

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 “10416”(Date of upload). These are used to save the 3 files created in the instructions below:

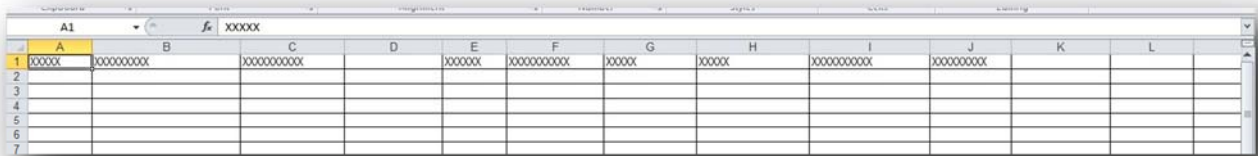
1. Complete the Agency Distribution Code Entry Sheet and Save in your designated folder.

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	xxxxxx	xxxxxxxxxx	xxxxxxxxxxxxxx		xxxxxx	xxxxxxxxxxxxxx	xxxxxx	xxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx			
5													
6													
7													
8													
9													
10													
11													
12													

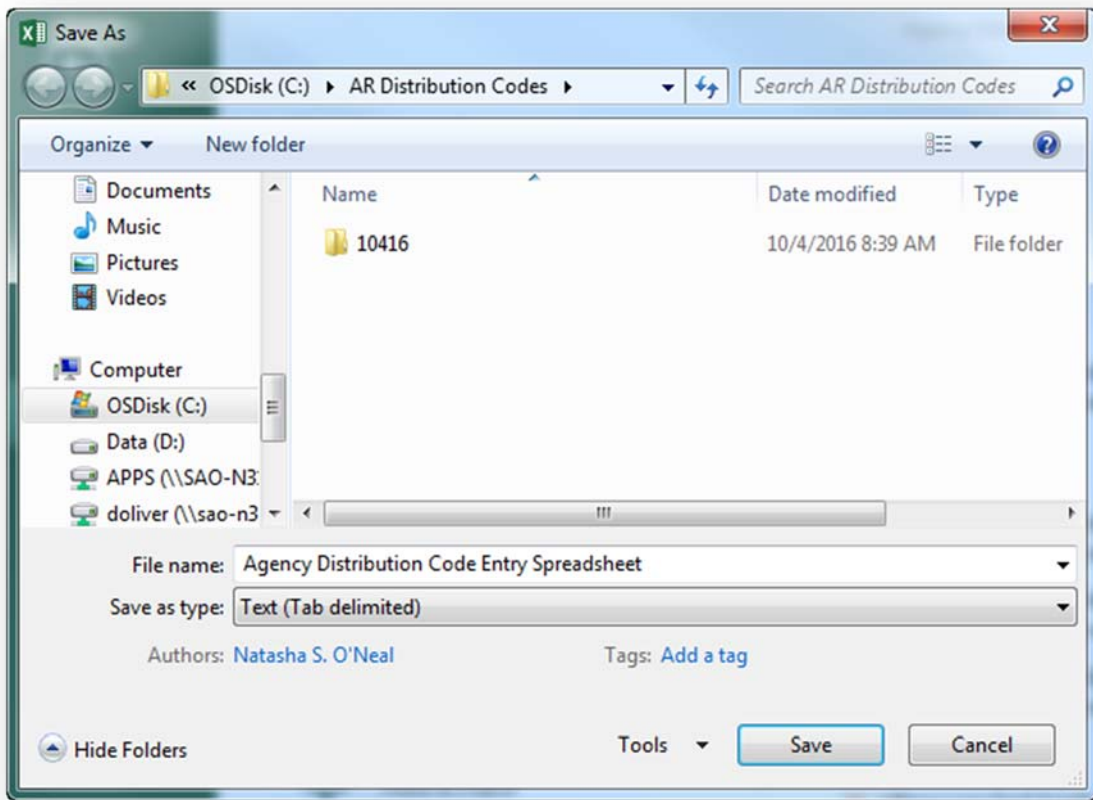
2. **Select Rows 1 – 3:** Hold shift and Select Rows 1-3; from the far left of the spreadsheet so that entire row will be selected.

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	xxxxxx	xxxxxxxxxx	xxxxxxxxxxxxxx		xxxxxx	xxxxxxxxxxxxxx	xxxxxx	xxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx			
5													
6													
7													

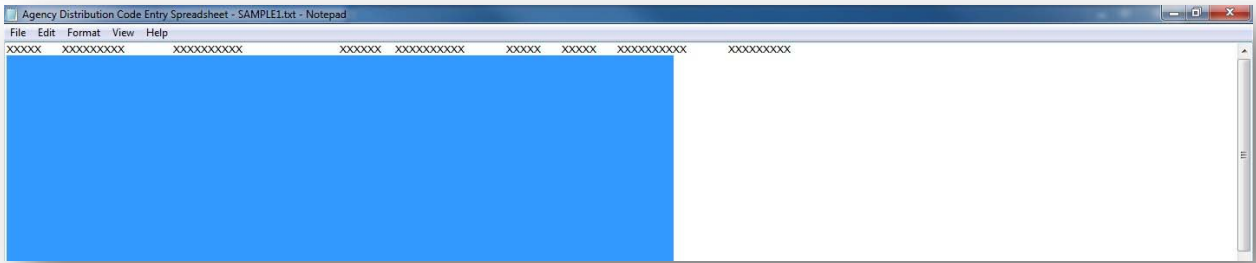
3. **Delete the Rows selected:** Right Click in the highlighted area and select **Delete** from the dropdown menu. This step removes all column headings and leaves only the distribution code data previously entered.



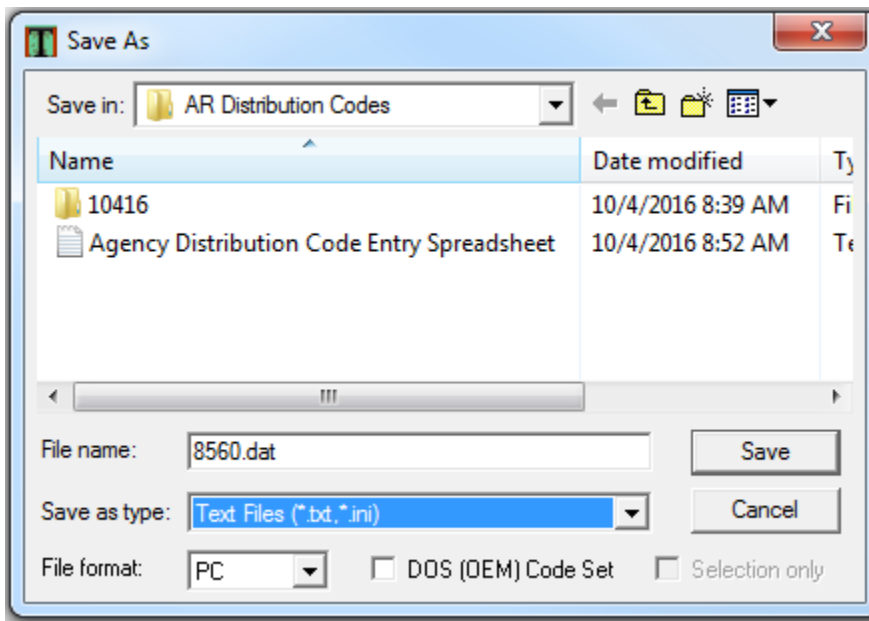
4. **Save as Text File (Tab Delimited):** Click the **File** tab found at the top of the Excel spreadsheet. Then select **Save As** from the dropdown menu. Under the **Save as type** option select **Text (Tab Delimited)**. Click **Save**.



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



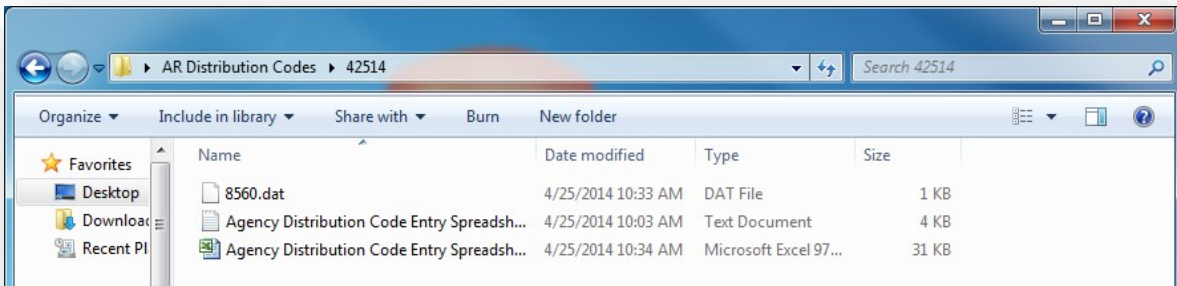
8. Press the **Delete** key on keyboard to delete all selected spaces.
9. Click the **File** tab found at the top of .txt program and select **Save As** from the dropdown menu. Change the File Name to "8560.dat"



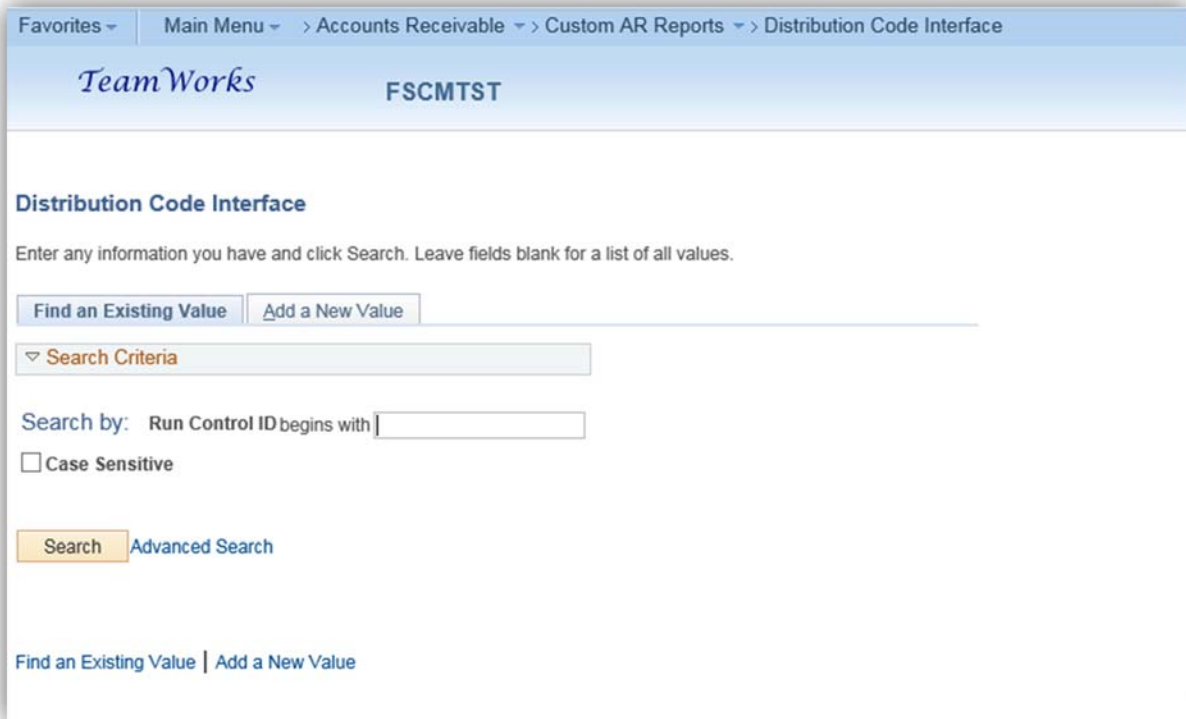
10. Click **Save**.

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:

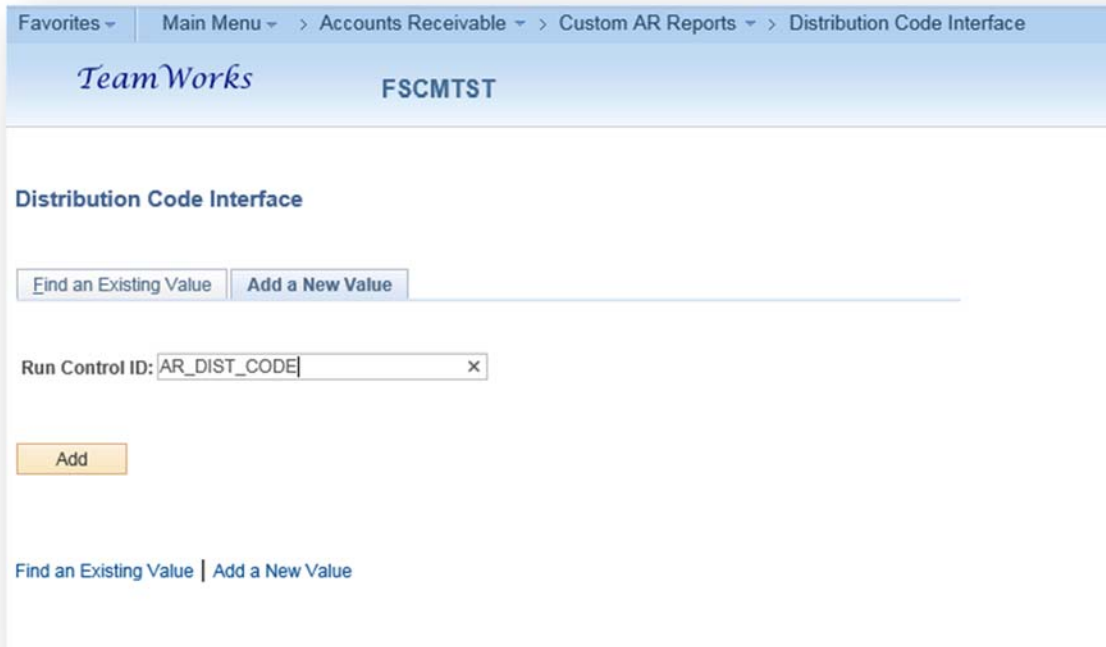
1. The original AR Distribution Code Entry Spreadsheet in Excel format
2. The AR Distribution Code Entry Spreadsheet in text format
3. The 8560.dat file.



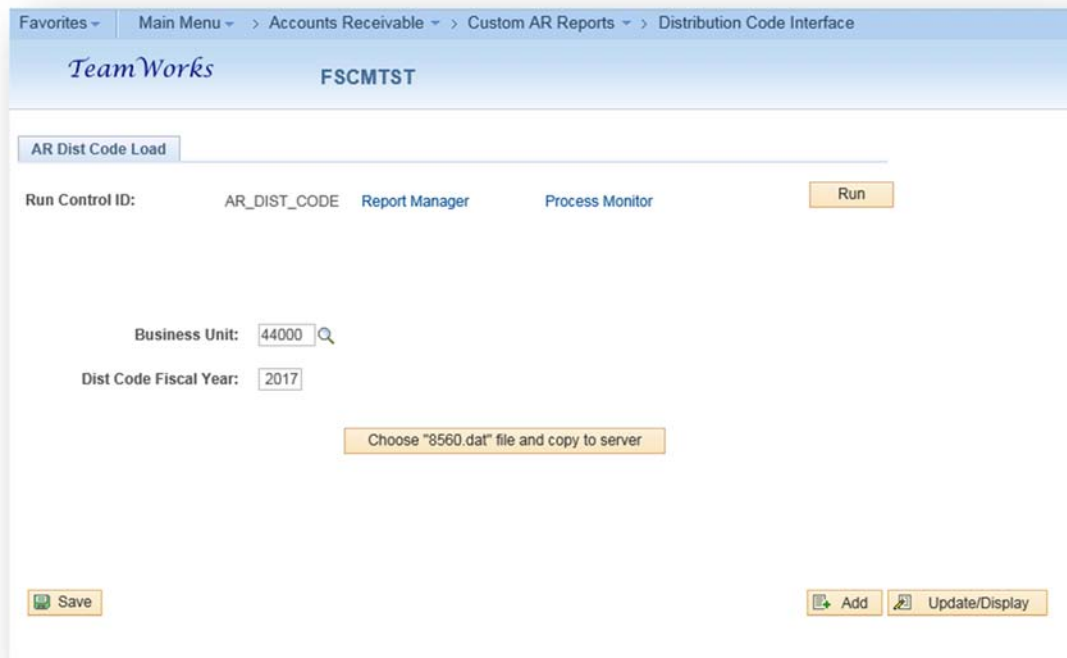
11. Open TeamWorks Financials and navigate to: Accounts Receivable > Custom AR Reports > Distribution Code Interface



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



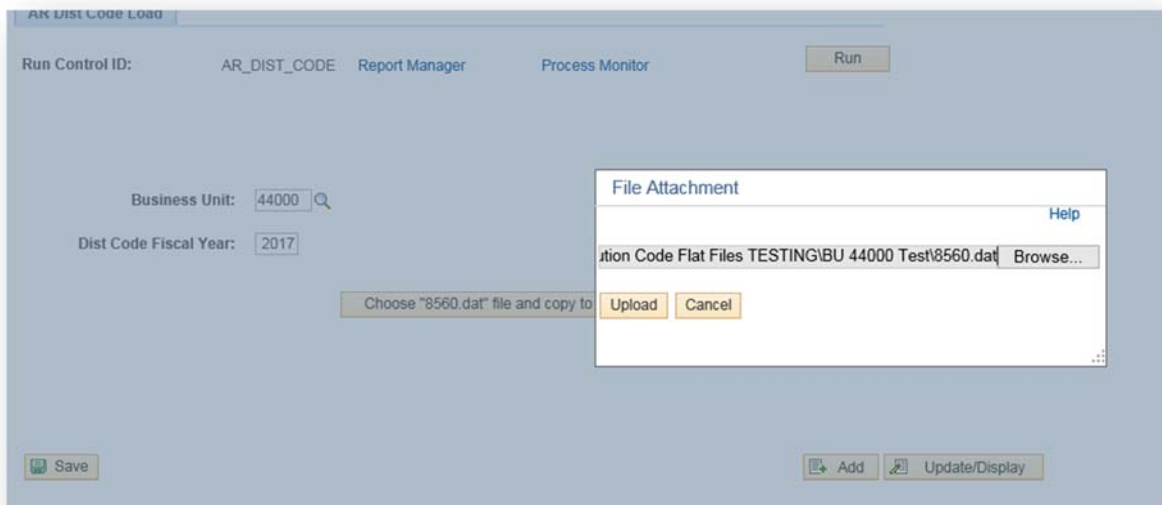
13. Enter **Business Unit** and **Fiscal Year**



- 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.



- Click **Browse** to location previously saved file and select "8560.dat"



- Click **Upload** and Click **OK** on the "File transfer succeeded" pop-up message.
- Click **RUN**

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Custom AR Reports ▾ > Distribution Code Interface

TeamWorks **FSCMTST**

AR Dist Code Load

Run Control ID: AR_DIST_CODE Report Manager Process Monitor

Business Unit: 44000

Dist Code Fiscal Year: 2017

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**

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Custom AR Reports ▾ > Distribution Code Interface

TeamWorks **FSCMTST**

Process Scheduler Request

User ID DOLVER Run Control ID AR_DIST_CODE

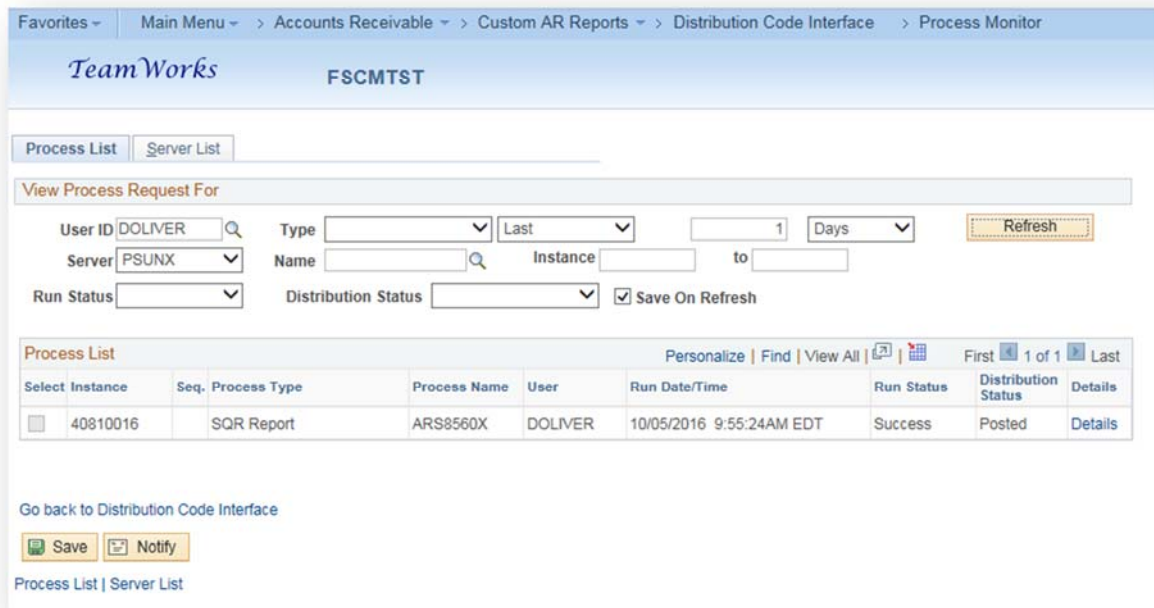
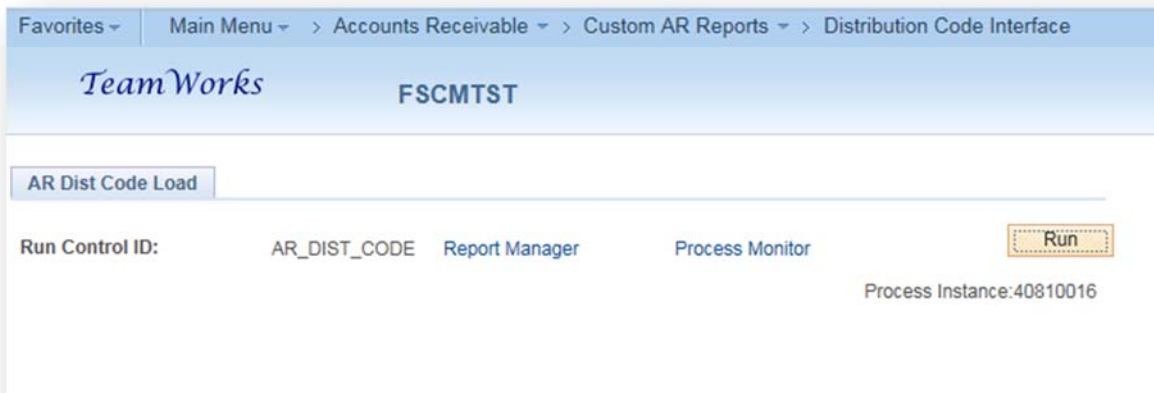
Server Name **PSUNX** Run Date 10/05/2016

Recurrence Run Time 9:55:24AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR Distribution Code Interface	ARS8560X	SQR Report	Web	LP	Distribution

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.