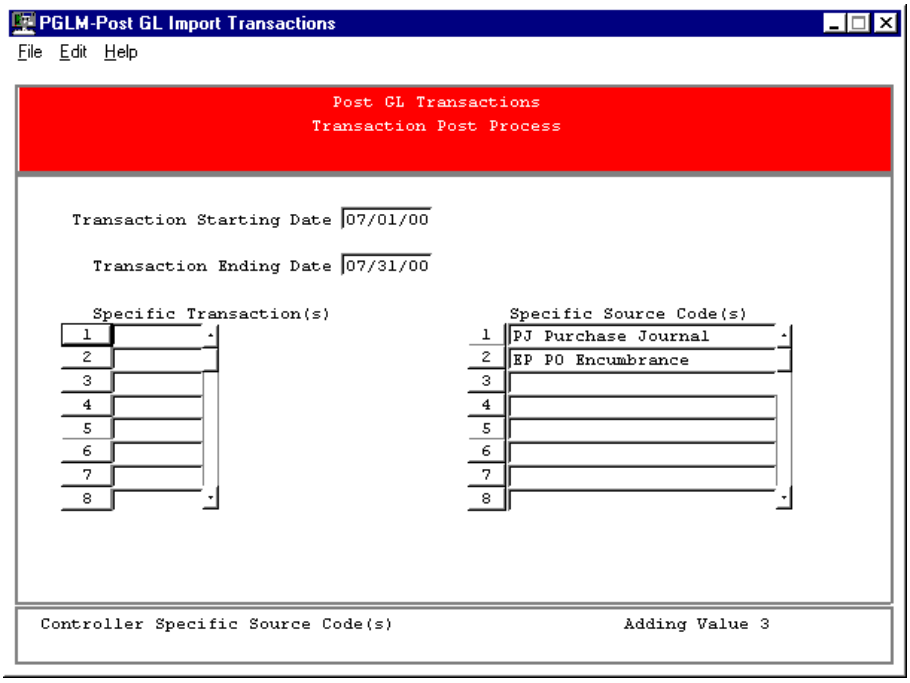

Figure 12-7: The Post GL Import Transactions (PGLM) Screen

You can select all transactions, specific transactions, transactions within a date range, or specific general ledger source codes for posting. Just remember that PGLM processes only those transactions that have been split as a result of the import process. Use Post GL Transactions (PGLT) to process all other transactions.

Colleague automatically produces the general ledger postings report as a part of the posting process. The report lists all transactions in detail, including error messages for any transactions that didn't post. Colleague displays the message on the first line of the journal in the Description column, and designates the problem account with three asterisks (***) in the GL# ERR column, preceding the account number. When all line items for the posting record have been processed, Colleague removes the record from the posting processor and copies any rejected transactions to GL.POST.ERROR. You can then correct the problem accounts, copy the postings record back to GL.POSTINGS, and post the transaction.

The error reports are warnings only, and indicate discrepancies between the GLS.fyr activity sequence counter and the actual number of GLA.fyr records that exist. There are two other warnings that may appear. If you are using the PGLM screen while the GL import process is running, Colleague displays a warning message and will not post the transactions. Re-run the PGLM process after the import is completed. When you have run the GL import once, a warning message will be displayed at the bottom of the report noting this, as a reminder that you may need to run the PGLM process as well as the PGLT process to post all the GL.POSTINGS records.

Procedure for Posting GL Import Transactions

Step 1. Complete the Post GL Transactions (PGLT) screen.

The PGLT screen will select and post all transactions that currently reside in the transaction processor, whether they are imported transactions or transactions that have been generated by other Colleague processes, as long as they meet the selection criteria you enter on the screen.

When you finish the PGLT screen, Colleague displays the Change Peripheral Defaults and Phantom Mode Specification screens, which allow you to enter report output specifications.

Step 2. If your data contains no split transactions, you can skip this step.

If necessary, use the Post GL Import Transactions (PGLM) screen to post split transactions.

When you finish the PGLM screen, Colleague displays the Change Peripheral Defaults and Phantom Mode Specifications screens, which allow you to enter report output specifications.

Troubleshooting

This section lists most of the error messages that can occur during the import process. Most of these errors are caught during the GL Interface Report (GLIR) process.

If the GL accounts being imported or the resulting interfund accounts don't have an appropriate status, Colleague issues a message indicating the accounts are not authorized, or are frozen, etc.

Other specific error messages that can occur include the following:

Message: **ERROR: Unable to open GL.INTERFACES record *flat file name***

Cause: The program can't find the flat file in the file GL.INTERFACES.

Solution: Make sure the flat file has been copied into GL.INTERFACES. Make sure the operator's permissions are set correctly.

Message: **Import overridden by *operator* - report aborted**

Cause: Two users are trying to run either the import or the report at the same time with the same flat file.

Solution: One of the operators must exit the process to allow the other to continue.

Message: **The debits and credits for ACTUALS transactions stored in the GL.INTERFACES.HOLD file does not balance. An error has occurred within the program; please contact**

Datatel.
Total Debits.: ***nnn,nnn.nn***
Total Credits: ***nnn,nnn.nn***

Cause: The import process has failed a final balance check.

Solution: In the very unlikely event this message occurs, it means that the program has been corrupted somehow, and you should contact Datatel.

Message: **LINES *nnn - nnn*: the *source code* ACTUALS transaction does not balance**
Total Debits.: ***nnn,nnn.nn***
Total Credits: ***nnn,nnn.nn***

Cause: The specified Actuals transaction has failed its balance check.

Solution: Correct the problem in the source software or the flat file.

Message: **LINES *nnn - nnn*: the *source code* BUDGET transaction does not balance; GLAP indicates it should.**
Total Debits.: ***nnn,nnn.nn***
Total Credits: ***nnn,nnn.nn***

Cause: The specifice Budget transaction has failed its balance check. This error occurs only if you have the Require Budget Entries to Balance flag set to "Yes" on the GL Account Parameters (GLAP) screen.

Solution: Correct the problem in the source software or the flat file, then attempt the import again. If you decide that Budget transactions do not need to balance, go to the GLAP screen and set the Require Budget Entries to Balance flag to "No."

Message: **LINE *nnn*: Source code is invalid**

Cause: The information in line *nnn* indicates a source code that can't be translated.

Solution: Make sure the source code in question is included, and has been correctly entered, in the source code translation table on the GLID screen.

Message: **LINE *nnn*: No source code specified**

Cause: The information in line *nnn* is missing the source code.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: No GL number specified**

Cause: The information in line *nnn* is missing the GL account number.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: The GL number size is incorrect**

Cause: The length of the GL account numbers in the flat file does not match the length of the GL account numbers in Colleague.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: The GL number does not exist in GL.ACCTS.**

Cause: The GL account number in the flat file does not exist in Colleague.

Solution: Correct the problem in the source software or the flat file, or create the required account in Colleague.

Message: **LINE *nnn*: No description specified**

Cause: The information in line *nnn* is missing the description.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: No reference number specified**

Cause: The information in line *nnn* is missing the reference number.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: No credit amount and no debit amount specified**

Cause: The information in line *nnn* is missing both credit and debit amounts. You must have a credit amount or a debit amount in each line of the flat file.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: Both debit and credit amounts exist**

Cause: Line *nnn* has both credit and debit amounts. Each flat file line must contain one or the other, but not both.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: Invalid date format. Correct format is *nn/nn/nn* or *nnnnnn***

Cause: Make sure that the transaction date in the flat file does not use a four-digit year or a different delimiter.

Solution: Correct the problem in the source software or the flat file, or write a subroutine that can convert the date format during the import process.

Message: **LINE *nnn*: Debit amount is non-numeric**

LINE *nnn*: Credit amount is non-numeric

Cause: An alphabetic character appears in the amount fields, or a negative amount is entered incorrectly. Make sure the debit amount and credit amount are properly set up on GLID. See Table 12-5 on page 12-7 for more information about the format of negative numbers in the flat file.

Solution: Correct the problem in the source software or the flat file.

Message: **LINE *nnn*: Year-end transactions cannot be imported.**

Cause: Colleague will not import a transaction that has a source code of "YE."

Solution: Remove year-end transactions from the flat file.

In addition to GLIR messages, the fund balancing subroutines may return additional error messages, including the following:

Message: ***Date* is for a non-existent fiscal year.**

Fiscal *year* is currently in YEAR END status.

***Date* falls in a closed fiscal year.**

Cause: The transaction dates in the flat file must correspond to Open fiscal years in Colleague.

Solution: Create and open fiscal years that can accept the range of transaction dates in the import file

Message: ***Date*** **falls in a prior closed month.**

Cause: Your preferences on the GLAP screen indicate that an override is necessary to process transactions that fall in closed months. The import process does not provide you with the opportunity to enter your override password.

Solution: Depending on your institution's policies, you can temporarily disable the override preference, or else have someone who is authorized to perform the overrides enter the transactions manually—perhaps as journal entries.

Message: **PA module not present, but there is a project number in the transaction.**

Cause: The flat file contains project numbers, but Colleague does not detect the Projects Accounting module.

Solution: Remove project numbers from the flat file, or install Colleague's optional Projects Accounting module.

Message: **Either none or more than one Project ID retrieved for the Project Number.**

Cause: Colleague cannot match an imported project reference number to an existing project. Colleague either cannot find any matching project numbers, or it if finding multiple matching project numbers.

Solution: Make sure that one, and only one, project with the identical project reference number exists in Colleague. Remember that the import process is case-sensitive.

Message: **The Project Number does not correspond with the GL number**

Cause: The GL number and project number in your imported transaction are not properly associated within Colleague.

Cause: In Colleague's Projects Accounting module, make sure that the specific GL account numbers are authorized for use on the specific projects.