eMARS 3.11
UPDOCS:
Uploading transactions to eMARS via Excel spreadsheet

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UPDOCS: an alternate method for recording eMARS transactions

When a certain business function requires the recording of transactions with a high volume or recurring frequency, creating eMARS transactions from scratch might impose an undue burden on staff. The Upload Document Spreadsheet (or UPDOCS) function could potentially relieve that burden. UPDOCS is a method of creating eMARS transactions via spreadsheet upload.

The information reflected on this upload is the same information that would be recorded on an eMARS transaction created in the traditional method. And the UPDOCS transaction itself, once created on eMARS, behaves no differently than any other transaction: It can be edited, supporting documents can be attached, validation rules must be satisfied before it can be submitted for approval, where it subsequently goes through the workflow approval process. The only difference is the method for creating the transaction on the eMARS system.

The Document Template

A specific spreadsheet format is required for the UPDOCS method, and each Document Code has its own, specific format. These formats are organized on Templates. These templates are stored on the eMARS system, and once downloaded to Excel, the document preparer can begin entering information upon it.

The templates are found on eMARS with a Page Search on the Page Code UPDOCS.
The first screen encountered is a schedule of previously uploaded documents.

To retrieve the template, select *Document Upload Template* located just below the list.

From the *Document Upload Template* screen, select the **Search** function, and then enter the document code that will apply to the upload.

In this example, the document code will be **JV2E**.
Select the Template File Name from the search command results.

Then choose to **Open** the file when the message bar appears at the bottom of the screen. This message is no different than that returned with any export from an external source (ie, eMARS Reporting) into Excel.

This opens the template in the Excel environment.

Here is a partial clipping of the JV2E template. The template’s column headers extend out to column EB. The number of column headers varies between document codes.

There is a column header for each potential field of entry on that document code. For those document codes that have less detail, there will be fewer columns on the spreadsheet. Furthermore, the columns appear in an order that corresponds to the hierarchal structure of that document.

Some columns are specific to all templates, regardless of the document code.

Columns common to all templates:
The Spreadsheet Doc ID

This field groups the spreadsheet line-items (aka Excel rows) for inclusion into an eMARS document ID. If the preference is that all lines in the document be included in a sole eMARS document, then the same number would be referenced in this field for all line-items. It is recommended to simply use the number one (1), and increase by another digit for each additional eMARS document requested.

Here are two examples of the decision to be made with this column. In the first example, the document creator would like for all four line-items to appear on the same eMARS document ID.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only one document ID would be created for the above lines.

However, in the next example, four separate eMARS document transaction IDs would be created with this upload.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Spreadsheet Doc ID value doesn’t appear anywhere on the actual eMARS transaction; it is simply a sorting mechanism to guide eMARS as it creates transactions from the template. The only rule for the choice of number is that the numbers must be ordered from lowest to highest. In the above example, 1-2-3-4 was chosen. The values 1-15-38-44 would have the same effect. However, 1-3-24 or 38-44-1-15 would create an error situation.
Note: The eMARS document line maximum of 99 will act as a ceiling on how many rows the uploader can include on any one Spreadsheet Doc ID.

**Auto-Numbering**

This column is a *True/False* selection. It is the UPDOCS equivalent of creating yes-no on the auto-numbering option when manually creating an eMARS transaction.

If the decision is to have eMARS create the unique transaction IDs, then a value of **True** should be included in the Auto-Numbering column field, and *Column E, ID* would be left with a null value (since eMARS will be creating that value for the user). If **False** is chosen, then *Column E, ID* has to be populated with a value for each line-item.

**Code, Department, and Unit**

These columns are the equivalent of the fields required when creating a transaction.
Remember: Department is *Document* Department and Unit is *Document* Unit. These codes represent the attribution for document creation, and are not necessarily the department and unit recorded within the accounting line of the transaction.

**Document Hierarchy and Line Numbers**

Depending on the exact document code, there could be any number of different types of *Line Numbers* associated with a particular document. These line numbers will correspond to the types of levels within the document hierarchy. For instance, a payment request document (PRC) has four different line numbers: **Vendor, Commodity, Accounting, and Posting**. For an FD document, there are three line numbers: **Component, Accounting, and Posting**. A JV2E also has three line numbers, but those are **Vendor, Accounting, and Posting**. The **Header** level of the hierarchy does not have a line number associated with it, and in the context of *UPDOCS*, the posting line doesn’t factor into the process.

The line numbers of the uploaded transactions must correspond to their appropriate organization within that document code structure. For instance, here is a sample JV2E transaction, viewed from the Accounting Line.

If this document had been recorded on eMARS via the UPDOCS method, the template would have reflected these (partial) values:
Columns A-E are the set-up fields that become part of the Header information. Columns G & H tell eMARS the structure of the hierarchy’s levels. In the actual eMARS document, there is one Vendor Line and four Accounting Lines. The template reflects that one document will be created (Column A) and it will have one Vendor Line (Column G) and four Accounting Lines (Column H) associated with that sole Vendor Line.

However, here is a sample JV2E that has two Vendor Lines:

In this example, each Vendor Line will have its own set of associated Accounting Lines. Vendor Line #1 has two Accounting Lines attached to it:
Whereas Vendor Line #2 has three Accounting Lines attached to it:

<table>
<thead>
<tr>
<th>Accounting Line</th>
<th>Line Amount</th>
<th>Line Closed Amo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>($2.00)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>($1.00)</td>
<td></td>
</tr>
</tbody>
</table>

From 1 to 3 Total: 3

If this document had been recorded on eMARS via the UPDOCS method, the template would have reflected these (partial) values:

<table>
<thead>
<tr>
<th>Spreadsheet Doc Id</th>
<th>Auto Numbering</th>
<th>Code</th>
<th>Dept</th>
<th>ID</th>
<th>Unit</th>
<th>Vendor Line No</th>
<th>Accounting Line No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRUE</td>
<td>JV2E</td>
<td>758</td>
<td>1</td>
<td>D758</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>TRUE</td>
<td>JV2E</td>
<td>758</td>
<td>1</td>
<td>D758</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>TRUE</td>
<td>JV2E</td>
<td>758</td>
<td>2</td>
<td>D758</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>TRUE</td>
<td>JV2E</td>
<td>758</td>
<td>2</td>
<td>D758</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>TRUE</td>
<td>JV2E</td>
<td>758</td>
<td>3</td>
<td>D758</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Shading has been added to help compare the template clipping with the eMARS clippings just above. The orange shading reflects Vendor Line #1 and the template is telling eMARS that it has two accounting lines. The blue shading is the template telling eMARS that the second Vendor Line has three Accounting Lines. The remainder of the columnar information reflected on those lines on the template would be no different than the codes utilized for each had this document, instead, been entered directly onto eMARS instead of using UPDOCS.

No matter the type of document, all Line Numbers must be listed in order from lowest value to highest.

The First Four Rows

The first four rows of a template (#’s 1, 2, 3 & 4) should never be deleted or modified. They have the following purposes:
1. Row #1 reflects the hierarchy levels of the document code for that template (see the subsequent chapter *Distinguishing Between Like-named Fields* for more information on Row #1)

2. Row #2 is a hidden row that reflects the specific eMARS table that the template information will be recorded against.

3. Row #3 is identical in purpose to that of Row #2. Sometimes the row value on either Row #2 or Row #3 will be null, but never for both rows in any one column.

4. Row #4 is the field object name corresponding to its slot on the eMARS table(s).

**The Other Columns (and rows and fields)**

As mentioned previously, the number and nature of the columns in a given template will vary by document code. Some important things to remember:

- It is not required that all fields in all columns reflect a value. For instance, if a transaction does not have a *Major Program Code* or a *Task Code* associated with it, just leave that column blank.

- Do not delete any columns that reflect required fields or any columns that have a hierarchy title (ie, *Header*, *Vendor*, *Accounting*, etc) reflected in Row 1. However, other columns that have unnecessary field information may be removed from the saved template.

- Field information will infer. If an entry is made in either the *Program Code* or *Vendor Code* template columns, the associated *Major Program Code* and *Vendor Legal Name/Address* will infer during the upload and populate the transaction accordingly.

- There should be no empty rows between rows within the template. Row #5 will always be the first row of entry, and every row after that should contain information until there are no more transactions to create.

- Rows 1 - 4 should never be deleted.

- Dates have to be *MM/DD/YYYY*.

- When entering values for *Description* fields, be sure not to exceed the character count limit on that field. This shouldn’t be an issue with the *Extended Description* fields, but other description fields have abbreviated character limits.

- If entering a value for a *State*, the two-character abbreviation is always used.
  - If a *Vendor Code* is entered on the template, then there is no reason to enter a value in the *State* column, because the value will infer.
  - If the *State* field in a transaction is a dropdown box, then the numerical value as explained in the next bullet point should be entered, instead.

- If an eMARS transaction field is a dropdown box, a numerical value will be the response, not the actual text value of that selection. For instance, the example below is a partial image of a Travel Payment (TP) document. Note the field for *Type of Payment* and *Purpose of Travel*. They both require a selection from a dropdown box. If the purpose of travel for this transaction were “Field Visits,” the
value entered onto the template would, instead, be 8, because Field Visits is the eighth value on the list.

- Also note the “provide list of values” green arrows for Cited Authority and Bank Account. These are not dropdown boxes.

**Distinguishing between like-named fields**

Some transactions have identical fields on different levels of the transaction hierarchy. For instance, the **Budget FY** and **Fiscal Year** fields are located on both the transaction header and the accounting line level, which means that two different column headers will have that exact language.

To distinguish between the two column headers, refer to **Row 1** of the template. In the example below, compare the two (partial) screen clippings for **Budget FY** and **Fiscal Year** on a **JV2E template**.

**Row 1** is a series of merged cells that correspond to the different hierarchy levels of that particular template’s document code. See how the **Budget FY** and **Fiscal Year** headers in **Columns K & L** fall under the **Row 1 “Header”** value, and those falling in **Column CF & CG** of second clipping fall under the **Row 1 “Accounting”** value.
EMARS will only read the template upload if it is in **Text format**. This includes numerical values. It is not as simple to convert numbers to text as it is non-numerical values. For instance, in the following example, the column for *Dept* and *ID* both reflect numerical values, but only those values in the **ID column** are truly numbers.

Note how Excel states that the value for “758” (in *Column D*) is **Text** (see: top-right corner of the clipping). However, that value is not truly a text value unless the tiny green triangle appears in the top left hand corner of the cell (as displayed in *Column E*). That green arrow is a warning message that the numerical value in that cell is formatted as text.

If a numerical value uploaded to eMARS via an *UPDOCS* template is not in text format, eMARS will drop the decimal point values from the number upon upload.

**Uploading the template to eMARS and creating an eMARS transaction**

Return to the *UPDOCS* screen in the same way it was accessed when obtaining a download of the template.

First…
And then…

Select **Upload Spreadsheet**.

This opens a standard window to browse for the template spreadsheet. Select the template just completed.
Enter the *Document Code* pertaining to this template. In this example, a JV2E template has been selected for upload.

Leave the other four options un-checked.

Select *Upload*.

Now the uploaded template shows in the spreadsheet table. In this example, it is the top line-item.

The status of “In Process” indicates that the transaction has yet to go through the finalization process. Selecting *View Logs* brings up the specific document information pertaining to the transaction created by eMARS via the template upload.
Document Messages is the first spot to check for errors. In the above example, there were no errors, but a second file, uploaded with incorrect Document Department and Document Unit information, returns this on the Document Messages screen:

In this example, the error was so severe that eMARS never truly created the document. As can be seen in the above example, an ID Number was assigned to the transaction, but the Document Phase, Function and Status are all null fields, which indicates the
transaction was never created, and the uploader will need to fix the error in their template and re-upload.

The other place to find errors is within the document itself.

Once the transaction has been created on eMARS, it is treated as any other transaction found on the accounting system. Selecting the *Document ID* takes the user into the transaction.

Selecting **Edit** allows changes to be made to the transactions. Supporting documentation can be attached to the header, if desired. Additional information can be entered into fields.

And modifications to various eMARS codes can be executed. At this point, this is just like any other eMARS transactions.

It was mentioned previously that there were two resources to check for errors. The second of those resources is the **Validation** function, no different than preparing any other eMARS transaction to submit for approval and finalize.
In this instance, an incorrect *Event Type* was entered on the template upload.

A quick change of the *Event Type*…

… results in a new, and successful, validation process.

Submitting the transaction for approval will send it through the appropriate workflow process no different than any other JV2E transaction.

Once approved, eMARS will update the appropriate tables based on the transaction coding.

END