Procedure: Submitting Recharge Data using Pepperdine's Recharges Web App

Department: Finance Systems

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Overview

This document describes the process of uploading and submitting recharge data using the Recharges Web App at https://recharges.pepperdine.edu. The advantages of The Recharge Web Application are:

- Accessible from any location
- Online chartfield validation
- Allows retrieval of recharge file and edit it

Frequency

This process can be done at any time.

Involved Parties

Recharge Centers, Finance Systems, and General Accounting

Prerequisites

- Mozilla Firefox or Chrome browser preferred
- Access to https://recharges.pepperdine.edu (granted by the access to Pepperdine network)
- Knowledge of working with Microsoft Excel

Process Description

This process includes 4 stages:

1. Preparing and entering recharge data
2. Editing the recharge data
3. Generating a file to be uploaded to PeopleSoft
4. Uploading the file into PeopleSoft General Ledger
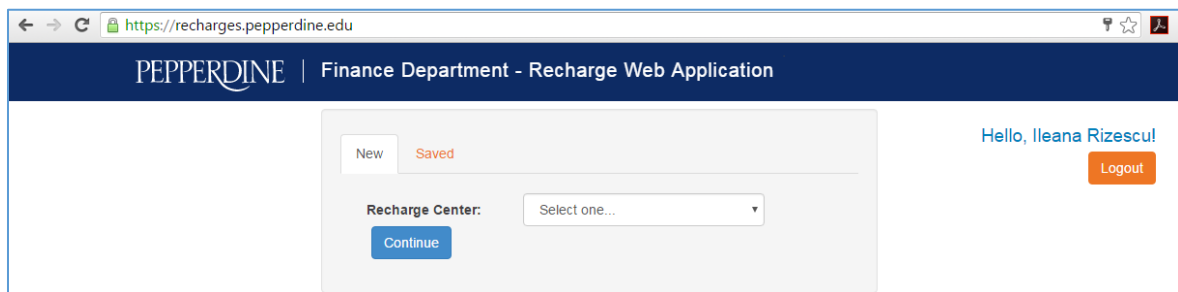
I. Preparing and Entering the Recharge Data

A. **Preparing the recharge data**: The Recharge Center collects recharge data from different sources such as work orders, internal request form, email requests, 3rd party systems, etc.

In order to copy and paste data into the Recharge Web App, data needs to be prepared in an Excel spreadsheet with the following column format:
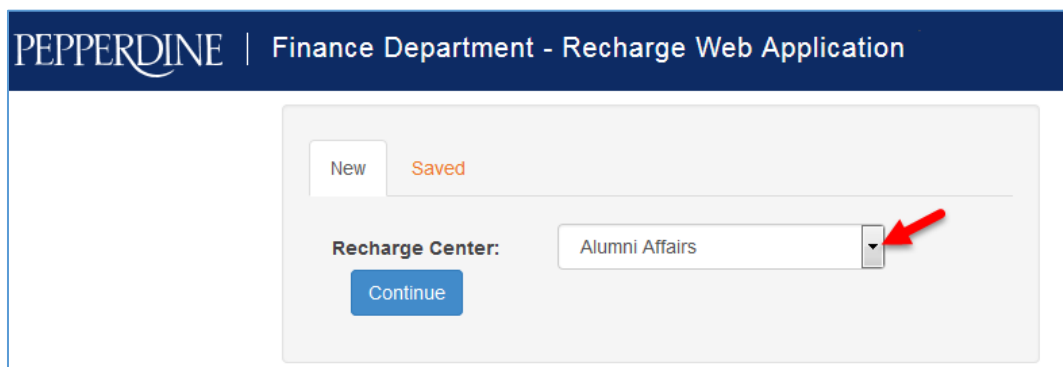
Bus Unit	Fund	Deptid	Account	Class	Program	Product	Project	Oper Unit	Amount (D or C)	Jnl Ln Ref	Description

The data in the spreadsheet is either entered manually or downloaded from the 3rd party system that is used by the Recharge Center.

B. **Entering data into the Recharge Web App:** Logon to the Recharge Web App using your Pepperdine network credentials. After login, the first screen looks like this:

For a new upload, click on the "**drop down"** box to select your Recharge Center then click the "**Continue**" button

A new web spreadsheet will open up. Fill in the "Department", "Extension", "Prepared by", and "Journal Date". The **Journal Date** must be the last day of the current accounting month.

You can enter data for an accounting month through the 3rd working day of the following month.

NOTE: Recharges are due on the 3rd working day of the following month.

For Example: You enter data for July's accounting month. The journal Date must be 7/31/2023. You can continue entering data until August 3, 2023.

To add rows, if you are uploading a large file, scroll down to the end of the web spreadsheet, enter the number of rows you want to add and then click the "**Add**" button.

Copy data from the Excel worksheet that containing the recharge data, select all data starting with the "**Fund**" column, and pasted it into the web spreadsheet on the Recharge Web App, position the cursor at line "**1**" and column "**Fund**", then paste the data using "**Ctrl-V**" and select the "**Paste Values Only**" from the "**drop down**" box.


C. **Updating the existing data in the Recharge Web App**

If you just want to edit an existing uploaded data sheet in the Recharge Web App, click on the "**Saved tab**", choose your file by name and date & time then click on the "**Continue**" button.
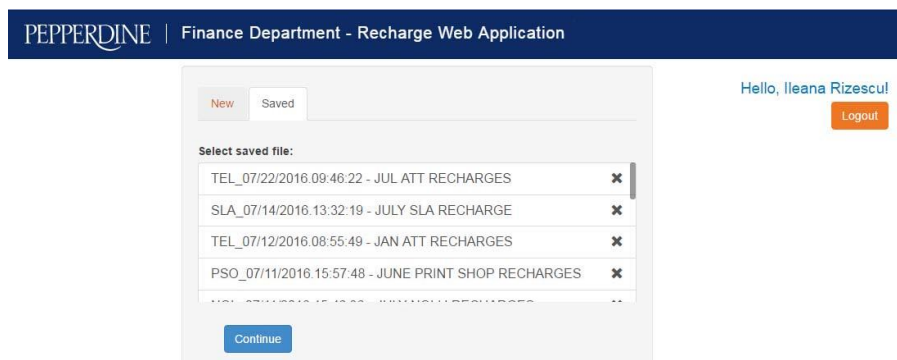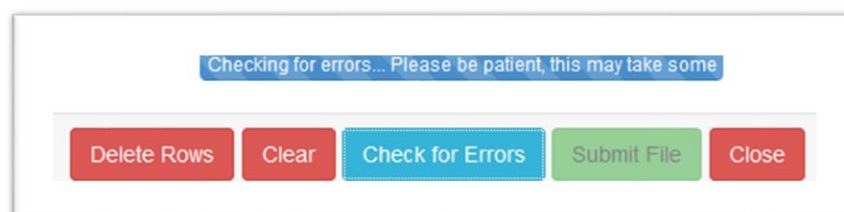
D. **Deleting the existing data file in the Recharge Web App**

If you want to delete an existing file in the Recharge Web App, click on the "**X",**
of the selected file.
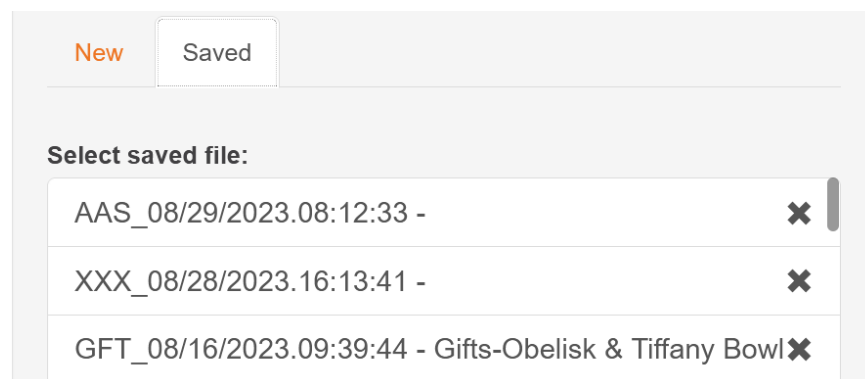
II. Editing the Recharge Data

After the data was populated in the Web App, click on the blue tab "**Check for Errors**".

If there are errors, the error messages will be displayed under the navigation bar
with details regarding the line in error. The corresponding cells in error are
highlighted in yellow. The errors can be either in the chartfield or the chartfield
combo.

To correct the chartfields in error, go to the line in error and click on the chartfield that needs to be corrected. You can either type over or double-click on the cell to edit the characters or numbers within the cell.

Once you finished editing, click the "**Check for Errors**" tab again. If new errors are displayed, correct them and then click the "**Check for Errors**" tab again. Repeat the correction cycle until the "**no errors**" message is displayed.

To delete rows, click the "**Delete Rows**" red tab and specify the start row and the end row numbers. For the row numbers, use the Line column (second column with row numbers). You can also **clear all data in the web spreadsheet**, by clicking the "**Clear**" red tab

To add rows, scroll down to the end of the web spreadsheet, enter the number of rows you want to add and then click the "**Add**" button.

III. Generating the File to be uploaded to PeopleSoft

After the editing cycle has finished with no error, click on the green "**Submit File**" tab. The Web App will generate a flat file and save it to the following folder.

\\fir\Groups\Finance System Documents\Recharges.dat files\

If everything ran Ok, the "**File Submitted**" message will be displayed:

IV.   Uploading the File into PeopleSoft GL.

The Finance Systems Analyst will upload the flat file into PeopleSoft General Ledger. The process will generate the recharge journals. Finance Systems Analyst will make sure all recharge journal's budget errors are cleared and posted to the Ledger and reporting systems.