



Texas Skyward User Group Conference

# Importing into Financial Management

Cody Dyb



# Importing into Financial Management



This session demonstrates different options for importing data into Skyward Finance for journal entries, budget figures, and more.

- Setting up Import Interfaces
- Importing using the Interfaces
  - Budget Entry
  - Journal Entry
  - Budget Revisions
  - Budget Transfers
  - Cash Receipts
  - Requisitions

## Import File Builder

Import File Builder - 05.17.02.00.11 - Google Chrome  
 Not secure | <https://pbroker1/scripts/cgiip.exe/WService=11509web/sexptbrws000.w?hType=Import&isPopup=true>

**Import File Builder**

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type	Allow Others	Automated	Created By
▶ BE Details	Budget Entry Details	Finance	Account Managem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jordascr, Rosemary
▶ BE Details	Budget Entry Details	Finance	Account Managem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smithscr, Mary
▶ CR DTL	Cash Receipt Details	Finance	Account Managem	<input type="checkbox"/>	<input type="checkbox"/>	Brinscr, Emilio I
▶ Journal Entries	Journal Entries	Finance	Account Managem	<input type="checkbox"/>	<input type="checkbox"/>	Smithscr, Mary
▶ Req ACCT	Requisition Account Distribution	Finance	Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	Smithscr, Mary
▶ Req DTL	Requisition Detail	Finance	Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	Smithscr, Mary

20 6 records displayed Interface:  ABC

Buttons: Import, Add, Edit, Delete, Clone, Import Interface, Back, Save Interfaces to File, Load Interfaces from File, Available Fields Report

## Standardized Import Interface Layouts

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: **General** Filters: **\*Skyward Default**

Interface	Description	System	Product Type
▶ BE Details	Budget Entry Details	Finance	Account Management
▶ Bud Rev Detail	Budget Revisions Detail	Finance	Account Management
▶ Bud Tran Detail	Budget Transfers Detail	Finance	Account Management
▶ Cash Receipts	Cash Receipts Master/Details	Finance	Account Management
▶ CR DTL	Cash Receipt Details	Finance	Account Management
▶ JE Details	JE Details	Finance	Account Management
▶ Journal Entries	Journal Entries	Finance	Account Management
▶ Req ACCT	Requisition Account Distribution	Finance	Purchasing
▶ Req DTL	Requisition Detail	Finance	Purchasing
▶ Req DTL/ACCT	Requisition Detail/Accounting	Finance	Purchasing
▶ Req MST/ACCT	Requisition Master/Acct Distribution	Finance	Purchasing
▶ Req MST/DTL	Requisition Master/Detail	Finance	Purchasing
▶ Req MST/DTL/ACC	Requisition Master/Detail/Acct Distrib	Finance	Purchasing

20 13 records displayed

Interface:  ABC

## Budget Entry

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type
BE Details	Budget Entry Details	Finance	Account Management
Bud Rev Detail	Budget Revisions Detail	Finance	Account Management
Bud Tran Detail	Budget Transfers Detail	Finance	Account Management
Cash Receipts	Cash Receipts Master/Details	Finance	Account Management

Expand All Collapse All View Printable Details

Import File(s)

Budget Entry Details

**File Details**

Data Type: Budget Entry Details    File to Import: **N/A**    Contains Header Line: No  
 Short Description: BE Details    File Type: Comma Delimited    Print Details of Imported Records: No  
 Long Description: Budget Entry Details    Text Qualifier: None    Used for imports outside Skybuild: Yes

**Import Fields**

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Account	Bud Mgmt	01	50	X(50)		<input type="checkbox"/>	
Amount	Bud Mgmt	02	15	->>>,>>>,>>9 99		<input type="checkbox"/>	

20 13 records displayed    Interface:  ABC

# Journal Entry

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

Not secure | https://pbroker1/scripts/cgiip.exe/WSservice=11509web/sexptbrws003.w?isPopup=true

**Standardized Import Interface Layouts**

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type
▶ Cash Receipts	Cash Receipts Master/Details	Finance	Account Management
▶ CR DTL	Cash Receipt Details	Finance	Account Management
▶ JE Details	JE Details	Finance	Account Management
▼ Journal Entries	Journal Entries	Finance	Account Management

Expand All Collapse All View Printable Details

▼ Import File(s)

▼ Journal Entry

**File Details**

Data Type: Journal Entry File to Import: **N/A** Contains Header Line: Yes  
 Short Description: Journal Entry File Type: Comma Delimited Print Details of Imported Records: No  
 Long Description: Journal Entry Text Qualifier: None Used for imports outside Skybuild: No

▼ Import Fields

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
JE Master Id	Gen Input	01	8	X(8)		<input type="checkbox"/>	
Account	Gen Input	02	50	X(50)		<input type="checkbox"/>	
Credit Amount	Gen Input	03	12	>.>>>.>>9.99		<input type="checkbox"/>	
Debit Amount	Gen Input	04	12	>.>>>.>>9.99		<input type="checkbox"/>	
Description	Gen Input	05	45	X(45)		<input type="checkbox"/>	
Offset Fund	Gen Input	06	8	X(8)		<input type="checkbox"/>	

▶ Req ACCT	Requisition Account Distribution	Finance	Purchasing
▶ Req DTL	Requisition Detail	Finance	Purchasing
▶ Req DTL/ACCT	Requisition Detail/Accounting	Finance	Purchasing
▶ Req MST/ACCT	Requisition Master/Acct Distribution	Finance	Purchasing
▶ Req MST/DTL	Requisition Master/Detail	Finance	Purchasing
▶ Req MST/DTL/ACC	Requisition Master/Detail/Acct Distrib	Finance	Purchasing

20 13 records displayed Interface: ABC

## Budget Revisions

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type
BE Details	Budget Entry Details	Finance	Account Management
<b>Bud Rev Detail</b>	<b>Budget Revisions Detail</b>	<b>Finance</b>	<b>Account Management</b>

Expand All Collapse All View Printable Details

Import File(s)

**Budget Revisions Detail**

**File Details**

Data Type: Budget Revisions Detail File to Import: N/A Contains Header Line: Yes  
 Short Description: Bud Rev Detail File Type: Comma Delimited Print Details of Imported Records: No  
 Long Description: Budget Revisions Detail Text Qualifier: None Used for imports outside Skybuild: Yes

**Import Fields**

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Account	Gen Input	01	50	X(50)		<input type="checkbox"/>	
Credit Amount	Gen Input	02	12	>,>>>,>>9.99		<input type="checkbox"/>	
Debit Amount	Gen Input	03	12	>,>>>,>>9.99		<input type="checkbox"/>	
Date	Gen Input	04	10	MM/DD/YYYY		<input type="checkbox"/>	
Description	Gen Input	05	45	X(45)		<input type="checkbox"/>	
Description 2	Gen Input	06	45	X(45)		<input type="checkbox"/>	
Name Key	Gen Input	07	11	X(11)		<input type="checkbox"/>	
Project/Grant	Gen Input	08	10	X(10)		<input type="checkbox"/>	
Reference	Gen Input	09	20	X(20)		<input type="checkbox"/>	

Bud Tran Detail	Budget Transfers Detail	Finance	Account Management
Cash Receipts	Cash Receipts Master/Details	Finance	Account Management
CR DTL	Cash Receipt Details	Finance	Account Management
JE Details	JE Details	Finance	Account Management
Journal Entries	Journal Entries	Finance	Account Management
Revs ACCT	Reversal Account Distribution	Finance	Purchasing

20 13 records displayed Interface: ABC

## Budget Transfer

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type
BE Details	Budget Entry Details	Finance	Account Management
Bud Rev Detail	Budget Revisions Detail	Finance	Account Management
<b>Bud Tran Detail</b>	<b>Budget Transfers Detail</b>	Finance	Account Management

Expand All Collapse All View Printable Details

Import File(s)

**Budget Transfers Detail**

**File Details**

Data Type: Budget Transfers Detail File to Import: N/A Contains Header Line: Yes  
 Short Description: Bud Tran Detail File Type: Comma Delimited Print Details of Imported Records: No  
 Long Description: Budget Transfers Detail Text Qualifier: None Used for imports outside Skybuild: Yes

**Import Fields**

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Account	Gen Input	01	50	X(50)		<input type="checkbox"/>	
Credit Amount	Gen Input	02	12	>>>>>>9.99		<input type="checkbox"/>	
Debit Amount	Gen Input	03	12	>>>>>>9.99		<input type="checkbox"/>	
Date	Gen Input	04	10	MM/DD/YYYY		<input type="checkbox"/>	
Description	Gen Input	05	45	X(45)		<input type="checkbox"/>	
Description 2	Gen Input	06	45	X(45)		<input type="checkbox"/>	
Name Key	Gen Input	07	11	X(11)		<input type="checkbox"/>	
Project/Grant	Gen Input	08	10	X(10)		<input type="checkbox"/>	
Reference	Gen Input	09	20	X(20)		<input type="checkbox"/>	

Cash Receipts	Cash Receipts Master/Details	Finance	Account Management
CR DTL	Cash Receipt Details	Finance	Account Management
JE Details	JE Details	Finance	Account Management
Journal Entries	Journal Entries	Finance	Account Management
Req ACCT	Requisition Account Distribution	Finance	Purchasing

20 13 records displayed Interface: ABC



# Cash Receipts

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: General Filters: \*Skyward Default

Interface	Description	System	Product Type
BE Details	Budget Entry Details	Finance	Account Management
Bud Rev Detail	Budget Revisions Detail	Finance	Account Management
Bud Tran Detail	Budget Transfers Detail	Finance	Account Management
Cash Receipts	Cash Receipts Master/Details	Finance	Account Management

Expand All Collapse All View Printable Details

Import File(s)

Cash Receipt

**File Details**

Data Type: Cash Receipt    File to Import: N/A    Contains Header Line: No  
 Short Description: Cash Receipt    File Type: Comma Delimited    Print Details of Imported Records: No  
 Long Description: Cash Receipt    Text Qualifier: None    Used for imports outside Skybuild: No

Import Fields

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
General Input Master Id	Gen Input	01	8	X(8)		<input type="checkbox"/>	
Account	Gen Input	02	50	X(50)		<input type="checkbox"/>	
Credit Amount	Gen Input	03	12	>,>>>>9.99		<input type="checkbox"/>	
Debit Amount	Gen Input	04	12	>,>>>>9.99		<input type="checkbox"/>	
Description 1	Gen Input	05	45	X(45)		<input type="checkbox"/>	
Description 2	Gen Input	06	45	X(45)		<input type="checkbox"/>	
Bank Code	Gen Input	07	5	X(5)		<input type="checkbox"/>	
Check Number	Gen Input	08	15	X(15)		<input type="checkbox"/>	
Date	Gen Input	09	10	MM/DD/YYYY		<input type="checkbox"/>	
Group Code	Gen Input	10	3	999		<input type="checkbox"/>	
Name Key	Gen Input	11	11	X(11)		<input type="checkbox"/>	
Payment Type	Gen Input	12	11	X(11)		<input type="checkbox"/>	
Project/Grant Number	Gen Input	13	10	X(10)		<input type="checkbox"/>	
Receipt	Gen Input	14	8	X(8)		<input type="checkbox"/>	
Reference	Gen Input	15	20	X(20)		<input type="checkbox"/>	

CR DTL    Cash Receipt Details    Finance    Account Management

20    13 records displayed    Interface:

# Requisitions

Standardized Import Interface Layouts - 05.17.02.00.11 - Google Chrome

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### Standardized Import Interface Layouts

Views: **General** Filters: \*Skyward Default

Interface	Description	System	Product Type
▶ Req MST/ACCT	Requisition Master/Acct Distribution	Finance	Purchasing
▶ Req MST/DTL	Requisition Master/Detail	Finance	Purchasing
▼ Req MST/DTL/ACC	Requisition Master/Detail/Acct Distrib	Finance	Purchasing

Expand All Collapse All View Printable Details

▼ Import File(s)

▼ Requisition MST/DTL/ACC

**File Details**

Data Type: Req MST/DTL/ACCT File to Import: **N/A** Contains Header Line: **No**

Short Description: Req MST/DTL/ACC File Type: **Comma Delimited** Print Details of Imported Records: **No**

Long Description: Requisition MST/DTL/ACC Text Qualifier: **None** Used for imports outside Skybud: **No**

▼ Import Fields

Field	Area	Column	Length	Format	Specified Value	Overwrite Existing	Data Cross-Reference
Purchase Order ID	Purchasing	01	9	>>>>>>>9		<input type="checkbox"/>	
Requisition Number	Purchasing	02	10	>>>>>>>9		<input type="checkbox"/>	
Merchandise/Narrative	Purchasing	03	1	X(1)		<input type="checkbox"/>	
Quantity	Purchasing	04	8	->>>>>9		<input type="checkbox"/>	
Unit Cost	Purchasing	05	20	->>>>>>>>>>>>>9 99999		<input type="checkbox"/>	
Discount %	Purchasing	06	6	>>>9 99		<input type="checkbox"/>	
Description	Purchasing	07	256	X(256)		<input type="checkbox"/>	
Narrative Code	Purchasing	08	20	X(20)		<input type="checkbox"/>	
Catalog Code	Purchasing	09	20	X(20)		<input type="checkbox"/>	
Unit of Measure	Purchasing	10	8	X(8)		<input type="checkbox"/>	
Commodity Code	Purchasing	11	8	X(8)		<input type="checkbox"/>	
Account 1	Purchasing	12	50	X(50)		<input type="checkbox"/>	
Amount 1	Purchasing	13	15	->>>>>>>9 99		<input type="checkbox"/>	
Account 2	Purchasing	14	50	X(50)		<input type="checkbox"/>	
Amount 2	Purchasing	15	15	->>>>>>>9 99		<input type="checkbox"/>	
Account 3	Purchasing	16	50	X(50)		<input type="checkbox"/>	
Amount 3	Purchasing	17	15	->>>>>>>9 99		<input type="checkbox"/>	
Account 4	Purchasing	18	50	X(50)		<input type="checkbox"/>	
Amount 4	Purchasing	19	15	->>>>>>>9 99		<input type="checkbox"/>	
Account 5	Purchasing	20	50	X(50)		<input type="checkbox"/>	
Amount 5	Purchasing	21	15	->>>>>>>9 99		<input type="checkbox"/>	

20 ▼ 13 records displayed Interface:  ABC





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**THANK YOU FOR ATTENDING!**

