



# Import HRMS and SA Journals Processes

## Script Description

A HRMS or a Student Admin Journal needs to be imported into GL from those modules.

## Process Assumptions

HRMS or Student Admin have transactions ready to be imported over into GL.

## Understanding the HRMS and SA Load Process

The Load Journals from HRMS/SA SQR process reads the flat file(s) generated from PeopleSoft HRMS for Public Sector and/or Student Administration and loads the file(s) to PeopleSoft journal tables.

## Process Flow Steps

1. A journal needs to be imported from HRMS. One of the team members will do the import.
2. Access the Journal Import Panels as follows:

GO	Process Financial Information
	Process Journals
PROCESS	Load Journals from HRMS/SA
	Add

The following panel will open:

Enter the run control number and click on the button

**NOTE:** It may be best to setup a separate Run Control ID that is not used for anything else. Using another Run Control may corrupt that run control.

Select Update/Display if you are using an existing Run Control ID; choose Add if you are adding a new Run Control ID.

OR

Access the Journal Import Panels as:

GO	Process Financial Information
	Process Journals
PROCESS	Load Journals from HRMS/SA
	Update/Display

The following panel will open

- Enter run control ID or
- Click on button to select from available choices

Enter the File Name. This is the input file that you produced by running Journal Generator and the accompanying export process in either your PeopleSoft HRMS for Public Sector or Student Administration database. (i.e., Journal.dat)

The process looks for the file in the Default File Location specified in your SETENV.SQC file. If it cannot find the file, the program then treats the File Name as a full path name and tries to find it there. For example, if the default location is c:\temp\, but the flat file you are trying to load is in c:\user\jrnldata\, you need to specify the full path name c:\user\jrnldata\JRNL1.OUT for the program to locate the input file.

Initiate the background journal import process, by clicking on the  Run button (traffic signal) on the Toolbar.

## Process Flow Steps

See GL\_17\_Process Scheduler Request

After you have run the process:

1. You can view the process in the Message Log Panel or the Process Monitor. Please see PeopleBooks for a detailed explanation of these processes.