



Process

Documentation

Department:

Customer Support

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NAME OF PROCESS

Uploading Journal Entries into RolePlay

Use Case / Objectives

The Journal Entry Upload application provides you with the ability to upload journal entries en-masse, either via web API or from a spreadsheet and export them into RentalMan. This guide will explain each of the methods and detail the process of bringing them into RentalMan.

Applicable Control Records

The following is a list control records in RentalMan and how they affect the functionality of the AP Invoice Upload application:

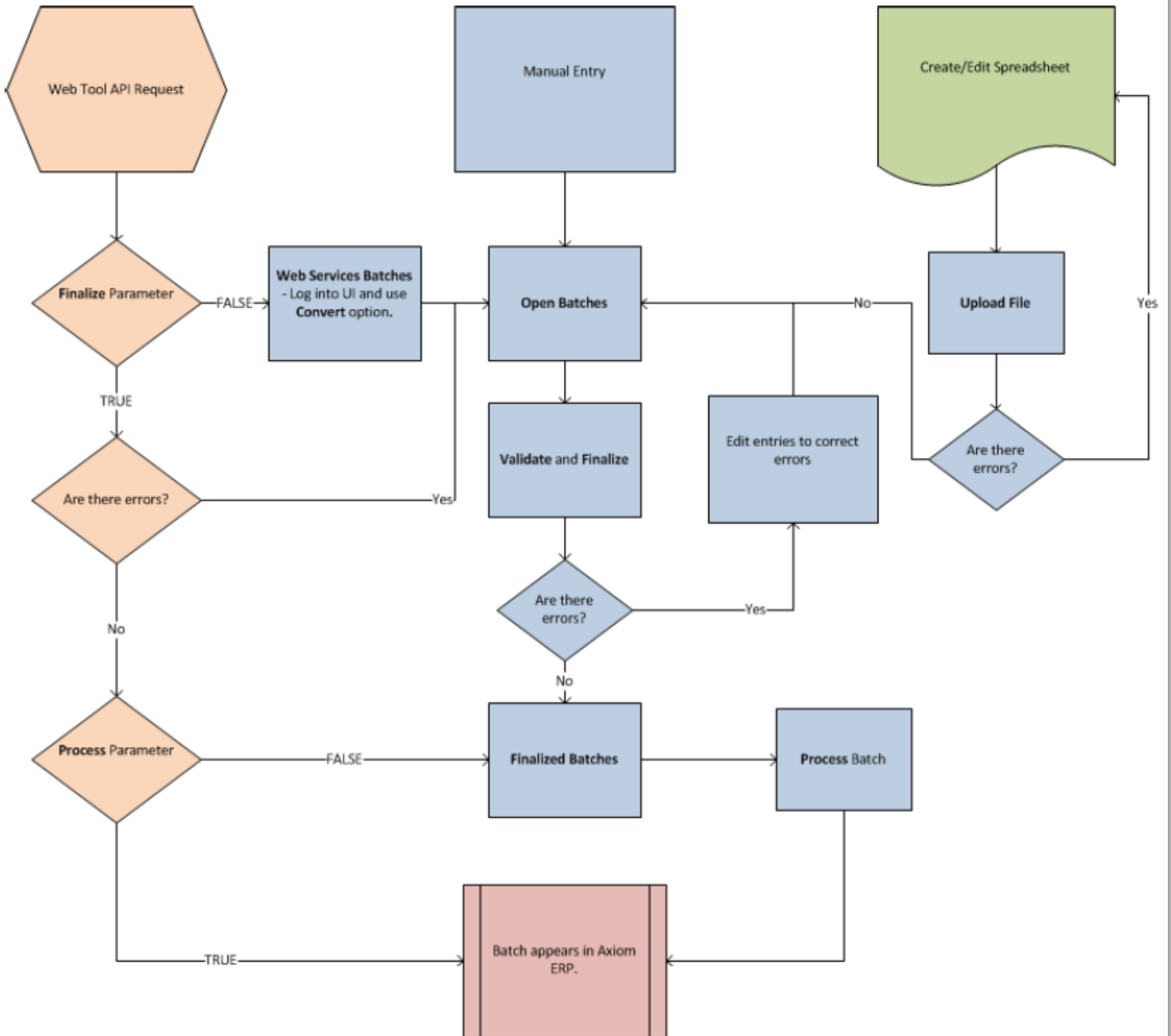
- **PSTGLT** - Use this control record to toggle auto-posting for G/L journal entries. You can also determine whether auto-posted batches will post with today's date or the batch date and set a valid date range.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Process Flowchart



Entering Journal Entries

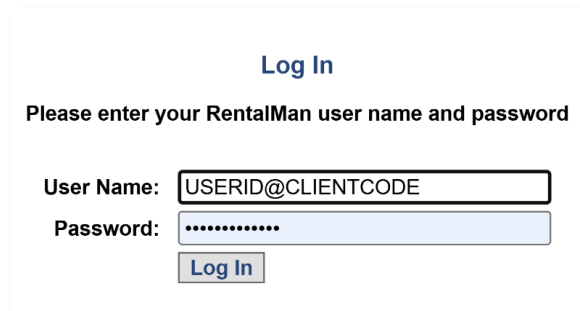
There are three methods of entering journal entries into the Journal Entry Upload application.

- [Create a spreadsheet](#) of journal entries and upload the file into the application to be exported to RentalMan.
- [Manually enter journal entries](#) into the application to be exported into RentalMan.
- [Send a journal entry batch via API](#) request using a third party application.

Signing In

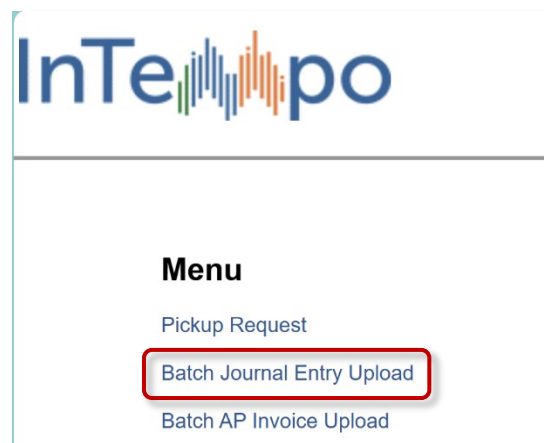
<https://apps.wynnesystems.com/axiom-webapp/login>

When signing in it is necessary to specify which environment you would like to access. To do this append your RentalMan username with an @ symbol and your company-specific client code. Your password is your RentalMan password.



The screenshot shows a login form titled "Log In". Below the title is the instruction "Please enter your RentalMan user name and password". There are two input fields: "User Name:" with the text "USERID@CLIENTCODE" and "Password:" with a masked password of ".....". A "Log In" button is located below the password field.

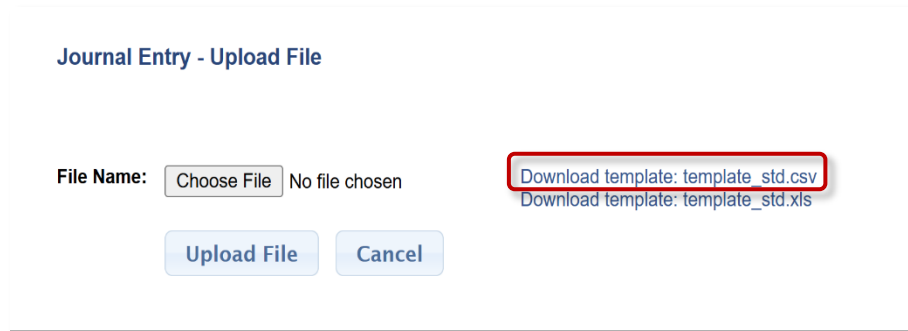
Upon successfully signing in you will be taken to the main menu. Select the Batch AP Invoice Upload option.



The screenshot shows the main menu of the application. At the top is the InTe|||po logo. Below the logo is a section titled "Menu" containing three options: "Pickup Request", "Batch Journal Entry Upload" (which is highlighted with a red border), and "Batch AP Invoice Upload".

Creating a Spreadsheet

This subsection will explain how to create a spreadsheet that can be used with the Journal Entry Upload application to bring journal entries into RentalMan. You can download a template for the spreadsheet by clicking the link on the **AP Upload File Screen**.



Enter your journal entries into the spreadsheet. The total debits must equal the total credits.

	A	B	C	D	E	F	G	H	I	J
1	Batch Date	Batch Description	Batch Type	Main	Location	Nat	Dept	Amount	Description	Journal Code
2	3/21/2013	Payroll	N	1200		1	0	0	1000	Transfer GEN
3	3/21/2013	Payroll	N	1100		1	0	0	-1000	Transfer GEN
4										
5										
6										
7										
8										

Upload a Spreadsheet

Process Steps

Follow these steps to upload a spreadsheet of AP invoices to bring into RentalMan:

1. Click the **Upload File** button on the **Batch Summary** screen.

Journal Entry - Batch Summary

Main Menu Add Manual Journal Entry **Upload File** Select Delete Validate Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

Set transaction date to batch date

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance
-----------	------------	-------------------	--------------	-----------	---------

Page 0 of 0 20 No records to view

2. Click on the **Choose File** button and select the spreadsheet you want to upload.

Journal Entry - Upload File

File Name: Choose File No file chosen

Download template: template_std.csv
Download template: template_std.xls

Upload File Cancel

3. Click on the **Upload File** button.
4. If your spreadsheet is formatted correctly the system will assign a *Process Id* to the batch and it will appear under **Open Batches** on the **Batch Summary** page.
5. If the spreadsheet has been formatted incorrectly, an error message will appear in **RED**.

Journal Entry - Batch Summary

The following process id has been uploaded. Process id: 169

Main Menu Add Manual Journal Entry Upload File Select Delete Validate Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance
169	03/21/13	PAYROLL	GEN	2	0

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NOTE: Open batches are only viewable by the user who created them.

Manual Invoice Entry

Process Steps

Follow these steps to manually enter invoices to be brought into RentalMan:

1. Click on the **Add Manual Journal Entry** button on the **Batch Summary** page.

Journal Entry - Batch Summary

Main Menu **Add Manual Journal Entry** Upload File Select Delete Validate Finalize

Batch Type

Open Batches Finalized Batches Web Service Batches

Set transaction date to batch date

Batch Summary

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance
-----------	------------	-------------------	--------------	-----------	---------

Page 0 of 0 20 No records to view

2. Click on the **+** button to add a row.

Journal Entry - Edit Journal Entries

Back To Batch Summary

Journal Entries

PID	Batch Date	Batch Description	Journal Code	Type	Main	Loc
-----	------------	-------------------	--------------	------	------	-----

3. Fill out the required fields using the same rules you would when creating a spreadsheet. After making any changes to a row, click the **Save** icon before moving to another row. Any unsaved information will be cleared when leaving a row.

Journal Entry - Edit Journal Entries

Back To Batch Summary

Journal Entries

PID	Batch Date	Batch Description	Journal Code	Type	Main	Loc
0	11/06/25	Test Upload only	gen	N	1100	1

4. Once you have finished adding the invoice, click on the **Save** icon, then click on the **Back to Batch Summary** button (see screenshot above).
5. To add more lines or make changes to an existing batch, click on the *ProcessId* of the batch you would like to edit.



6. Repeat the steps above to add additional rows or update existing rows as needed.

Web Service Batches

The Journal Entry Upload API accepts **SOAP** requests containing journal entry batch information. If the request is successful a batch record will be created, and the server will return a *Process Id* for that batch.

Process Steps

1. Batches submitted via API can be found under the **Web Services** batch type.

Journal Entry - Web Service Batch Summary

Main Menu Add Manual Journal Entry Upload File **Convert**

Batch Type

Open Batches Finalized Batches **Web Service Batches**

Set transaction date to batch date

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance
3009	04/16/18	TEST	GEN	2	2000
3010	04/16/18	TEST	EQP	2	0

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2. Click on your batch to highlight it then click on the **Convert** button to move it to **Open Batches** where it can be validated.

Journal Entry - Web Service Batch Summary

Main Menu Add Manual Journal Entry Upload File **Convert**

Batch Type

Open Batches Finalized Batches Web Service Batches

Set transaction date to batch date

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance
3009	04/16/18	TEST	GEN	2	2000
3010	04/16/18	TEST	EQP	2	0

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3. You can add the **Finalize** and **Process** parameters to the **SOAP** request to automate batch processing.
4. If **Finalize = TRUE** and **Process = FALSE** the system will attempt to validate and finalize the batch. If the batch is valid, it will appear under **Finalized Batches**.
5. If **Finalize = TRUE** and **Process = TRUE** the system will automatically process the batch and, if it is valid, it will be brought into RentalMan.
6. If these parameters are not included in the SOAP request they are both assumed to be **FALSE**.

NOTE: If there are errors in the batch it will appear under **Open Invoices** where it must be edited before it can be processed. See the next section for instructions on editing a batch.

Processing AP Batches

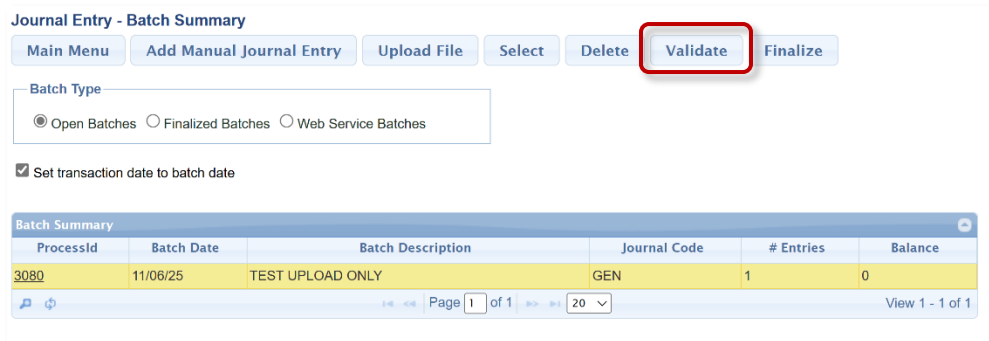
Once you have entered your Journal Entry Batch you must **Validate**, **Finalize** and **Process** the batch in order to export it into RentalMan. This section and its subsections will explain how to perform these functions and bring your batch into RentalMan.

Validating and Editing

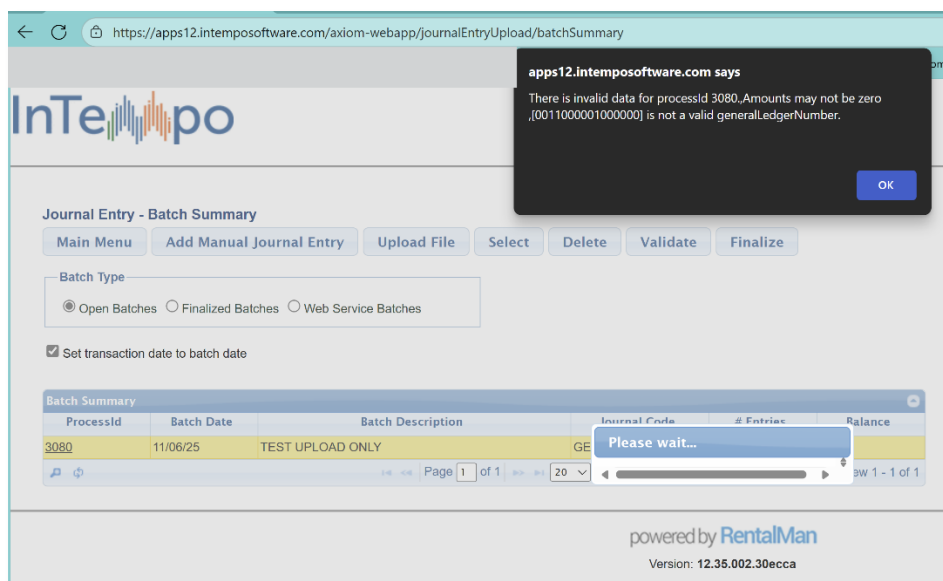
This process will check the batch for errors and any potential record conflicts in RentalMan. After you have entered or uploaded your batch you must validate it before the application will allow you to export it.

Process Steps

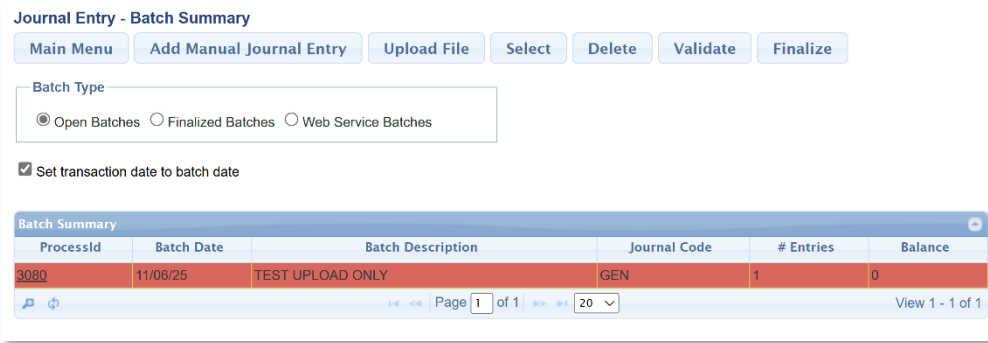
1. Click on your batch so it is highlighted and then click on the **Validate** button.



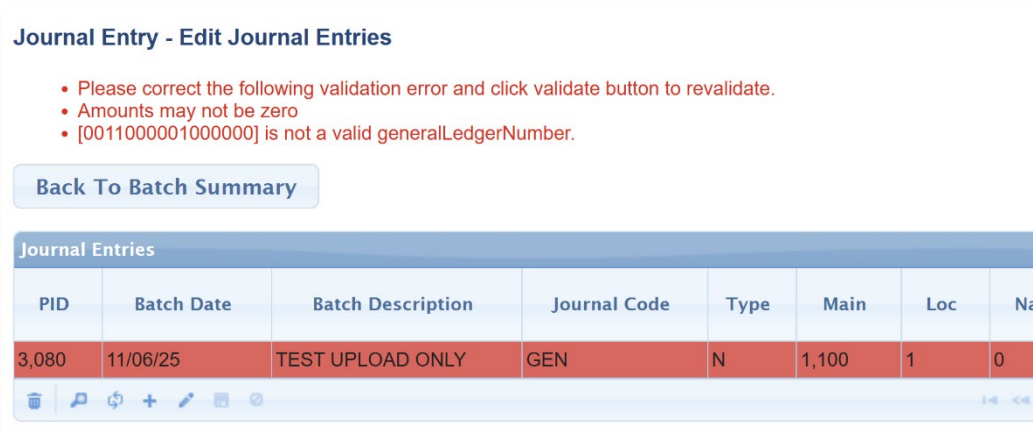
2. If the batch is invalid for any reason a message box will appear detailing the errors.



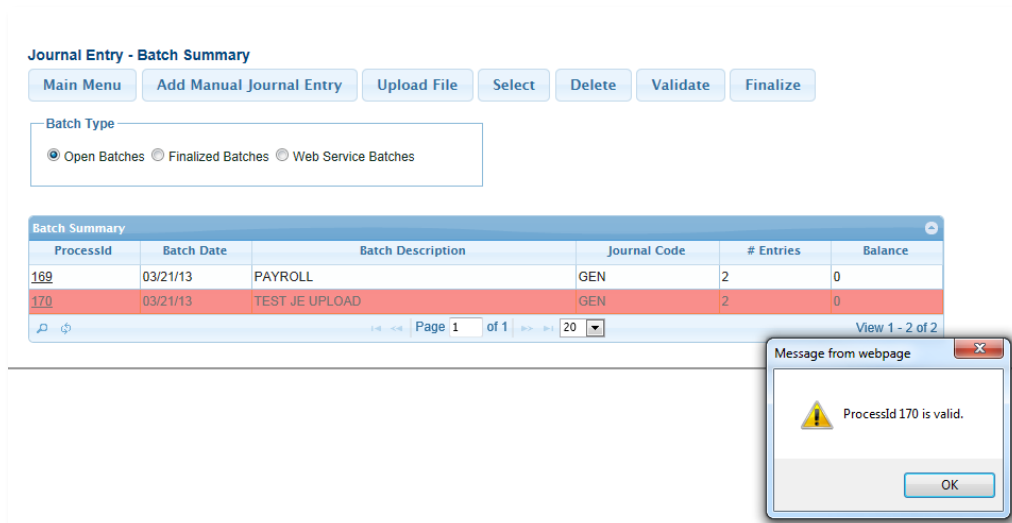
3. After clicking on the **OK** button in the error message, the invoice will be highlighted in **RED**.



- To edit your batch, click on the *Process ID* and you will be taken to the **Invoice Summary** page.



- Make all necessary changes and click on the **Save** icon.
- Once you have finished editing your batch click on the **Back To Batch Summary** button then resubmit the batch for validation.
- If all errors have been corrected, a message box will appear letting you know that the batch is valid.

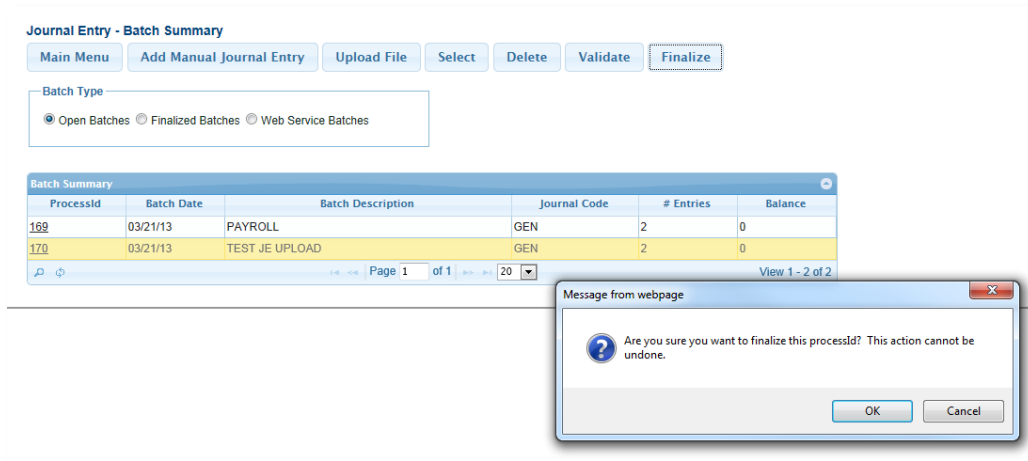


Finalizing the Batch

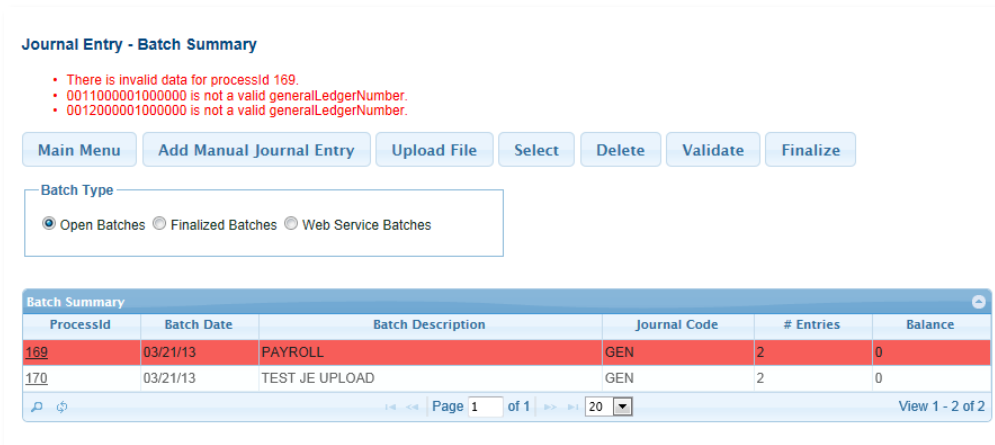
Before a batch can be exported it must be closed or **finalized**. The finalization process will also validate a batch to prevent invalid data from being brought into RentalMan.

Process Steps

1. Click on your batch to highlight it and then click on the **Finalize** button.
 - a. A confirmation box will appear.
2. Click on the **OK** button.



NOTE: If there are any errors in your batch it will be highlighted in **RED**, and the errors will be details above.



3. Edit the batch to correct any errors then re-submit it for finalization.
4. Once submitted, a valid batch for finalization message will appear when the batch has been finalized. You should now see it under **Finalized Batches**

Journal Entry - Finalized Batch Summary

- ProcessId 170 has been successfully finalized with batchNumber 13AAAO

Batch Type

Open Batches
 Finalized Batches
 Web Service Batches

ProcessId	Batch Date	Batch Description	Journal Code	# Entries	Balance	Created User
167	03/07/13	TEST JE UPLOAD	GEN	2	0	KKIMURA
170	03/21/13	TEST JE UPLOAD	GEN	2	0	KKIMURA
172	01/07/13	TEST1	GEN	2	0	TWANG

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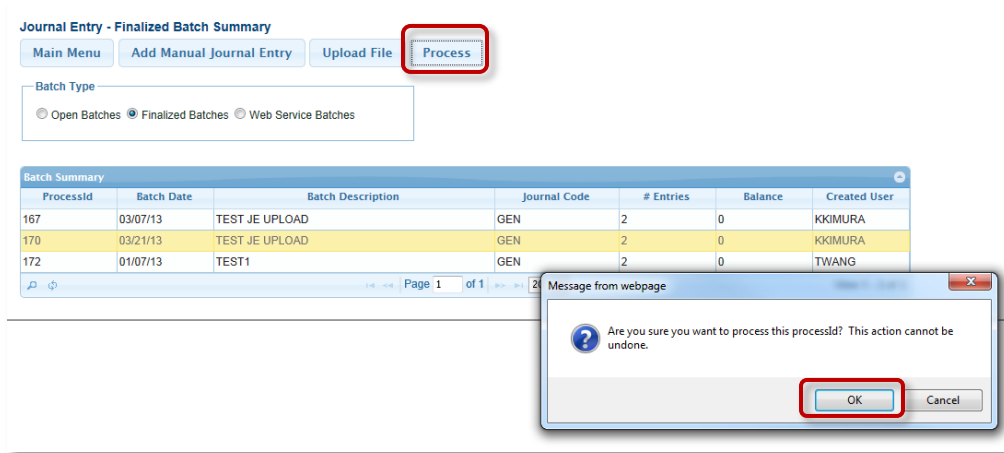
NOTE: Finalized batches are viewable by **ALL** users.

Processing the Batch

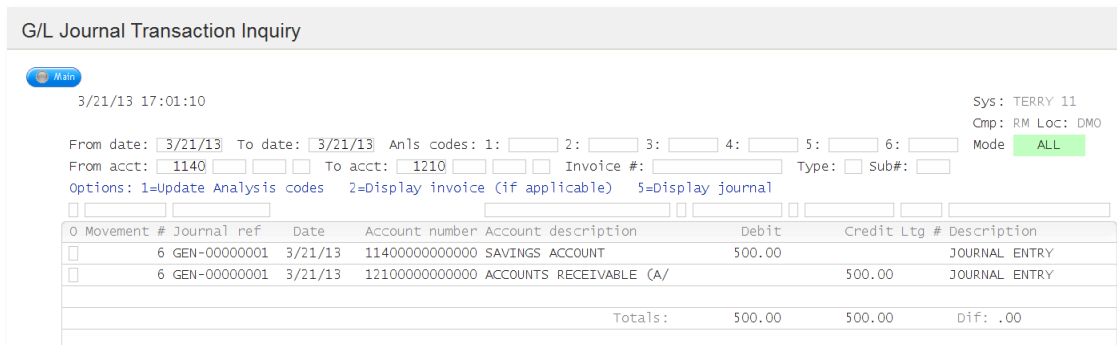
Once a batch has been finalized it is now ready to export to RentalMan.

Process Steps

1. Click on the *Process ID* of the batch to export and then click on the **Process** button.



2. Click on the **OK** button in the confirmation box to export the batch to RentalMan.
 - a. A message will appear notifying you that the batch has been processed.
 - b. If auto-posting is enabled (See [Applicable Control Records](#) above) then the batch will post to the general ledger.
 - c. If auto-posting is disabled then the batch will appear under the **Post G/L Journal Transaction Entries** option in the **General Ledger** role, ready to be posted.



Reference Glossary

Field Name	Description	Req
Batch Date	Date of the batch. This must be a valid date within an open period.	Yes
Batch Description	Description for the batch	No
Batch Type	Batch type: N = Standard, Y = Recurring, R = Reversing	Yes
Main	Main account segment of the GL account.	Yes
Location	Location segment of the GL account.	Yes
Nat	Natural Class segment of the GL account.	Yes
Dept	Department Segment of the GL account.	Yes
Amount	Enter a positive (debit) or negative (credit) amount to apply to the journal entry line.	Yes
Description	Description for this particular line item.	No
Journal Code	Journal Code for reporting purposes. The code must be a valid code in the system.	No
Tax District	Tax district of the transaction, if applicable.	No
Analysis Code 1-6	Analysis Codes for reporting purposes.	No
Process Id	A temporary batch number which will be automatically assigned. Leave this field blank.	No
VendorCustomerNumber	Vendor or customer account number. This field must contain a valid account number if populated.	No
EquipmentNumber	Equipment number associated with the transaction. If this field is populated it must contain a valid equipment number.	No