

AR Distribution Code Upload Process

When uploading AR Distribution Codes, it may be helpful to create a separate folder in which to save all the files needed to complete the process. In this example, a Folder has been created on the C: Drive named “AR Distribution Codes” and within that folder is another folder titled “42514”(Date of upload). These are used to save the 3 files created in the instructions below.

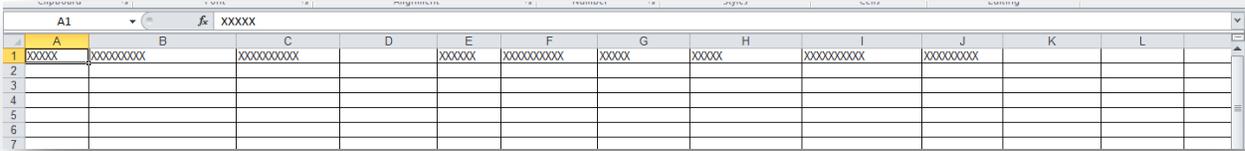
1. Complete the Agency Distribution Code Entry Sheet and Save in your designated folder.

1	Agency Distribution Code Entry Sheet												
2	(must end with last two digits of fiscal year for which the code is applicable)												
3	SetID (05)	Dist Code (10)	Description (30)	Short Descr (10)	Account (6)	Department (10)	Fund Code (5)	Funding Source (5)	Program (10)	Project (15)	Activity ID (15)	Product (6)	Special
4	XXXXX	XXXXXXXXXX	XXXXXXXXXXXX		XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX			
5													
6													
7													
8													
9													
10													
11													
12													

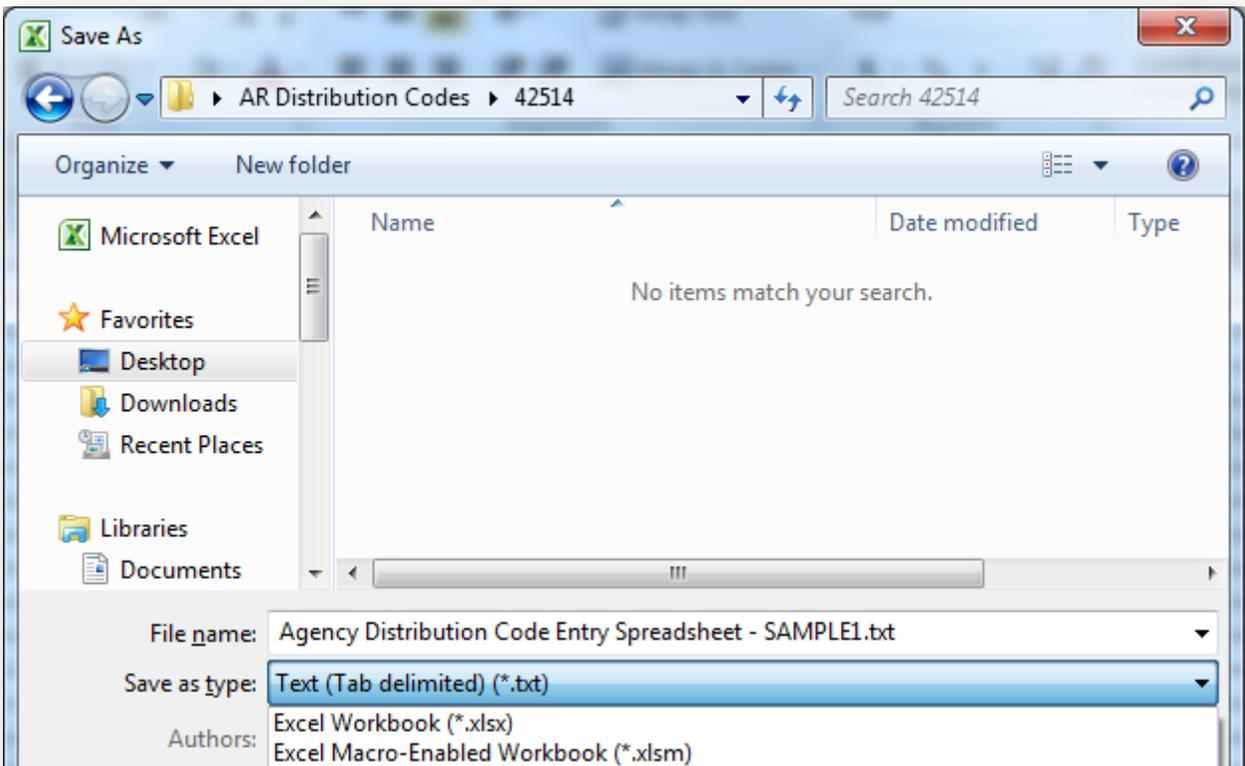
2. **Select Rows 1 – 3.** Hold shift and Select Rows 1-3 from the far left of the spreadsheet so that entire row will be selected.

1	Agency Distribution Code Entry Sheet												
2	(must end with last two digits of fiscal year for which the code is applicable)												
3	SetID (05)	Dist Code (10)	Description (30)	Short Descr (10)	Account (6)	Department (10)	Fund Code (5)	Funding Source (5)	Program (10)	Project (15)	Activity ID (15)	Product (6)	Special
4	XXXXX	XXXXXXXXXX	XXXXXXXXXXXX		XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX			
5													
6													
7													

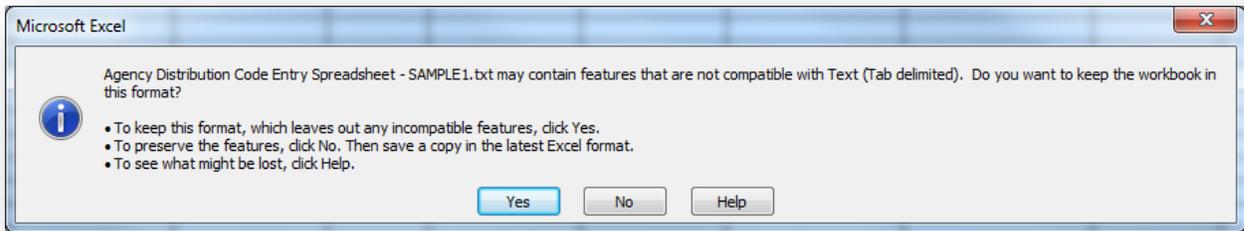
3. **Delete the Rows selected.** Right Click in the highlighted area and selected **Delete** from the dropdown menu. This step removes all column headings and leaves only the distribution code data previously entered.



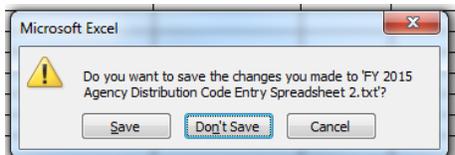
4. **Save as Text File (Tab Delimited).** Click the **File** tab found at the top of the Excel spreadsheet. Then select **Save As** from the dropdown menu. Under the **Save as type** option select **Text (Tab Delimited) (*.txt)**. Click **Save**.



5. Click "Yes" if the following warning message is received.

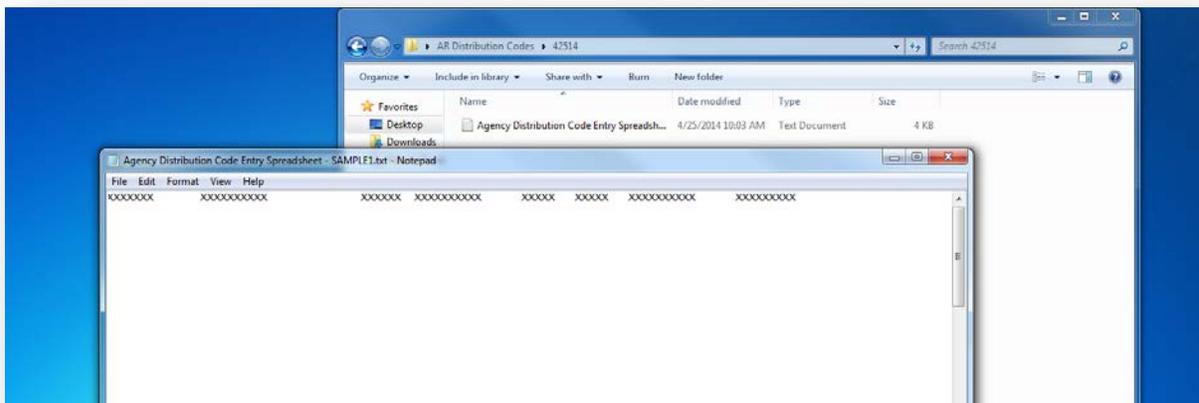


PLEASE NOTE: Excel can be closed. You will now need to open a program on your computer used to read .txt format files (i.e. Notepad, Textpad, TXTPAD32)
If you get this message,

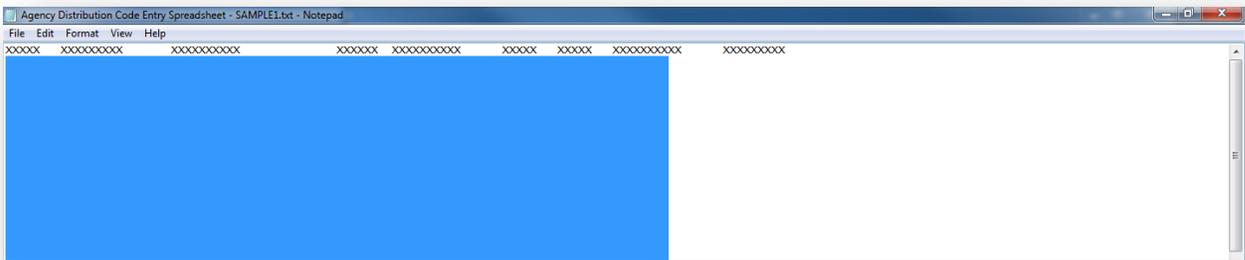


Click **Don't Save**.

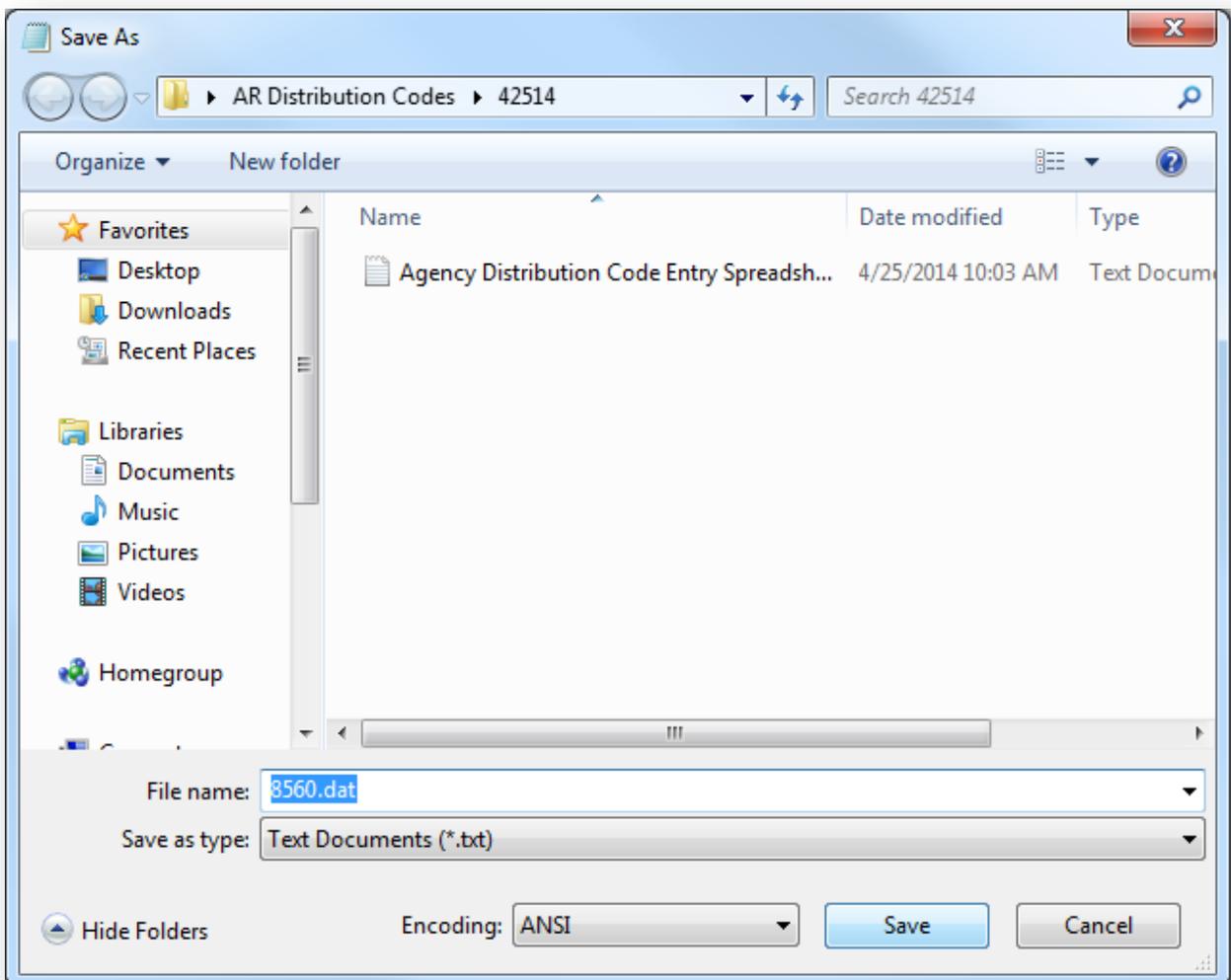
6. Open a text file program (NotePad, etc.) and open the previously saved **Text (Tab Delimited)** file.



7. **Select empty spaces in the text file.** Place your cursor beneath the last row of data and press **CTRL + SHIFT + END**. This will select all spaces in the document that does not contain necessary data



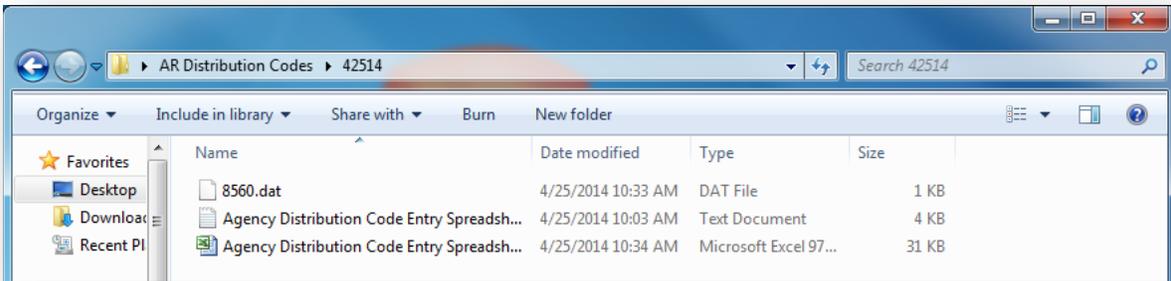
8. Press the **Delete** key on keyboard to delete all selected spaces.
9. Click the **File** tab found at the top of .txt program and select **Save As** from the dropdown menu. Change the File Name to "8560.dat"



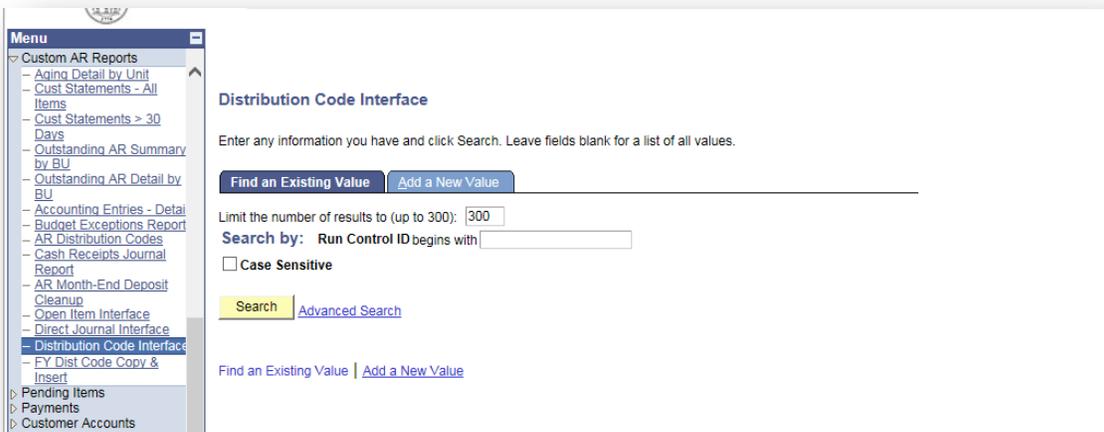
10. Click **Save**.

PLEASE NOTE: The .txt program can be closed. The next step will upload the file into TeamWorks Financials. Check the folder where you are saving the files and verify that there are three files:

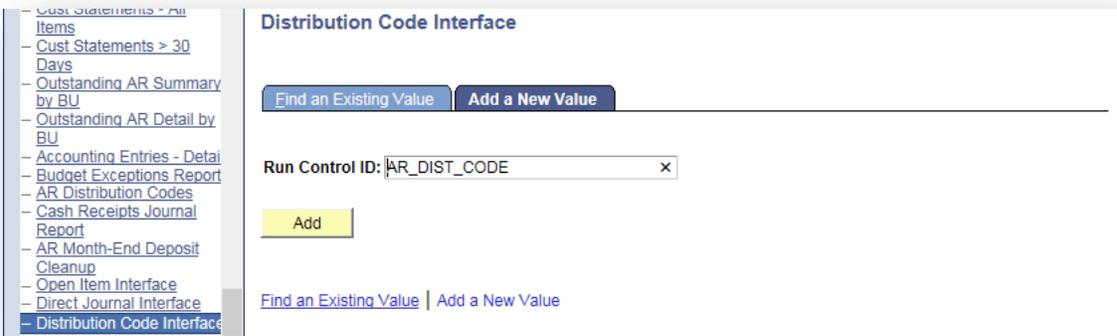
1. the original AR Distribution Code Entry Spreadsheet in Excel format,
2. the AR Distribution Code Entry Spreadsheet in text format, and
3. the 8560.dat file.



11. Open TeamWorks Financials and navigate to: Accounts Receivable > Custom AR Reports > Distribution Code Interface



12. Search for and select an existing **Run Control ID** or **Add New Value** for 1st time.
Note: If adding, do not include spaces in the name.



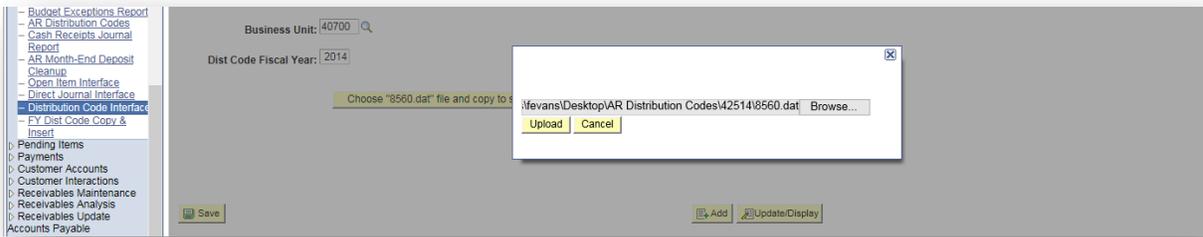
13. Enter Business Unit and Fiscal Year



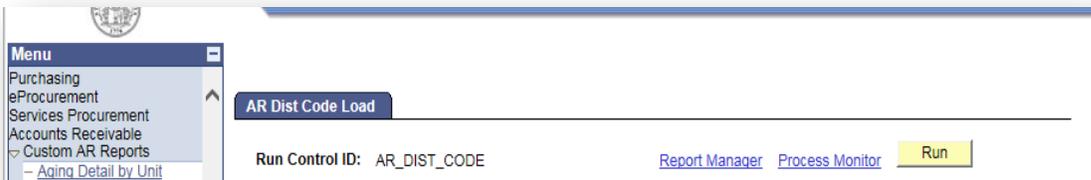
14. To Add file “8560.dat” click **Choose “8560.dat” file and copy to server** button. If you receive the following message click OK and browser window will pop-up immediately following.



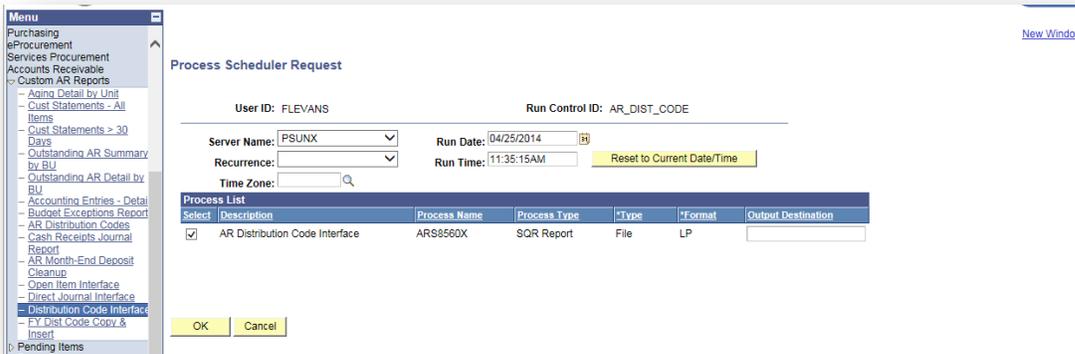
15. Click **Browse** to location previously saved file and select “8560.dat”



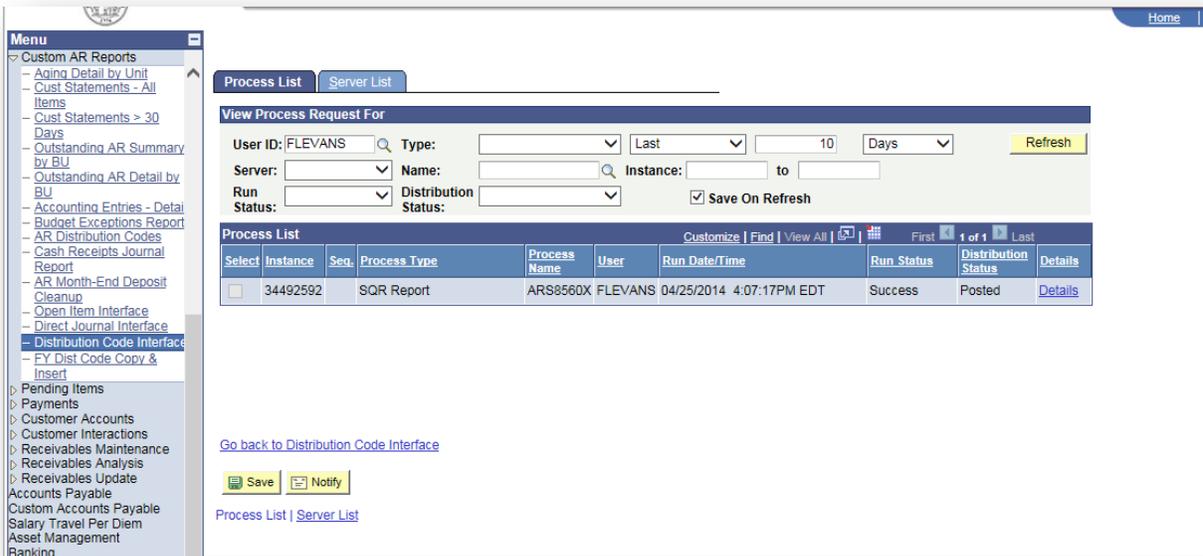
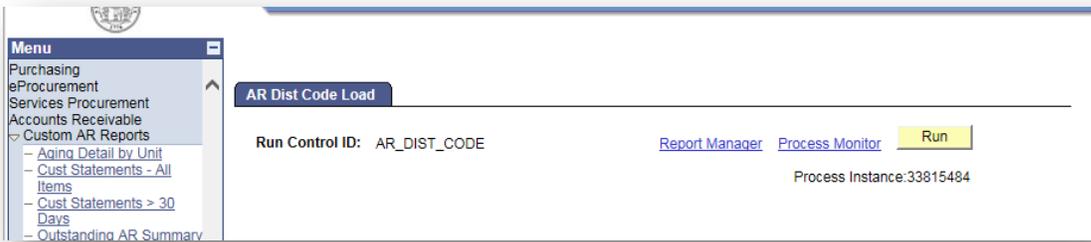
16. Click **Upload** and Click **OK** on the “File transfer succeeded” pop-up message.
17. Click **RUN**



18. Select “PSUNX” for Server Name in dropdown menu and also verify the checkbox for AR Distribution Code Interface has been selected. Then Click **OK**



19. TeamWorks provides a Process Instance Number. Click on the **Process Monitor** link to verify if and when the process run is successful.



PLEASE NOTE: Once the run status is **Success** and Distribution Status is **Posted** the upload has succeeded and the AR Distribution Code is immediately available for use in TeamWorks.

You can verify that this value is available by:

1. Navigating to: Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting
2. Click **Distribution Code** link
3. Enter BU for SetID and enter Distribution Code you are searching for
4. Click **Search**

If value appears you are complete with the process. If the value does not appear you will have to review the ARXXX0860 report in document direct for error with upload attempt. This report will be available about 15-20 minutes following your upload attempt. Once the listed error has been corrected you can upload the file again.