



AgencyWeb Job Aid

Revenue File Upload for County Agencies

Revenue File Upload Overview

File Upload Basics

Files that are uploaded into the AgencyWeb will go through a series of validations that check the file type, the data, and your authorizations.

CSV is the only acceptable file format for a Revenue template

File Upload access

- If you have File Upload access, you will see template links on the File Import tab
- If you do not have File Upload access, request a template by contacting Treasury Accounting using the “**Contact Us**” link on the AgencyWeb Home Screen
treasurer.accounting@mail.maricopa.gov

The Basic Process

- Prepare file using the correct template
 - Expand columns to ease data entry
 - Do not reformat any columns in the CSV template
 - *Note that TXT columns (Text) have a 60-character limit*
 - Save file as CSV – note that file names will be changed during the upload process
- Upload file into the AgencyWeb
 - For Revenue files, you will need to enter your Bank and ULID numbers at the beginning of the upload process
- You will receive either a Success or Failure email message confirming that your file has been uploaded in Microsoft Dynamics
 - This status will also be reflected on the AgencyWeb **File Import** tab
 - Revenue files are “all of none” – all lines must be accurate or the entire file will fail

County Agencies will prepare Revenue templates using a custom-built input Excel form from County Finance

- **County Finance has developed a custom input form required for use by most County Agencies. This ensures proper account coding translations in the Advantage system**
- **County Agencies should check with Angie Flick (FlickA@mail.maricopa.gov) for the template and instructions for completing it**
 - **Each County Agency will upload their own completed template into the AgencyWeb**



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UPLOAD: Revenue Information

There are two sets of validations performed against Warrant Upload files:

1. File / Attribute Validation
 - a. Validation includes file type, valid user, file source, file name
 - b. Any failures during this validation result in a "Conversion Error" status and email to user
2. Dynamics AX Batch
 - a. Validation includes Financial Dimensions, User ID/Permissions for Agency, Valid ULID number,
 - b. Any failures during this validation can result in a Failure. **With Revenue Uploads, files are "all or none" – the entire file must be successful or it will fail. There is no "partial" success with Revenue files**
 - i. User is notified of result via email

- | | |
|---|--|
| 1 | Log on to the AgencyWeb |
| 2 | Select the File Import tab |
| 3 | Select the correct radio button for the type of file you are uploading: <ul style="list-style-type: none">• Revenue <p><i>Note: Failure to select the correct radio button will result in a "Conversion Error" response</i></p> |
| 4 | Click the " Browse " button |
| 5 | Select the file to be uploaded
<p><i>Note: Acceptable file format is CSV only</i></p> |



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6 Complete the following fields:

1. Bank Account #: Enter the three-digit number provided by the Treasurer's Office
2. ULID: Enter the four-digit number provided by the Treasurer's Office
3. Additional File Name: Optional
4. Optional Description: Will shows on File Import tab

.CSV, .DAT or .TXT Files Only

GL Transactions Warrant Information
 Revenue

Browse RevenueTemplate.csv

① Bank Account #

Bank Account is the 3-digit number provided by MCTO. It is the account that the monies are deposited into.

② ULID

③ Additional File Name

Optional text to add to the filename.

④

Upload Clear



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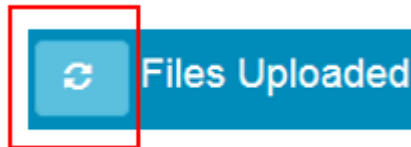
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UPLOAD: Revenue Information

7 After a few seconds, you will see the file detail added to the top of the list of files processed

Last Status Date	Status	Date Uploaded	FileName	Original File Name	File Type	Description	UserName	AX User Id	FirstName	Last Name
11/22/2017 8:39 AM	FileReceived	11/22/2017 8:39 AM	QATestU4_WT_AW_20171122083950.csv	Warrant Inquiry.csv	WT		QATestUser4	QATestU4	Tucker	Wa

7 Optional: Click the “Refresh” icon to view the updated Status



8 Watch your email for a Success or Failure message

9 If necessary, correct any errors and resubmit the corrected file

Remember: every line in a Revenue file must be valid and post successfully. If any line fails, the entire file will fail. An “Error Log” will note the lines that have issues. The entire file must be resubmitted when corrected.



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Revenue File Upload for County Agencies

Bank Account and ULID Numbers (as of 2/19/2018)			
Name	Bank account #	Bank groups	ULID
AGUA FRIA JC - DEPOSITORY CASH - CHASE	245		2240
ADULT PROBATION - DEPOSITORY CASH - CHASE	223		2110
AIR QUALITY - DEPOSITORY CASH - CHASE	218		2850
ANIMAL CONTROL - DEPOSITORY CASH - CHASE	204		2790
ARCADIA BILTMORE JC - DEPOSITORY CASH - CHASE	237		2240
ARROWHEAD JC - DEPOSITORY CASH - CHASE	243		2240
ASSESSOR - DEPOSITORY CASH - CHASE	220		2120
ATTORNEY - DEPOSITORY CASH - CHASE	209		2190
CORRECTIONAL HEALTH - DEPOSITORY CASH - CHASE	226		2260
COUNTRY MEADOWS JC - DEPOSITORY CASH - CHASE	258		2240
DESERT RIDGE JC - DEPOSITORY CASH - CHASE	256		2240
DOWNTOWN JC - DEPOSITORY CASH - CHASE	233	Non-ADRIP	2240
DREAMY DRAW JC - DEPOSITORY CASH - CHASE	232		2240
EAST MESA JC - DEPOSITORY CASH - CHASE	236		2240
EMPLOYEE HEALTH INITIATIVE - DEP CASH - CHASE	219		2390
ENCANTO JC - DEPOSITORY CASH -CHASE	250		2240
ENVIRONMENTAL SERVICE - DEPOSITORY CASH - CHASE	252		2880
FINANCE - DEPOSITORY CASH -CHASE	221		2180
FLOOD CONTROL -DEPOSITORY CASH - CHASE	224		2690
HASSAYAMPA JC - DEPOSITORY CASH -CHASE	248		2240
HIGHLAND JC - DEPOSITORY CASH - CHASE	257		2240
HUMAN SERVICES - DEPOSITORY CASH - CHASE	227		2220
IRONWOOD JC - DEPOSITORY CASH - CHASE	234		2240
JUVENILE PROBATION - DEPOSITORY CASH - CHASE	222		2270
KYRENE JC - DEPOSITORY CASH - CHASE	255		2240
LAW LIBRARY - DEPOSITORY CASH - CHASE	215		2800
LIBRARY - DEPOSITORY CASH - CHASE	217		2650
MANISTEE JC - DEPOSITORY CASH - CHASE	241		2240
MARYVALE JC - DEPOSITORY CASH - CHASE	238		2240
MCDOT - DEPOSITORY CASH - CHASE	225		2640
MCDOWELL MNT JC - DEPOSITORY CASH - CHASE	230		2240
MCESA - DEPOSITORY CASH - CHASE	228		2370
MOON VALLEY JC - DEPOSITORY CASH - CHASE	231		2240
NORTH MESA JC - DEPOSITORY CASH - CHASE	242		2240



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Name	Bank account #	Bank groups	ULID
NORTH VALLEY JC - DEPOSITORY CASH - CHASE	254		2240
PARKS/RECREATION - DEPOSITORY CASH - CHASE	202		2300
PLANNING & DEVELOPMENT - DEPOSITORY ACCOUNT - CHASE	214		2440
PUBLIC HEALTH - DEPOSITORY CASH - CHASE	206		2860
RECORDER - DEPOSITORY CASH - CHASE	201		2360
SAN MARCOS JC - DEPOSITORY CASH - CHASE	240		2240
SAN TAN JC - DEPOSITORY CASH - CHASE	246		2240
SHERIFF - DEPOSITORY CASH - CHASE	211		2500
SOLID WASTE - DEPOSITORY ACCOUNT	216		2670
SOUTH MOUNTAIN JC - DEPOSITORY CASH - CHASE	249		2240
UNIVERSITY JC - DEPOSITORY CASH - CHASE	247		2240
WEST MCDOWELL JC - DEPOSITORY CASH - CHASE	244		2240
WEST MESA JC - DEPOSITORY CASH - CHASE	239		2240
WHITE TANKS JC - DEPOSITORY CASH - CHASE	235		2240
Clerk of the Court	200		2160
County Administration	200		2200
Employee Health Initiative	200		2390
Environmental Services	200		2880
Equipment Services	200		2740
Facilities Management	200		2700
Human Resources / ADP	200		2310
Internal Audit	200		2230
Jury	200		2161
Justice Court Admin	200		2240
Office of Enterprise Technology	200		2410
Risk Management	200		2750
Stadium District	200		2680
Superior Court (<i>updated ULID</i>)	200		2800
Transportation	200		2640
County School Districts ¹	200		Agency #
Independent School Districts ¹	200		Agency #

¹ School Districts: If you are reporting for monies coming into accounts other than Revenue Processing, please contact the Treasurer's Office for assistance.